



# Memo

To: Susan MacFarlane  
Cc:  
From: Clinton Harper  
Date: October 19, 2017  
Re: LAWSS Property List & Archaeological Assessment Review

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At the July 2017 meeting the Board requested that a list of all LAWSS owned properties be compiled and maintained. The Board also requested a review of what has been completed in terms of archaeological assessments with respect to LAWSS owned properties.

Based on the archaeological study by AECOM related to the 24" decommissioning work it is known that much of Point Edward is at high risk for archaeological finds and this would impacted areas adjacent to LAWSS water mains that travel through Point Edward. Note that the archeologist verbally noted that the LAWSS water treatment plant is not in an area of known archaeological significance.

Below is a list of all LAWSS owned properties:

	Roll Number	Property Description:	Notes:
1	340 010 30502 0000	3613 London Line, CON 4 N PT LOT 7 RP 25R4694, Part 1, Plympton-Wyoming, ON	East Lambton Booster Station
2	010 010 10201 0000	St. Clair Pkwy., CON 7 S PT LOT E TO F RP 25R408, Part 3, St. Clair Twp., ON	
3	010 010 10901 0000	Reedy St. Rear, CON 7 PT LOT E RP 25R408, Part 5, St. Clair Twp., ON	
4	010 010 11701 0000	Queen St. CON 7 PT LOT E RP 25R408, Part 1 7 & 9, St. Clair Twp., ON	
5	010 010 15702 0000	447 West Ward Line, CON 7 N PT LOT E RP 25R1630, Part 1, St. Clair Twp., ON	Port Lambton Standpipe
6	38 05 220 020 1501 0000	CON 5 PT LOT 27 RP25R343 Part 1, St. Clair Twp., ON	
7	382940005122600 0000	PLAN 13 S PT LOT 17 RP 25R411 Part 1, Sarnia, ON	Indian Road Water tower
8	380 020 27125 0000	6282 Townsend Line, CON SB PT LOT 37 RP 25R4700, Part 3 PT Part 2, Lambton Shores, ON	Forest Standpipe
9	200 001 00100 0000	1215 Fort St., Reserve Ordinance PT LOT 69 RP 25R369, Part 1 to 2, Sarnia, ON	Treatment Plant
10	400 051 33500 0000	12 Indian Rd. S., PLAN 13 BLK A PT LOT 14 RP 25R6242, Parts 1 to 9, Sarnia, ON	West Lambton Pumping Station
11	042 002 25401 0000	121 Cebennial Ave., CON 5 SER PT LOT 19 RP 25R5058, Part 1 T/W Row Over Part 2, Warwick Twp., ON	Watford Standpipe

1) LAWSS staff is aware of two archaeological assessments completed on lands owned by LAWSS. A summary of both is below.

Assessment 1 Name:	Stage 1 & 2 Archaeological Assessment LAWSS Hydrant Removal and Watermain Decommissioning
Date:	August 31, 2017
Summary:	The Stage 1 part of this assessment determined that some components of the LAWSS 610mm dia. Watermain Decommission project lay in close proximity to the Siobhan archaeological site. The Siobhan site is a large multi-component, warm weather, fish processing campsite dating from the Late Archaic to the Late Woodland period. The second stage if this assessment consisted of the inspection for possible impacts to archaeological resources within two excavations. The excavations inspected included a 5 meter by 5 meter parcel to the south of Bridge Street and a 10 meter by 7 meter northern parcel at 701 Lite Street.
Recommendations:	No further archaeological assessment was required for either study area.

