



JOINT BOARD OF MANAGEMENT

Wednesday, May 17, 2023

9:00 AM

Kingsville Community Room
Kingsville Arena
1741 Jasperson Road, Kingsville

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 19, 2023
Pages 2 - 7
- D. **Business Arising Out of the Minutes**
- E. **Items for Consideration:**
 - 1. UW/12/23 dated May 12, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from April 14th to May 12, 2023
Pages 8 - 11
- F. **New Business:**
- G. **Adjournment:**
- H. **Date of Next Meeting:** June 21, 2023, 9:00 am, Kingsville Community Room, 1741 Jasperson Road, Kingsville Arena

/kmj

JOINT BOARD OF MANAGEMENT

Wednesday, April 19, 2023
9:00 am

Kingsville Arena - 1741 Jasperson Ave.



MINUTES

Members Present Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors
Union Water Abraham, Tiessen & Wilkinson - Leamington
Supply System Mayor Rogers, Deputy Mayor DeYong (Vice Chair), Gaffan &
 Patterson - Kingsville
 Mayor Bondy - Essex
 Deputy Mayor Walstedt - Lakeshore

Members absent Councillor Dunn - Leamington

Also in Attendance: Rodney Bouchard, Union Water Supply System Manager
For UWSS Kristine Johnson, Recording Secretary

Municipal Staff Laura Rauch, Director of Finance and Business - Municipality of
Present: Leamington

OCWA Staff Dale Dillen, Ken Penney
Present:

Members of the Rob Petro
Public

Call to Order: 9:00 am

Deputy Mayor DeYong takes over as Chair during the meeting at Mayor MacDonald as a prior engagement and is expected to arrive mid-way through meeting.

Disclosure of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-14-23

Moved by: Councillor Tiessen

Seconded by: Councillor Wilkinson

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That the minutes of the Union Water Supply System Joint Board of Management meeting held on September 21, 2022 is received.

Carried

Business Arising out of Minutes:

There was none

Report UW/09/23 dated April 14, 2023, re: Status Update of UWSS Operations & Maintenance Activities and Capital Works February 10 to April 14, 2023

The Manager welcomes everyone since the February meeting. He explains the new Pipe::Scan has been installed at the Cottam Booster Station (CBS), reminding them the first unit is located at the Albuna Water Tower (AWT). This instrument assists with managing water quality out in the system. This is real time data.

The Manager updates the members on the DAF operations noting that the mixer needed inspection and repair. This item was still covered under warranty.

Maintenance to the Low Lift transformer was completed by Eaton Electric.

Repairs are ongoing to the effluent line for Clarifier #3 and #4. Utility Service Corp was on site to assist with these repairs. Operations staff were able to put the Clarifiers into service, March 20th and April 4th respectively.

The DAF recirculation system was not operating as designed. Napier Reid was on site to determine the problem. The Manager notes that the plastic aeration balls had broken down and the plastic pieces had plugged the system. The plastic balls have been removed until a better option can be put into place. This repair was no costs to UWSS.

Evoqua Water Technologies was on site on April 5th to inspect the chlorine gas switch over system, adjustments have been made. This system is required to be in place to avoid Boil Water Advisories.

The Manager then notes that four (4) new progressive cavity pumps for the Powdered Activated Carbon system were purchased and installed. These pumps are more reliable.

The UWSS operations staff are working with Aquatic Life to test a spectrophotometer over the next six (6) months. This will provide real time water quality data.

The MECP reports for both Union Water Supply System and the Municipality of Lakeshore have been received, with both receiving a rating of 100%.

The Manager provides updates on several projects. Progress is being made on the design for the emergency redundancy between UWSS and WUC and he expects to be able to present something to the board in the next month or two, which will include some

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costing as well. The draft report regarding the Infrastructure Needs Study has been received and is currently being reviewed. This should be brought to the Board in May or June.

Finally, Stantec has been retained to provide consulting services for design, engineering, and project management services for the expansion of the WTP administration area. This project is most likely to begin in the Fall of 2023.

