

Minutes
Chatham-Kent Public Utilities Commission
Special Meeting

Council Lounge
Civic Centre

March 4th, 2019
3:00 PM

Present: Chairperson Carmen McGregor, Mayor Darren Canniff, Commissioners Jamie McGrail, Trevor Thompson, Mark Authier, Marjorie Crew, Steve Pinsonneault, General Manager Tim Sunderland, Area Manager (South/Central) Robin Dudley, Area Manager (North/Central) Darren Galbraith, Manager Compliance & Monitoring Lilly Snobelen, Facility and Systems Manager Rob Bernardi, General Manager John Norton, Community & Development, & CAO Don Shropshire

Absent:

1. Call to Order

Chairperson McGregor called the meeting to order at 3:00 pm.

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

- none

3. Reports

a) Tender Award: Contract No. T18-244, Island View Road Watermain Extension, Community of Dover

Municipality Of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commissioners Members
From: Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent Public Utilities Commission

Date: February 10, 2019
Subject: 2018 Summary Report for Drinking Water and Wastewater Systems

Recommendations

It is recommended that;

1. The attached Summary Reports for Drinking Water and Wastewater Systems be reviewed and any concerns be addressed with the General Manager of the Chatham-Kent Public Utilities Commission (CK PUC);
2. The attached Summary Reports for Drinking Water and Wastewater Systems be approved.

Background

Under the Safe Drinking Water Act 2002, Regulation 170/03, Schedule 22 'Summary Reports for Municipalities,' Administration is required to present a yearly summary report to the members of Commission and to the members of Council.

Commission has also asked that Administration prepare a summary of the wastewater treatment systems for information.

Comments

The Annual Summary Reports are attached for each water and wastewater system operated by CK PUC. The following list of items is included in the annual summary reports:

Water Systems:

- A summary list of issues for all of the water systems

- A list of requirements of the Act, the regulations, the system approval and any order that the system failed to meet at any time during the period covered by the report and the duration of the failure
- For each failure, a description of the measures that were taken to correct the system
- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows
- A comparison of the summary to the rated capacity and flow rates approved in the system approval.

Wastewater Systems:

- A brief description of the wastewater treatment system
- A list of effluent requirements as set out in the various Certificates of Approval or Environmental Compliance Approvals for the systems
- A comparison of the summary to the rated capacity and flow rates approved in the system approval
- A table of the effluent analysis and any compliance issues identified.

Consultation

PUC Environmental Compliance Technicians
Compliance/Backflow Prevention Officer

Financial Implications

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

Prepared by:

Reviewed by:

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

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Commissioner Pinsonneault and seconded by Commissioner Authier;

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

- 1. The attached Summary Reports for Drinking Water and Wastewater Systems be reviewed and any concerns be addressed with the General Manager of the Chatham-Kent Public Utilities Commission (CK PUC);**
- 2. The attached Summary Reports for Drinking Water and Wastewater Systems be approved.”**

Motion carried

b) RFP for the Biosolids Hauling

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Darren Galbraith
Area Manager, North/Chatham Water
Chatham-Kent Public Utilities Commission
Date: February 19, 2019
Subject: RFP # R19-164 - Liquid Biosolids Hauling

Recommendations

It is recommended that:

1. The five year contract be awarded to Dover Sanitation Inc. for the hauling of liquid biosolids from the Wallaceburg Wastewater Treatment Plant to the Chatham Wastewater Treatment Plant.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and the General Manager be authorized to complete the necessary agreements.

Background

In June 2010, the Technical Standards and Safety Authority (TSSA) performed an unscheduled inspection of the Wallaceburg Wastewater Treatment Plant (WWTP) anaerobic digesters and methane gas handling system.

In September 2011, the inspection report, provided to Chatham-Kent Public Utilities Commission (CK PUC) documented a number of deficiencies within the existing system. These deficiencies related primarily to the evolution of the CAN B105-M93 code for Digester Gas installations rather than deterioration due to lack of equipment maintenance subsequent to the original system installation.

In February 2012, Commission approved recommendations in a report outlining necessary upgrades at the Wallaceburg WWTP and Chatham WWTP with regards to the regionalization of biosolids handling, and the transfer of liquid biosolids from the Wallaceburg WWTP to the Chatham WWTP.

The hauling of Biosolids from Wallaceburg WWTP to Chatham WWTP aligns to CK PUC strategy of regionalization of Biosolids. As well as supplying the Chatham WWTP plant with biosolids for the production of methane that is the fuel used in the cogen operation.

On March 16, 2019, the existing Biosolids Hauling contract expires. The new contract would commence on March 17, 2019 and end on March 16, 2024.