Assessment 2 Name:	An Archaeological Assessment of the East Lambton Area Water Supply.
Date:	February 1985
Summary:	This report was prepared in advance of the building of LAWSS's east appendage. The new waterworks being proposed was to span an extensive area in the northern tier of Lambton County, including parts of Bosanquet, Warwick, Plympton and Sarnia Township. Essentially what exists east of Provincial Highway 40 today. The assessment documented a total of 33 archaeological sites in, or immediately adjacent, to the proposed areas.
Recommendations:	<ol style="list-style-type: none"> <li>1) Influenced the site selected for of the East Lambton Booster Station.</li> <li>2) Requested a second stage archeological assessment at crossing of what is currently Provincial Highway 40.</li> <li>3) Requested a second stage archeological assessment at the proposed Forest Standpipe location.</li> </ol>

Clinton Harper



## **Information for a Pipeline Crossing a LAWSS Watermain**

In the context of this policy, a pipeline is any solid pipe that may carry fuel, gas, water, stormwater or wastewater. A pipeline for the purpose of this policy may also include telecommunication lines.

In order to cross a Lambton Area Water Supply System (LAWSS) watermain the following is required:

1. LAWSS may require that the water main you are crossing be daylighted to determine the exact location of the LAWSS water main prior to a pipeline crossing.
2. Any exposure of a LAWSS main or work in the area of the LAWSS main (within three (3) metres or as indicated by LAWSS/OCWA personnel on LAWSS' response to a one call locate request) without a LAWSS representative on site is strictly prohibited.
3. LAWSS requires an opportunity to comment on the proposed separation distance between the proposed pipeline and the LAWSS watermain. Preliminary pipeline crossing drawings prepared by a Professional Engineer and showing the relative distance of the proposed pipeline to the LAWSS watermain may be required to be submitted to LAWSS General Manager. Once approved seventy-two (72) hours notice (three (3) business days – not weekends or holidays) in advance of daylighting to uncover the LAWSS watermain is required to arrange for LAWSS/Ontario Clean Water Agency (OCWA) personnel to be on site to observe the work.
4. Following completion of the project, final pipeline crossing drawings, if available, shall be submitted to LAWSS General Manager.

**Susan MacFarlane, Ph.D., P.Eng.**

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# Memo

To: Susan MacFarlane  
Cc:  
From: Clinton Harper  
Date: 2017-10-20  
Re: Proposed LAWSS Vehicle

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At the September 2017 meeting the Board requested a detailed look into LAWSS travel expenses and summary of cost for a vehicle as a direct purchase versus leasing.

Over the last 5 years the LAWSS General Manager has charged an average of 3,626 km in mileage. To date the combined mileage of both the LAWSS General Manager and the LAWSS Water Systems Engineering Technologist is 4,254 km. It is estimated that in 2018 LAWSS staff will travel about 10,000 km. Mileage payments provided locally by LAWSS and others are listed in Table 1.1.

County of Lambton	\$0.555
City of Sarnia	\$0.440
St. Clair Township	\$0.470
Village of Point Edward	\$0.570
Town of Plympton-Wyoming	\$0.540
Warwick Township	Matches County of Lambton
Municipality of Lambton Shores	Matches County of Lambton
OCWA-LAWSS	\$0.400 up to 3000km

A LAWSS vehicle is primarily needed by the LAWSS staff to travel within the system's transmission footprint and allow them to attend planned and unplanned events such as water main breaks and valve replacements that affect the delivery of potable water to the system's member municipalities. The vehicle can also be used to travel to professional meetings, training sessions, seminars and conferences.

It should also be noted that for insurance reasons OCWA does not permit non-OCWA staff to travel within an OCWA vehicles. One key reason that LAWSS needs a vehicle is the liability of using a personal vehicle for work business and the potential impact on staff insurance premiums if an accident occurs.

A pickup truck is the type of vehicle being proposed. A pickup truck will provide LAWSS staff with the right kind utility and mobility to successfully support most LAWSS required travel needs. In August 2017 Lambton Ford, Bayview Chrysler Dodge Ltd and Parklane Chevrolet Cadillac Ltd were contacted by LAWSS staff and asked to prepare a quote for a "basic work truck" fitting the below criteria for consideration by the LAWSS Board.

