



# **JOINT BOARD OF MANAGEMENT**

Wednesday, May 19, 2021

**9:00 AM**

Virtually in Zoom

## **AGENDA**

**A. Call to Order:**

**B. Disclosures of Pecuniary Interest:**

**C. Approval of Minutes:**

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, April 21, 2021  
Pages 2 - 6

**D. Business Arising Out of the Minutes**

**E. Items for Consideration:**

1. UW/21/21 dated May 14, 2021 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to May 14, 2021  
Pages 7 - 10
2. Correspondence dated May 6, 2021 from Golden Acre Farms (GAF) re: Five Star Farms (913 Road 3 East, Kingsville, Ontario)  
Page 11
3. UW/22/21 dated May 14, 2021 re: Payments from April 17<sup>th</sup> to April 30<sup>th</sup>, 2021  
Pages 12 - 14

**F. New Business:**

**G. Adjournment:**

**H. Date of Next Meeting:** June 16, 2021, Virtually in Zoom

/kmj



## JOINT BOARD OF MANAGEMENT

Wednesday, April 21, 2021

9:00 AM

Virtually in Zoom

### MINUTES

**Members Present:** Mayor MacDonald (Vice-chair); Deputy Mayor Verbeke, Councillors Hammond, Jones, Tiessen - Leamington  
Mayor Nelson Santos (Chair); Deputy Mayor Queen, Councillors DeYong, Patterson - Kingsville  
Councillor Walstedt - Lakeshore

**Members Absent:** Councillor Dunn  
Councillor Vander Doelen

**Also in Attendance:** Rodney Bouchard, Union Water Supply System Manager  
Khristine Johnson, Recording Secretary

**Municipal Staff Present:** Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington  
Andrew Plancke, Shaun Martinho, Ryan McLeod- Kingsville  
Kevin Girard - Essex  
Albert Dionne - Lakeshore

**OCWA Staff Present:** Susan Budden  
Dale Dillen, Ken Penney

**AUDIT Staff Present:** Ashely Meyer - Hicks, MacPherson, latonna, Driedger LLP

**Call to Order:** 9:03 am

**Disclosures of Pecuniary Interest:** none

**Adoption of Board Minutes:**

**No. UW-25-21**

**Moved by:** Deputy Mayor Queen

**Seconded by:** Councillor Walstedt

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, March 17, 2021 is received.

Carried

### **Business Arising Out of the Minutes:**

There was none.

#### **Report UW/18/21 dated April 16, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to April 16, 2021**

The Manager reviews his report with the members of the Board. He notes that the rehabilitation of Filters #2 and #4 are moving along. There has been a delay in receiving the underdrains from the USA. He explains that once that component arrives the underdrains will take about three (3) weeks to install. This project is just a little behind the timeframe for completion.

The Kingsville Water Tower (KWT) project is moving along nicely with the installation of the scaffolding completed and the canvas enclosure being installed at this time. All of the communication antennas have been removed from the top of the tower and placed on the scaffolding for the time being. The interior of the tank has been drained and interior sandblasting has started. Pressure monitoring is taking place and there have only been a few complaints related to the KWT being offline. The water pressure is just lower than residents are used to.

The Manager explains that the north settling pond has been taken out of service to allow for it to dewater. In July the pond will be excavated to allow for further dewatering and then the dried out material can be sent to the landfill as cover.

The decommissioning of the chloramination system is continuing. The Manager explains that new concrete floors have been poured in the ammonia storage room. Removal of the scrubber still needs to take place, but staff members have been completing this project when time allows. This building will be converted to a maintenance shop over the summer, which will free up space in the main building.

The construction of the new laboratory is still ongoing but most of the work has been completed. The epoxy floor is scheduled to be poured during the week of April 19, 2021 and furnishings for the lab have been purchased. Operations staff is sourcing lab equipment at the moment, but in the end there will be more room for our staff in the lab to move around.

The Essex Water Tower (EWT) will be taken out of service during the week of April 26<sup>th</sup> for one week to allow for warranty inspection and repairs to any coating issues. A new cathodic corrosion protection system will also be installed at that time. The Town of Essex environmental services staff are aware of the upcoming work.

The Dissolved Air Flotation (DAF) project is in final design stages. Associated Engineering (AE) has prepared a pre-qualifying document. This will allow to pre-qualify contractors for the DAF work prior to tendering. Pre-qualification will occur in early May and the tender will be issued at the end of May 2021.