Comments

The Purchasing Officer received request for proposals on Wednesday, February 6, 2019. A total of four (4) were received. They were reviewed for completeness and accuracy. All proposals received were found acceptable and were included as part of the evaluation process. The evaluation scoring was based on the following:

- 1. Price – 70 points
- 2. Equipment – 20 points
- 3. References – 10 points

TOTAL – 100 points

Evaluation results, as determined by the evaluation committee, are listed in the table below:

RFP # R19-164 Results			
Company Name	Head Office Location	Total Price per m3 Avg. for 5 years	Evaluation Results (out of 100)
Dover Sanitation	Grande Pointe, ON	\$10.67	99
Bartels Environmental Services Inc.	Ancaster, ON	\$17.18	57
Wessuc Inc.	Brantford, ON	\$18.08	50
Industrial Dover Inc.	Chatham, ON	\$18.13	45

It is recommended that the five year contract be awarded to Dover Sanitation Inc. for the hauling of liquid biosolids from the Wallaceburg WWTP to the Chatham WWTP.

Consultations

Purchasing Officer, Municipality of Chatham-Kent
Area Manager, South/Chatham Wastewater, CK PUC

Financial Implications

All costs associated with this contract will be included in each of the contract year’s annual operational budget.

Prepared by:

Darren Galbraith
Area Manager, North Area/Chatham Water
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Commissioner Pinsonneault and seconded by Commissioner Crew

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

- 1. The five year contract be awarded to Dover Sanitation Inc. for the hauling of liquid biosolids from the Wallaceburg Wastewater Treatment Plant to the Chatham Wastewater Treatment Plant.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and the General Manager be authorized to complete the necessary agreements.”**

Motion carried

- c) Tender Award Contract T18-449 – Wallaceburg WTP Pretreatment Building Isolation Valve Installation**

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
 From: Darren Galbraith
 Area Manager, North/Chatham Water
 Chatham-Kent Public Utilities Commission
 Date: February 1, 2019
 Subject: Tender Award for Contract T18-449 – Wallaceburg WTP Pretreatment Building Isolation Valve Installation

Recommendations

It is recommended that:

1. Tender T18-449 in the amount of \$140,184.74 including HST for the Wallaceburg Water Treatment Plant (WTP) Pretreatment Building Isolation Valve Installation project be awarded to Birnam Excavating Ltd.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.

Background

The project includes supplying and installing a new 500mm diameter main and gate valves, along with making modifications to existing piping from the pre-treatment building to the existing settling tank building. Presently, there are no isolation valves between these two treatment processes. Without them, during tank maintenance, all four sedimentation tanks need to be taken offline. This prevents the water plant from treating any water. The addition of the valves will allow operations to operate half of the sedimentation tanks while the other half is undergoing maintenance.

The engineering services for this project are being provided by Stantec Consulting Ltd. The construction project is scheduled to begin shortly and will be completed by April 30, 2019.

Comments

A total of three (3) quotations were received and they are summarized in the following table.

Tender Award for Contract T18-449 Wallaceburg WTP Pretreatment Building Isolation Valve Installation		
Rank	Tenderer	Tender Amount (including Contingency and HST)
1	Birnam Excavating Ltd. Warwick Township, Ontario	\$140,184.74
2	598424 Ontario Ltd. o/a R. Russell Construction London, Ontario	\$151,069.70
3	2044970 Ontario Inc. o/a All Season Watford, Ontario	\$158,318.65

Stantec Consulting Ltd. has reviewed the tenders and found them to be complete in all respects.

It is recommended that the Chatham-Kent PUC award Contract T18-449 to Birnam Excavating Ltd at a quoted price of \$140,184.74 and that the Chairperson and General Manager be authorized to complete the necessary agreements.

Consultations

The tenders were opened by the Purchasing Officer and reviewed by Stantec Consulting Ltd.

Stantec Consulting Ltd. provided a letter of tender analysis and recommendation for contractor selection.

Financial Implications

Cost associated with this project in the amount of \$140,184.74 will be funded by CK PUC Facility 2019 Lifecycle budget.

Prepared by:

 Jeannie Medeiros, CET
 Project Coordinator
 Chatham-Kent PUC

Reviewed by:

 Darren Galbraith, CET
 Area Manager- North Area & Chatham Water
 Chatham-Kent PUC

Reviewed by:

 Tim Sunderland
 General Manager
 Chatham-Kent PUC

Moved by Commissioner Authier and seconded by Commissioner McGrail

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

1. **Tender T18-449 in the amount of \$140,184.74 including HST for the Wallaceburg Water Treatment Plant (WTP) Pretreatment Building Isolation Valve Installation project be awarded to Birnam Excavating Ltd.**
2. **The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.”**

Motion carried

d) 2019 Water and Sewer Rates and Fees

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Tim Sunderland
General Manager
Chatham-Kent PUC
Date: January 24, 2019
Subject: 2019 Water and Wastewater Rates/Charges By-law

Recommendations

It is recommended that:

1. The 2019 Water and Wastewater Rates be approved and incorporated into the Water and Sewer Rates By-Law No.19-001.
2. The attached Water and Sewer Rates By-Law No. 19-001 for 2019 be approved and that By-law 18-001 be repealed, effective January 01, 2019.

Background

On January 1, 2003, the Municipal Act 2001, Ontario Regulation 244/02, came into force. Part XII of the Act provides the power for the municipality or a local board to impose fees or charges for the use of a sewage system or the consumption of water.

