

# MINUTES

## LAWSS Board Meeting



Tuesday July 17, 2018

9 am

County of Lambton Administration Building - 787 Broadway St, Wyoming ON N0N 1T0

### Attendees:

#### Members

Mayor Hand, Chair, Village of Point Edward  
Steve Arnold, Vice-Chair, St. Clair Township  
Todd Case, Warwick Township  
Warden Weber, Municipality of Lambton Shores  
Lonny Napper, Town of Plympton-Wyoming  
Andy Bruziewicz, City of Sarnia

#### Staff

Brian Black, St. Clair Township  
Adam Sobanski, Town of Plympton-Wyoming  
Mike Berkvens, City of Sarnia  
Andrew Maver, Warwick Township  
Dave Hunt, OCWA Operations Manager  
Clinton Harper, LAWSS Water System Engineering Technologist

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## 1. Declaration Of Pecuniary Or Conflict Of Interest

## 2. Approval of Regular Agenda Minutes

*A copy of the minutes for the May 31, 2018 meeting is attached to this agenda.*

"That the minutes of the May 31, 2018 LAWSS Board Meeting be adopted."

Moved by: Mayor Napper  
Seconded by: Mayor Arnold  
Carried

### 3. LAWSS Monthly Financial Statements

*A copy of the April 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 April 2018."

Moved by: Mayor Arnold  
Seconded by: Councilor Bruziewicz  
Carried

### 4. OCWA Operational Statements

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

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

Moved by: Mayor Arnold  
Seconded by: Warden Webber  
Carried

### 5. Operational/Capital Update

The following presents the Operational/Capital Update.

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

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

The City of Sarnia's procurement policy was utilized to locate Engineering Consulting firms interested in bidding on the Generator Replacement project at LAWSS.

The PFP for this project closed on June 11, 2018 with seven (7) submissions being received. The submissions were evaluated by a team of evaluators that included the City's Purchasing Manager, OCWA Operational Manager and LAWSS Water System Engineering Technologist. Technical scoring was assigned as per RFP breakdown. Financial scoring was proportionally distributed between the submissions that met the 450 technical score benchmark. Attached is a letter from the City's Purchasing Manager summarizing the process and below are the results.

Proponent	Technical	Financial	Total Score	Financial
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	Score	Score		Cost (including HST)
<b>EXP Services</b>	492	400	892	\$214,700.00
<b>Collins Frazer</b>	452	283	735	\$303,744.00
<b>Cole Engineering</b>	527	141	668	\$610,499.34
<b>NA Engineering</b>	481	130	611	\$661,598.05
<b>Bold Engineering</b>	312	n/a	n/a	n/a
<b>Dillon Consulting</b>	441	n/a	n/a	n/a
<b>WSP</b>	444	n/a	n/a	n/a

\*a minimum technical score of 450 was required to be considered for the financial evaluation as noted in the proposal document.

Total Score in the table above is the summation of the Technical Score and Financial Score. The submission with the highest Total Score is considered to represent the best value.

“Motion to hire EXP Services Inc. to execute engineering services outlined in LAWSS RFP 18-131 Engineering Design for New Emergency Generators”

Moved by: Mayor Arnold  
 Seconded by: Mayor Napper  
 Carried

b) Radio/PLC Upgrade & Replacement - \$150,000 (2018) - \$83,000 (2017):  
 WSP provided LAWSS with a finalized version of the Radio/PLC Upgrade & Replacement project Request for Quotation document on June 1<sup>st</sup>, 2018. The document is ready to tender. An attempt was made to secure a General Contractor prior to the June meeting but insufficient interest was expressed by the nine (9) recommended Contractors.

It is recommended that LAWSS approach the City of Sarnia for the tender package to be published on its open bid platform.

“Motion to hire the City of Sarnia to adjust finalized Radio/PLC Upgrade Replacement Project so it is compatible and then publish on its online open bid platform.”

