



MINUTES

LAWSS Board Meeting

Thursday, March 30th, 2017
10 a.m.

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

Attendees:

Andy Bruziewicz, Chair, City of Sarnia
Rick Goodhand, Municipality of Lambton Shores
Lonny Napper, Town of Plympton-Wyoming
Todd Case, Township of Warwick
Steve Arnold, St. Clair Township
Jay Verstraeten, Village of Point Edward
Adam Sobanski, Town of Plympton-Wyoming
Amanda Gubbels, Township of Warwick
Chris Westbrook, St. Clair Township
Andre Morin, City of Sarnia
Margaret Misek-Evans, City of Sarnia
Nick Verhoeven, Lambton Shores
Dave Hunt, OCWA Operations Manager
Susan Budden, OCWA Business Development
Susan MacFarlane, LAWSS General Manager

1. Declaration Of Pecuniary Or Conflict Of Interest

2. Presentation by Mark Kennedy of MIG related to abandoning 24” water main and decision on grouting this water main and historically abandoned water mains. A bid analysis report will be handed out by MIG.

“Motion to approve the preferred contractor (COPE) as recommended by MIG with grouting of all sections of water main as costed by MIG. This contract will have an upset limit of \$792,782.24 as defined by the extent of grouting. The funds required to complete the project will be taken from Reserve.”

“Motion to table the motion and get a report from MIG on minimum grouting requirements and determine what Point Edward Council requires in terms of grouting.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

3. Approval of Regular Agenda Minutes

Portable document format (pdf) copy of the minutes for the February 23rd, 2017 meeting is attached to this agenda.

“That the minutes of the February 23th, 2017 LAWSS board meeting be adopted.”

Moved by: Mayor Case
Seconded by: Mayor Arnold
Carried

4. LAWSS Monthly Financial Statements

Pdfs of the Final December 2016 LAWSS budget statement and cash balance sheet is attached for review and approval. The LAWSS Books for 2016 are now closed. The final reconciliation for the 2016 budget is also attached as a pdf. Based on the reconciliation done \$264,313 needs to be transferred from reserve.

“Motion to approve the transfer of all unspent funds back into reserve.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

“Motion to transfer \$264,313 out of reserve as required based on the reconciliation of the 2016 budget.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

“That the Board accept the final financial statement and cash balance sheet for December 2016.”

Moved by: Councillor Goodhand
Seconded by: Mayor Arnold
Carried

5. OCWA Operational Statements

The operational statement and other materials from OCWA for January 2017 are attached as pdfs.

“That the Board accepts the January 2017 operational statements and other materials from OCWA.”

Moved by: Mayor Arnold
Seconded by: Point Edward Water/Wastewater Manager Jason Verstraeten
Carried

6. 2016 and 2017 Capital Projects

The following present 2016 and 2017 Budget projects for Capital Work. *Summary of the capital and major maintenance projects including purchase orders (POs) issued and money spent for December 2016 (final) is attached as a pdf.*

Items for Consideration:

- a) 2016 Abandoning 24” Water main and Installation of Valve on Monk St. - \$100,000: MIG has provided LAWSS will an cost of \$24,000 plus HST for construction supervision assuming that the LAWSS Board proceeds with grouting (as identified and costed by MIG) of the newly abandoned and historically abandoned water mains. No discussion as issue was tabled.
- b) 2017 Reserve Project - Emergency Repair Increased Cooling Capacity in Electrical Room - \$50,000: Three bids for received from TSM Ltd., Anderson-Webb, and Landon Mechanical for a fee of \$46,438, \$51,500 and \$34,500 respectively. *The bid recommendation letter from Efficiency Engineering is attached as a pdf. Give board timeline.*

“Motion to hire Landon Mechanical for a fee of \$34,500 plus HST.”

