



## **JOINT BOARD OF MANAGEMENT**

Wednesday, November 20, 2019

**9:00 AM**

Unico Community Centre,  
37 Beech Street,  
Kingsville

### **AGENDA**

**A. Call to Order:**

**B. Disclosures of Pecuniary Interest:**

**C. Approval of Minutes:**

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, October 16<sup>th</sup>, 2019  
Pages 2 - 5

**D. Business Arising Out of the Minutes**

**E. Items for Consideration:**

1. UW/31/19 dated November 15, 2019 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to November 15, 2019  
Pages 6 - 8
2. Verbal presentation of the preliminary 2020 Union Water Supply System Budget and Six Year Capital Plan
3. UW/33/19 dated November 15, 2019 re: Payments from October 11<sup>th</sup> to November 1st, 2019  
Pages 9 - 13

**F. New Business:**

**G. Adjournment:**

**H. Date of Next Meeting:** December 18, 2019 TBD

/kmj



## JOINT BOARD OF MANAGEMENT

Wednesday, October 16, 2019

9:00 AM

Ruthven Water Treatment Plant  
1615 Union Avenue,  
Ruthven

### MINUTES

Members Present: Deputy Mayor Verbeke; Councillors Dunn, Jacobs, Wilkinson - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen,  
Councillors DeYong, Neufeld, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

Members Absent: Mayor MacDonald (chair), Councillor Hammond - Leamington

UWSS Staff: Rodney Bouchard, Manager  
Khristine Johnson, Recording Secretary

Staff Present: Shannon Belleau - Leamington

OCWA Staff Present: Susan Budden  
Dale Dillen

**Call to Order: 9:02 am**

**Disclosures of Pecuniary Interest: none**

#### **Adoption of Board Minutes:**

Councillor VanderDoelen asks that the minutes from September 18, 2019 be revised to include the total amount of coliform that was identified in the water sampled that resulted in the Boil Water Advisory affecting a small portion of the Town of Essex and that the minutes also reflect the questions posed by Councillor VanderDoelen at the September 18, 2019 UWSS Board meeting in regards to the Essex Boil Water Advisory.

#### **No. UW-46-19**

Moved by: Councillor Jacobs

Seconded by: Councillor Dunn

That the amended Minutes of the UWSS Joint Board of Management meeting of September 18, 2019 be received.

## **Business Arising Out of the Minutes:**

There was none.

### **Report UW/29/19 dated, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to October 11, 2019**

The Manager reviews his report with board members. He confirms that the Cottam Booster Station (CBS) grading project has been completed and grass is now growing. The only item left is the final inspection by the engineer to close out the project.

OCWA maintenance staff have been working on innovations to correct issues with Valve Chamber 9 (VC9) and VC26. These are the valves that control the supply of water and pressure to the Town of Essex. These are very complicated valve chambers and there has been some difficulties with them, therefore a valve expert has been brought in. The company out of Markham has been brought in to assist specifically with VC26, which also includes a flow meter. The Manager feels that this outside assistance will help resolve some of the issues.

The Manager explains that Clarifier #3 has been taken out of service, drained, cleaned and the necessary repairs have been made. This Clarifier should be brought back online later this week. Clarifier #2 will be taken out of service next as the drive is leaking oil and requires repairs. The Manager reminds the board members that not all four (4) clarifiers run during the winter when the flows are lower. The Clarifier #3 carbon pump was not working optimally and required replacement.

OCWA staff is working on the sump and the piping in the boiler room and the new system should prevent future failures from occurring. Wastewater Pump #2 failed on October 8, 2019, resulting in the pump running dry and causing a failure to the electrical feed. Staff installed a new blow off in the waste water pit and new electrical wiring was installed. The pump was put back into service on October 11, 2019.

