



MINUTES

LAWSS Board Meeting

Thursday, May 25th, 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
Bev Hand, Village of Point Edward
Adam Sobanski, Town of Plympton-Wyoming
Amanda Gubbels, Township of Warwick
Chris Westbrook, St. Clair Township
Mike Berkvens, City of Sarnia
Pratt Rawat, City of Sarnia
Bill Barwise, OCWA Operations Manager
Susan MacFarlane, LAWSS General Manager

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- 1. Moment of Silence as a tribute to André Morin.**
 - 2. Declaration Of Pecuniary Or Conflict Of Interest**
 - 3. Presentation of LAWSS 2016 Draft Audited Financial Statement by Pete Barnes and Craig Norman of BDO.**

The following is attached.

- Planning Report to the LAWSS Board
- Signed Standard Terms and Conditions from BDO
- Management Letter from BDO

- LAWSS Draft Audited Financial Statement for 2016

The following motions are required:

“Motion to transfer \$229,848 to reserve as identified on page 14 of the draft audited financial statement for 2016. Note this does not represent a physical transfer of money but indicates a shortfall based on the line items outlined on page 14.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

“Motion to accept the draft audited financial statement for 2016.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

“Motion to appoint BDO as LAWSS’s auditors for the 2017 calendar year.”

Moved by: Mayor Napper
Seconded by: Mayor Case
Carried

4. Approval of Regular Agenda Minutes

A copy of the minutes for the April 27th, 2017 meeting is attached to this agenda.

“That the minutes of the April 27th, 2017 LAWSS board meeting be adopted.”

Moved by: Mayor Case
Seconded by: Mayor Arnold
Carried

4. LAWSS Monthly Financial Statements

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

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

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

5. OCWA Operational Statements

The operational statement, first quarter financial statement for 2017, and other materials from OCWA for March 2017 are attached.

“That the Board accepts the March 2017 operational statements, first quarter financial statement for 2017, and other materials from OCWA.”

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

6. 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 March 2017 is attached.*

Items for Consideration:

- a) 2017 SCADA Work - \$150,000 – Request for proposal (RFP) to complete engineering for PLC work and prepare tender document for radio installation was sent out to Stantec, CIMA, WSP, Eramosa, and Runge. Proposals were received from CIMA and WSP for fees of \$107,345 and \$104,100, respectively. Based on an analysis of the proposals based on the evaluation template provide in the RFP, WSP was selected as the preferred consultant.

“Motion to hire WSP to complete the PLC design work and prepare tender document for the LAWSS radio installation work a fee of \$104,100 plus HST.”

Moved by: Mayor Case
Seconded by: Mayor Napper
Carried

- b) 2016 Engineering Studies - \$100,000: *The project background and project requirements related to expansion of LAWSS to meet 20-year demands is attached.*

“Motion to approve the project background and project requirements as attached and wait for 2 months to send out RFP following more information from member municipalities and report on any additional information submitted at the next two Board Meetings.”

Moved by: Mayor Arnold
Seconded by: Mayor Case
Carried

Items for Information:

- c) 2016 Abandoning 24" Water main and Installation of Valve on Monk St. - \$100,000: Agreement signed with COPE and work in planning stages. Inform blue water bridge of schedule.
- d) 2017 Reserve Project - Emergency Repair Increased Cooling Capacity in Electrical Room - \$50,000: Work ongoing.
- e) 2017 Capital Project – Painting or Replacing Forest Water Tower - \$1,400,000: Work ongoing.
- f) 2016 Main Plant HVAC Replacement (Carryover) - \$587,383: Work ongoing.

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

Moved by: Mayor Arnold
Seconded by: Mayor Hand
Carried

7. Ongoing Issues

- a) Water Flows: *The water flow sheet for March 2017 is attached as a pdf.*
- b) LAWSS Switching to Become a Class A Energy Customer: An analysis completed by OCWA's Energy Engineer reveals that if LAWSS switched to being a Class A customer then LAWSS could potentially achieve a savings of \$310,000 per year. Conversely the worst case scenario for switching would be a cost of about \$51,000 per year. Basically to obtain the savings you need to reduce energy usage during the top 5 high energy use times over the year. Last year these occurred on July 13, August 10, 11, and 12 and September 7 and the peak usage time ended between 5-6 pm. It is noted that high energy times could also occur in the cold winter months as well. It is proposed that OCWA/LAWSS develop standard operating procedures to be used during potential high energy use periods throughout the year. These procedures will be developed by OCWA/LAWSS and could involve the following:
 - avoid filling reservoirs between noon and 7 pm
 - do not backwash or operate RMS system between noon and 7 pm
 - do not operate main plant ventilation system between noon and 7 pm
 - adjust Admin HVAC set point during noon to 7 pm to save energy
 - perhaps even shut down low lift pump between noon and 7pm if possible given WTP reservoir volumes
 - use the highlift pump which has the VFD on it only during these times; do not operate 2 high lift pumps at once if possible (i.e., do not fill reservoir)

It should be stated that at no time would the supply of potable water ever be impacted and this would be ensured by OCWA's operator on call. Based on the above it is recommended that LAWSS switch to a Class A customer and do a one-year trial to see how it has impacted LAWSS in terms of overall energy costs. Based on this reevaluation the LAWSS Board can decide if we want to sign up again in 2018. It should be also pointed out that using these newly developed procedures for potential high energy use time can also save LAWSS money in general since we are on the Hourly Ontario Energy Price system at the LAWSS WTP which means that energy would cost more during the high energy use periods.

"Motion to develop procedures and see how much energy is saved at the end of the year before making decision to become Class A customer."

