

Minutes

LAWSS Board Meeting



Thursday, May 30, 2019

12:00pm

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

Attendees:

Members

Jay Verstraeten, Village of Point Edward
Steve Arnold, Chair, St. Clair Township
Margaret Bird, City of Sarnia
Rick Goodhand, Municipality of Lambton Shores
Amanda Gubbels, Township of Warwick
Lonny Napper, Town of Plympton-Wyoming

Staff

Mike Berkvens, City of Sarnia
Brian Black, St. Clair Township
Andrew Mavers, Township of Warwick
Dave Hunt, OCWA Operations Manager
Suzanne Durling OCWA Admin
Susan Budden, OCWA Business Development Manager
Pete Barnes, BDO
Erick Hicks, BDO
Mike Helps, LAWSS Admin

1. Declaration of Pecuniary or Conflict of Interest.

2. Approval of Regular Agenda Minutes.

A copy of the minutes for the April 25, 2019 meeting is attached to this agenda.

“That the minutes of the April 25, 2019 LAWSS Board Meeting be adopted.”

Moved by: Mayor Lonny Napper
Seconded by: Councillor Rick Goodhand
Carried

3. Presentation of LAWSS 2018 Draft Audited Financial Statement by Pete Barnes and Eric Hicks of BDO.

The following is attached.

- Planning Report to the LAWSS Board.
- LAWSS Draft Audited Financial Statement for 2018.

The following motions are required:

“Motion to transfer \$4,523,711 to reserve as identified on page 14 of the draft audited financial statement for 2018. Note this does not represent a physical transfer of money but indicates a surplus based on the line items outlined on page 14.”

Moved by: Mayor Lonny Napper
Seconded by: Jay Verstraeten
Carried

“Motion to accept the draft audited financial statement for 2018.”

Moved by: Jay Verstraeten
Seconded by: Councillor Margaret Bird
Carried

“Motion to appoint BDO as LAWSS’s auditors for the 2019-2021 calendar years.”

Moved by: Councillor Rick Goodhand
Seconded by: Councillor Margaret Bird
Carried

4. LAWSS Monthly Financial Statements.

A copy of the March 2019 LAWSS budget statement and March 2019 cash balance sheets are attached for review and approval.

“That the Board accept the financial statements and cash balance sheets for March 2019.”

Moved by: Amanda Gubbels
Seconded by: Jay Verstraeten
Carried

5. OCWA Operational Statements.

The Monthly Operations Report and other materials from OCWA for April 2019 are attached.

"That the Board accept the April 2019 operational statement and other materials from OCWA."

Moved by: Councillor Rick Goodhand
Seconded by: Amanda Gubbels
Carried

6. Information Reports.

A summary of the capital and major maintenance projects including purchase orders (POs) issued and money spent for March 2019 are attached.

Water Flows: The water flow sheets for April 2019 are attached.

"Motion to receive memo subject "Information Reports", dated May 30, 2019."

Moved by: Jay Verstraeten
Seconded by: Councillor Margaret Bird
Carried

7. Operational/Capital Update.

a) Generator Replacement Project

Attached is a memo subject "Generator Replacement Project" dated May 30, 2019.

"Motion to issue letter of intent to Caterpillar for the purchase of \$2,543,708 +taxes in emergency generating equipment for installation in LAWSS Emergency Generator Replacement Project."

Moved by: Jay Verstraeten
Seconded by: Mayor Lonny Napper
Carried

"Motion to permit LAWSS General Manager to enter into negotiations with Caterpillar for the establishment of a cancelation agreement, to be approved by the LAWSS Board, for the purchase of equipment for the LAWSS Generator Replacement Project."

Moved by: Councillor Rick Goodhand
Seconded by: Jay Verstraeten
Carried

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

Attached is a memo subject "LAWSS 20-Year Growth Plan- Evaluation of Alternatives" dated May 30, 2019.

1. "Motion to authorize AECOM to proceed with "Proposed Scope Change for LAWSS Hydraulic Model Update to Finalize 20-Year Growth Plan Study" in the amount of \$12,400."

Moved by: Mayor Lonny Napper
Seconded by: Amanda Gubbels
Carried

8. Ongoing Issues.

9. New Business.

a) Class A Energy Customer Election Deadline (June 14, 2019)

Attached is a memo subject "Class A Energy Customer Election Deadline" dated May 30, 2019.

"Motion for LAWSS to sign the ICI election with Bluewater Power Distribution Corporation to continue as a Class A customer for the upcoming billing period from July 1, 2019 to June 30, 2020."

Moved by: Amanda Gubbels
Seconded by: Jay Verstraeten
Carried

b) Cloud-Based Meeting Management Software at LAWSS

(Tabled: May 25, 2019) Attached is a memo subject "Cloud-Based Meeting Software at LAWSS" dated April 25, 2019.

"Motion to purchase eScribe cloud-based meeting management software at LAWSS for 3-year term at annual rate of \$6,900+taxes."

Moved by: Mayor Lonny Napper
Seconded by: Amanda Gubbels
Carried

"Motion for presentation on Bruce Power's Deep Geologic Repository and information on what is being done to protect the LAWSS."

Moved by: Councillor Margaret Bird
Seconded by: Councillor Rick Goodhand

Carried

"Motion for presentation on Mico-plastics & micro-beads and information on what is being done to protect the LAWSS."

Moved by: Councillor Margaret Bird

Seconded by: Jay Verstraeten

Carried

10. By-Laws.

a) By-Laws 2-2016 "To Regulate the Proceedings of LAWSS"

"Motion to amend By-Law 2-2016 "To Regulate the Proceedings of LAWSS", Section 7 to include "i. Information Reports".

Moved by: Amanda Gubbels

Seconded by: Councillor Margaret Bird

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 held on Thursday, June 27, 2019 at 12pm at the LAWSS water treatment plant."

Moved by: Councillor Margaret Bird

Seconded by: Councillor Rick Goodhand

Carried

pdf Attachments:

Minutes of LAWSS Board Meeting- April 25, 2019
LAWSS Financial Statement – March 2019
LAWSS Cash Balance Sheet – March 2019
OCWA Monthly Operations Report Ending April 30, 2019
OCWA Data Report for LAWSS- April 2019
OCWA Health and Safety Work Order Status- April 2019
OCWA Health and Safety Work Order Status- YTD 2019
OCWA Work Order Status- April 2019
OCWA Work Order Status- YTD 2019
Project list for March 2019
LAWSS Flows- April 2019
Planning Report to the LAWSS Board
LAWSS Draft Audited Financial Statement for 2018
Memo – Information Reports
Memo – Generator Replacement Project
Memo - LAWSS 20-Year Growth Plan- Evaluation of Alternatives
Memo - Cloud Based Meeting Management Software at LAWSS
Memo - Class A Energy Customer Election Deadline (June 14, 2019)