



Township of

# North Dundas

## COUNCIL REPORT

<b>To:</b>	Mayor and Members of Council
<b>From:</b>	Angela Rutley
<b>Date of Meeting:</b>	June 12, 2012
<b>Subject:</b>	Water & Sewer report

### 1. Winchester Main Street Sewer Extension - Unfinanced amount

As of December 31, 2011, the Winchester Sewer extension had an unfinanced balance of \$643,494.22. As per Council resolution #21 dated May 8, 2012, the unfinanced portion of this project is to be financed using principal from the Hydro Reserve Fund. No amount was specified in the resolution. I have prepared a Council resolution for this specific amount.

### 2. Refurbishment of Winchester Water Tower

The contract was awarded to Rescom Coatings Incorporated. Work is to begin the week of June 11<sup>th</sup>. The attached notice is posted on the Township website and will be published in the Winchester Press on June 13<sup>th</sup>. Due to the reduction in storage capacity, we are asking Winchester residents to conserve water while the water tower is out of service.

### 3. Winchester Sanitary Capacity Study

On June 7<sup>th</sup>, Calvin and I met with JL Richards and OCWA for a status update and to discuss the future development numbers that should be incorporated in the study. The six week flow monitoring period was completed on June 6<sup>th</sup>. Unfortunately, the ground was so dry during this six week period, rainfall events did not result in increased flow to the pumping stations. Therefore, we anticipate that this will give us good baseline data, but will not accurately reflect peak flow data. JL Richards is investigating the option of incorporating historic peak flow data in the model to better reflect peak flows.

#### **4. Water & Sewer 2012 budget**

Attached is the draft 2012 water and sewer budget. As a result of Council's decision regarding the financing of the unfinanced capital projects, I have removed the debt payments that were in the original draft and updated some of the other numbers. If the budget meets with Council's approval, we need to give notice of the intention to pass the budget at the Council meeting on June 27<sup>th</sup>.

#### **5. Chesterville Water Meter Installation**

I am reviewing proposals from two companies for engineering services for this project. I will have a recommendation for Council either Tuesday night, or at the latest, for the June 27<sup>th</sup> meeting.

*Prepared by: Angela Rutley, Deputy CAO*

TOWNSHIP OF  
**North Dundas**

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**Winchester Elevated Water Tower Refurbishment**

**Attention: Winchester Residents and Businesses**

Please be advised that the exterior surfaces of the Winchester Water Tower will be refurbished this summer. As a result of the necessary pressure washing, overcoating and safety upgrades, there will be continuous noise during this work. You may also periodically experience a reduction in water pressure.

Due to the reduction in water storage capacity, we ask that you reduce your water consumption during this period.

The contractor's operational hours will be 7:00am to 5:00pm (6 days per week)  
Scheduled Work Period: June 11<sup>th</sup> to July 19<sup>th</sup>, 2012

We apologize for any inconvenience this may cause and thank you for your co-operation.

Angela Rutley,  
Deputy CAO

**TOWNSHIP OF NORTH DUNDAS**  
**Budget Department by Category**



From Category: 9000      To Category: 9000  
 Account Code: ?-?-????-????      To: ?-?-????-????