The UWSS is working on its Infrastructure Review Study and the team is working to calibrate the water model for the UWSS. They have been working with local staff and local municipalities on growth projections. The Manager anticipates a preliminary report available by June 2021.

The water models for the UWSS-WUC servicing study is still ongoing. The teams of C3 Water and Stantec Consulting are integrating the water models and identifying some linear infrastructure testing scenarios. The model will run these and the engineers will come back with a report to be reviewed.

As has been the norm for 2021, the flows are still very high, but have plateaued. The Manager feels as long as there are no significantly dramatic increases this summer UWSS will be in decent shape.

#### **No. UW-26-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Hammond

That report UW/15/21 dated March 12, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to March 12, 2021 is received.

Carried (UW/15/21)

#### **Report UW/19/21 dated April 16, 2021 re: UWSS 2020 Financial Report**

The Director of Finance and Business Services for the Municipality of Leamington, Laura Rauch, speaks to the Board regarding the Financial Report for 2020 for the UWSS. She notes that this report was prepared by Leamington staff and audited by Hicks, MacPherson, Iatonna, and Driedger (HMID). She also notes that Ashley Meyer was attending the Board meeting in case there were any questions.

Ms. Rauch notes that the Statement of Financial Position provides an update on the assets and notes that they have increased by \$2.8 M, this is due to increase in cash holdings. She notes that financial liabilities have decreased by \$2.0 M and this is due to long term debt being reduced. The board is reminded that there is only six (6) years remaining on the Sun Life Debt.

She provides a list of capital asset purchases for the year 2020, which included watermain the DAF project, WTP security, Low Lift stations, KWT project and clarifier work. She also notes that the 2020 ending balance of accumulated surplus, under PSAB has increased by \$3.5 M.

Ms. Rauch moves onto the audited Financial Statements and confirms that billings for 2020 increased, due to increased flows. Electricity expenses also increased, which is to be expected with increased flows. Operational programs and studies were less in 2020 than anticipated but COVID played a role in that issue, however, it is anticipated that these will be completed in 2021.

Ms. Rauch recommends that the financial report is approved.

**No. UW-27-21**

Moved by: Councillor Patterson

Seconded by: Councillor Jones

That the 2020 Financial Report for the Union Water Supply System Joint Board of Management be approved.

Carried (UW/19/21)

**Report UW/20/21 dated April 16, 2021 re: Payments from March 13<sup>th</sup> to April 16<sup>th</sup>, 2021****No. UW-28-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Tiessen

That report UW/20/21 dated April 16<sup>th</sup>, 2021 re: Payments from March 13<sup>th</sup> to April 16<sup>th</sup>, 2021 is received.

Carried (UW/20/21)

**New Business**

Deputy Mayor Queen notes that he appreciates all the work that the Manager has done with the regarding the restructuring of the UWSS. He would like to have a committee to include the CAOs to assist with the restructuring process.

The Manager notes that he will be scheduling a meeting with the four (4) CAOs so that a discussion can take place.

Councillor Walstedt asks the Board if adding one more thing to the CAOs plates is beneficial.

**No. UW-29-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor DeYong

That the Manager of the UWSS invite the four (4) CAOs of the member municipalities to join a committee regarding the restructuring of the UWSS.

Carried

The Manager then notes that he is still working on expanding the parking lot and installing a force main sewage main. He explains that he has received the preliminary agreement from the solicitor for the County of Essex just the day prior.

**No. UW-30-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Mayor MacDonald

That the Manager is provided delegated authority to enter into a Road User Agreement with the County of Essex on behalf of the Union Water Supply System Joint Board of Management regarding the installation of UWSS' private sewage force main in the right of way of County Road 45 to the nearest Town of Kingsville sewer connection point.

Carried

**Adjournment:****No. UW-31-21**

Moved by: Councillor Patterson

Seconded by: Councillor Walstedt

That the meeting adjourn at 9:26

Carried

**Date of Next Meeting:** Wednesday, May 19, 2021, virtually in Zoom.

/kmj

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, UWSS General Manager

**Date:** May 14, 2021

**Re:** Status Update of UWSS Operations & Maintenance Activities and Capital  
Works to May 14, 2021

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**Aim:**

To inform the UWSS Board about operational and maintenance activities and capital works projects for the Union Water Supply System since the last Board meeting on March April 21, 2021.

