



**JOINT BOARD OF
MANAGEMENT**
Wednesday, November 22nd, 2023
9:00 AM
Roma Club, 19 Seacliff Dr.
Leamington

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, October 18, 2023
Pages 2 - 6
- D. Business Arising Out of the Minutes**
- E. Items for Consideration:**
 - 1. UW/22/23 dated November 17, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from October 13th to November 17th, 2023
Pages 7 - 11
 - 2. Verbal update on UWSS and Windsor Utilities Commission (WUC) Emergency Redundancy Study
 - 3. Verbal update on UWSS Finances
- F. New Business:**
- G. Adjournment:**
- H. Date of Next Meeting: To be determined**

/kmj

JOINT BOARD OF MANAGEMENT

Wednesday, October 18, 2023
Kingsville Arena,
1741 Jasperson Ave, Kingsville
9:00 am



MINUTES

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

Members Absent Councillor Abraham - Leamington

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

Municipal Staff Rob Mackie - Town of Essex
Present: Shannon Belleau - Municipality of Leamington

OCWA Staff Ken Penney, Robin Trepanier, Sandra Reaume
Present:

Others present: Mike St. Amant, Tom Kissner, William Willis, Wayne Wharram,
 John Tofflemire

Call to Order: 9:02 am

Disclosure of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-41-23

Moved by: Councillor Gaffan

Seconded by: Mayor Rogers

That the minutes of the Union Water Supply System Joint Board of Management meeting held on July 19th, 2023 is received;

Carried

Business Arising out of Minutes:

There was an error on the names of one of the motions, the secretary will correct this.

Report UW/21/23 dated October 13, 2023 re: Operations & Maintenance Activities and Capital Works from September 15th to October 13th, 2023

The Manager reviews his report with members of the board. He notes that High Lift pump #6 has been returned to service after having bearings replaced.

The two (2) year warranty inspection took place on August 14th, there were some minor deficiencies noted with the interior and exterior paint. These deficiencies were addressed on October 5th and 6th. With continuing maintenance, the coating should last another 15 years. The corrosion monitoring system will be reinstalled.

Staff noted that one of the two (2) compressors on the DAF was not working properly, it was determined the motor had failed. As this item is under warranty and parts were ordered.

The Manager explains that High Lift pump #2 had vibrations noted and was taken out of service. High Lift pump #5 had a check valve fail as well. High Lift pump #4 is also failing. All pumps will have necessary repairs made and then put back into service.

The Manager explains that a new valve actuator for Clarifier #3 has been received, this particular valve has been out of service since the spring.

The Manager updates the members of various projects including the progress made by C3 Water on the Albuna Water Tower (AWT) capacity issues, the hope is the testing will be completed by the end of the winter.

The conceptual design for the study for the new reservoir is proceeding and Associated Engineering is making good progress with the construction manager and the potential demolition of the greenhouse. The hope is to break ground sometime in 2024.

The Manager notes that Stantec Consulting is making good progress on the upgrades to the WTP High Lift pumping system and potential new High Lift pump #7. This is anticipated to be completed in the Spring of 2024. Stantec is also evaluating the back up generator system for UWSS and the manager is hoping to have the design completed by the Spring of 2024, with completion of this project by the winter of 2024.

The Manager notes that C3 Water has been retained to undertake a pilot project for upgrades to our billing meters. It is anticipated that once this project is completed in the Spring of 2024, then all billing meters will be upgraded.

The Manager provides an update on the filter upgrades to PLC panels 1 & 2, with testing taking place in early November. This project should be completed by the end of November.

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The new phone system installation is underway. JDC has now run all new ethernet lines for the upgraded and updated phone system. They have added a secondary internet line as well, which provides the UWSS with redundancy.

The data integration project with Eramosa and the 40 hydrants is well underway. The installation of the eRIS software platform will integrate all of the data received from the smart meters, water quality data etc and it is anticipated that this project will be completed by the end of November 2023. It is also anticipated that all of the systems will be connected sometime in the Spring of 2024.

