

Minutes
Chatham-Kent Public Utilities Commission
Regular Meeting

Chatham-Kent PUC
PUC Boardroom

June 21st, 2018
3:15 PM

Present: Chairperson Randy Hope, Commissioners David VanDamme, Jeff Wesley, Brock McGregor, General Manager Tim Sunderland, Area Manager (North/Central) Darren Galbraith, Facility and Systems Manager Rob Bernardi, Area Manager (South/Central) Robin Dudley (arrived at 4:05 pm), Deborah Furlan, (Temp) QMS Rep, Georgina Feys, HROD

Absent: Commissioners Bryon Fluker, Trevor Thompson, Leon Leclair, CAO Don Shropshire, Manager Compliance & Monitoring Lilly Snobelen

1. Call to Order

Chairperson Randy Hope called the meeting to order at 3:20 pm.

Moved by Commissioner McGregor and seconded by Commissioner Wesley

“To move into Closed Session after the close of the Regular Meeting”.

Motion carried

2. Disclosure of Pecuniary Interest (Direct or Indirect) for Open Session Items and the General Nature There Of

- none

3. Approval of Minutes

- a) May 17, 2018 - Regular Meeting

Moved by Commissioner Wesley and seconded by Commissioner McGregor

“That the minutes of May 17, 2018 Regular Meeting be approved.”

Motion carried

- b) May 17, 2018 – Closed Session

Moved by Commissioner Wesley and seconded by Commissioner McGregor

“That the minutes of May 17, 2018 Closed Session be approved.”

Motion carried

4. Reports

a) CK PUC Roster List – Curb Stop Repair Contractors for the Meter Replacement Program

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Tim Sunderland
General Manager, Chatham-Kent PUC
Date: June 12, 2018
Subject: CK PUC Roster List - Curb Stop Repair Contractors for the Meter Replacement Program

Recommendations

It is recommended that:

1. The Curb Stop Repair Roster list below be approved for use by Chatham-Kent Public Utilities Commission (CK PUC) for a period of two (2) years, in conjunction with the Meter Replacement Program,
2. And that the Chatham-Kent Public Utilities Commission Chairperson and General Manager be authorized to sign the necessary agreements.

Background

In accordance with Purchasing By-Law No. 3-2016, a CK PUC Curb Stop Repair Contractor Roster List has been developed in order to expedite the process of awarding services or a combination of goods and services valued at less than \$2,500.00 per curb stop. This roster list would be used for curb stop repairs in conjunction with the Meter Replacement Program.

Comments

CK PUC has completed a Curb Stop Repair Contractors Roster list for use in awarding services or goods under \$2,500.00 for each curb stop repair. A Request for Proposal (RFP) was created which detailed the type of services requested by CK PUC, and RFP submissions were received on June 06, 2018. Four (4) contractors submitted proposals and from that list, four (4) contractors met the service level requirements that were listed in the RFP. It was stated in the RFP that there would be no guarantee the contractors would be awarded project work, only that their company would be placed on a list that CK PUC could use.

The final CK PUC Curb Stop Repair Contractor Roster list is summarized in the following table:

CK PUC Curb Stop Repair Roster List

Company	Location
Dig 'R' Wright Excavating Inc.	Blenheim, ON
Delway Contractors Ltd.	Chatham, ON
Clarke Construction Inc.	Blenheim, ON
1404520 Ontario Inc. (Phillips Skid Steer Service)	Blenheim, ON

It is recommended that the CK PUC Curb Stop Repair Roster list be approved for use by CK PUC for a period of two (2) years, in conjunction with the Meter Replacement Program.

Consultations

CK PUC Area Manager North/Central
CK PUC Area Manager South/Central
CK Purchasing Officer

Financial Implications

All financial costs associated in this report will be funded through CK PUC operational budgets over the two (2) year time period.