- Standard 1/2 tonne Pickup (Ram, F150, Silverado)
- Extended cab with rotating beacon
- Spray on box liner with locking tonneau cover
- Integrated communication system (Bluetooth phone)

The prices below were received based on the above criteria and represent the dealers 2018 models respectively. Lambton Motors did not respond to a 2 or 3 year lease option but did offered the lowest purchase price.

<b>Dealer</b>	<b>Lambton Motors</b>	<b>Park Lane</b>	<b>Bayview</b>
<b>Sales Rep.</b>	Dave Pilon	Dave Curtis	Nicholas Ravenhorst
<b>Model</b>	Ford F150 Super Cab	Chevrolet Silverado	Dodge Ram
Cash Amount	\$39,344.84	\$45,915.40	\$41,591.70
2yr Lease (Monthly)	na	\$927.56	\$1,283.31
2yr Lease (Annually)	na	<b>\$11,130.72</b>	<b>\$15,399.72</b>
Buy out Amount	na	\$24,052.00	\$21,000.00
3yr Lease (Monthly)	na	\$785.43	\$1,003.82
3yr Lease (Annually)	na	<b>\$9,425.16</b>	<b>\$12,045.84</b>
Buy out Amount	na	\$19,757.00	\$18,000.00

It is recommended that the 2018 Chevrolet Silverado be purchased under the 3-yr lease option. The total price in the first year would be **\$14,250**.

<b>Item</b>	<b>Estimated Cost</b>
2018 Chevrolet Silverado price per year for 3 years	\$9500
Insurance	\$1200
Gas	\$2500
Maintenance*	\$500
LAWSS logo and registration	\$550
<b>Total First Year Cost for Vehicle**</b>	<b>\$14,250</b>

\*Maintenance total included to cover normal cost of wear and tear items not covered of the Powertrain Warranty. (i.e. Oil/filter change, brakes & rotors).

\*\* The buy-in price after 3 years of leasing is \$19,757.00

Clinton Harper



2018 LAWSS OPERATING, MAINTENANCE, AND CAPITAL BUDGET DRAFT

ITEM	EXPENSES	Sarnia	St. Clair	Plympton-Wyoming	Warwick	Point Edward	Lambton Shores
<b>2018 Percent Budget Allocations Based on 2016 Flows</b>		59.41%	28.00%	5.40%	2.78%	2.35%	2.07%
<i>2017 Percent Budget Allocations Based on 2015 Flows</i>		58.76%	28.12%	5.89%	2.93%	2.15%	2.14%
<b>2018 OPERATING AND MAINTENANCE COSTS (OCWA) (CPI = 1.4%)</b>							
Service Fee	\$2,112,364						
Hydro	\$1,723,800						
Sludge Haulage	\$132,510						
Point Edward Sewage Fee	\$81,895						
Chemicals	\$272,940						
Insurance	\$103,083						
Diesel Fuel	\$7,605						
<b>Subtotal</b>	<b>\$4,434,197</b>	<b>\$2,634,356</b>	<b>\$1,241,575</b>	<b>\$239,447</b>	<b>\$123,271</b>	<b>\$104,204</b>	<b>\$91,788</b>
<b>2018 LAWSS OPERATING</b>							
Emergency Repairs	\$200,000						
General and Administrative Expense	\$300,000						
Staff Salary and Benefits	\$250,000						
Vehicle Expenses	\$20,000						
Schedule G Reconciliation Estimate	\$150,000						
<b>Subtotal</b>	<b>\$920,000</b>	<b>\$546,572</b>	<b>\$257,600</b>	<b>\$49,680</b>	<b>\$25,576</b>	<b>\$21,620</b>	<b>\$19,044</b>
<b>TOTAL OPERATING AND MAINTENANCE</b>	<b>\$5,354,197</b>	<b>\$3,180,928</b>	<b>\$1,499,175</b>	<b>\$289,127</b>	<b>\$148,847</b>	<b>\$125,824</b>	<b>\$110,832</b>
<b>2017 Capital Projects (Carryover)</b>							
Engineering Design for Emergency Generators	\$250,000						
<b>Total 2017 Projects Carried Over</b>							
<b>2018 Capital Projects</b>							
Rebuild 32" Ross Valve at WLBS	\$70,000						
New Generators Replacement (including air louvers)	\$4,000,000						
SCADA Radio Replacement Work (installation)	\$150,000						
Engineering Studies (Electrical Engineering Assessment WTP, ELBS Capacity Increase)	\$100,000						
<b>TOTAL 2017 and 2018 CAPITAL</b>	<b>\$4,570,000</b>	<b>\$2,715,037</b>	<b>\$1,279,600</b>	<b>\$246,780</b>	<b>\$127,046</b>	<b>\$107,395</b>	<b>\$94,599</b>