The Manager updates the board of the UWSS Municipal Class Environmental Assessment Study to provide Peaking Capacity project. He notes that there is a public information session scheduled for November 22nd and a second session in January 2024. It is anticipated that an EA report will be provided to UWSS in February 2024.

Associated Engineering Advisory Services has been retained to develop an Asset Management (AM) Strategy for UWSS, this is to prepare for the new corporation. This is required by the province and needs to be completed.

The Manager notes that in response to the recent fire at the Wheatley Water Treatment Plant OCWA staff have installed smoke/fire alarm systems in both generator rooms at the Ruthven WTP, Low Lift and Cottam Booster Station. UWSS is also still providing water to Wheatley as they need it. Shannon Belleau of Leamington notes that there is potential that Wheatley will have a portable WTP in place by the end of the year.

The Manager explains that the interconnects between Harrow-Colchester and UWSS were open for a short amount of time while repairs were made. They are now closed.

The Manager notes that in response to the storm event that occurred in August 2023 OCWA staff have installed a new radar level transmitter on the KWT, this will allow for more accurate water level information. As well UWSS and OCWA maintenance staff are in the process of procuring back up generators for installation at the water towers.

Deputy Mayor Walstedt asks about the security at the water towers, with back up generators on site. There is then a discussion regarding security of the water system. The Manager notes that between UWSS and OCWA they do their best to mitigate the potential for infiltration of any type of hackers. The Manager also notes that a risk assessment is done regularly.

The board members ask a few questions on items discussed. The Manager notes that Wheatley will be billed at the same bulk rate as everyone else. He also notes that UWSS and OCWA staff are proactive at ensuring the pumps in the water system are well maintained.

There is a general discussion about what could happen to the UWS system if anything were to happen like Wheatley. The Manager notes that UWSS does not have an existing back up water supply and this is why we are working with Enwin to have a redundancy plan in place. It is also noted that any discussion regarding security should potentially be discussed in camera.

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The Chair asks for a refresher on where things stand with regard to the emergency redundancy plan with Enwin. The Manager notes that he is hoping to have a report to the board by the end of November.

No. UW-42-23

Moved by: Councillor Dunn

Seconded by: Mayor Rogers

That report UW/21/23 dated October 13th, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from September 15th to October 13th, 2023 is received.

Carried (UW/20/23)

Special Closed Meeting of the UWSS Joint Board of Management

Time: 9:45 am into closed session

No. C-UW-10-23

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Patterson

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

Matters for Consideration:

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

Disclosure of Pecuniary Interest and General Nature Thereof

There was none.

The Manager provides a verbal update on a large service connections, with legal advice provided by the UWSS Board solicitor present.

No. C-UW-11-23

Moved by: Councillor Patterson

Seconded by: Mayor Rogers

That the Manager and solicitor are provided direction with regard to large service connections.

Carried

No. C-UW-12-23

Moved by: Councillor Gaffan

Seconded by: Councillor Patterson

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

Carried

Time out of closed session 10:17 am**Report on Closed Session**

The Manager reports on the closed session noting that an update Under Municipal Act Section 239 (2)(f) update regarding advice provided by the solicitor for the Union Water Supply System Joint Board of Management.

The UWSS Board considered this verbal report in closed session pursuant to section 239(2) of the Municipal Act, 2001, subsection(s)(f). Also, the Manager was provided direction under solicitor advice to form a pilot project regarding large service connections.

New Business:

There was none.

Adjournment:

A brief discussion to change the date from November 15th to November 22nd, all members agreed to the change.