Prepared by:

Jasen Pidlisnyj
Engineering Technologist

Reviewed by:

Tim Sunderland
General Manager

Motion by Commissioner VanDamme and seconded by Commissioner McGregor;

“That the Chatham-Kent Public Utilities Commission (CK PUC)

- 1. Approve the Curb Stop Repair Roster list for use by Chatham-Kent Public Utilities Commission (CK PUC) for a period of two (2) years, in conjunction with the Meter Replacement Program, and**
- 2. That the Chatham-Kent Public Utilities Commission Chairperson and General Manager be authorized to sign the necessary agreements.”**

Motion carried

b) 2018 Chatham-Kent Water and Wastewater Master Plan Addendum Report

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Rob Bernardi, P. Eng.
Facilities & Systems Manager
Date: June 13, 2018
Subject: 2018 Chatham-Kent Water and Wastewater Master Plan Addendum Report

Recommendation

It is recommended that:

1. The Municipality of Chatham-Kent Water and Wastewater Master Plan Addendum Report (Final) June 2018 be adopted and approved

Background

A Master Plan is an important part of a planning process for improved municipal water and wastewater infrastructure and provides the foundation for individual projects to be implemented by the municipality. Based on study findings and input from the public, master plan reports identify recommended sets of water and wastewater projects, capital cost estimates and projected implementation schedules. While master plan reports address need and rationale at a broad level, detailed studies for several projects identified in master plans are to be completed later following the Municipal Engineers Association (MEA) Class Environmental Assessment (Class EA) process and other approval requirements.

The first Municipality of Chatham-Kent - Water and Wastewater Master Plan was completed in May 2000 by R.V Anderson Associates Limited. The second and latest was completed in May 2012 by Dillon Consulting Limited (Dillon). The reports outlined a 20-year strategy to address water and wastewater servicing issues throughout the entire municipality.

In 2012, the Master Plan included new infrastructure recommendations to improve servicing, accommodate future servicing, improve system reliability, efficiency, consolidate operating systems, address water quality, effluent quality, and wastewater bio-solids management and to meet current and future regulatory requirements.

The recommended strategies for water and wastewater servicing included:

- Water: Continued capital improvements of the existing water supply and distribution system. The recommended strategy was to improve system reliability, and to address current and future regulatory requirements.
- Wastewater: Continued capital improvements of the existing wastewater treatment and sewage collection system. The recommended strategy was to improve system performance, reliability, address current and future regulatory requirements, and provide funding for future servicing opportunities.

The time guideline for updating master plans is stated as 5 years in the MEA Class EA document. Frequency of these updates is based on social, environmental and economic situations of municipalities. Water and Wastewater Master Plans (W&WW Master Plan) are also tied to rates reports and studies due to the capital projects and forecasting involved in the plans.

In May 2012, Dillon completed the Municipality of Chatham-Kent Water and Wastewater Master Plan – Final Report and therefore was retained to carry out and prepare the update to the 2012 Master Plan as the 5-year review. A new addendum report was to be created.

Comments

The W&WW Master Plan Addendum Report refines the recommended water and wastewater projects outlined in Section 12 (“Recommendations and Servicing Plan”) of the Master Plan report, based on changes to priorities since the filing of the Master Plan in 2012. The focus of this addendum was to update the recommended capital projects, based on current priorities, including: status, scope, Class EA schedule, capital value (in 2017 \$), priority and anticipated timing for implementation.

This addendum, which includes an updated list of water and wastewater recommended capital projects, will assist the Chatham-Kent PUC with fiscal planning, such as the update of CK PUC’s Financial Plan and new rate study.

Once completed, the draft W&WW Master Plan Addendum Report was to be available for public and agency review for a 30-day period, in conformance with the Class EA process. The W&WW Master Plan Addendum Report was on public display between April 18 and May 17, 2018. It was available for public review at the PUC Office, Civic Centre as well as the municipal website (www.chatham-kent.ca).

The Notice of Filing of Addendum was mailed to the study contact list on April 12, 2018. The Notice of Filing of Addendum was also advertised twice in all Chatham-Kent newspapers.

During the 30-day public review period, there were three comments received by Dillon and CK PUC. Comments received to the Notice are included in the Master Plan Addendum Report – Appendix C. Revisions to the report are not required as a result of the comments received.

Therefore, it is recommended that the Municipality of Chatham-Kent Water and Wastewater Master Plan Addendum Report (Final) June 2018 be adopted and approved.

Consultations

Dillon Consulting Limited was retained to complete the Water and Wastewater Master Plan Addendum report.

Internal consultation took place during workshops that were held with Dillon and CK PUC staff during the study period.