Account Code	Account Description	2010 ACTUAL VALUES	2011 FINAL BUDGET	2011 ACTUAL VALUES	2012 ACTUAL VALUES	2012 1ST DRAFT
<b>GENERAL FUND</b>						
<b>Revenues</b>						
<b>Water Revenues - Winchester</b>						
1-4-9000-4900	Water Connection Fee - Winchester	650	400	375	325	1,000
1-4-9000-4901	Residential Users Fees	166,021	162,000	167,606	43,285	175,000
1-4-9000-4902	Commercial User Fees	240,955	240,000	295,773	105,584	295,000
1-4-9000-4903	Water Tower Space Rental	0	0	0	0	840
1-4-9000-4904	Interest Income - Service Charges	3,631	1,500	3,046	843	1,500
1-4-9000-4905	Late Payment Fees	0	0	0	0	0
1-4-9000-4906	Water Operating Costs - OSTAR Grant	0	0	0	0	0
1-4-9000-4910	Interest Income from Hydro Proceeds	95,200	23,800	0	0	25,000
1-4-9000-4911	Water Meter Sales	237	139	266	185	185
1-4-9000-4920	Winc. Water Rev - Misc Rev & Cert.	75	4,500	4,667	122	100
1-4-9000-5000	Water Capital - OSTAR Grant	0	0	0	0	0
1-4-9000-5015	Federal Grants	1,243,787	924,078	670,477	0	250,000
1-4-9000-5070	Provincial Grants	1,256,287	936,578	682,977	12,500	262,500
1-4-9000-5100	Capital Financing-LT Borrowing	0	900,000	0	0	0
1-4-9000-7000	Capital Financing - Homeowners	26,525	489	979	0	3,337
1-4-9000-7220	Sale of Tender Documents	4,035	0	0	0	0
1-4-9000-7817	Envi Products - Rain Barrels	0	0	0	0	0
1-4-9000-9000	Transfer From Res-Cap	830,202	0	0	0	967,878
1-4-9000-9001	Transfer From Reserves NC	26,462	0	0	0	0
<b>Total Revenues</b>		<b>3,894,067</b>	<b>3,193,484</b>	<b>1,826,166</b>	<b>162,844</b>	<b>1,982,340</b>
1-5-9000-1010	Wages	30,169	32,042	26,672	11,234	30,820
1-5-9000-1011	Staff Meeting Allowance	540	300	100	0	200
1-5-9000-1110	Benefits	4,356	6,169	4,181	2,232	6,100
1-5-9000-1320	Memberships/Association Dues	155	200	0	0	200
1-5-9000-2024	Union Gas	1,495	2,000	1,848	1,942	5,000
1-5-9000-2030	Hydro	37,872	40,000	44,205	13,390	50,000
1-5-9000-2040	Water/Sewer	0	800	892	383	900
1-5-9000-2041	Billing/Collecting	1,362	1,500	1,591	118	1,500
1-5-9000-2042	Allocated Administration Expenses	4,166	5,500	4,817	22	5,000
1-5-9000-2300	Advertising	436	600	360	185	500
1-5-9000-2320	Interest LTD.	0	9,000	0	0	0
1-5-9000-2321	Principal LTD.	0	0	0	0	0
1-5-9000-3010	Repairs & Maintenance Equipment	6,709	20,000	14,692	408	15,000
1-5-9000-3050	OSTAR - Engineering Costs	0	0	0	0	0
1-5-9000-3053	Groundwater Monitoring Well #7	2,336	5,000	2,357	3,476	6,000
1-5-9000-4010	Contracts (OCWA)	190,598	197,207	196,075	84,388	214,256
1-5-9000-4011	Contracts- Meter Readings	1,241	2,000	2,007	1,006	2,050
1-5-9000-4012	Services Provided By Township	0	5,000	0	0	5,000
1-5-9000-5010	Contingency	203	0	0	0	0
1-5-9000-7112	P.I.L.	9,566	14,000	13,792	0	14,206
1-5-9000-7810	Professional Fees	986	4,495	2,084	1,987	11,500
1-5-9000-7817	Envi Products - Rain Barrels	0	0	0	0	0
1-5-9000-8000	Capital - OSTAR	0	0	0	0	0
1-5-9000-8001	Capital - Meters	1,769	3,000	3,081	2,853	15,000
1-5-9000-8002	Capital - Computer Software	0	0	0	0	0
1-5-9000-8003	Capital - OCWA Recommendations	8,943	62,000	23,836	4,325	52,700
1-5-9000-8004	Cathodic Protection	740,585	82,727	82,650	0	0
1-5-9000-8005	Capital - May Street	0	0	0	0	0
1-5-9000-8006	Capital - Feeder Main & Reservoir	2,972,773	2,689,509	1,962,304	-190,173	735,000
1-5-9000-8007	Capital - Dawley Drive	156,727	0	30	-6,098	0

