

# MINUTES

## LAWSS Board Meeting



Thursday, April 26, 2018

10 am

Lambton Area Water Supply System – 1215 Fort Street, Sarnia, Ontario N7V 1M1

### 1. Declaration Of Pecuniary Or Conflict Of Interest

### 2. Approval of Regular Agenda Minutes

*A copy of the minutes for the March 29, 2018 meeting is attached to this agenda.*

"That the minutes of the March 29, 2018 LAWSS Board Meeting be adopted."

Moved by: Mayor Steve Arnold

Seconded by: Mayor Lonny Napper

Carried

### 3. LAWSS Monthly Financial Statements

*A copy of the February 2018 LAWSS budget statement and cash balance sheets are attached for review and approval.*

"That the Board accept the financial statements and cash balance sheets for February 2018."

Moved by: Mayor Steve Arnold

Seconded by: Mayor Todd Case

Carried

### 4. OCWA Operational Statements

*The Monthly Operations Report and other materials from OCWA for February 2018 are attached.*

"That the Board accepts the February 2018 operational statement and other materials from OCWA."

Moved by: Mayor Steve Arnold

Seconded by: Councilor Rick Goodhand

Carried

## 5. 2018 Capital Projects

The following presents the 2018 Budget projects for Capital Work.

*Summary of the capital and major maintenance projects including purchase orders (POs) issued and money spent for February 2018 are attached.*

a) Generator Replacement Project (2018) - \$4,000,000+ \$250,000:

The City of Sarnia Purchasing Department is assisting LAWSS with the tendering of the Request for Proposal (RFP) for this project. Attached is an updated DRAFT RFP with a new closing date of May 30, 2018 and updated evaluation criteria. OCWA Operational Manager and LAWSS Water System Engineering Technologist will evaluate the technical merit of the submissions. Sarnia Purchasing department has offered to also evaluate to ensure fairness of the process. The RFP will be available on the City's open tendering platform on Monday April 30, 2018.

"Motion to proceed with tendering of Generator Replacement Project for LAWSS as described"

Moved by: Mayor Todd Case

Seconded by: Mayor Lonny Napper

Carried

b) SCADA PLC Replacement - \$150,000 (2018) - \$83,000 (2017):

The Request for Quotation (RFQ) that is being developed by WSP is nearing completion. During the final meetings between WSP and LAWSS-OCWA a programming modification and hardware upgrade was identified that will improve system redundancy at WTP and how the system manages data throughout the network. The programming improvement will allow for data to be temporarily stored at WLBS and ELBS. The staging will prevent data loss caused by communication disruptions. The programming improvement will also improve the quality of information being provided to operators when dealing with a communication disruption.

WSP estimates an additional 144 hours will be needed for system integration and has provided an email quote stating an additional \$18,000 to complete the modifications. With MegaComm's assistance, three quotes for the hardware component were gathered. The cheapest of the three totaled \$9,266+tax.

This work is outside of the original scope of the SCADA PLC Replacement project. It is recommended that these changes be included in the project.

"Motion for approval of an additional \$27,266+taxes for additional programming and built-in redundancy SCADA PLC Replacement project"

Moved by: Mayor Steve Arnold  
Seconded by: Mayor Todd Case  
Carried

## 6. Items for Information:

### a) Forest Standpipe Repainting - \$1,400,000:

Contractor tentatively scheduled to return to site second week in May to begin preparing to complete all outstanding work.

### b) Twenty-Year Conceptual Engineering Design Options and Cost Estimate:

Work ongoing. No update at this time. Technical Memorandum #2 is due back in early May and will present LAWSS with options based on data collected in TM#1.

A meeting between the LAWSS technical group will be arranged in early May to review options in advance of the Regular Board meeting. At the technical group meeting a framework for a monthly reoccurrence meeting will be proposed and also will be discussed.

### c) Major Maintenance Update:

(Work critical to Operation is included)

- MM18-05 Bisulphite Pump Replacement: Project is awarded to Metcon Sales and Engineering Ltd. Schedule pending.
- MM18-10 Flocculation Gear Drives (1 Unit): Project awarded to RPS Machine & Sales - changed to Shelley Machine. Schedule pending.

### d) Electrical System's Renewal Strategy at LAWSS - \$100,000:

A DRAFT Request for Proposal is underway.

### e) OCWA Summer Student

OCWA is invested in local educational programs. On May 1<sup>st</sup> a Lambton College student enrolled in the Environmental Technician- Water and Wastewater System Operation program will begin a 4-month co-op with LAWSS-OCWA.

### f) Indian Road- Watermain Repair:

Repair was completed and watermain returned to service on April 6, 2018. A report detailing the repair is underway and will be presented to the Board once total cost has been determined. LAWSS will need to look into the processes and procedures regarding cut off.

"Motion to accept items a) through f) as information"

Moved by: Mayor Steve Arnold

Seconded by: Mayor Todd Case  
Carried

## 7. Ongoing Items:

Water Flows: The water flow sheets for February 2018 is attached.

a) Admin HVAC Ongoing Issues:

Building Innovations has been retained to perform an assessment on the LAWSS office HVAC system. A draft report can be expected in 12 weeks. Building Innovations to access the system for evaluation.