<b>2018 LAWSS MAJOR MAINTENANCE</b>							
Fire Alarm Panel	\$10,000						
Flood Lights at WTP	\$3,000						
Two year electrical inspection at WTP (combined with Engineering Study)	\$12,500						
Low Lift and Surge Well Clean Out	\$25,000						
Bisulphite Pump Replacement	\$25,000						
PLC SCADA Migration at WLBS	\$15,000						
WLBS Septic System Tile Bed Repair	\$50,000						
Chamber at Bickford and White Line Repair	\$10,000						
Chamber at White Line Repair	\$10,000						
Flocculation Gear Drives (6 units)	\$22,500						
Flocculation Mixer (6 units)	\$12,000						
Hydrant Replacement in Point Edward on Michigan (contaminated site)	\$25,000						
Bypass Townsend Line Chamber	\$12,000						
Phragmites Control at WLBS	\$6,000						
Replace Asbestos Damaged Ceiling Due to Rain	\$45,000						
<b>TOTAL 2018 MAJOR MAINTENANCE</b>	<b>\$283,000</b>	<b>\$168,130</b>	<b>\$79,240</b>	<b>\$15,282</b>	<b>\$7,867</b>	<b>\$6,651</b>	<b>\$5,858</b>
Revenue from Sale of Water	-\$125,000						
Revenue from OPA	-\$80,000						
Revenue from Interest or Rental Fees	-\$72,000						
Revenue from GST/HST Rebate	-\$100,000						
Revenue Transferred from 2017 Budget	-\$250,000						
<b>TOTAL EXPENDITURES</b>	<b>\$10,207,197</b>	<b>\$6,064,096</b>	<b>\$2,858,015</b>	<b>\$551,189</b>	<b>\$283,760</b>	<b>\$239,869</b>	<b>\$211,289</b>
<b>TOTAL REVENUE</b>	<b>-\$627,000</b>	<b>-\$372,501</b>	<b>-\$175,560</b>	<b>-\$33,858</b>	<b>-\$17,431</b>	<b>-\$14,735</b>	<b>-\$12,979</b>
<b>2018 Total Budget/Operating/Maintenance/Capital</b>	<b>\$9,580,197</b>	<b>\$5,691,595</b>	<b>\$2,682,455</b>	<b>\$517,331</b>	<b>\$266,329</b>	<b>\$225,135</b>	<b>\$198,310</b>
<i>2017 Total Budget</i>	<i>\$10,347,589</i>	<i>\$6,080,244</i>	<i>\$2,909,742</i>	<i>\$609,473</i>	<i>\$303,184</i>	<i>\$222,473</i>	<i>\$221,438</i>

*2017 Total Budget minus 25% of Debt Payment (Adjusted)*

*\$9,500,769*

Note the 2018 Budget is greater than the 2017 Adjusted Budget by

0.84%

Note total flow in 2016 is 18,319,866 m3 and cost charge per member is

\$0.52 per cubic metre

Note: As per the Board Motion on October 27, 2016 LAWSS has added 75% of the debt payment back into the budget. Therefore, the decrease in budget from 2017 reflects this 25% savings in the debt payment.

Debt payment in 2017 was \$3,387,280.00 so therefore we will refund municipalities \$846,820.