

# Tri-County Water Board of Management

## Minutes

Date: February 6, 2024, 7:00 p.m.

Location: West Elgin Council Chambers  
160 Main Street  
West Lorne

**Present:** Allan Mayhew, Southwest Middlesex  
Mike Hentz, Dutton Dunwich  
Amarilis Drouillard, Dutton Dunwich  
Bill Denning, West Elgin  
Don McCallum, Southwest Middlesex  
Kevin Derbyshire, Newbury  
Mike Sholdice, Southwest Middlesex  
Ryan Statham, West Elgin  
Darren Galbraith, Chatham-Kent  
Michelle Navackas, West Elgin

**Regrets:** Taraesa Tellier, West Elgin  
Corey Pemberton, Dutton Dunwich

**Staff Present:** Magda Badura, CAO/Treasurer  
Cathy Case, Newbury  
Dale Le Britton, OCWA  
Maegan Garber, OCWA  
Robin Trepanier, OCWA  
Sam Smith, OCWA  
Terri Towstiuc, Clerk

**Regrets:** Tracey Johnson, Dutton Dunwich

**1. Call to Order**

Vice Chair Bill Denning called the meeting to order at 7:00 pm.

**2. Adoption of Agenda**

**TCWB 01**

**Moved:** Allan Mayhew, Southwest Middlesex

**Seconded:** Mike Hentz, Dutton Dunwich

That Tri-County Water Board hereby adopts the Agenda for February 6, 2024, as presented.

**Disposition: Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**TCWB 02**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Amarilis Drouillard, Dutton Dunwich

That the Tri-County Water Board hereby adopts the minutes of October 19, 2023, as presented.

**Disposition: Carried**

**5. Business Arising from Minutes**

None.

**6. Reports**

**6.1 Tri County Drinking Water System Operations Report, Fourth Quarter**

**TCWB 03**

**Moved:** Amarilis Drouillard, Dutton Dunwich

**Seconded:** Mike Hentz, Dutton Dunwich

That the Tri-County Water Board hereby receive the Tri County Drinking Water System Operations Report, Fourth Quarter 2023, presented by Sam Smith, Sr. Operations Manager, OCWA, for information purposes.

**Disposition: Carried**

**6.2 2024 Insurance Renewal**

M. Badura reviewed the insurance policy for Tri-County Water, and advised of the mandatory increases, with a total 14% increase in 2024. Members discussed the rising cost of insurance across all Municipalities, and feel additional cyber insurance is worth looking at, with the growing number of cyber attacks everywhere.

**TCWB 04**

**Moved:** Allan Mayhew, Southwest Middlesex

**Seconded:** Don McCallum, Southwest Middlesex

That the Tri-County Water Board hereby receives the report from M. Badura CAO/Treasurer, re: 2024 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated December 21, 2023.

**Disposition: Carried**

**7. Financials, as of December 31, 2023**

M. Badura, CAO/Treasurer provided the year-to-date Financials for December 31, 2023. Ms. Badura advised that the year has not been closed out due to manual calculations required for West Elgin, however, will be reconciled and brought back for acknowledgement at the next scheduled meeting.

**TCWB 05**

**Moved:** Mike Hentz, Dutton Dunwich

**Seconded:** Darren Galbraith, Chatham-Kent

That Tri-County Water Board acknowledge receipt of the Year-to-Date Financials, dated December 31, 2023.

**Disposition: Carried**

**8. Items Requiring Discussion**

**8.1 Agreement and Tri-County Background**

The board was presented with the current agreement, and discussed the potential to become Incorporated, to allow Tri-County Water Board to exist as a corporate structure, and less as a community board. This will allow the group to apply for government grants to assist with large expenditures and project, which is currently not an option under the existing agreement. The board expressed interest in obtaining a legal opinion and discuss again at the next meeting.

**TCWB 06**

**Moved:** Allan Mayhew, Southwest Middlesex

**Seconded:** Mike Hentz, Dutton Dunwich

WHEREAS West Elgin, Southwest Middlesex, Dutton Dunwich, Chatham-Kent, and Newbury established a joint municipal service board known as

the Tri-County Water Board to govern the management of the System and oversees the operation of the Tri-County Water System; And

WHEREAS the Tri-County Water Board receives the current agreement dated January 12, 2022 and background history of the Tri-County Water Board for review and discussion;

NOW THEREFORE, in consideration of the current agreement, the Tri-County Water Board direct staff to obtain a legal opinion regarding a revised agreement and bring back to the next Regular Meeting.

**Disposition: Carried**

**9. Correspondence**

**9.1 Housing Enabling Water Systems Fund**

For Information Purposes Only.

**9.2 Dillon Consulting letter dated February 1, 2024 Re: Tri-County Water Board Growth and Capacity Assessment**

M. Badura presented the board with a proposal from Dillon Consulting regarding a Water Growth and Capacity Assessment, with a purpose of potentially increasing the water usage, and increasing revenue for long-term financial sustainability. The board discussed the need for Economic Development and Marketing strategies, to bring new and large users to the system. OCWA confirmed the capacity is available, to increase new usage.

**TCWB 07**

**Moved:** Mike Hentz, Dutton Dunwich

**Seconded:** Bill Denning, West Elgin

That Tri-County Water Board acknowledge receipt of the letter dated February 1, 2024 from Dillon Consulting Re: Tri-County Water Board Growth and Capacity Assessment; And

That Tri-County Water Board direct staff to schedule a joint meeting to discuss a marketing strategy, including OCWA and both Elgin County and Middlesex Marketing and Economic Development departments, and report back to the board at the next regular meeting.

**Disposition: Carried**

**10. Adjournment**

**TCWB 08**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Darren Galbraith, Chatham-Kent

That the Tri-County Water Board hereby adjourn at 8:15 pm, to meet again at 7:00pm, on Tuesday, May 21, 2024, or at the Call of the Chair.

**Disposition: Carried**

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Bill Denning, Vice-Chair

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Terri Towstiuic, Recording Secretary