The Manager provides an update on the SCADA project. He notes to Board members that the project is about three (3) weeks behind schedule, however, this is not considered a substantial delay. Another Factory Accepted Test (FAT) is scheduled for the following week in Etobicoke. At this point of the project the cabinets are being built with the potential of them being brought to the plant in early November. He feels that by December everything should be in place.

He then provides an update on the CO2 project as this is moving forward as planned. The Chlorine scrubber and blower have been installed. The piping in the yard still needs to be completed, but this is a difficult process as there are multiple pipes in the yard to be careful of. This project is delayed slightly as well, however no additional costs on the part of UWSS.

The Manager reminds members of the Board of the residual pile near the lagoons. He states that approximately 3,500 tons of material have been removed from the pile this year. This material is now being used as daily cover for the EWSWA. He is hoping to have the remainder of the pile removed next year and then it will be maintenance mode for the piles.

Members ask how much material is removed from the lagoons when they are excavated. The Manager indicates that it is difficult to determine but he estimates 1500-2000 tons. He also reminds members it is best to allow the material to de-water so that when sending to EWSWA we are not paying for the extra weight of wet material. Board members ask if the residual material is still being tested. The Manager explains that as part of the UWSS's licence the material must be tested.

Associated Engineering (AE) has been retained to assist the Manager with a complete review of the Historical Secondary Disinfection for the UWSS. The Manager reminds members that the UWSS is currently on free chlorine until December 4<sup>th</sup>. He explains that AE and members of the UWSS attended a workshop on October 8<sup>th</sup> to review the initial data. He expects the report to be ready for the November Board meeting.

The Manager then provides an update on the restructuring of the UWSS. He explains that he has had meeting with Kingsville, Leamington and Lakeshore, which included the legal and financial consultants. He notes that the meeting with Essex is forthcoming. He feels that his report will be ready for the December Board meeting.

The Manager informs the Board that he met with ENWIN Windsor Utilities Commission (WUC) to develop a scope of work for a proposed collaborative study between UWSS and WUC on an emergency water sharing provision between both parties. He hopes to start this study in 2020. Members ask if there is any cost to upgrade the infrastructure. The Manager explains that there are valves that could potentially be opened in an emergency situation, however, the purpose of the study is to determine at what capacity UWSS and/or WUC can assist. He notes UWSS will not be able to supply 100% capacity to them, but what they would require to keep going in an emergency situation. The Manager explains that he would need to determine the costs associated to each of the four (4) municipalities.

Finally, the Manager notes that NOAA has sent out their last Harmful Algae Bloom (HAB) bulletin for the 2019 season. The Manager explains that the conditions to form HAB is no longer present and the water temperature is now below the threshold of concern. He confirms that UWSS will continue to monitor until the end of November and then start back up in the Spring. Council VanderDoelen asks if the bloom grew large this year. The Manager explains that the bloom was present but never really made its way to our side of Lake Erie. He is still working with the University of Windsor to study HAB more closely.

The flows are up quite a bit over the last year, which will also help the 2019 budget. This is good, but still a concern for the Manager as he is concerned that the trend could continue. He will continue to monitor closely. There is a brief discussion on the number of greenhouse acres applied for this year. Shannon Belleau notes that Leamington has had over 300 greenhouse acre applications this year. The Manager notes that the days of greenhouses applying for 10 acres at one time has passed, now they are applying for 25+ acres or more at one time. This trend does not appear to be slowing down.

#### **No. UW-47-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Walstedt

That report UW/29/19 dated October 11, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to October 11, 2019 is received.

Carried (UW/29/19)

**Report UW/30/19 dated October 11, 2019 re: Payments from September 13 to October 11, 2019**

**No. UW-48-19**

Moved by: Councillor Wilkinson

Seconded by: Councillor Patterson

That report UW/30/19 dated October 11, 2019 re: Payments from September 13 to October 11, 2019 is received.