**TOWNSHIP OF NORTH DUNDAS**  
**Budget Department by Category**



**From Category:** 9000      **To Category:** 9000  
**Account Code:** ?-?-????-????      **To:** ?-?-????-????

<b>Account Code</b>	<b>Account Description</b>	<b>2010 ACTUAL VALUES</b>	<b>2011 FINAL BUDGET</b>	<b>2011 ACTUAL VALUES</b>	<b>2012 ACTUAL VALUES</b>	<b>2012 1ST DRAFT</b>
1-5-9000-8008	Water Tower - Winchester	0	0	0	2,026	250,000
1-5-9000-9000	Transfers to Reserves - Winch Water	0	10,435	0	0	0
1-5-9000-9999	Surplus Adjustment	-278,922	0	0	0	561,408
<b>Total Expenditures</b>		<b>3,894,065</b>	<b>3,193,484</b>	<b>2,387,574</b>	<b>-66,296</b>	<b>1,982,340</b>
Water Revenues - Winchester Surplus/(Deficit)		2	0	-561,408	229,140	0
<b>Report Total --&gt;</b>		<b>2</b>	<b>0</b>	<b>-561,408</b>	<b>229,140</b>	<b>0</b>

# Winchester Water Proposed Capital

WORK	COST	COMMENTS	PRIORITY 1 - 5 Highest/5 Lowest
Rebuild/Replace Well Pump #7B	18,000.00	Includes level transducer (carried over from 2011)	1
Replace Diesel Fuel Tank Well #5 and Well #6	4,200.00		1
Water Tower	250,000.00	Exterior overcoating and safety upgrades.	1
Rebuild 8 Hydrants	8,000.00		1
Chlorination Systems	4,000.00	Well #1, #5, #6, #7 & Reservoir Cl2 - pump kits, tubing, valves & injectors	2
Purchase & Install Ventilation System Well #1	1,000.00		3
Laterals to Property Lines	5,000.00	Cathodic protection	3
Electrical & Instrumentation Upgrades	5,000.00		4
Replace Unit Heater Well #7	1,500.00		5
Building Maintenance Well #1	1,000.00	Signage, paint doors and install sump pump in pit	5
Misc.	5,000.00		5
<b>Total</b>	<b>\$302,700.00</b>		

**TOWNSHIP OF NORTH DUNDAS**  
**Budget Department by Category**



From Category: 9010      To Category: 9010  
 Account Code: ?-?-????-????      To: ?-?-????-????

