



MINUTES

LAWSS Board Meeting

Thursday, January 25th, 2018
10 a.m.

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

Members

Bev Hand, Chair, Village of Point Edward
Steve Arnold, Vice-Chair, St. Clair Township
Andy Bruziewicz, City of Sarnia
Rick Goodhand, Municipality of Lambton Shores
Todd Case, Township of Warwick

Staff

Chris Westbrook, St. Clair Township
Brian Black, St. Clair Township
Adam Sobanski, Town of Plympton-Wyoming
David Jackson, City of Sarnia
Jay Verstraeten, Village of Point Edward
Andrew Maver, Township of Warwick
Dave Hunt, OCWA Operations Manager
Clinton Harper, LAWSS Water System Engineering Technologist
Susan MacFarlane, LAWSS General Manager

Guests

Terry Bender, OCWA Vice President

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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 November 30th, 2017 meeting is attached to this agenda.

“That the minutes of the November 30th, 2017 LAWSS board meeting be adopted.”

Moved by: Mayor Case
Seconded by: Mayor Arnold
Carried

3. LAWSS Monthly Financial Statements

A copy of the October 2017 LAWSS budget statement and cash balance sheet is attached for review and approval.

“That the Board accept the final financial statement and cash balance sheet for October 2017.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

Report on Schedule for LAWSS Annual Financial Audit:

LAWSS will undergo the Year End Financial Audit the first week of April by BDO. To accomplish this LAWSS will close its books by February 15th. During the February Board meeting LAWSS will present a reconciliation of all 2017 accounts and determine how much money can be transferred to reserve. During the month of March LAWSS will then get assistance from City of Sarnia in completing the work required for PSAB related to tangible capital assets as well as completion of our Draft Financial Statement. It is expected that the County can do these tasks for LAWSS next year.

4. OCWA Operational Statements

The operational statements and other materials from OCWA for October and November 2017 are attached.

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

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

5. 2017 Capital Projects

The following presents the 2017 Budget projects for Capital Work. *Summary of the capital and major maintenance projects including purchase orders (POs) issued and money spent for October 2017 is attached.*

Items for Consideration:

- a) 2016 Main Plant HVAC Replacement (Carryover) - \$587,383: Final installation of thermostats and wiring through the plant has revealed that 11 heaters thought to have been functioning within the plant are actually not functioning. The cost to replace these heaters will be presented to the LAWSS Board for approval at the meeting.

Landon has provided a cost to replace 9 of the heaters for a fee of \$26,565 plus HST. This money is available from the original \$587,383 budget designated.

“Motion to approve paying Landon \$26,565 plus HST to replace the 9 heaters. Staff completes study to determine reason for failure of 11 units. Staff to prepare report on entire HVAC system.”

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

“Motion for staff to prepare a summary on existing reliability program”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

Items for Information:

- b) 2017 SCADA Work - \$150,000: Tender document for LAWSS radio upgrade project being prepared by WSP. Work expected to be completed in the spring.
- c) Forest Standpipe Repainting - \$1,400,000: Forest Standpipe was brought back into service on Monday, January 15th.
- d) 2016 Engineering Studies - \$100,000: Expect completion of Operational Assessment Study by OCWA's Energy Engineer to determine if operational practices at LAWSS can be modified to save energy. This project will be funded by Bluewater Power.

- e) Engineering Design of Generator Replacement Project - \$300,000: Work on going.
- f) Highlift Pump 3 (HLP3) (400 hp) Emergency Repair – \$75,899: Work expected to be completed second week of February.

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

Moved by: Councillor Goodhand
Seconded by: Adam Sobanski
Carried

6. Ongoing Issues

- a) Water Flows: *The water flow sheets for October and November 2017 are attached.*
- b) Corrosion Control Study for City of Sarnia: Work ongoing. Results of the work expected to be presented to Sarnia City Council in March.
- c) Twenty-Year Conceptual Engineering Design Options and Cost Estimates: LAWSS Board Technical Staff, Member Municipality Technical Staff, OCWA Operations Manager and LAWSS staff met with AECOM on January 9th to discuss this engineering study. AECOM will consider design options to meet 20-year water requirements, will consider financial options to pay for these expansions and will look at options for water sales moving forward (commodity versus allocation). All financial models will be analyzed in light of research of what other local service boards are doing with regards to who pays for expansion projects and how water is sold to its members.
- d) Admin HVAC Ongoing Issues: The newly installed compressor failed during operation in the winter months. Efficiency Engineering is now reviewing all available data and information to determine what is the cause of the ongoing issue. LAWSS General Manager will update the Board as more information becomes available.
- e) Fluoride Free Sarnia, Lambton Request to Present to LAWSS Board: This presentation will take place in February.
- f) LAWSS Connection Policy: *The final LAWSS Connection Policy is attached. This policy has been reviewed by all member municipalities and comments have been addressed. The required form to be submitted to LAWSS related to a connection request is also attached.*

“Motion to table LAWSS connection policy including form to be filled out.”