Moved by: Warden Weber

Seconded by: Councilor Bruziewicz  
Carried

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

Forest Standpipe is substantially complete. Contractor is attempting to re-establish grass in affected areas within the fenced in area. The warranty holdback of \$26,000+H.S.T. will be held until July 2020. OCWA has resumed maintaining the rest of the standpipe grounds.

At the September 2017 Board meeting the Board passed a motion to hire Cope Construction to pave the Forest Standpipe parking Lot. In the Fall of 2017 work was estimated at \$59,985 + taxes. Due to proximity constraints and a possible constructor issue, Cope was asked to postpone until the spring of 2018. LAWSS is currently working with Cope to determine their schedule for this work. Copes has requoted with a minor increase of less than \$1000. A PO has been issued and work has been requested to proceed as soon as possible.

d) Major Maintenance Update:

(Work critical to Operation is included)

- MM18-05 Bisulphite Pump Replacement: Work ongoing. Currently the new units are being wired for power. Programming to follow.

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

Work ongoing. AECOM has submitted their DRAFT Technical Memorandum #2. The DRAFT is currently being reviewed by member municipality, OCWA and LAWSS technical staff.

“Motion to accept items c) through e) as information”

Moved by: Mayor Arnold  
Seconded by: Warden Weber  
Carried

## 6. Miscellaneous Reports:

a) Finalized 2017 Financial Statement:

A finalized copy of Lambton Area Water Supply System Financial Statements for the year ending December 31, 2017 prepared by BDO is attached.

“Motion to accept items a) as information”

Moved by: Mayor Napper  
Seconded by: Warden Weber

Carried

## 7. Ongoing Items:

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

### a) Admin HVAC Ongoing Issues:

Work ongoing. An interim cooling system has been installed as per Board direction at the April 2018 meeting.

OCWA's HVAC Maintenance Contractor has completed an evaluation of the existing system. A summary of their evaluation is as follows:

The compressor that replaced the original failed compressor is near failure itself. This is due to the continued short cycling of the system. The short cycling of the system is due to the small size of the heating/cooling loop. The original unit was designed with an additional stage. The additional stage has never been needed and its compressor remains relatively new. Wiring and controls have been adjusted to run the system primarily on this "second stage" compressor. It is possible to provide cooling to the building by utilizing this configuration however, without the short cycling issue corrected, the second stage compressor will fail eventually.

The examination was undertaken to determine if the existing HVAC Admin system could be run in cooling mode in the interim. Based on the evaluation it is recommended that the HVAC Admin remain offline to allow for the possibility that undamaged components be utilized in the systems final repair.

### b) Lambton County Emergency Radio Network:

The County's Emergency Radio Network officially went online on June 1, 2018. The LAWSS facilities utilized in the network includes Forest Standpipe, Watford Standpipe, Port Lambton Standpipe and Indian Road Tower.

A five-year agreement between LAWSS and the County was entered into for each facility beginning January 1, 2017. Among other things the agreements outline Fees and Access requirements.

As per the agreement, LAWSS is required to provide unrestricted, reasonable access to all sites. Unrestricted, reasonable access means that, except in the case of emergency repairs, Site access will only occur during the course of regular business hours. The agreement also stipulated that any costs incurred by LAWSS for OCWA responding to an afterhours emergency call-outs is to be paid by the County of Lambton.

A request has been sent to the County of Lambton for a list of all persons authorized to access Lambton Radio equipment after hours.

c) Vibration and Hydraulic Analysis at LAWSS:

Baselines for all major pumping assets at LAWSS have been established. While no significant issues were detected, the analysis did point out a number of areas where improvements could be made. The improvements are being considered for the 2019 budget proposal.

It is recommended that a vibration and hydraulic analysis be conducted on all pumping equipment at LAWSS on an annual basis.