The Manager then mentions another item not listed on the report. He notes that the interconnects between Kingsville and Harrow have been opened to assist Harrow WTP while they undertake repairs. This work is expected to be completed in early May 2023.

The Manager then reviews the flows and notes that while they are higher, some of the flow can be attributed to the work being done in Harrow. He also notes that the flows are increasing earlier in the year now and reminds the members of the Environmental Assessment that will be ongoing until the end of the year.

Deputy Mayor Walstedt asks if the greenhouses industry might potentially put in their own lines. The Manager indicates that this solution would not be easy for the greenhouse sector to accomplish as there is a lot of other infrastructure in the way. The Manager further notes that the UWSS is looking at the potential of a new WTP, that would be modular in nature that would have the ability to expand, if need be, depending on growth.

No. UW-15-23

Moved by: Mayor Bondy

Seconded by: Councillor Gaffan

That report UW/09/23 dated April 14, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from February 10 to April 14, 2023 is received.

Carried (UW/09/23)

Report UW/10/23 dated March 20, 2023 re: 2022 Audited Financial Statements

The Manager welcomes Laura Rauch, Director of Finance and Business Services, for the Municipality of Leamington, to the Board. Ms. Rauch explains that the 2022 Financial Statements were prepared by Leamington staff and audited by Ashely Meyer of the firm Hicks, MacPherson, latonna and Driedger LLP (HMID) with no notable concerns. She then reviewed the Statement of Financial Activities, notable items include the increase in wholesale billings, increases in wages due to a review, increase in consulting services, increase in repair expense, decrease in operational programs and studies costs, and an increase in the OCWA budget due to increases in chemical costs.

Ms. Rauch explains that UWSS has everything in order and the auditor has also provided an opinion to finalize the 2022 Financial Statements.

No. UW-16-23

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Tiessen

That the report UW/10/23 dated March 20, 2023 re: 2022 Audited Financial Statements is received.

Carried (UW/10/23)

Report UW/11/23 dated April 13, 2023 re: Upgrade of 300mm Common Asset Watermain - Victoria Avenue, Essex Centre

The Manager explains to the members of the Board that UWSS has a common asset located within Essex Centre. He notes he was contacted by Essex's Director of Infrastructure Services last Fall regarding the streetscaping project within Essex Centre. The project would include the replacement of a watermain and was inquiring whether UWSS would be interested in replacing the existing 300mm common asset watermain that runs in the area of this project.

The Manager reviewed records available and determined that this section of the common asset watermain consists of 300mm Asbestos Cement that was constructed in 1962. Due to the age of the watermain the manager is recommending replacement of the common asset watermain along with the Essex Centre streetscaping.

The Manager then discusses the financial impact of this unplanned project and notes that the cost of replacement, plus a contingency are \$372,000 for a total budget. The UWSS has sufficient monies within the reserves to cover the cost of this project.

Councillor Patterson believes removing any old AC pipe is a good plan and supports this project. Deputy Mayor Verbeke inquires what is the maximum budget that UWSS will be contributing to the project. The Manager notes that UWSS is only obligated to the costs noted in the report.

Mayor Bondy is concerned about the mention of Asbestos Concrete pipe and safety. Councillor Patterson does notes that all safety measures will be in place. Deputy Mayor DeYong wants to ensure that the Manager is involved in the process, so we don't experience any overages. The Manager explains that he will be involved and in discussions with the Director of Infrastructure.

No. UW-21-21

Moved by: Councillor Gaffan

Seconded by: Deputy Mayor Verbeke

That report UW/11/23 dated April 13, 2023 re: Upgrade of 300mm Common Asset Watermain - Victoria Avenue, Essex Centre is received.

Carried (UW/11/23)

Mayor MacDonald arrives at 9:44 am

Special Closed Meeting of the UWSS Joint Board of Management

No. C-UW-07-23

Moved by: Councillor Patterson

Seconded by: Deputy Mayor Verbeke

That the UWSS Joint Board of Management move into a Special Closed Meeting, pursuant to the Municipal Act Section 239 (2)(e)(f) for the following reason:

Matters for Consideration:

Verbal update Under Municipal Act Section 239 (2)(e)(f) update regarding potential litigation and advice provided by the solicitor for the Union Water Supply System Joint Board of Management.