Account Code	Account Description	2010 ACTUAL VALUES	2011 FINAL BUDGET	2011 ACTUAL VALUES	2012 ACTUAL VALUES	2012 1ST DRAFT
<b>GENERAL FUND</b>						
<b>Revenues</b>						
<b>Water Revenues - Chesterville</b>						
1-4-9010-4900	Water Connection Fee - Chesterville	225	225	225	75	700
1-4-9010-4901	Residential Users Fees	265,491	277,000	278,402	75,687	302,880
1-4-9010-4902	Commercial User Fees	29,376	31,000	31,377	7,833	33,222
1-4-9010-4903	Water Tower Space Rental	0	0	0	0	0
1-4-9010-4904	Interest Income - Service Charges	783	500	2,042	605	1,000
1-4-9010-4905	Late Payment Fees	5,654	5,500	5,533	2,649	4,500
1-4-9010-4906	Water Operating Costs - OSTAR Grant	0	0	0	0	0
1-4-9010-4910	Interest Income from Hydro Proceeds	0	0	0	0	0
1-4-9010-4920	Chest Water Rev - Misc. Rev & Certificat	50	50	50	0	0
1-4-9010-5000	Water Capital - OSTAR Grant	0	0	0	0	0
1-4-9010-5015	Federal Grants	0	263,565	0	0	331,817
1-4-9010-5070	Provincial Grants	12,500	276,065	12,500	12,500	344,317
1-4-9010-7000	Capital Financing - Homeowners	0	0	0	0	0
1-4-9010-9000	Transfer From Res - Capital	0	170,823	0	0	331,817
1-4-9010-9001	T/F Reserves-Sewer Ward 4	0	0	0	0	0
<b>Total Revenues</b>		<b>314,079</b>	<b>1,024,728</b>	<b>330,129</b>	<b>99,349</b>	<b>1,350,253</b>
1-5-9010-1010	Wages	15,589	13,732	14,348	6,073	13,208
1-5-9010-1110	Benefits	2,265	2,644	2,548	1,198	2,700
1-5-9010-1320	Memberships/Association Dues	155	100	0	0	200
1-5-9010-2030	Hydro	1,990	0	0	0	0
1-5-9010-2040	Water/Sewer	0	550	275	0	400
1-5-9010-2041	Billing/Collecting	44	500	50	12	400
1-5-9010-2042	Allocated Administration Expenses	2,777	3,500	3,211	0	3,300
1-5-9010-2300	Advertising	210	200	280	141	250
1-5-9010-2320	Interest LTD - Hydro Reserce Funds	0	0	0	0	0
1-5-9010-2321	Principal LTD - Hydro Reserve Funds	0	0	0	0	0
1-5-9010-3010	Repairs & Maintenance Equipment	3,357	8,000	4,218	0	6,000
1-5-9010-3050	OSTAR - Engineering Costs	0	0	0	0	0
1-5-9010-4010	Contracts (OCWA)	154,686	173,159	172,632	74,098	177,834
1-5-9010-4012	Services Provided By Township	0	5,000	0	0	2,000
1-5-9010-5010	Miscellaneous Contingency	21	0	0	0	0
1-5-9010-7112	P.I.L.	3,138	3,154	3,154	0	3,250
1-5-9010-7810	Professional Fees	2,799	4,495	2,084	1,814	11,500
1-5-9010-8000	Capital - OSTAR	0	0	0	0	15,000
1-5-9010-8001	Capital - Meters	0	790,694	0	0	995,451
1-5-9010-8002	Capital - Computer Software	0	0	0	0	0
1-5-9010-8003	Capital - OCWA Recommendations	56,360	19,000	28,771	0	45,800
1-5-9010-9000	Transfers to Reserves-Chesterville Water	70,686	0	0	0	72,960
<b>Total Expenditures</b>		<b>314,077</b>	<b>1,024,728</b>	<b>231,571</b>	<b>83,336</b>	<b>1,350,253</b>
<b>Water Revenues - Chesterville Surplus/(Deficit)</b>		<b>2</b>	<b>0</b>	<b>98,558</b>	<b>16,013</b>	<b>0</b>
<b>Report Total --&gt;</b>		<b>2</b>	<b>0</b>	<b>98,558</b>	<b>16,013</b>	<b>0</b>

# Chesterville Water Proposed Capital

WORK	COST	COMMENTS	PRIORITY 1-5 1 HIGHEST/ 5 LOWEST
Hydrants	6,000.00	Rebuild 8 hydrants	1
Water Tower Inspection	6,000.00		1
Standby Highlift Pump	10,000.00		2
Laterals to Property Lines	5,000.00	Cathodic protection	3
Main valve replacement	5,000.00	Cathodic protection	3
Electrical - SCADA	5,000.00		3
Replace 4 windows - Shop	2,800.00	5 Industrial Drive, Chesterville	3
Misc.	6,000.00		5
<b>Total</b>	<b>\$45,800.00</b>		

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**TOWNSHIP OF NORTH DUNDAS**  
**Budget Department by Category**



From Category: 9020      To Category: 9020  
 Account Code: ?-?-????-????      To: ?-?-????-????