The draft addendum report was reviewed by CK PUC Senior Management

Financial Implications

There are no financial implications resulting from the recommendations contained in this report.

Projects to be undertaken as part of the recommendations in the Master Plan will have to obtain approval by Commission before proceeding.

The water and wastewater rates forecast have been based on capital projects listed to be completed within the Master Plan. The water and wastewater rates will continue to be approved separately by Commission.

Prepared by:

Rob Bernardi, P. Eng.
Facilities & Systems Manager

Reviewed by:

Tim Sunderland
General Manager

Moved by Commissioner VanDamme and seconded by Commissioner McGregor.

“That the Chatham-Kent Public Utilities Commission (CK PUC) approve and adopt the Municipality of Chatham-Kent Water and Wastewater Master Plan Addendum Report (Final) June 2018.”

Motion carried

c) Tender Award: Contract T18-192, Kerr Avenue, McKinnon Drive & Warwick Drive Sewer Separation, Community of Chatham

Municipality Of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Debbie Cooper, C.Tech
Engineering Technologist
Date: June 14, 2018
Subject: Tender Award: Contract T18-192, Kerr Avenue, McKinnon Drive and Warwick Drive Sewer Separation, Community of Chatham

Recommendations

It is recommended that:

1. The tender in the amount of \$4,914,507.13 including HST for the Kerr Avenue, McKinnon Drive and Warwick Drive Sewer Separation, Community of Chatham be awarded to Henry Heyink Construction Ltd.
2. The Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.

Background

In the summer of 2016, a number of residents on Warwick Drive experienced flooding issues due to structural and operational issues with the existing combined sewer network. Inspections were completed and a blockage was removed. There have been no issues since that time but it was determined that the overall condition of the sewer was poor. All three streets are operating without dedicated storm sewers, which can lead to overloading of the combined sewers during storm events. This project area is the only portion of combined sewers remaining in this catchment area.

The Engineering and Transportation Division reviews lifecycle requirements regularly and it was determined that this project would be part of the 2018 construction season. This project is to be part of the 2018 PUC Watermain Lifecycle Budget and the 2018 PUC Sanitary Sewer Lifecycle Budget by the Public Utilities Commission (PUC), as well as the 2018 Storm Sewer Lifecycle Budget and the 2018 Road Resurfacing Lifecycle Budget. The engineering, contract administration and inspection on this project are being carried out by R.C. Spencer Associates Inc. A tender was issued by R.C. Spencer for the construction of this project.

Comments

The sanitary sewer portion of the project consists of approximately 830 metres of 250mm to 300mm diameter PVC sewer pipe and 8 manholes, all to be replaced. A total of 90 lateral service connections will be installed.

The storm sewer portion of the project consists of approximately 760 metres of 200mm to 600mm diameter PVC and concrete sewer pipe, 9 manholes and 47 catch basins, all to be replaced. A total of 104 lateral service connections will be installed.

The watermain portion of the project consists of approximately 985 metres of 150mm diameter PVC pipe. A total of 99 water service connections along with 8 fire hydrants will be replaced.

The concrete curbs, concrete sidewalk and the paved road will be replaced as part of the re-construction. R.C. Spencer’s most recent estimate for construction was for \$4,592,571.99 including contingency and HST. The Purchasing Officer received and opened tenders for the work on Thursday, June 14, 2018. The results are as follows:

Contract T18-192
Kerr Avenue, McKinnon Drive and Warwick Drive Sewer Separation
Community of Chatham

Rank	Tenderer	Tender Amount includes HST
1	Henry Heyink Construction Ltd. Chatham, Ontario	\$ 4,914,507.13
2	Clarke Construction Inc. Blenheim, Ontario	\$ 5,744,920.00

R.C. Spencer has reviewed the tenders and found them to be complete in all respects. It is the recommendation herein that the contract be awarded to Henry Heyink Construction Ltd, who submitted the lowest tender bid, Appendix A.

The lowest bid is \$321,935.14 more than the estimate provided by R.C. Spencer which is 7%. The project construction should commence in August of 2018 and be completed by the end of June 2019.

Consultations

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division, Infrastructure and Engineering Services and by R.C. Spencer Associates.