The UWSS Board consider this verbal report in closed session pursuant to section 239(2) of the Municipal Act, 2001, subsection(s)(e)(f).

Disclosure of Pecuniary Interest and General Nature Thereof

There was none.

The Manager provides a verbal update on a property issue.

No. C-UW-08-23

Moved by: Deputy Mayor Walstedt

Seconded by: Mayor Rogers

That the Manager is provided direction with regard to the property issue.
Carried

No. C-UW-09-23

Moved by: Councillor Wilkinson

Seconded by: Councillor Tiessen

That the UWSS Joint Board of Management move out of closed session and return to its regular meeting.

Carried

Report on Closed Session

The Recording Secretary reports on the closed session noting that an update Under Municipal Act Section 239 (2)(e)(f) regarding potential litigation for the Union Water Supply System Joint Board of Management on a property matter. The Manager provided

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a verbal update noting that a resolution for the UWSS Joint Board of Management and the parties involved had been reached.

The UWSS Board considered this verbal report in closed session pursuant to section 239(2) of the Municipal Act, 2001, subsection(s)(e)(f). The Manager confirms that the matter has been resolved and the agreement has been signed by all parties.

New Business:

There was none.

Adjournment:

No. UW-22-23

Moved by: Councillor Patterson

Seconded by: Councillor Gaffan

Time: 9:56 am

Date of Next Meeting: May 17th, 2023

/kmj

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

From: Rodney Bouchard, UWSS General Manager

Date: May 12, 2023

Re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from April 14 to May 12, 2023



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 April 19, 2023.

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. In March 2023 operations staff noted that the DAF #1 recirculation system was not operating at the design rate. UWSS and OCWA operations staff, in consultation with Napier Reid, decided that the DAF system should be taken out of service for inspection once Clarifiers #3 and #4 were returned to service to ensure adequate clarification capacity at the treatment plant to meet demand. DAF #1 was taken out of service and drained on April 11th for cleaning and further inspection. Napier Reid staff were on site on April 13th and 14th to inspect the entire DAF #1 system so to identify and address the issue with the recirculation system.

The problem was identified to be broken pieces of plastic from plastic “balls” that are inside the air dissolution tank. These pieces of plastic were plugging the aeration heads within the DAF tank. The balls were all removed and the entire DAF system was flushed twice to remove the pieces of plastic. The DAF system was returned to service on April 25th, 2023. New, more resilient plastic “balls” have been sourced by the DAF design engineer and are being manufactured. These will be installed upon delivery.

2. Four new progressive cavity pumps for the powdered activated carbon (PAC) injection system have been purchased from John Brooks Company Ltd and were installed the week of April 24th, 2023. The “old” carbon pumps will be repurposed for the polymer injection system.
3. UWSS and OCWA staff are working with Aquatic Life, Ltd. to test an in-line spectrophotometer “S-Scan”. The unit was installed within the treatment plant during the week of April 24th, 2023 and will be tested for a 6-month trial. This instrument has been set up to analyze raw water, DAF effluent and treated water in 24-hour cycles and provides real-time water quality data for turbidity,

Re: UW/12/23 - Status Update of UWSS Operations & Maintenance Activities and Capital Works from April 14, 2023 to May 12, 2023