Account Code	Account Description	2010 ACTUAL VALUES	2011 FINAL BUDGET	2011 ACTUAL VALUES	2012 ACTUAL VALUES	2012 1ST DRAFT
<b>GENERAL FUND</b>						
<b>Revenues</b>						
<b>Sewer Revenues - Winchester</b>						
1-4-9020-2320	Interest from Hydro Proceeds	0	0	0	0	0
1-4-9020-4900	Sewer Connection Fee - Winchester	625	300	413	325	1,000
1-4-9020-4901	Residential Users Fees	237,336	235,000	239,302	60,752	251,266
1-4-9020-4902	Commercial Users Fees	122,528	125,000	132,484	41,939	135,000
1-4-9020-4904	Interest and Misc. Income	315	0	1,475	506	1,000
1-4-9020-4905	Late Payment Fees	4,170	4,000	4,870	1,819	3,500
1-4-9020-4910	Interest Income from Hydro Proceeds	0	0	0	0	0
1-4-9020-7000	Capital Financing - Homeowners	29,246	3,673	4,677	6,739	5,402
1-4-9020-9000	T/F Reserves, Sewer Winch Capital	129,141	0	0	0	0
1-4-9020-9001	T/F Reserves - Operating	0	26,079	0	0	55,444
1-4-9020-9002	T/F From Twp Res - Capital	0	0	0	0	0
1-4-9020-9999	Surplus Adjustment-Sewer Ext	0	0	0	0	0
	<b>Total Revenues</b>	<b>523,361</b>	<b>394,052</b>	<b>383,221</b>	<b>112,080</b>	<b>452,612</b>
1-5-9020-1010	Wages	18,450	32,042	14,739	6,707	30,820
1-5-9020-1110	Benefits	2,612	6,169	2,547	1,367	6,100
1-5-9020-2024	Union Gas	0	0	304	0	2,000
1-5-9020-2030	Hydro	9,608	13,000	22,267	3,176	22,600
1-5-9020-2040	Water/Sewer	0	400	554	183	600
1-5-9020-2041	Billing / Collecting	1,066	2,000	1,048	12	1,100
1-5-9020-2042	Allocated Administration Expenses	4,166	5,000	4,817	0	5,000
1-5-9020-2300	Advertising	0	400	0	142	500
1-5-9020-2320	Interest LTD - Hydro Reserve Funds	0	0	0	0	0
1-5-9020-2321	Principal LTD - Hydro Reserve Funds	0	0	0	0	0
1-5-9020-3010	Repairs & Maintenance Equipment	31,235	20,000	15,169	0	20,000
1-5-9020-4010	Contracts (OCWA)	183,914	173,970	176,384	74,445	178,667
1-5-9020-4012	Services Provided By Township	0	0	0	0	2,000
1-5-9020-4013	SNC Phosphorus Management W3 Agree	0	0	0	0	0
1-5-9020-5000	Drawdown of Unfinanced Cap.O	0	0	0	0	0
1-5-9020-5010	Miscellaneous Contingency	3,943	0	0	0	0
1-5-9020-7112	P.I.L.	28,241	27,403	27,403	0	28,225
1-5-9020-7810	Professional Fees	6,219	40,495	11,987	14,790	80,000
1-5-9020-8000	Capital - Main St Sewer Extension	0	0	0	0	0
1-5-9020-8002	Capital - Computer Software	0	0	0	0	0
1-5-9020-8003	Capital - OCWA Recommendations	51,397	69,500	44,247	0	75,000
1-5-9020-8005	Capital - May Street	0	0	0	0	0
1-5-9020-8007	Capital - Dawley Drive	156,627	0	30	-6,098	0
1-5-9020-8500	Drawdown of Unf Cap Outlay	0	3,673	2,787	0	0
1-5-9020-9000	Transfer to Reserves-Winchester Sewer	24,124	0	0	0	0
1-5-9020-9002	Transfers to Twp Reserves	0	0	0	0	0
1-5-9020-9999	Winch Sewer-Surplus Adjustment	1,759	0	0	0	0
	<b>Total Expenditures</b>	<b>523,361</b>	<b>394,052</b>	<b>324,283</b>	<b>94,724</b>	<b>452,612</b>
	<b>Sewer Revenues - Winchester Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>58,938</b>	<b>17,356</b>	<b>0</b>
	<b>Report Total --&gt;</b>	<b>0</b>	<b>0</b>	<b>58,938</b>	<b>17,356</b>	<b>0</b>

# Winchester Sewage Proposed Capital

WORK	COST	COMMENTS	PRIORITY 1-5 1 Highest/5 Lowest
Collection system (flushing, sealing, upgrading, camera)	25,000.00		1
St. Lawrence SPS replace pump	7,000.00		1
Safety Grating	15,000.00		1
Overhaul/repair Pump at Ottawa St. SPS	7,000.00		2
Main St. West Pumping Station Bldg Upgrade	6,000.00	Exterior shell & light, door replacement, signage	2
Buildings and grounds	\$5,000.00		3
Rebuild lagoon discharge pumps	10,000.00	May be omitted, dependant on upgrade.	5
Misc.	<del>15,000.00</del>	Build up berm on West bank lagoon.	5
<b>Total</b>	<del>\$90,000.00</del>		

75,000

**TOWNSHIP OF NORTH DUNDAS**  
**Budget Department by Category**



From Category: 9030      To Category: 9030  
 Account Code: ?-?-????-????      To: ?-?-????-????