Carried (UW/30/19)

## **New Business**

The Manager reminds members that at the September UWSS Board meeting there was a discussion regarding Boil Water Advisories (BWA). He received direction from the Board members at that meeting. He explains that he has met with the Town of Essex Administration and there is now a tentative date of October 22, 2019 to meet with the WECHU to review the protocol in place and potentially improve the notification system. Shannon Belleau of Leamington asks that this information is shared. The Manager indicates that it is his intention to bring in all four (4) municipalities after this initial meeting. Councillor VanderDoelen asks if the WECHU was agreeable to the new protocol. The Manager indicates that the WECHU accepted the invitation quickly, so he feels that everyone is agreeable at this point. Councillor DeYong indicates that perhaps a regularly scheduled review should be included in the new protocol as well.

There is then a brief discussion on the greenhouse light pollution affecting the area in general.

## **Adjournment**

**No. UW-38-19**

Moved by: Councillor Patterson

Seconded by: Councillor DeYong

That the meeting adjourn at 9:37

Carried

**Date of Next Meeting: Wednesday, November 20, 2019, at the Unico Building, 37 Beech Street, Kingsville.**

UW/31/19

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** November 15, 2019

**Re:** Status Update of UWSS Operations & Maintenance Activities and Capital  
Works to November 15, 2019



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**Aim:**

To inform the UWSS Board about operational and maintenance activities and capital works projects for the Union Water Supply System since the last Board meeting on.

**Discussion:**

The UWSS Manager conducts regular meeting with OCWA Operations staff in regards to on-going operations and maintenance programs for the UWSS facilities. The following provides an update on UWSS operations, regular maintenance and major maintenance and Capital Works at UWSS facilities:

1. Regular Maintenance on all process equipment and analyzers continue to be completed through OCWA's Workplace Maintenance Management System.
2. Low Lift well #2 was isolated, drained cleaned and inspected on October 30<sup>th</sup>, 2019. No issues were observed.
3. The Cottam Booster Reservoir was inspected by Watech services on November 13<sup>th</sup> and 14<sup>th</sup>, 2019. No issues were observed during their inspection.
4. The Cottam Booster Reservoir soil cover rehabilitation project has been completed. A site visit between UWSS, OCWA, the Engineer (Stantec) and the Contractor (Rudak) took place on Oct 29<sup>th</sup>, 2019. Some bare spots were observed and they agreed to come back in the spring to add more seed if required. Otherwise, the soil cover drainage system installed appears to be working very well. The contract for this project includes a two-year maintenance warranty.
5. During a maintenance activity, the wastewater pumping station piping was observed to be very corroded. OCWA staff scraped all the rust off all the components and wrapped the pipes with Denso waterproofing materials to preserve the piping for the remainder of its life.
6. Clarifier #3 mixer motor variable frequency drive (VFD) repairs were completed and the clarifier is back in service.

7. The two new gate valves for filters #2 & #4 have been received at the water treatment plant. OCWA staff are gathering some required parts for the install. These will be installed once the CO<sub>2</sub> system has been commissioned. Clarifiers #1 and #2 must be offline to complete the install and these clarifiers cannot be taken offline until the CO<sub>2</sub> system is commissioned.

8. SCADA Upgrade Project Update

SCADA System software Factory Acceptance Testing (FAT) for the Low Lift and parts of the Treatment Plant was completed on October 23-24, 2019 at Summa Offices in Etobicoke, ON. The final FAT for all remaining components of the Treatment Plant is scheduled for November 21-22, 2019. FAT testing for the four water towers and the valve chambers have been completed already.

On-site construction activities relating to the new SCADA system were started by SUMMA on October 28, 2019. Installed components to date include the server cabinet, HMIs for Filters #5, #6, #7 and #8 and some cabling. All the other components will be installed once the final Treatment Plant FAT is completed.

Substantial completion is scheduled for mid-January 2020.

9. CO<sub>2</sub> pH Adjustment/ Chlorine System Improvements Project Update -The CO<sub>2</sub> feed piping from the CO<sub>2</sub> tank to the plant and CO<sub>2</sub> injection piping from the plant to the injection chambers has been installed and partially backfilled. Tapping of the 2 raw water mains for installation of injection ports has been completed.

