

Minutes

LAWSS Technical Team Meeting



Thursday November 14, 2019

10am

LAWSS WTP – 1215 Fort Street, Sarnia ON N7V 1M1

1. Delegation.

None

2. New Business.

a. Terms of Reference.

DRAFT Terms of Reference review.

Discussion:

Additional Sections requested are listed below. DRAFT Updated and attached.

1. "Order of the Day" section.
2. Define Minutes and the Agenda Requirements.
3. Specify the proposed dates for the upcoming year.

b. Service Level Agreement.

Purpose:

1. To establish a clear separation between LAWSS and the Member Municipalities.
2. To provide a uniform relationship between LAWSS and the Member Municipalities.

Subject Matter Examples:

- Communication Protocols
- Fire Hydrants
- Service Connections

Discussion:

System delineation points needs to be better established as part of this agreement.

LAWSS General Manager requested that the group prepare a list of the "grey" areas that they are aware of to begin this process of establishing clear delineation.

c. ICIP Green Stream.

- \$200 million in funding for critical water, wastewater and stormwater rehabilitation and replacement projects is available.

- Applications due by January 22, 2020

The LAWSS GM contacted the Ministry with a number of questions once the funding was announced. The key responses were as follows; Due to the legal standing of LAWSS it cannot apply for the funding independently of its Members. Also, a clearly define project scope is highly recommended prior to applying for funding.

One question related to the ability of LAWSS Members to combine their funding to achieve a common project remains unanswered.

Discussion:

Some Municipal member had mentioned that they have already earmarked their funding for a specific project.

3. Ongoing Business.

a. Emergency Preparedness Exercises.

Recap: There is an initial event that requires LAWSS to close its primary and secondary intake. Initially, LAWSS customers are asked to conserve but eventually all reservoirs are depleted and the distribution network falls below the minimum legislated requirements. "Do not use" advisory issued for LAWSS. For the scenario we will use a marine traffic incident.

x3 separate operations in motion.

1. Alternative supply of potable water.
2. Alternative Fire Protection.
3. Re-commissioning of the LAWSS WTP and Distribution Network.

At a meeting with representatives from Lambton County Fire, CEMC and Public Health on Tuesday November 12, 2019, it was determined that the three separate operations should be commanded by the County of Lambton Emergency Operations Center.

The LAWSS Technical Team will be vital in establishing the Re-commissioning plan.

Discussion:

A Request will be sent to the municipalities, via the Technical Team Member, to establish a re-commissioning plan specific to their unique system. In general, the Plan will be based of two steps that will be combined with the LAWSS-OCWA and neighboring municipal action plans.

Step #1- Remove the air from the System.

Step #2- Flush the System for Water Quality.

Request for all Municipalities serviced by LAWSS.

- Identify the key FH needed for both steps.
- Identify additional FH needed as additional sampling points.
- Develop unique plan.
- Designate a position and alternate position as Municipal lead.

b. LAWSS Website.

Potential to provide generic Water FAQ on the LAWSS Website. Possible subject matter:

- Water Treatment Process
- Fluoridation
- Tap vs. Bottled Water
- Service Area
- Infrastructure
- Lead Services

Discussion:

Generally, members are in agreement that FAQ on website could be beneficial. LAWSS GM will approach Board with DRAFT website content.

c. LAWSS Master Plan Update.

Project timing and closing date adjusted slightly. We are still requiring that the report be finalized in time to allow for resulting project to be considered in 2021 Budget proposal.

Event:	Date:
Pre-Bid Information Meeting;	Wednesday, October 30, 2019 @ 11am
Questions, Inquires and Clarification Deadline;	Tuesday, November 19, 2019 @ 2pm
RFP Closing Date and Time;	Tuesday, November 26, 2019 @ 2pm
Review & Evaluation of RFP Submissions;	Week of December 9 th 2019
Interviews & Presentations (if required);	Week of December 9 th 2019
Award Successful Proponent;	Thursday, January 30, 2020
Kick-off Meeting / commencement of Project; and	Week of February 3, 2020
Final Report Submission.	Thursday, September 10, 2020

Discussion:

The Consultant that is awarded this project will be tasked with compiling all of the relevant growth and development information needed. This will result in the municipality being contacted directly for information.

4. Capital and O&M Update.

Generator and Main Plant Switch Gear Replacement Project

- X3 1.5MW Toromont Generators currently under construction.
- 5kV Switchgear closes November 25th. If the RFQ is successful, the Board will be asked to select the Gear at the meeting on December 5th.
- Contractor Pre-selection closes on November 15th.
- GC selection expected by February 2020.

SD-WAN Communication

- Deployment of SD-WAN is expected in early 2020.

HVAC Admin

- Balancing and project closeout this week.
- Awaiting the Operations and Maintenance Manual.
- Official commissioning and hand over of the system to Operator expected before the end of November.

Major Maintenance

- OCWA is wrapping up 2020 Major Maintenance.
 - WLPS louver upgrade is underway.
 - Air release valve upgrade upcoming in Plympton-Wyoming. Notifications will be going out once date is set.

5. New Meeting.

The next meeting of the LAWSS Technical Team to be held on Thursday, February 13, 2020 at 10am at the LAWSS water treatment plant.