No. UW-43-23

Moved by: Councillor Patterson

Seconded by: Councillor Gaffan

Time: 10:22 am

Date of Next Meeting: November 22, 2023 Roma Club South Hall

/kmj

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

From: Rodney Bouchard, UWSS General Manager

Date: November 17, 2023

Re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from October 18 to November 17, 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 October 18, 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. On October 18, 2023 Clarifier #3 was taken offline for annual maintenance. As part of this work, a new clarifier inlet valve and actuator was installed. This valve had been basically inoperative since late Spring 2023 but it could not be repaired without taking the Clarifier out of service. Clarifier #3 was returned to service on November 16th, 2023.
2. On October 23rd, 2023 a new soft start was installed on High Lift pump #4. Maintenance staff had noted earlier in the month that the soft start for this pump was failing. The pump was put back into service on October 24th.
3. On October 24th, 2023 Cottam Booster pump #4 was removed to repair/replace the pump shaft. As part of this work, a new gate valve and check valve assembly will be installed so that this pump works better with the recently installed VFDs. Pump #4 will likely be out of service until February 2024.
4. On October 25th, 2023 Low Lift #3 was removed for rehabilitation. This work is being conducted as part of regular preventative maintenance. This pump will likely be out of service until February 2024.
5. On October 26th, 2023, four new permanent "smart hydrant" monitors were installed; 2 in the Kingsville distribution system and 2 in the Leamington distribution system. UWSS currently has 41 hydrant monitors in the UWSS supplied distribution system that are used to monitor pressure and temperature. Some of the hydrant monitors also include acoustic sensors to monitor for leaks in the pipes.

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6. On October 26th, 2023, staff from C3 Water Inc. were on location to complete additional testing as part of the work to address operational capacity and filling issues with the Albuna Water tower. Testing included filling and draining of the Albuna Water tower at different levels and pressures while monitoring distribution system pressures with the smart hydrant monitors. It is anticipated that a report with testing results and recommendations will be issued in January/February 2024 upon completion of data analysis.
7. On October 30th, 2023, Powerhouse Boiler and Combustion Ltd was on location to complete annual maintenance and startup of the Ruthven Water Treatment Plant boiler heating system.
8. On October 30th, 2023, UWSS and OCWA UWSS staff held a meeting to review 2023 capital works and major maintenance activities and to discuss proposed capital works and major maintenance for 2024.
9. On October 31st, 2023, Kent Compressor was on location to inspect and conduct regular maintenance of air compressors at UWSS facilities.
10. On October 31st, 2023, OCWA UWSS maintenance staff replaced the check valve on High Lift Pump #5. The check valve had been noted to be failing earlier in October at which time the pump was taken out of service. Following the repairs, the pump was disinfected and subsequently returned to service.
11. On October 31st, 2023 the OCWA UWSS operations staff collected the final samples for the 2023 monitoring of microcystin. The results of the samples were below regulatory limits.
12. On November 2nd, 2023, UWSS and OCWA UWSS completed the annual Management Review requirement of the Drinking Water Quality Management System (DWQMS) Operation Plan.
13. On November 3rd, 2023, Nevro Pumps and Mechanical was on site to remove High Lift pump #2 motor for inspection. This pump was noted with high vibration on October 11th, 2023 and taken out of service at that time. Nevro issued an inspection report on November 8th that indicated extensive repairs were needed on the motor and recommended that the motor be replaced. UWSS has solicited quotes for a new motor for this pump.
14. On November 10th, 2023 Zelus Materials handling was on location to conduct annual inspections on lifting devices at UWSS facilities. An inspection report is expected by the end of November 2023.
15. On November 16th, 2023, DAF #1 was taken out of service for further warranty inspection as part of the DAF construction contract and to conduct maintenance. A replacement air compressor motor for the air dissolution system was received on October 31st and will be installed during the shutdown. This replacement was covered under warranty. Warranty inspection is scheduled for November 22nd, 2023.