Moved by: Mayor Arnold
Seconded by: Adam Sobanski
Carried

“Motion for staff to prepare an overview of service connections within entire system”

Moved by: Councillor Bruziewicz
Seconded by: Adam Sobanski
Carried

- g) Fees for Service Connections on LAWSS Transmission Mains: At the meeting related to the LAWSS connection policy a member suggested that LAWSS should charge for any residential, industrial, and commercial or agriculture connection. *A memo outlining what other municipalities are charging and a recommendation for what LAWSS should charge is attached.*

“Motion to lift this issue from the table.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

“Motion to table LAWSS connection fee.”

Moved by: Mayor Arnold
Seconded by: Adam Sobanski
Carried

- h) LAWSS Twinning and Grid Reinforcement Project: *The information package sent to Bob Bailey’s and Marilyn Gladu’s offices is attached.* It was also noted that this project will provide long term stability for potable water in the area of the new \$2 Billion Dollar NOVA Chemical plant. Staff from both offices are working to determine what funding sources are most appropriate for the project.

7. New Business

- a) Pro Fund Condominiums on Lakeshore Road in Town of Plympton-Wyoming: Pro Fund Condominiums are requesting that 15 new condo units be serviced from a 2” connection directly to the LAWSS 300 mm water main on Lakeshore Road. This is in addition to 15 existing apartment type units currently located on the property and serviced from a 2” connection. The new 15 condo units will be serviced by a privately owned 2-inch line as shown on the drawings. Note that this private water system will not need to have its own licensed water operators and can rely on Plympton-Wyoming for water operations. LAWSS water main will be protected by a double check valve backflow preventer which will be tested annually through Plympton-Wyoming’s check list process for backflow preventers. Note the Town of Plympton-Wyoming has not passed their Backflow Prevention By-law yet. *The drawings for the proposed property development are attached.*

History for the site:

Around 2012, the Town of Plympton-Wyoming requested the 2" service for the current 15 unit apartment building on site be moved so it was in front of the building. It was also noted that this service was in the way of a planned new condo development. At that time it was understood that the existing 2" service would be abandoned. LAWSS also asked the condo developer to lower a LAWSS hydrant that was sticking out of the ground due to landscaping modifications. Note that the 15 unit apartment building does have a check valve back flow preventer inside it but it has not been tested annually as per the building code. Town of Plympton-Wyoming will ensure that the existing back flow preventer is now tested annually through their backflow preventer check list process.

In 2016, LAWSS was asked for permission from the consultant to install another hydrant 70 m down from the current hydrant on site to accommodate the new condos. LAWSS was not aware that another 2" service would be required for the property. At that time it was also planned to install an additional 2" service off the end of the 6" hydrant lead but LAWSS General Manager was not aware of that and therefore did not contemplate approval for that. LAWSS received Board approval for a new hydrant only in July 2016.

In December 2017 the Town of Plympton-Wyoming wanted to confirm LAWSS's approval of the additional water connection. LAWSS was not aware of any additional water connection required. Review of the drawings showed a 2" connection was to be installed off of the 6" hydrant lead which would have created an unacceptable continuous pressure drop situation. LAWSS General Manager requested they use the existing 2" service which had previously been abandoned. This has been done and is shown in the drawings.

"Motion to re-activate existing 2" connection to service the Pro Funds Condo Site with an orientation for the Condo Site as described in the drawings."

Moved by: Adam Sobanski
Seconded by: Mayor Case
Carried

"Motion that future requests for connecting into LAWSS comes from Municipality directly to LAWSS Board via LAWSS GM"

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

9. IN-CAMERA Meeting

"Motion to go in camera to discuss a personnel issue."

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

“Motion to move out of in camera session.”

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

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

The Chair was instructed to complete what was discussed in the in-camera session

11. Adjournment/Next Meeting

“That the LAWSS Board adjourn this meeting to its next board meeting to be held on Thursday, February 22nd, 2018 at 1 to 3 pm at the LAWSS water treatment plant.”

Moved by: Councillor Bruziewicz
Seconded by: Councillor Goodhand
Carried

pdf Attachments:

1. Minutes of LAWSS Board Meeting November 30th, 2017
2. LAWSS Financial Statement – October 2017
3. LAWSS Cash Balance Sheet – October 2017
4. OCWA Monthly Operations Report – October 2017
5. OCWA Monthly Operations Report – November 2017
6. OCWA Data Report for LAWSS – October 2017
7. OCWA Data Report for LAWSS – November 2017
8. OCWA Health and Safety Work Order Status October 2017
9. OCWA Health and Safety Work Order Status November 2017
10. OCWA Health and Safety Work Order Status Jan – October 2017
11. OCWA Health and Safety Work Order Status Jan – November 2017
12. OCWA Work Order Status October 2017
13. OCWA Work Order Status November 2017
14. OCWA Work Order Status Jan – October 2017
15. OCWA Work Order Status Jan – November 2017
16. LAWSS Project List – October 2017
17. LAWSS Flows October 2017
18. LAWSS Flows November 2017
19. LAWSS Connection Request Policy - FINAL
20. LAWSS Connection Request Form
21. Memo on LAWSS Service Connection Fee
22. Information Package Regarding Twinning Project
23. Drawing for Pro Fund Condo Development in Plympton-Wyoming