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

- c) 2017 Capital Project – Painting or Replacing Forest Water Tower - \$1,400,000: LAWSS General Manager issued a Request for Proposal to hire a consulting company to do the engineering for the Forest Water Tower repainting. The

consultant was also asked for a cost to provide engineering information to Greatario in order to get a quote from them to build a new glass-fused steel water tower. The request for proposal was sent to OCWA, CIMA, Stantec and GHD. Bids are due on Wednesday, March 29th and the result of the bid will be presented to the LAWSS Board on March 30th for consideration and approval.

Three bids for design and tender evaluation and provide a cost for a Greatario tank replacement were received from OCWA, CIMA and Stantec for fees of \$27,764, \$35,554 and \$35,208 respectively. An analysis of the bids was completed based on the table of criteria provided in the Request for Proposal. OCWA was selected as the preferred bidder.

“Motion to hire OCWA for a fee of \$27,764 plus HST to complete the design and tender evaluation as well as provide a cost for a replacement Greatario tank.”

Moved by: Mayor Case
Seconded by: Councillor Goodhand
Carried

- d) 2016 Main Plant HVAC Replacement (Carryover) - \$587,383: Bidder’s meeting held on March 21st. Based on discussions with the insulator and understanding that most water treatment plants use Aerocell Insulation as opposed to Mineral Fiber Insulation as specified in the original tender document. Apparently, Aerocell insulation is designed to reduce pipe sweating specifically. The cost to upgrade Aerocell Insulation is \$74,100. Note that the original approved bid price is \$432,000 so budget exists to upgrade the insulation quality. *A memo from Efficiency Engineering Supporting this change order is attached.*

“Motion to approve spending \$74,100 plus HST to upgrade the insulation quality assuming General Manager contact the water treatment plants directly and get confirmation on the use of this insulation.”

Moved by: Councillor Goodhand
Seconded by: Mayor Arnold
Carried

Items for Information:

- a) 2016 Engineering Studies - \$100,000: LAWSS General Manager has populated the website and final edits are being made by CCI Studios. Once website edits have been approved then the new website will be uploaded. Expect this to be completed by the end of the month.
- b) 2017 SCADA Work - \$150,000 – Work ongoing related to Request for Proposal for Radio Project. Note that the radio design has been completed by MegaComm and all PLC and radio equipment has been pre-purchased. The plan is to hire an

engineer firm to prepare a tender document to have equipment installed as designed by MegaComm. The engineering company will do drawings for all the SCADA replacement work at the water tower locations.

“Motion to move items (a) to (b) as information.”

Moved by: Mayor Napper

Seconded by: Point Edward Water/Wastewater Manager Jason Verstraeten

Carried

7. Ongoing Issues

- a) Water Flows: *The water flow sheet for January 2017 is attached as a pdf.*
- b) Emergency Repair of Chamber along Zion Line at Bear Creek in Township of Warwick: Waiting for warm weather to schedule hydrant replacement work.
- c) LAWSS ArcGIS Update: City of Sarnia staff met with LAWSS/OCWA staff on February 28th. City Staff continue to assist LAWSS to include (and correct as required) the location of all mainline valves and fire hydrants on LAWSS' ArcGIS program. City of Sarnia Staff installed the updated ArcGIS program on LAWSS' computer on Wednesday, March 22nd. LAWSS will continue to work with the City and eventually be able to access arcMAP out in the field via LAWSS' ArcGIS program located on the City of Sarnia servers using a tablet with an internet connection.
- d) Permission to Install Antenna and Store Equipment at LAWSS Water Towers for Lambton County Fire: Finalized contract signed and submitted to Lambton County on Friday, March 24th.
- e) Law Suit Related to A Trip and Fall on Federal Property Adjacent to LAWSS and in the - area of the Repaired Shoreline Protection: No Update. Get drawings of the area for confirmation.
- f) East Lambton Water Users and Member Municipalities Water Requirements for the Next 20 years: *A letter from the Township of Warwick and Town of Plympton-Wyoming regarding the request to update LAWSS Master Plan is attached as a pdf.*

“Motion to do a system wide optimization followed by a Master Plan update. LAWSS General Manager would bring back a more in depth terms of reference for Board approval. This will require a technical steering committee with representatives invited from each member municipality. Cost to pay would come from Engineering Studies.”