In-plant CO<sub>2</sub> piping for CO<sub>2</sub> dissolution and control skids is basically complete. The Motor Control Center (MCC)/ electrical panel for the CO<sub>2</sub> injection system and wiring for the control skids, dissolution skids, etc. is basically complete.

The dry chlorine scrubber tank and piping installation has been completed. The scrubber system media has been installed. The new chlorine tonner scales have been installed. The new rack mounts for the chlorine tonners are being constructed off-site and will be delivered and installed in December 2019.

Commissioning of the CO<sub>2</sub> and chlorine systems will be completed in early December 2019. A specific date has yet to be established.

10. UWSS retained Associated Engineering (AE) to complete a review of Historical Secondary Disinfection Practices and Performance for the Union Water Supply System. The purpose of the review is to evaluate and provide recommendation on the secondary disinfection practice that is best suited for UWSS. Associated Engineering held a meeting/workshop at the UWSS Ruthven Water Treatment Plant with UWSS and OCWA operations staff on October 8<sup>th</sup>, 2019 to review

the draft evaluation report and risk evaluation scoring methodology. A final report was issued to UWSS on November 15<sup>th</sup>, 2019.

UWSS is in process of scheduling a meeting with appropriate municipal staff to present the findings of the report and seek comments. The report conclusions and recommendations will be presented to the UWSS Board at the December 18<sup>th</sup>, 2019 UWSS Board meeting.

Comparative Flows for 2015 through 2019 in Millions of Imperial Gallons (for the period January 1<sup>st</sup> to November 14<sup>th</sup>, 2019)

	2015	2016	2017	2018	2019
Flow to Date (MG)	2,912.97	3,113.77	3,080.10	3,277.69	3,396.50
Max Day (MGD)	15.36	16.75	16.62	18.14	18.79
Min Day (MGD)	3.79	4.29	4.56	5.18	4.43
Average Day (MGD)	9.16	9.76	9.69	10.31	10.68
No of Days	318	319	318	318	318

Flows to date are up 118.81 MIG or 3.62% from last year. The 2019 flows to date are up 9.70% over the previous 4 year average.

**Recommendation:**

That this report be received by the UWSS Board for information purposes.

Respectfully submitted,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
/kmj

Filename: t:\union wtr\reports to board\2019\uw31-19 uwss operations report for november 2019.docx



UW/32/19

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** November 15, 2019

**Re:** Payments for the UWSS from October 11<sup>th</sup> to November 1<sup>st</sup>, 2019



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**Aim:**

To provide the Board with a copy of payments made by the Union Water Supply System from October 11<sup>th</sup> to November 15<sup>th</sup>, 2019.

**Recommendation:**

For information purposes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is positioned below the text 'Respectfully submitted,'.

Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management

/kmj

Filename: t:\union wtr\reports to board\2019\uw32-19 payments from october to november 2019.docx

## Council/Board Report By Dept-(Computer)



AP5130

Page : 37

Date : Nov 01, 2019

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Vendor : 0011450 To PT00000165