“Motion to authorize installation of stand alone unit for the summer for the interim as needed.”

Moved by: Mayor Steve Arnold  
Seconded by: Councilor Rick Goodhand  
Carried

b) Minister of Fisheries and Oceans Canada Agreement (DFO) renewal (5yrs):

Monitoring equipment has been installed to verify the System’s power usage. Bluewater Power will provide a report once a reasonable sample has been collected (2 weeks).

c) Lambton County Emergency Radio Equipment:

This work is currently underway.

d) Griffin Drain Assessment:

Nothing new to report at this time.

e) Vibration Analysis at LAWSS:

Baseline for all major pumping assets have been measured. Development of the vibration program is underway. A report detailing program recommendations will be presented at a future Board meeting.

f) 2017 LAWSS Financial Audit:

2017 LAWSS Financial Audit is underway. Staff are working with auditors to complete. The DRAFT report can be expected for the May Regular Session Board Meeting. BDO has been asked to prepare a presentation to the Board similar to what has been done in the past. May to present.

## 8. New Business:

a) MOECC Inspection Report:

The Ministry of Environment and Climate Change inspection took place on Tuesday March 13, 2018. OCWA achieved **100%** rating.

b) GIS Data Sharing Request from the County of Lambton:

The County of Lambton Planning and Development Services Department has requested access to LAWSS watermain shapefiles data. The department is working to develop a watermain network for the County of Lambton. The effort is expected to assist in general planning and economic development of the region. Security will be an issue first need reassurance that the system will remain secure. There is an agreement in place to share the information – as a one time and no ability to distribute or update. Ask what type of work and does this work duplicate other work being done.

c) LAWSS Project Tendering Procedure:

While meeting with the City of Sarnia to discuss tendering of the Generator RFP the City of Sarnia's Purchasing Manager was asked to provide an approximate unit cost (per project) for his services going forward. A service package would include includes:

- Peer-review of a LAWSS defined Project Background, Scope and Requirements,
- Integration of LAWSS Project into the City's tendering template,
- Broadcast of the LAWSS Project on the City's publicly accessible Bid and Auction web platform,
- Assistance with verification and evaluation of bidders.

The City of Sarnia prefers to charge LAWSS hourly for this service. The cost would vary depending on project type but is expected to fall between \$1000-\$1500 per project stage. For example, assisting in tendering the Electrical System's Renewal Strategy RFP does not include the tendering of the individual project that will be initiated from it.

"Motion to hire the City of Sarnia Purchasing Department to review and give recommendations on the LAWSS Procurement Policy and to provide tendering services for all LAWSS projects until further notice"

Moved by: Tabled motion by Bev Hand until next meeting

Seconded by:

Carried/Defeated

d) **CITY OF SARNIA** – change order for extra work for lead project to go forward there will be extra cost of \$44,000

Moved by: Mayor Steve Arnold

Seconded by: Mayor Todd Case

Carried

- e) ST CLAIR TOWNSHIP – received a letter to remove the request for LAWSS to take over Brigden Water Tower. Need to review all assets and their effect on all other assets for future planning.

“Motion to reconsider the request to bring Brigden Tower and Plympton/Wyoming Tower into LAWSS system.”

Moved By: Mayor Todd Case  
Seconded by: Mayor Steve Arnold  
Carried

“Motion for LAWSS Board to no proceed with incorporating Brigden Water Tower and Plympton-Wyoming Standpipe into LAWSS at this time”

Moved by: Mayor Steve Arnold  
Seconded by: Mayor Lonny Napper  
Carried

## 9. IN-CAMERA Meeting

The Board will adjourn to an in-camera meeting if necessary.

## 10. Chair to Rise and Report on the Matters of Public Concern from the In-Camera Session

The Chair will report as required.

## 11. Adjournment/Next Meeting

“That the LAWSS Board adjourn this meeting to its next board meeting to be held on Thursday, May 31, 2018 at 10:00 am at the LAWSS water treatment plant.”

Moved by: Mayor Steve Arnold  
Seconded by: Mayor Lonny Napper  
Carried

pdf Attachments:

LAWSS Financial Statement – February 2018  
LAWSS Cash Balance Sheet – February 2018  
OCWA Monthly Operations Report – March 2018  
OCWA Data Report for LAWSS – February 2018  
OCWA Health and Safety Work Order Status March 2018  
OCWA Health and Safety Work Order Status Jan – March 2018  
OCWA Work Order Status March 2018  
OCWA Work Order Status Jan – March 2018  
LAWSS Project List – February 2018  
LAWSS Flows March 2018  
SCADA PLC Replacement Project Change of Scope- WSP Correspondence  
SCADA PLC Replacement Project – Equipment Quotation  
LAWSS Admin HVAC Assessment – Building Innovations  
DRAFT Request for Proposal – Engineering Design for New Emergency Generators  
MOECC Finalized Inspection Report