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16. Summa Engineering (McRae Integration) has been retained to undertake upgrades to Filter PLC Panels 1 & 2. Factory Acceptance Testing (FAT) for the new panels was successfully completed on November 9th, 2023. The completed panels were received on November 15th, 2023 and installation and integration of the new panels within the SCADA system is scheduled for December 11-15, 2023.
17. Annual maintenance of treatment plant filters 1-4 is scheduled to be completed between November 20th and December 15th, 2023.
18. Associated Engineering (AE) is making forward progress on the conceptual and indicative design for the new proposed reservoir at the UWSS owned property adjacent the water treatment plant. AE is moving forward with the process for retaining the Construction Manager for this project. The draft Indicative Design Report is scheduled to be issued for review the week of November 20th, 2023. AE is also working on a demolition specification for the removal of the greenhouse infrastructure, for which a draft is anticipated to be received by end of November 2023.
19. UWSS has retained Stantec Consulting (Windsor office) to undertake design, engineering, project management services for upgrades to the Water Treatment Plant High Lift Pumping system to include a new High Lift Pump (HL#7) in the north clearwell. Bids for equipment supply and install were received by Stantec on November 9th, 2023 and are being reviewed. It is anticipated that a decision on successful bidder will be made by the end of November 2023
20. UWSS has retained Stantec Consulting to undertake evaluation, design, engineering and project management services for a new backup power generating system for the UWSS treatment plant and low lift plant. This work is on-going with engineering/design scheduled for completion in late winter 2024.
21. UWSS has retained C3 Water (now CIMA+) to undertake a pilot project for upgrades to billing meter chambers. This work includes full design, engineering, and project management for rehabilitation for 4 of the 16 billing "boundary" meter chambers. The engineering design work for this project is on-going and will extend into Spring 2024.
22. UWSS has retained JDC.ca Inc. to provide and install a new telephone system for the UWSS building facilities. JDC was selected as the preferred option from four proponents. The installation of the new phone system is complete. The system will be fully operational once the phone numbers have ported over from OCWA to UWSS.
23. UWSS has retained Eramosa Engineering to install a data integration system at UWSS. This work includes installation of the eRIS software platform that will integrate all the data that is received from the smart hydrant meters, data that

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- will be received from the new instrumentation within billing meter chambers, water quality data from SCADA, etc. Deployment of this system is on-going.
24. The UWSS Municipal Class Environmental Assessment Study to Provide Peaking Capacity for the Union Water Supply System” is proceeding on schedule. A public consultation open house has been scheduled for November 22nd, 2023 at the Unico Hall in Kingsville. A second public open house will be held in late January 2023. It is anticipated that the EA report will be completed in February 2024.
25. Associated Strategic Advisory Services, a division of Associated Engineering (Associated) has been retained to develop an Asset Management Strategy and Policy for UWSS and to prepare an Asset Management Plan. A meeting was held on October 31st, 2023 between UWSS and Associated team to review the draft Asset Management Strategy and Policies and further establish direction for the Asset Management Plan. A draft of the strategy and plan are proposed to be presented to the UWSS Board in December 2023.
26. UWSS continues to supply water to the Wheatley drinking water system due to the Wheatley water treatment plant shut down that resulted from a fire at this plant. This will likely continue until the Wheatley water treatment plant is back in operation.

The first chart shows comparative flows for 2019 through 2023 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1st to November 16th, 2023.

	2019	2020	2021	2022	2023
Flow to Date (ML)	15,505.97	17,552.47	18,310.55	19,111.90	19,324.19
Max Day (ML)	85.40	97.33	93.83	99.17	108.68
Min Day (ML)	20.13	25.44	26.74	27.58	32.48
Average Day (ML)	48.46	54.68	57.22	59.72	60.39
No of Days	320	321	320	320	320

	2019	2020	2021	2022	2023
Flow to Date (MG)	3410.90	3861.08	4029.14	4204.78	4250.79
Max Day (MGD)	18.79	21.41	20.64	21.81	23.91
Min Day (MGD)	4.43	5.60	5.88	6.07	7.14
Average Day (MGD)	10.66	12.03	12.59	13.14	13.28
No of Days	320	321	320	320	320

Flows to date are up 212.29 ML (46.01 MIG) or 1.10% from last year. The 2023 flows to date are up 9.6% over the previous 4-year average.

Re: UW/22/23 - Status Update of UWSS Operations & Maintenance Activities and
Capital Works from October 18th to November 17th, 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