Account Code	Account Description	2010 ACTUAL VALUES	2011 FINAL BUDGET	2011 ACTUAL VALUES	2012 ACTUAL VALUES	2012 1ST DRAFT
<b>GENERAL FUND</b>						
<b>Revenues</b>						
<b>Sewer Revenues - Chesterville</b>						
1-4-9030-2320	Interest from Hydro Proceeds	0	0	0	0	0
1-4-9030-4900	Sewer Frontage & Connection Fee - Ches	225	225	225	75	300
1-4-9030-4901	Residential Users Fees	198,329	200,000	208,043	56,558	210,157
1-4-9030-4902	Commercial Users Fees	85,736	84,000	66,659	24,664	50,000
1-4-9030-4904	Interest & Misc. Income	315	0	1,475	506	1,000
1-4-9030-4905	Late Payment Fees	0	0	0	0	0
1-4-9030-4906	Mill Grant	0	0	0	0	0
1-4-9030-4910	Interest Income from Hydro Proceeds	64,800	16,200	0	0	20,000
1-4-9030-9001	T/F Reserves - Sewer Ward 4	0	0	0	0	2,726,656
1-4-9030-9500	Transfers from Dev Charges-Pumping Sta	3,049	1,000	3,610	0	3,000
<b>Total Revenues</b>		<b>352,454</b>	<b>301,425</b>	<b>280,012</b>	<b>81,803</b>	<b>3,011,113</b>
1-5-9030-1010	Wages	10,212	13,732	8,725	3,833	13,208
1-5-9030-1110	Benefits	1,463	2,644	1,528	769	2,614
1-5-9030-2030	Hydro	6,469	7,000	1,252	0	7,000
1-5-9030-2041	Billing / Collecting	569	0	50	12	200
1-5-9030-2042	Allocated Administration Expenses	2,777	3,700	3,211	0	3,300
1-5-9030-2300	Advertising	0	600	215	161	600
1-5-9030-2320	Interest Ltd. - Hydro Reserve Funds	0	0	0	0	0
1-5-9030-2321	Principal Ltd - Hydro Reserve Funds	0	0	0	0	0
1-5-9030-3010	Repairs & Maintenance Equipment	9,139	30,000	12,638	0	15,000
1-5-9030-4010	Contracts (OCWA)	98,403	105,795	107,199	45,263	108,651
1-5-9030-4012	Service Provided By Township	0	0	0	0	2,000
1-5-9030-5010	Miscellaneous Contingency	3,943	0	0	0	0
1-5-9030-7112	P.I.L.	4,909	4,020	4,020	533	4,140
1-5-9030-7810	Professional Fees	8,323	16,495	11,619	1,906	18,400
1-5-9030-8002	Capital - Computer Software	0	0	0	0	47,000
1-5-9030-8003	Capital - OCWA Recommendations	1,178	20,000	6,166	0	22,000
1-5-9030-8004	Capital - Lagoon Expansion	0	80,000	5,838	0	2,767,000
1-5-9030-9000	Transfer to Reserves- Chesterville Sewer	205,070	17,439	0	0	0
<b>Total Expenditures</b>		<b>352,455</b>	<b>301,425</b>	<b>162,461</b>	<b>52,477</b>	<b>3,011,113</b>
<b>Sewer Revenues - Chesterville Surplus/(Deficit)</b>		<b>-1</b>	<b>0</b>	<b>117,551</b>	<b>29,326</b>	<b>0</b>
<b>Report Total --&gt;</b>		<b>-1</b>	<b>0</b>	<b>117,551</b>	<b>29,326</b>	<b>0</b>

# Chesterville Sewage Proposed Capital

WORK	COST	COMMENTS	PRIORITY 1-5 1 HIGHEST/ 5 LOWEST
Collection System (flushing, sealing, upgrading, camera, etc.)	17,000.00		1
Main Pumping Station	2,350,000.00		1
Misc.	5,000.00		5
<b>Total</b>	<b>\$2,372,000.00</b>		