

MINUTES

LAWSS Board Meeting



Thursday, January 31, 2019
10 am

Lambton Area Water System WTP – 1215 Fort Street, Sarnia ON N7V 1M1

Attendees:

Members

Mayor Hand, Chair, Village of Point Edward
Mayor Arnold, Vice-Chair, St. Clair Township
Councilor Bird, City of Sarnia
Councilor Goodhand, Municipality of Lambton Shores
Mayor Rombouts, Township of Warwick
Mayor Napper, Town of Plympton-Wyoming

Staff

Brian Black, St. Clair Township
Adam Sobanski, Town of Plympton-Wyoming
Jay Verstraeten, Village of Point Edward
David Jackson, City of Sarnia
Andrew Maver, Township of Warwick
Dave Hunt, OCWA
Susan Budden, OCWA
Suzanne Durling OCWA
Clinton Harper, LAWSS

1. Declaration Of Pecuniary Or Conflict Of Interest
2. Election of Chair and Vice-Chair on December 20, 2018

“Motion to appoint Mayor Hand as Chair.”

Moved by: Mayor Arnold
Seconded by: Councilor Goodhand
Carried

“Motion to appoint Mayor Arnold as Vice-Chair.”

Moved by: Councilor Goodhand
Seconded by: Mayor Rombouts
Carried

3. Approval of Regular Agenda Minutes

A copy of the minutes for the December 20, 2018 meeting is attached to this agenda.

“That the minutes of the December 20, 2018 LAWSS Board Meeting be adopted.”

Moved by: Mayor Arnold
Seconded by: Councilor Bird
Carried

4. LAWSS Monthly Financial Statements

A copy of the November 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 November 2018.”

Moved by: Mayor Arnold
Seconded by: Councilor Bird
Carried

5. OCWA Operational Statements

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

“That the Board accepts the December 2018 operational statement and other materials from OCWA.”

Moved by: Mayor Rombouts
Seconded by: Mayor Napper
Carried

6. Operational/Capital Update

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

“Motion to receive Memo Subject: Operational/Capital Updates – Information Only, dated January 31, 2019.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

a) Generator Replacement Project.

Attached is a memo subject "Generator Replacement Project" dated Thursday, January 31, 2019.

"Motion to increase LAWSS Generator Replacement Project budget by 1.5million and issue PO to EX for \$115,000+H.S.T. for Engineering Services to Replace 4160V Main Switchgear."

Moved by: Councilor Goodhand
Seconded by: Mayor Arnold
Carried

b) Radio/PLC Upgrade & Replacement:

Attached is a memo subject, "Radio/PLC Upgrade Project" dated Thursday, January 31, 2019.

"Motion to increase budget of Radio/PLC Upgrade & Replacement Project in the amount of \$159,800. Authorize execution of additional scope outlined in WSP's Modification to Original design RFQ #1, installation of licensed Radio network option, and replacement of radio tower at LAWSS Water Treatment Plant"

Moved by: Mayor Arnold
Seconded by: Mayor Rombouts
Carried

7. Ongoing Issues

Water Flows: The water flow sheets for December 2018 are attached.

"Motion to receive Memo Subject: Ongoing Issues – Information Only, dated January 31, 2019."

Moved by: Councilor Goodhand
Seconded by: Mayor Rombouts
Carried

8. Correspondence

- a) Department of Innovation, Science and Economic Development Canada
Subject: Letter Regarding changes to fees effective 2020

Radio license fees will increase by 2.2% on March 15, 2020. LAWSS currently pays \$544/annually to the Department of Innovation, Science and Economic Development Canada for its radio communication system. Letter is attached.

“Motion to receive item a) as information.”

Moved by: Mayor Arnold
Seconded by: Mayor Rombouts
Carried

9. New Business

“Motion to receive Memo Subject: New Business – Information Only, dated January 31, 2019.”

Moved by: Mayor Napper
Seconded by: Mayor Arnold
Carried

a) GIS/Administrative Technician

Attached is a memo subject, “GIS/Administrative Technician” dated Thursday, January 31, 2019.

“Motion to hire a fulltime GIS/Administrative Technician for 17-weeks beginning May 6, 2019 at a rate of \$17/hour-\$20/hour.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

10. By-laws

a) Confirming By-Laws for the 2018-Calendar Year.

The confirming by-law for the 2018 Calendar Year is attached.

“Motion to approve confirming by-law for the 2018 Board Meetings.”

Moved by: Mayor Rombouts
Seconded by: Mayor Arnold
Carried

11. IN-CAMERA Items

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

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

The Chair will report as required.

13. Adjournment/Next Meeting

“That the LAWSS Board adjourn this meeting to its next board meeting to be held on Thursday, February 28, 2019 at 10:00 am at the LAWSS water treatment plant.”

Moved by: Mayor Napper
Seconded by: Councilor Goodhand
Carried

pdf Attachments:

Minutes of LAWSS Board Meeting- December 20, 2018
LAWSS Financial Statement – November 2018
Cash Balance Sheet- November 2018
OCWA Monthly Operations Report Ending December 31, 2018
OCWA Data Report for LAWSS- December 2018
OCWA Health and Safety Work Order Status- December 2018
OCWA Health and Safety Work Order Status- January to December 2018
OCWA Work Order Status- December 2018
OCWA Work Order Status- January to December 2018
Project list for November 2018
LAWSS Flows- December 2018
Memo - Operational/Capital Updates – Information Only
AECOM- Schedule Upgrade
Memo – Generator Replacement Project
Quotation EXP – Supplement S5- 4.16kV Main Switchgear Replacement
Letter Schneider Electric- Modernization Options: New Switchgear versus Retrofit
Memo – Radio / PLC Upgrade
Quotation Experteers – WSP RFQ#1
WSP- Request for Quotation (WSP RFQ #1)
Memo – Ongoing Issues – Information Only
Letter Innovation, Science and Economic Development Canada – changes to fees
Memo - New Business Updates – Information Only
Annual Summary report LAWS (Schedule 22)
LAWSS-OCWA Contract- Schedule G Reimbursement Spreadsheet
Quotation Building Innovations – Main Plant HVAC Assessment
Memo – GIS/Administrative Technician
By-Law Number 1 of 2019 – to confirm the proceedings of the LAWSS