- total organic carbon, dissolved organic carbon, nitrate, and UV254. The intent is to use the data for optimization of the treatment plant, especially the DAF system.
4. The north residuals pond was put into service on April 28th to handle the extra plant residuals/solids that are being generated with all the clarification processes now in service.
 5. A new Kaser compressor has been purchased and delivered to the treatment plant. This will replace an old Ingersoll Rand compressor. The new compressor is part of a "paired" system that delivers air to operate the various pneumatic systems in the treatment plant. The new compressor will allow for programming that will better automate the system and reduce operator/maintenance staff involvement to operate the system.
 6. Annual testing of treatment plant backflow devices was conducted on May 5th by an external testing contractor. Two devices need repairs. All backflow devices are now operating properly.
 7. Annual flow meter verification for all boundary/billing meters and in-plant meters was completed on May 10th. All meters have been calibrated.
 8. The consultant team of C3 Water Inc. and Stantec Consulting is making forward progress with the conceptual design for an emergency water supply sharing solution between UWSS and Windsor Utilities Commission (WUC). A project meeting was held on April 20th with the consultants, UWSS and Enwin/WUC staff. Workshops were held on May 5th and 11th to review options for central reservoir and pipe routing locations. A preliminary conceptual design report will be issued in June 2023 for presentation to both UWSS and WUC Boards.
 9. Associated Engineering (AE) is making forward progress on the conceptual and indicative design for the new proposed reservoir at the UWSS owned property adjacent to the water treatment plant. The geotechnical and hydrogeological investigation at the property were completed the weeks of April 17th and April 24th. Revised options on reservoir sizing, shape and location were reviewed with UWSS on April 25th, 2023, and technical memoranda for preferred reservoir and piping options are expected the week of May 15th, 2023.
 10. A meeting was held on April 14th between UWSS and the AE project team to review the Infrastructure Needs Study report's findings and recommendations. A follow up discussion on revisions to the findings occurred on April 25th. The AE team is working to generate the final Infrastructure Needs study report. The final report will be presented to the UWSS Board for review/approval at the June 2023 UWSS Board meeting.
 11. UWSS is participating in a project on "Detecting and treating per- and polyfluoroalkyl substances (PFAS) in Canadian water systems". The project is lead by the Ontario Water Consortium, University of Waterloo and Western

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- University. UWSS is one of 7 regional water systems that is included in the project. A workshop was held at the University of Waterloo on April 27th, 2023 to “kick-off” the project. UWSS’ involvement will include sampling of raw and treated water, participation in workshops and meetings. The project is expected to continue for 3 years.
12. UWSS has retained Attache Group Inc. to provide IT services. UWSS has successfully migrated email and IT related items from Municipality of Leamington to its own services that are managed by Attache. This work was completed on May 2nd, 2023. UWSS has also migrated its mobile phone services from Municipality of Leamington. This work has been completed as part of the UWSS restructuring.
13. As reported at the April 19th, 2023 UWSS Board meeting, the interconnects between the UWSS supplied drinking water system and the Colchester-Harrow drinking water system were opened on March 6th, 2023 so that the Colchester treatment plant could be shut down for major repairs. This work was completed on May 11th, 2023 and the interconnects between both systems were closed on May 12th, 2023. UWSS/OCWA staff will calculate the amount of water that was provided to the Colchester-Harrow system during this period and will issue invoices/credits accordingly.

The first chart shows comparative flows for 2019 through 2022 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1st to May 11th, 2023.

	2019	2020	2021	2022	2023
Flow to Date (ML)	4,784.06	5,348.26	6,173.46	6,027.06	6,527.05
Max Day (ML)	55.08	65.55	64.70	76.97	84.93
Min Day (ML)	20.13	25.44	26.74	27.58	32.48
Average Day (ML)	36.52	40.52	47.13	46.01	49.82
No of Days	131	132	131	131	131

	2019	2020	2021	2022	2023
Flow to Date (MG)	1,052.37	1,176.48	1,358.00	1,326.46	1,435.77
Max Day (MGD)	12.12	14.42	14.23	16.93	18.68
Min Day (MGD)	4.43	5.60	5.88	6.07	7.14
Average Day (MGD)	8.03	8.91	10.37	10.13	10.96
No of Days	131	132	131	131	131

Flows to date are up 500 ML (109.31 MIG) or 8.2% from last year. The 2022 flows to date are up 16.9% over the previous 4 year average.

Re: UW/12/23 - Status Update of UWSS Operations & Maintenance Activities and
Capital Works from April 14, 2023 to May 12, 2023

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