A Schedule K "Change Order" form has been prepared to add this item to the Schedule "Q" Predictive and Preventive Maintenance inventory in the LAWSS-OCWA Contract. The form will be presented to OCWA at their upcoming Annual Contract Review.

d) Municipality of Chatham-Kent Interconnection

The Municipality of Chatham-Kent is preparing to complete major upgrades to the Wallaceburg Water Treatment Plant. Work is proposed to be staged over several years and will involve many primary/major Plant components.

LAWSS approved the supply to Chatham-Kent, through the Whitebread Line emergency interconnect, for approx. 93 hours between Monday May 28<sup>th</sup> and Friday June 1<sup>st</sup>. The exercise was undertaken to gauge LAWSS' ability to provide the neighboring Municipality water. The total flow for this exercise has been calculated at 20782m<sup>3</sup>.

St. Clair Township is billed for water leaving WLPS. At the regular session Board Meeting on Thursday May 31, 2018 St. Clair Township representation called into question LAWSS' authority to approve the supply for this exercise. Water provided for the exercise had already been purchased by St. Clair Township and the township stated that the water was no longer LAWSS' to supply.

It is recommended that staff develop a quotation to install a meter of sufficient diameter within the existing Whitebread Line emergency interconnect chamber. A meter is recommended going forward if the Municipality of Chatham-Kent will be depending on LAWSS frequently and for an extended period of time.

It is also recommended that staff work with St. Clair Township representation and the Chatham-Kent PUC to work out an acceptable method for providing water to the neighboring municipality throughout the project.

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

Moved by: Mayor Arnold  
Seconded by: Mayor Case  
Carried

## 8. Correspondence:

### a) Environmental and Land Tribunal Ontario (Brigden & Wyoming SP)

Attached is a correspondence from the OMB advising that the City of Sarnia has withdrawn its appeal and that the file on this matter has been officially closed.

## 9. New Business:

### a) Town of Petrolia Interconnection

Between Friday June 15, 2018 and Monday June 25, 2018 24,533m<sup>3</sup> of water was supplied to Petrolia while OCWA-Petrolia Operational Staff dealt with an issue at the Petrolia Water Treatment Plant.

### b) Waterfront Sidewalk Maintenance

Ontario Regulation 239/02 outlines minimum maintenance standards for municipal highways. Section 16.1 of the regulation deals with sidewalk surface discontinuities. The section can be reasonably applied to the LAWSS walking path adjacent to Lake Huron. The regulations require annual inspection and removal of any discontinuities greater than 2cm.

On June 21, 2018 the annual inspection and maintenance of the LAWSS walkway adjacent to Lake Huron was completed.

“Motion to accept items 8a) 9a) and 9b) as information”

Moved by: Mayor Arnold  
Seconded by: Mayor Napper  
Carried

### c) LAWSS Project Tendering Procedure (Tabled):

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:

- 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.

## 10. IN-CAMERA Meeting

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

"motion under section 239 of the municipal act the Board will go in camera to discuss employee matters"

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

The Chair will report as required.

## 12. Adjournment/Next Meeting

"That the LAWSS Board adjourn this meeting to its next board meeting to be held on Thursday, August 16, 2018 at 10:00 am at the LAWSS water treatment plant."

Moved by: Mayor Arnold  
Seconded by: Warden Weber  
Carried



pdf Attachments:

Minutes of LAWSS Board Meeting May 31, 2018  
LAWSS Financial Statement – April 2018  
LAWSS Cash Balance Sheet – April 2018  
OCWA Monthly Operations Report – May 2018  
OCWA Data Report for LAWSS – May 2018  
OCWA Health and Safety Work Order Status May 2018  
OCWA Health and Safety Work Order Status Jan – May 2018  
OCWA Work Order Status May 2018  
OCWA Work Order Status Jan – May 2018  
LAWSS Project List – April 2018  
LAWSS Flows May 2018  
Finalized 2017 LAWSS Financial Statement  
OMB- Correspondence  
HVAC Admin Compressor Examination  
Letter- RFP 18-131  
EXP Services Inc.- Submission