Moved by: Mayor Case

Seconded by: Mayor Arnold

Carried

The system wide optimization will include infrastructure needs to supply members with their 20-year water requirements as well as potential to provide Petrolia water. This could include looping from the West Lambton Booster Station and well as method to get more water into and out of East Lambton Booster Station. The system wide optimization can be incorporated into the updated Master Plan. The report should also be a capital plan and funding model which includes government funding and even funding from specific members.

The following information was received from East Lambton Water Users:

Town of Plympton-Wyoming

- 1000 Residential Units
- 10 – Small to Medium Commercial Units
- 4 – Light Industrial or Commercial Units
- Town of Plympton-Wyoming estimate their current water requirement to increase by 50-60%

Township of Warwick

- 150 Residential units
- 1 Greenhouse with 45 L/s requirements phased in over the first 5 years
- 10 Light industrial
- 20 Small to medium commercial
- 1 Large commercial user
- 85 Agricultural users

Municipality of Lambton Shores

Lambton Shores 20-Year Water Consumption Estimate
March, 2017

Future Development Area (FD)	
Future Development Area (ha)	12.0
Population Density (person/ha)	82
Total FD population	984
Persons per Household	3
Total FD Households	328

Approved Development	
Total Households	146
Population per Household	3
Total Approved Development Population	438

Total Population (FD and Approved) 1422.0

Total Water Requirement (m³/day) 497.7

Additional 20% for I&C grow (m³/day) 99.54

Total 20 Year Projection (m³/day) 597.24

Average 2016 water use (m³/day) 1034.56

20 year projected water use total (m³/day) 1631.8

% increase 58%

Annual % increase 2.30%

Note:

*population for raw land based on 82 people per ha

* population per household based on 3 persons per household

* daily water consumption based on 350 L per capita per day

Predicted Water Requirements from Other Member Municipalities:

Sarnia – increase current average daily water usage by 25% over the next 20 years

St. Clair Township – increase current average daily water usage by 52% over the next 20 years

Village of Point Edward – increase current average daily water usage by up to 50% over the next 20 years

- g) Inclusion of Wyoming Water Tower and Brigden Water Tower as part of LAWSS' Assets: *A letter from the City of Sarnia regarding this motion is attached as a pdf.*

“Motion to receive and file the letter.”

Moved by: Mayor Case

Seconded by: Mayor Napper

Carried

- h) HST Ruling for LAWSS: LAWSS General Manager has submitted letter to Revenue Canada.

- i) Potential New Employee at LAWSS: Job description has been completed by City of Sarnia human resources staff. It can be found on the City of Sarnia website at <http://www.sarnia.ca/living-here/careers/current-postings/water-system-engineering-technologist-lawss>.

- a) Request to Place Antennas on LAWSS Water Towers from Merlink and Beyond Air: *The request and technical information from Merlink are attached as pdfs. The request from Beyond Air is attached as a pdf. Note that Merlink is looking to install antennas on multiple water towers owned by LAWSS while Beyond Air is looking to install an antenna on Port Lambton Standpipe.*

“Motion to only reconsider these requests only after Fire Services Antennas have been installed.”

Moved by: Point Edward Water/Wastewater Manager Jason Verstraeten

Seconded by: Mayor Case

Carried

8. New Business

- a) Lead Sampling for Member Municipalities: *The lead sampling reports for 2016 and 2015 for Lambton Shores are attached as pdfs. Note that Lambton Shores was not required to do lead sampling in 2016. The Board requests each lead report start with a summary table showing lead sampling results compared to current and proposed lead guidelines.*
- b) Lead Study for the City of Sarnia Paid for by LAWSS: A Request for Proposal was issued by the City of Sarnia. Two responses were received. The meeting will take place between the City of Sarnia and LAWSS on Monday, March 27th to select preferred consultant. The cost will be presented to the LAWSS Board today and approval will be requested.