The General Manager of the Chatham-Kent PUC was consulted in the preparation of this report and supports the recommendations.

Financial Implications

The project is being funded through the 2018 PUC Watermain and Sanitary Sewer Lifecycle Budgets by the Public Utilities Commission (PUC) and the 2018 Road and Storm Sewer Lifecycle Budgets.

The project summary is set out in the following table.

Contract T18-192 Kerr Avenue, McKinnon Drive and Warwick Drive Sewer Separation Community of Chatham

(A) Project Costs

Description	Total
Low Tender, w/ HST	\$ 4,914,507.13
Engineering & Admin w/ HST	\$ 200,688.00
Less HST Rebate 11.24%	\$ - 508,803.48
Project Total	\$ 4,606,391.65

(B) Project Funding

Description	Total
2018 Water Lifecycle Budget	\$ 1,197,661.83
2018 Sanitary Lifecycle Budget	\$ 1,005,575.30
2018 Storm Lifecycle Budget	\$ 1,978,905.85
2018 Road Lifecycle Budget	\$ 424,248.67
Total Funding	\$ 4,606,391.65

Prepared by:

Debbie Cooper, C.Tech
Engineering Technologist
Engineering and Transportation

Reviewed by:

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager

Moved by Commissioner McGregor and seconded by Commissioner Wesley,

“That the Chatham-Kent Public Utilities Commission (CK PUC);

- 1. Approve the tender in the amount of \$4,914,507.13 including HST for the Kerr Avenue, McKinnon Drive and Warwick Drive Sewer Separation, Community of Chatham and be awarded to Henry Heyink Construction Ltd, and**
- 2. That the Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.”**

Motion carried

d) Chatham Water Distribution Modelling Services RFP R18-203

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Linda Pepper
Engineering Technologist
Chatham-Kent Public Utilities Commission
Date: June 15, 2018
Subject: Chatham Water Distribution Modelling Services RFP R18-203

Recommendation

It is recommended that:

1. The proposal in the amount of \$161,832.09 plus HST for RFP# R18-203 for Consulting Engineering Services for the Chatham Water Distribution Modelling Services project be awarded to AECOM (AECOM Canada Limited).

Background

In April of 2018, a Request for Proposal (RFP R18-203) was created to engage the services of consulting engineers to submit proposals for the Chatham Water Distribution Modelling Services project.

The project involves the building of Steady State and Extended Period Hydraulic WaterGEMs Models along with calibrating, performing hydraulic analyses to determine system deficiencies and making recommendations with costing for these deficiencies.

To ensure that the capacity and condition of the current water distribution network is able to support the existing population and future development (residential, commercial, industrial and agriculture), CK PUC requires a calibrated model to accurately simulate the hydraulic water infrastructure of the Chatham Water Distribution System (CWDS). The model will be used to analyze the existing transmission main feeding the Chatham Elevated Tank and to analyze demand conditions for servicing studies including the communities of Moraviantown and Bothwell.

The CWDS consists of approximately 700 km of watermains servicing approximately 21,000 customers covering the boundaries extending from the former City of Chatham to;

- Highway 401 in the southeast
- Dresden in the north
- Thamesville in the northeast
- Wallaceburg in the northwest
- Pain Court and Mitchell's Bay in the west

Comments

On May 2nd 2018, (1) one submission was received by the Purchasing Officer from Dillon Consulting Ltd. (Dillon) which, when evaluated by the Evaluation Committee, failed to meet the Technical Requirements Score. The cost envelope was not opened.

On May 22nd 2018, CK PUC contacted two other Engineering Firms, AECOM Canada Ltd. (AECOM) and JACOBS (CH2M) Engineering Group Inc. (JACOBS) to invite them to submit a formal proposal with a sealed cost envelope for the same project.

On June 13th 2018, two submittals (AECOM and JACOBS) were received and evaluated by the Evaluation Committee.

The following table summarizes the results of the technical and fee proposal evaluation and final score of each submitting firm. The fee proposals for both firms met the minimum technical scoring requirements and both fee proposal envelopes were opened.

The evaluation results are listed in the table below:

Summary of Consulting Engineering Firms and Evaluation Scores

Submitting Firm	Proposal Amount	Final Score
AECOM Canada Ltd.	\$161,832.09	1259
JACOBS (CH2M) Engineering Group Inc.	\$186,500.00	1139

Based on the evaluation process, AECOM Canada Ltd. scored the highest.