**Discussion:**

The UWSS General Manager conducts regular meeting with OCWA Operations staff in regards to on-going operations and maintenance programs for the UWSS facilities. The following provides an update on UWSS operations, regular maintenance and major maintenance and Capital Works at UWSS facilities:

1. Regular Maintenance on all process equipment and analyzers continue to be completed through OCWA's Workplace Maintenance Management System.
2. The work to rehabilitate Filters #2 and #4 is on-going. The recoating of the filter boxes is complete. Continental Carbon Group (CCG) is scheduled to be on site sometime during the week of May 17<sup>th</sup>, 2021 for the installation of the new underdrains from Roberts Filter Group. It is expected to take about 3 weeks to install the underdrains, install new filter media, re-install the Aries air scour system and test the filters.
3. The work for the rehabilitation of the Kingsville Water Tower is on-going. Scaffolding and full enclosure of the water tower is complete and the sandblasting of the interior and exterior of the water tower is underway. The work is scheduled to be completed towards the end of August 2021. Pressure monitors have been installed to monitor the water pressure in the Kingsville pressure zone while the tower is out of service.
4. Low Lift pump # 6 was removed for refurbishment by Emnor Mechanical Inc. of Hamilton, ON. The pump is scheduled to be received on May 19<sup>th</sup>, 2021 and will be reinstalled during the week of May 24<sup>th</sup>, 2021.
5. High Lift #4 pump motor was sent out for refurbishment by DTM Consulting Services of St. Thomas. The motor was reinstalled during the week of May 10<sup>th</sup>, 2021 and will be returned to service during the week of May 17<sup>th</sup>, 2021.
6. The Essex Water Tower was taken out of service on April 23<sup>rd</sup>, 2021 to allow for warranty inspection and complete any warranty repairs to coating that was installed in 2018. A number of watermain breaks occurred in Essex on April

Re: UW/21/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to May 14, 2021

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24th following the shutdown of Essex Water Tower. After consultation with Town of Essex staff, the water tower was returned to service to prevent any further main breaks and to identify the issue behind the main breaks. Further investigation indicated that watermain breaks resulted from failure of transmission control valve following tower shut down. The necessary repairs were made.

The Essex Tower was again taken out of service on May 3<sup>rd</sup> to complete the warranty repairs. No issues with distribution system occurred following this shutdown. A new cathodic protection system was installed in the water tower. It is anticipate that the warranty work will be completed to enable refill and disinfection of the water tower on May 17, 2021. The Essex Tower should be back in operation by May 21, 2021.

7. The north settling pond has been taken out of service and is being dewatered so that the sediment in the pond can be excavated. The pond will be allowed to dry for a couple months so that it will be easier and less messy to remove the sediments. It is anticipated that excavation of sediment will occur at the beginning of July 2021.
8. Construction of the new laboratory is almost complete. Epoxy coating on the floor will be installed on May 18<sup>th</sup>. Installation of furnishings for the new lab will being the week of May 24<sup>th</sup>.
9. The decommissioning of the chloramination system components in the Ammonia Building is on-going. The work with retrofitting the ammonia building into a maintenance shop will be on-going into Summer 2021.
10. Detailed engineering design for the DAF retrofit of Clarifier #2 has been completed by the engineer, Associated Engineering (AE). Pre-qualification of general contractors for this work has also been undertaken. The tender for this work will be issued by the end of May 2021.
11. The UWSS Infrastructure Review Study and master servicing review is on-going. The consultant team of Associated Engineering and C3 Water have been working to calibrate the UWSS water model to recent water demand data and also to develop future growth models based on growth information provided by local municipalities. The calibrated water model will be used in combination with growth projections to outline future UWSS water demands and needed treatment plant and linear infrastructure improvements. A preliminary report for this work is expected by June 2021.



Re: UW/21/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to May 14, 2021

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12. The UWSS-WUC Emergency Servicing Study is on-going. The consultant team of C3 Water and Stantec Consulting have been working on integrating the UWSS and WUC water models and reviewing existing linear infrastructure between the two water systems. Preliminary testing scenarios have been conducted to simulate various emergencies between the two water systems to ascertain redundancy levels based in various infrastructure improvements. A preliminary report on this work is expected for early June 2021.
13. The UWSS-Municipal CAO Working Group on UWSS Restructuring held its initial meeting on May 12, 2021. Discussions were focused on the review of the proposed UWSS restructuring financial plan and governance structure and to identify next steps for the restructuring process. A report will be provided to the UWSS Board once further progress has been made in the restructuring review process.
14. The UWSS-Municipal Water Capacity Allocation Working group held its second meeting on May 14, 2021. Discussions included review of historical water allocations, recent inquiries on water allocations, improvements to water capacity allocation application process, lawn watering restrictions and next steps, etc. These meetings and discussions will lead to the completion of the Treatment Water Capacity Allocation Review report that will be brought before the UWSS Board by October 2021.