Batch : All

Department : All

Cheque Print Date : 14-Oct-2019 To 18-Oct-2019

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description					Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name				Amount
<b>DEPARTMENT 0700 Union Water System</b>								
<b>020120 BELL MOBILITY CELLULAR</b>								
514877178-OC MONTHLY CELL PHONE CHARGES						577 01-Oct-2019	16-Oct-2019	
70-5-0700-7110	002070	002083		Telecommunications Usage				44.71
<b>050003 E.L.K. ENERGY INC</b>								
40010915-SEP 1725KWH - ESSEX WATER TOWER						581 01-Oct-2019	16-Oct-2019	
70-5-0700-7420	002073			Electricity				-16.23
70-5-0700-7420	002073			Electricity				229.24
40047150-SEP 177KWH - METER#9						581 01-Oct-2019	16-Oct-2019	
70-5-0700-7420	002073			Electricity				-2.94
70-5-0700-7420	002073			Electricity				41.55
51976611-SEP 1671KWH - KINGSVILLE WATER TOWER						581 01-Oct-2019	16-Oct-2019	
70-5-0700-7420	002073			Electricity				-15.26
70-5-0700-7420	002073			Electricity				215.62
90006300-SEP 21360KWH - COTTAM BOOSTER STATION						581 01-Oct-2019	16-Oct-2019	
70-5-0700-7420	002073			Electricity				3,522.62
<b>997965 EATON INDUSTRIES (CANADA) COMPANY</b>								
02358335 LOW LIFT - ELECTRICAL SYSTEM UPGRADE						581 26-Sep-2019	16-Oct-2019	
70-7-0700-8735	700080			Low Lift Station				14,096.75
<b>070160 GREEN SHIELD CANADA</b>								
OCT.-19 OCT/19 ADJUSTMENTS						577 09-Oct-2019	16-Oct-2019	
70-5-0700-5203	002000			Extended Health				7.98
<b>180325 RICOH CANADA INC</b>								
SCO92550675 COPIER CONTRACT - AUG30-SEP30						581 30-Sep-2019	16-Oct-2019	
70-5-0700-7010	002070			Office Supplies				104.73
<b>230440 WILLIS BUSINESS LAW</b>								
11470 LEGAL FEES - RESTRUCTURING						581 30-Sep-2019	16-Oct-2019	
70-5-0700-7950	002070			Professional Services				137.30
<b>Department Totals :</b>								<b>18,366.07</b>



Vendor : 0011450 To PT00000165

Batch : All

Department : All

EFT Paid Date : 14-Oct-2019 To 18-Oct-2019

Bank : 07 To 08

Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0700 Union Water System</b>								
<b>050099 ENBRIDGE GAS INC</b>								
1929770177678	COTTAM BOOSTER STATION - JUL5-OCT4				587	10-Oct-2019	16-Oct-2019	
70-5-0700-7410		002073		Gas				74.58
70-5-0700-7410		002073		Gas				-58.09
<b>050230 ESSEX-WINDSOR SOLID WASTE AUTHORITY</b>								
28695	RESIDUAL MANAGEMENT				587	30-Sep-2019	16-Oct-2019	
70-7-0700-8745		700180		Treatment Plant				25,947.40
<b>080250 HYDRO ONE NETWORKS INC</b>								
200141677460-1	SEP/19 HYDRO - RUTHVEN WATER TREATMENT PLANT				587	09-Oct-2019	16-Oct-2019	
70-5-0700-7420		002073		Electricity				71,120.08
200141680692-1	SEP/19 HYDRO - LOW LIFT				587	09-Oct-2019	16-Oct-2019	
70-5-0700-7420		002073		Electricity				-4.96
70-5-0700-7420		002073		Electricity				40,504.64
200152134969-1	SEP/19 HYDRO - METER#17				587	09-Oct-2019	16-Oct-2019	
70-5-0700-7420		002073		Electricity				-2.83
70-5-0700-7420		002073		Electricity				40.04
200208899066-1	SEP/19 HYDRO - METER#16				587	15-Oct-2019	16-Oct-2019	
70-5-0700-7420		002073		Electricity				-7.13
70-5-0700-7420		002073		Electricity				100.72
<b>150365 ONTARIO CLEAN WATER AGENCY</b>								
INV000116367	SEP/19 OPER&MTCE				587	30-Sep-2019	16-Oct-2019	
70-5-0700-6720		002071		OCWA Operating Contract				241,376.00
<b>190755 SUN LIFE ASSURANCE COMPANY OF CANADA</b>								
OCT-19	OCT/19 UNION WATER LOAN 3724:1				587	01-Oct-2019	16-Oct-2019	
70-5-0700-6000		002020	006901	Debenture Principal				81,255.02
70-5-0700-6100		002010	006901	Debenture Interest				105,328.98
<b>Department Totals :</b>								<b>565,674.45</b>