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

- c) Emergency Repair of Chamber along Zion Line at Bear Creek in Township of Warwick: Work completed May 17th.
- d) Permission to Install Antenna and Store Equipment at LAWSS Water Towers for Lambton County Fire: Work ongoing.
- 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.
- f) Inclusion of Wyoming Water Tower and Bridgen Water Tower as part of LAWSS' Assets: *A letter from the City of Sarnia asking for a reconsideration of the motion to transfer the assets to LAWSS is attached as a pdf. A report from St. Clair Township Director of Public Works is also attached regarding the positive impacts that the Bridgen Water Tower has on the LAWSS system.*

The reports submitted by staff regarding the condition of the Wyoming and Bridgen Water Towers are also attached. LAWSS General Manager conducted a search of the LAWSS filing system to determine if any studies were ever conducted related to the Bridgen or Wyoming Water Tower and its impact on the LAWSS System. None were found.
- g) HST Ruling for LAWSS: No formal communication from Revenue Canada however LAWSS will be asked to register and receive an HST number.
- h) Water System Engineering Technologist Position at LAWSS: Four candidates were interviewed on May 18th and 19th. A recommendation on the preferred candidate (if one was identified) will be brought to the LAWSS Board.

- i) Request to Place Antennas on LAWSS Water Towers from Merlink and Beyond Air: Will not be considered until Fire Service and LAWSS antennas are in place.
- j) Corrosion Control Study for City of Sarnia: Work Ongoing. City of Sarnia has requested OCWA/LAWSS staff to do the lead sampling for them as part of this work.
- k) Combined Heat and Power Natural Gas Generator: The saveONenergy program has issued a moratorium on these type of studies until the summer. It is expected to proceed with this study to be completed by Efficiency Engineering at that time.

8. New Business

- a) Minutes from 2017 LAWSS Member Municipality Meeting: *The minutes from this meeting are attached as a pdf.*
- b) LAWSS Second Annual Emergency Response Scenario Training: The training will be held on Thursday, June 8th at Tourism Sarnia-Lambton from 10 am to 2 pm. Representatives from Member Municipalities (CAOs, Emergency Response Coordinators, LAWSS Technical Members), MOECC, Fire Services and Public Health have been invited. At this training an incident will be described and a LAWSS contingency plan will be followed. Inputs and discussion questions for Member Municipalities will be included. A discussion on the Incident Management System approach to emergencies will be held including possible locations for the Incident Command Centre and Emergency Operations Centre and a discussion of what staff will be located where. The scenario we will be looking at is a loss of service due to a chemical spill. All Board Members are invited to attend this event.
- c) Memorial Stone in Rotary Flag Plaza for André Morin: *The proposed text for the memorial stone is attached.*
- d) Fluoride Meeting at the City of Sarnia Council Meeting on Monday, May 29th: The City of Sarnia is holding a fluoride meeting at 3 pm on Monday, May 29th. Sarnia City Council has invited Dr. Sudit Ranade, Lambton County's Medical Officer of Health, and Dr. Hardy Limeback, former head of University of Toronto Preventive Dentistry and former president of the Canadian Association of Dental Research, to present information on the subject.
- e) Celebration of Five Years Completed with the OCWA Contract: OCWA will be attending our June Board Meeting to celebrate five years since signing our 20-year contract. Lunch will be provided and several senior OCWA representatives are expected to attend.

9. IN-CAMERA Meeting

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

“Motion to go in camera at 11:30 am.”

Moved by: Mayor Arnold
Seconded by: Councillor Goodhand
Carried

Motion to move out of in camera at 11:45 am.”

Moved by: Mayor Arnold
Seconded by: Mayor Napper
Carried

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

The Chair has nothing to report.

11. Adjournment/Next Meeting

“That the LAWSS Board adjourn this meeting to its next board meeting to be held on Thursday, June 29th, 2017 at 10:00 am at the LAWSS water treatment plant.”

Moved by: Mayor Napper
Seconded by: Councillor Goodhand
Carried

pdf Attachments:

1. Planning Report to the LAWSS Board
2. Signed Standard Terms and Conditions for BDO
3. Management Letter from BDO
4. LAWSS DRAFT Audited Financial Statement for 2016
5. Minutes of LAWSS Board Meeting April 27th, 2017
6. LAWSS Financial Statement – March 2017
7. LAWSS Cash Balance Sheet – March 2017
8. OCWA Monthly Operations Report – March 2017
9. OCWA First Quarter Financial Statement for LAWSS ending March 31, 2017
10. OCWA Data Report for LAWSS – March 2017
11. OCWA Health and Safety Work Order Status March 2017
12. OCWA Health and Safety Work Order Status Jan – March 2017
13. OCWA Work Order Status March 2017
14. OCWA Work Order Status Jan – Mar 2017
15. LAWSS Project List – March 2017
16. Project Background and Requirements for Conceptual Engineering and Cost Estimates for 20-year Growth Estimates for LAWSS
17. LAWSS Flows March 2017
18. Notice of Motion from City of Sarnia dated April 13 2017
19. Report from St. Clair Township Director of Public Works Regarding Brigden Water Tower and its Benefit to the LAWSS System
20. Memo on Brigden and Wyoming Water Towers
21. Wyoming Tower Inspection Report 2016
22. Pictures of equipment on Wyoming Water Tower
23. Letter to LAWSS Regarding Brigden Water Tower 2016
24. Landmark Report for Brigden Water Tower 2017
25. Work on Brigden Tower to be Completed by St. Clair Township in 2017
26. Minutes for the 2017 LAWSS Member Municipality Meeting
27. Proposed Text for Memorial Stone for André Morin