Motion to approve paying CH2M Hill for this lead study at a fee of \$57,209.47.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

- c) Transfer of Indian Road Water Tower Property to LAWSS by MOECC: LAWSS has been contacted by the MOECC. They are now prepared to transfer the property that the Indian Road Tower sits on to LAWSS. This was not done at the time of the Transfer Order due to Aboriginal Land Claim issues. *The letter from the MOECC and map of the property are attached as pdfs.*

“Motion to accept the transfer of the Indian Road Water Tower property.”

Moved by: Councillor Goodhand
Seconded by: Mayor Arnold
Carried

- d) Energy Statistics Presentation by OCWA: *OCWA’s presentation on energy statistics is attached as a pdf.* The presentation clearly shows that we have had a 12% reduction in hydro use since 2012 while having a 24% increase in cost.
- e) LAWSS Switching to Become a Class A Energy Customer: LAWSS has retained OCWA’s Energy Engineer to take a look at whether LAWSS should switch to becoming a Class A energy customer (instead of a Class B). As a Class A energy customer you are expected to trim your load when the province is experiencing peak demands (about 5 times per year). OCWA Energy Staff will also work with local OCWA staff to determine strategies to reduce power consumption during these 5 times per year. It has been reported that savings in the range of \$100,000 - \$200,000 per year could be achieved.
- f) Combined Heat and Power Natural Gas Generator: Efficiency Engineering has submitted a proposal to do a Preliminary Engineering Study (paid for by Bluewater Power) on CHP at LAWSS. Basically a CHP would be installed outside (in an enclosure) and would run 24 hours a day to meet a portion of our load. The portion of the load would depend on LAWSS’s ability to get rid of the waste heat developed. The advantage of this is that you would pay about half the cost for energy using natural gas. The presence of a CHP Generator will also assist in meeting the requirements to be a Class A customer.

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, April 27th, 2017 at 10:00 am at the LAWSS water treatment plant.”

Moved by: Councillor Goodhand

Seconded by: Mayor Napper

Carried

pdf Attachments:

1. Minutes of LAWSS Board Meeting February 23rd, 2017
2. LAWSS Financial Statement FINAL – December 2016
3. LAWSS Cash Balance Sheet FINAL – December 2016
4. Comparison Money Spent in 2016 to Budget Amount
5. OCWA Monthly Operations Report – January 2017
6. OCWA Data Report for LAWSS – January 2017
7. OCWA Health and Safety Work Order Status January 2017
8. OCWA Work Order Status January 2017
9. LAWSS Project List FINAL – December 2016
10. Bid Recommendation from Efficiency Engineering for HVAC in Electrical Room
11. Recommendation from Efficiency Engineering for Insulation Upgrade
12. LAWSS Flows January 2017
13. Letter from Warwick and Plympton-Wyoming related to Master Plan Update
14. Letter from the City of Sarnia Regarding Transfer of Water Towers
15. Request from Merlink and Technical Information from Merlink Regarding Antenna Installation on Water Towers
16. Request from Beyond Air Regarding Antenna Installation on Port Lambton Water Tower
17. Sarnia Lead Report 2016
18. St. Clair Township Lead Report 2016
19. Town of Plympton-Wyoming Lead Report 2016
20. Township of Warwick Lead Report 2016
21. Village of Plympton-Wyoming Lead Report 2016
22. Lambton Shores Lead Report 2015
23. Letter from the MOECC Regarding Indian Road Water Tower Property
24. Map showing Indian Road Water Tower Property
25. OCWA Energy Statistics Presentation

Handouts

1. Bid Analysis Memo from MIG regarding Abandoning 24”