On February 12, 2015, at its regular meeting, Commission approved and adopted the six (6) year Water and Wastewater Financial Plan dated December 2, 2014. This Financial Plan includes annual water and wastewater rates from 2014 to 2020. The 2019 Water and Wastewater rates and fees are based on this multi-year financial plan.

Since 2014, the CK PUC has followed this Financial Plan for the water and wastewater rates.

Comments

The rates and fees' increases are necessary to cover the treatment and delivery costs of water and wastewater as well as providing sufficient funding of 2019 operations, maintenance, lifecycle and debt financing costs.

Changes in the rates and fees from 2018 to 2019 are as follows:

The increases in Schedule A rates are:

- \$0.05 for water consumption and \$1.00 water fixed charge
- \$0.09 increase for wastewater consumption and \$2.00 wastewater fixed charge

The increases in Schedule B fees are:

- Account Transaction History increased from \$8.80 to \$10.00
- Change in Occupancy increased from \$8.80 to \$10.00
- Raw water users consumption charge increased from \$0.30 to \$0.35/m³

In order for the new 2019 Water and Sewer Rates By-Law to be implemented, the current Water and Sewer Rates By-law #18-001 must be repealed and replaced with an approved By-law. Administration is recommending that the attached Water and Sewer Rates By-law #19-001, be approved and come into effect as of January 1, 2019.

Consultations

Consultations were not required in the preparation of this report.

Financial Implications

The recommended Water and Sewer Rates will provide sufficient funding for 2019 operations, maintenance, lifecycle issues and debt financing costs.

Prepared by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Commissioner Crew and seconded by Commissioner Thompson”

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

- 1. The 2019 Water and Wastewater Rates be approved and incorporated into the Water and Sewer Rates By-Law No.19-001.**
- 2. The attached Water and Sewer Rates By-Law No. 19-001 for 2019 be approved and that By-law 18-001 be repealed, effective January 01, 2019.”**

Motion carried

e) Adelaide Street Waterline Project (Community of Harwich Twp.)

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Jasen Pidlisnyj, C.E.T., Engineering Technologist,
Chatham-Kent Public Utilities Commission
Date: February 25, 2019
Subject: Adelaide Street Waterline Project (Community of Harwich Twp.)

Recommendations

It is recommended that:

1. The proposed Adelaide Street Waterline extension not proceed at this time.
2. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action.

Background

In July 2018, a petition was submitted to CK PUC requesting water service for Adelaide Street.

Comments

The proposed water distribution system would have met present and future demands associated with the service area derived from the request received.

The system would have continued south from the existing watermain at the intersection of Adelaide Street and Metcalfe Street for 85 metres at 50mm diameter. The CK PUC would have extended the proposed watermain 100 metres tying into the existing 150mm watermain on Peel Street.

Water service connections, 25 mm (1") from the mainline pipe to the road limit would have been provided for each existing residence and vacant residential/commercial lots located along the proposed watermain route.

The estimated cost for the waterline installation, including engineering, MECP approvals and HST was \$65,438.87. The estimated cost per connection including the 2018/2019 Part 12 Charge was \$17,877.00.

Hundred percent (100%) of the property owners returned the ballots and the ballot results were fifty percent (50%) in favour of proceeding with the project and fifty percent (50%) in favour of not proceeding with the project.

Based on the approved Waterline Assessment Policy requiring sixty six percent (66%) support for the project to proceed, it is Administration's recommendation that the CK PUC not proceed with providing water servicing to the residences within the project boundaries and that the property owners be notified of this decision by letter which will include the vote results and the CK PUC action.

Consultations

The municipal Engineering and Transportation Division prepared the preliminary engineering information.

Financial Implications

None.

Prepared by:

Jasen Pidlisnyj, CET
Engineering Technologist
Chatham-Kent PUC

Reviewed by:

Rob Bernardi, P.Eng.
Manager, Facilities & Systems
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Commissioner Pinsonneault and seconded by Commissioner Thompson

All in favour but opposed by Commissioner Thompson

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

- 1. The proposed Adelaide Street Waterline extension not proceed at this time.**
- 2. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action.”**

Motion carried

4. New Business

It was agreed that the location of the April 18th Commission Meeting be held at the Chatham Water Treatment Plant

5. Recess to Closed Session

- a) Litigation or potential litigation, including matters before administration tribunals, affecting the municipality or local board, and advice that is subject to solicitor client privilege, including communications necessary for that purpose, with respect to Wastewater Systems Effluent, s.239 (2) (e) and (f).
- b) Advice that is subject to solicitor client privilege, including communications necessary for that purpose, with respect to Development Charges Bylaw process to amend, s.239 (2) (f).

6. Resolution Special Meeting and Adjournment

That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on **Thursday, April 18th, 2019** in the PUC Boardroom 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 Pinsonneault and seconded by Commissioner Authier

“That the Special Meeting be adjourned at 3:22 pm, and Commission move into Closed Session”

Motion carried