It is recommended that the proposal in the amount of \$161,832.09 plus HST for the Request for Proposal R18-203 for Chatham Water Distribution Modelling Services project be awarded to AECOM Canada Ltd.

A small mathematical error in the amount of \$340.20 was found in AECOM's Cost Proposal, however it did not affect the outcome.

Consultations

The evaluation panel comprised of four (4) CK PUC staff, met to discuss the evaluation of the proposals.

The Municipal Purchasing Policy was reviewed with the Purchasing Officer and the Legal Department in regards to this RFP process.

Financial Implications

The cost of consulting engineering services for the Chatham Water Distribution Modelling Services project was included in the 2018 budget.

Prepared by:

Reviewed by:

Linda Pepper, CET
Engineering Technologist

Dhana Niriella, PhD, P.Eng
Project Manager

Reviewed by:

Reviewed by:

Rob Bernardi, P.Eng.
Manager Facilities & Systems

Tim Sunderland
General Manager

Moved by Commissioner VanDamme and seconded by Commissioner McGregor

“That the Chatham-Kent Public Utilities Commission (CK PUC) award the proposal in the amount of \$161,832.09 plus HST for RFP# R18-203 for Consulting Engineering Services for the Chatham Water Distribution Modelling Services project to AECOM (AECOM Canada Limited).”

Motion carried

5. Information Reports

- a) Drinking Water and Wastewater Quality Management System Communication and Annual Information Report 2017

Municipality Of Chatham-Kent
Chatham-Kent Public Utilities Commission
Information Report

To: PUC Chairperson and Commission Members
From: Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent Public Utilities Commission
Date: June 11, 2018
Subject: Drinking Water and Wastewater Quality Management System
Communication and Annual Information Report 2017

This report is for the information of Commission.

Background

Establishing, maintaining and continually improving a Quality Management System (QMS) based on the requirements of the Drinking Water Quality Management Standard (DWQMS), is a mandated requirement in Ontario for Owners and Operating Authorities of municipal residential drinking water systems.

The DWQMS outlines a framework for planning, documenting and continually improving the management systems in place to support the production and delivery of safe drinking water.

The Operating Authority is required to document in its Quality Management System, a Communication Procedure which indicates that:

1. The Commission is notified through an Information Report, at a scheduled Commission Meeting, that the Drinking Water QMS Operational Plan is available on the Municipality of Chatham-Kent website.
2. At the least, a Drinking Water QMS Annual Information Report, outlining the results of the Management Review process, will be submitted to the CK PUC General Manager and the Commission by the Manager, Compliance and Quality Standards.
3. As the Operating Authority has mirrored the Quality Management System for Wastewater, the results of the Management Review process relating to Wastewater are also included in the Report.

Comments

In order to comply with the Communication Procedures, Commission is provided with the following documentation:

1. A screen shot of the Drinking Water QMS Operational Plan on the website.

2. The Drinking Water and Wastewater Communication and Annual Information Report 2017 outlining the results of the Management Review process.

Consultations

The following consultations were made during the preparation of this report:

- Acting QMS Representative
- Compliance/Backflow Prevention Officer
- Environmental Compliance Technicians

Financial Implications

There are no financial implications associated with this report.

Prepared by:

Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager

Moved by Commissioner McGregor and seconded by Commissioner VanDamme

“To receive item 5 a) for information.”

Motion carried

- b) CK PUC Key Performance Indicator Program – 2018 Update

Deborah Furlan presented a PowerPoint presentation of CK PUC’s KPI’s

Moved by Commissioner McGregor and seconded by Commissioner VanDamme

“To receive item 5 b) for information.”

Motion carried

6. New Business

None

7. Resolution Regular Meeting and Adjournment

That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on **Monday, July 16, 2018** in the Council Lounge, Civic Centre and that the PUC Commission authorize itself to meet in closed session on that day to discuss any matters permitted by the Municipal Act.

Moved by Commissioner Wesley and seconded by Commissioner VanDamme

“That the Regular Meeting be adjourned at 4:08 pm”

Motion carried