## Council/Board Report By Dept-(Computer)



AP5130

Page : 27

Date : Nov 01, 2019

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Vendor : 0011450 To PT00000165

Batch : All

Department : All

Cheque Print Date : 28-Oct-2019 To 31-Oct-2019

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
<b>DEPARTMENT 0700 Union Water System</b>							
<b>010103 ASSOCIATED ENGINEERING (ONT) LTD</b>							
526507				SCADA PROCESS NARRATIVE - OCT4	602 17-Oct-2019	31-Oct-2019	
70-7-0700-8780				SCADA System			6,798.42
526509				CO2 PH ADJUSTMENT - OCT4	602 17-Oct-2019	31-Oct-2019	
70-7-0700-8745	700200			Treatment Plant			17,181.34
526510				PH ADJUSTMENT SYSTEM - OCT4	602 17-Oct-2019	31-Oct-2019	
70-7-0700-8745	700200			Treatment Plant			4,633.00
526513				REVIEW OF SECONDARY DISINFECTION - OCT4	602 17-Oct-2019	31-Oct-2019	
70-5-0700-7950	002070			Professional Services			6,243.25
<b>030004 C3 WATER INC</b>							
201909-288				WATER MODELING UPDATES	602 27-Sep-2019	31-Oct-2019	
70-5-0700-7989	002075			Operational Programs & Studies			7,667.76
<b>030256 CARMEN'S CATERING SERVICE INC</b>							
7735				LUNCH - REVIEW SECONDARY DISINFECTION	602 17-Oct-2019	31-Oct-2019	
70-5-0700-7052	002070			Meeting Expenses			144.08
<b>997710 RUDAK EXCAVATING INC</b>							
PC#3 1656201				PMT#3 COTTAM BOOSTER STATION - RESERVOIR GRADING	602 21-Oct-2019	31-Oct-2019	
70-7-0700-8725	700030			Cottam Booster Station			829.54
70-7-0700-8725	700030			Cottam Booster Station			14,361.17
70-7-0700-8725	700030			Cottam Booster Station			4,147.73
<b>190751 SUMMA ENGINEERING LIMITED</b>							
PC#6 114798				PMT#6 SCADA UPGRADES	602 25-Oct-2009	31-Oct-2019	
70-7-0700-8780				SCADA System			38,224.34
<b>Department Totals :</b>							<b>100,230.63</b>



Vendor : 0011450 To PT00000165  
Batch : All  
Department : All

EFT Paid Date : 28-Oct-2019 To 31-Oct-2019  
Bank : 07 To 08  
Class : All

Vendor Code	Vendor Name				Batch	Invc Date	Invc Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT	0700	Union Water System						
190185	SGS CANADA INC. ENVIRONMENTAL SERVICES							
11280610	WATER QUALITY STUDIES CORROSION-UWSS				605	09-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					531.10
11280637	WATER QUALITY STUDIES CORROSION-KINGSVILLE				605	09-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					98.31
11280643	WATER QUALITY STUDIES CORROSION-LAKESHORE				605	09-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					98.31
11280821	WATER QUALITY STUDIES CORROSION-ESSEX				605	09-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					98.31
11282363	WATER QUALITY STUDIES CORROSION-UWSS				605	17-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					265.55
11282369	WATER QUALITY STUDIES CORROSION-LEAMINGTON				605	17-Oct-2019	31-Oct-2019	
70-5-0700-7989		002070	Operational Programs & Studies					98.31
190635	STANTEC CONSULTING LTD							
1431432 - 14671	CBS - GRADING - OCT11				605	21-Oct-2019	31-Oct-2019	
70-7-0700-8725		700030	Cottam Booster Station					917.13
Department Totals :								2,107.02