The first chart shows comparative flows for 2017 through 2021 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1<sup>st</sup> to May 13<sup>th</sup>, 2021.

	2017	2018	2019	2020	2021
Flow to Date (ML)	4,483.32	4,801.28	4,860.57	5,474.68	6,308.59
Max Day (ML)	54.65	59.00	55.08	66.93	72.16
Min Day (ML)	20.73	23.56	20.13	25.44	26.74
Average Day (ML)	33.71	36.10	36.55	40.86	47.43
No of Days	133	133	133	134	133

	2017	2018	2019	2020	2021
Flow to Date (MG)	986.21	1056.15	1069.20	1204.29	1387.73
Max Day (MGD)	12.02	12.98	12.12	14.72	15.87
Min Day (MGD)	4.56	5.18	4.43	5.60	5.88
Average Day (MGD)	7.42	7.94	8.04	8.99	10.43
No of Days	133	133	133	134	133

Flows to date are up 833.91 ML (183.44 MIG) or 15.23% from last year. The 2021 flows to date are up 28.62% over the previous 4 year average.

Re: UW/21/21 - Status Update of UWSS Operations & Maintenance Activities and  
Capital Works to May 14, 2021

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**Recommendation:**

That this report be received by the UWSS Board for information purposes.

Respectfully submitted,



Rodney Bouchard, General Manager  
Union Water Supply System Joint Board of Management

/kmj

Filename: t:\union wtr\reports to board\2021\uw21-21 uwss operations report for may 2021.docx



Golden Acre Farms Inc.  
2011 Graham Side Road, Kingsville, ON, N9Y 2E4  
Tel: 519-733-0883 Fax: 519-733-0286

May 6, 2021

Rodney R. Bouchar

General Manager / Union Water Supply System (UWSS)

Office: 519-326-1668

Mobile: 519-324-6862

RE: Five Star Farms Inc  
913 Road 3 East  
Kingsville, ON

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Five Star Farms made application on March 24, 2020 for approval for production capacity regarding the proposed 16.1-acre greenhouse development proposed for 913 Road 3 East.

Approval for 100,000 lgal/day from Union Water Supply System (UWSS) to support the 16.1-acre greenhouse development at 913 Road 3 East was granted September 10, 2020. Please refer to attached September 10, 2020 letter outlining the approval granted by UWSS the identification that the approval expired March 10, 2021.

Due to Covid19 and the outcome of stay-at-home orders both Federally and Provincially, multiple industry and service provider shut downs, and the general effects of the pandemic we have been living through, we are substantially behind schedule on the initiation of this project. As we start the site plan review process, we have discovered, however on the six-month deadline for the validity of the water approval has recently expired with great effort on my part for it not to happen it's understandable under COVID-19.

I am formally requesting an extension of the noted approval for an additional 6 months from the March 10, 2021 approval date. This timeframe should provide us sufficient time to complete the review and acquire necessary site plan control approvals and initiate the development of the site.

Thank you for consideration of this extension of the timeframe. The water approval is a critical component of the proposed greenhouse development. With Covid19, the development has been so delayed on many different factettes and this is just an additional example of the negative impact we have been experiencing.

Do not hesitate to contact me should you have any questions regarding this requested 6-month extension.

Regards,

A handwritten signature in dark ink, appearing to read 'Luis Chibante', is written over a horizontal line.

Luis Chibante  
President / CEO

UW/22/21

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** May 14, 2021

**Re:** Payments for the UWSS from April 17<sup>th</sup> to April 30<sup>th</sup>, 2021

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**Aim:**

To provide the Board with a copy of payments made by the Union Water Supply System from April 17<sup>th</sup> to April 30<sup>th</sup>, 2021.

**Recommendation:**

For information purposes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is positioned below the text 'Respectfully submitted,'.

Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
/kmj

Filename: t:\union wtr\reports to board\2021\uw22-21 payments to end of april 2021.docx



Vendor : 0011450 To PT00000208

Batch : All

Department : All

Cheque Print Date : 29-Apr-2021 To 30-Apr-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
<b>DEPARTMENT 0700 Union Water System</b>							
<b>100048</b>	<b>Jacques Daoust Coatings Management Inc</b>						
3517	REHAB - FILTERS #2 & 4				205 13-Apr-2021	29-Apr-2021	
70-7-0700-8730	700014			Filters			23,954.87
70-7-0700-8730	700012			Filters			23,954.87
<b>997507</b>	<b>JDC.ca Inc.</b>						
18632CW	COMMUNICATION UPDATES				205 31-Mar-2021	29-Apr-2021	
70-5-0700-7290	002070	002100		Telecommunication Maintenance & Support			994.40
<b>180325</b>	<b>Ricoh Canada Inc</b>						
SCO93201965	COPIER CONTRACT - FEB28-MAR30				205 31-Mar-2021	29-Apr-2021	
70-5-0700-7010	002070			Office Supplies			101.77
<b>230440</b>	<b>Willis Business Law</b>						
15270	LEGAL FEES - RESTRUCTURING				205 31-Mar-2021	29-Apr-2021	
70-5-0700-7950	002070			Professional Services			2,690.82
<b>Department Totals :</b>							<b>51,696.73</b>

Municipality Of Leamington  
Council/Board Report By Dept-(EFT)



AP5130

Date : Apr 30, 2021

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Time : 2:45pm

Vendor : 0011450 To PT00000208  
Batch : All  
Department : All

EFT Paid Date : 29-Apr-2021 To 30-Apr-2021  
Bank : 07 To 08  
Class : All

Vendor Code	Vendor Name								
Invoice No.	Description					Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 0700 Union Water System</b>									
<b>010103</b>	<b>Associated Engineering (Ont) Ltd</b>								
529166	SCADA UPGRADES - PROCESS NARRATIVE - APR9					209	15-Apr-2021	29-Apr-2021	
70-7-0700-8780				SCADA System					2,012.53
529169	DAF RETROFIT PH 1 - APR9					209	15-Apr-2021	29-Apr-2021	
70-7-0700-8745		700220		Treatment Plant					87,911.88
529171	INFRASTRUCTURE NEEDS STUDY - APR9					209	15-Apr-2021	29-Apr-2021	
70-5-0700-7989		002070		Operational Programs & Studies					23,314.56
<b>040094</b>	<b>Digital Water Solutions Inc</b>								
DW11919.A-1	HYDRANT RETROFIT PROGRAM 2021					209	20-Apr-2021	29-Apr-2021	
70-7-0700-8750		002206		Watermains					16,520.60
DW11919.B-1	HYDRANT RETROFIT PROGRAM 2021					209	12-Apr-2021	29-Apr-2021	
70-7-0700-8750		002206		Watermains					55,022.53
<b>050099</b>	<b>Enbridge Gas Inc</b>								
1929770177678	3-1726.62M3 GAS - COTTAM BOOSTER STATION					209	13-Apr-2021	29-Apr-2021	
70-5-0700-7410		002073		Gas					551.77
1929770208308	3-11925.65M3 GAS - RUTHVEN WATER TREATMENT PLANT					209	22-Apr-2021	29-Apr-2021	
70-5-0700-7410		002073		Gas					3,598.63
1929770217397	3-985.57M3 GAS - LOW LIFT					209	26-Apr-2021	29-Apr-2021	
70-5-0700-7410		002073		Gas					359.03
<b>080250</b>	<b>Hydro One Networks Inc</b>								
200208899066-I	3-322KWH - METER #16					209	16-Apr-2021	29-Apr-2021	
70-5-0700-7420		002073		Electricity					108.50
70-5-0700-7420		002073		Electricity					-20.36
200220161473-I	3-12KWH - METER #14					209	26-Apr-2021	29-Apr-2021	
70-5-0700-7420		002073		Electricity					39.49
70-5-0700-7420		002073		Electricity					-7.41
<b>140040</b>	<b>Napier-Reid</b>								
C12343	DAF - 50% OF CONTRACT W/SHOP DRAWINGS					209	22-Apr-2021	29-Apr-2021	
70-7-0700-8745		700220		Treatment Plant					152,550.00
<b>160530</b>	<b>Pricewaterhouse Coopers Llp</b>								
TR141128075	RESTRUCTURING CONSULTANT - FINANCIAL					209	29-Apr-2021	29-Apr-2021	
70-5-0700-7950		002070		Professional Services					19,516.23
<b>Department Totals :</b>									<b>361,477.98</b>