

NORTHERN MAPLE UTILITIES INC. – BOARD AGENDA NO. 004

Meeting Information

Meeting Date: September 30, 2025
Meeting Time: 1:00 PM EST
Meeting Location: Hybrid (Council Chambers with Teams options)

Attendees: Gregg Davidson (Chairman, Board Member)
Manny Baron (President, Board Member)
Patrick Kelly (Treasurer, Board Member)
Reeba Arif (Secretary, Board Member)
John Mohle (Board Member)
Lori Woodham (Board Member)
Paul Douglas (Board Member)
Vincent Guan (Attendee)

Regrets: Rachel Carter (Attendee)
Jamie Morgan (Board Member)

Distribution: Board Members, President

Review of Quorum & Proposed Agenda

Quorum was established with 7 board members present.

Section 1: Call to Order
Section 2: NMU Updates
Section 3: Communications
Section 4: Finance and Operations
Section 5: Capital Projects
Section 6: Other Business
Adjournment

The proposed agenda was adopted by the Board.

The Board shall adopt the agenda at the beginning of the meeting, and may, upon agreement of a majority of those members present at the meeting, add or delete items from the agenda.

*Notes from the meeting have been added in italics; action items have been recorded in **bold**.*

Item	Discussion:	Action By:
1	Call to Order	
1.1	<p>Call to Order <i>Sep 30, 2025: Meeting #004 called to order at 1:04pm.</i></p>	
1.2	<p>Approval of Agenda <i>Sep 30, 2025: Agenda approved by PD, seconded by RA, carried.</i></p>	
1.3	<p>Approval of Previous Meeting Minutes <i>Sep 30, 2025: Motion to approve minutes of July 08, 2025, by RA, seconded by MB, carried.</i></p>	
2	Northern Maple Utilities (NMU) Updates	
2.1	<p>Administration Procedures <i>Sep 30, 2025: Updates by Treasurer:</i></p> <ul style="list-style-type: none"> • Status of outstanding legal agreements <ul style="list-style-type: none"> a <ul style="list-style-type: none"> ○ Novation of CIMA contracts <p><i>Meeting scheduled for July 9th afternoon between Mapleton, CIMA, and legal. Same process as with OCWA, which is to move existing contracts from the Township to NMU. The fees associated with the engineering and design for each of the projects will be different from years ago, hence update will be required based on the schedule of anticipated engineering and design fee as part of financial close. PK and MB will have the authority to sign off the contracts on behalf of the NMU board.</i></p> <p><i>PK to provide update once process is complete.</i> <i>Legal agreements: transfer from Mapleton to NMU for OCWA completed, substantially completed for CIMA+, waiting on JM to review the work authorization.</i></p> <p><i>Completed the debt transfer with the country.</i></p> <ul style="list-style-type: none"> b <ul style="list-style-type: none"> ○ Grant funding transfer/payments <ul style="list-style-type: none"> ▪ <i>No update from the ICIP and DMAF yet, as the team is currently focused on other top priorities, but there will be no issue in transferring the grant funding, as it is just the matter of whether the funding will flow through Mapleton first or directly to the NMU.</i> 	<p>PK</p> <p>JM</p> <p>PK</p>



Item	Discussion:	Action By:
2.2	<p>Insurance</p> <p><i>Sep 30, 2025: INFO</i></p> <ul style="list-style-type: none"> • New insurance policy in place as of August 2025. No further action required. • The insurance should now be ready. • PK will follow up with Jerry Brown to confirm if anything is still outstanding and will provide update in next meeting. <p>Section moved by PD, seconded by LW, carried.</p>	PK
3	Communication	
3.1	No updates	
4	Finance and Operations	
4.1	<p>Quarterly Financial Reporting</p> <p><i>Sep 30, 2025: INFO</i></p> <ul style="list-style-type: none"> • Q3 financial will be presented at the December board meeting including the 2026 budget, capital forecast and other updates. • Deferred because Q3 ends on Sept 30th (today), unable to present the Q3 result prior to today's meeting, hence will present the Q3 result, budget, and capital forecast and other updates in the next meeting. 	PK
4.2	<p>Updates to Existing Accounting Software</p> <p><i>Sep 30, 2025: Update by Treasurer</i></p> <ul style="list-style-type: none"> • As of right now, bills will still be going out to the residents with Mapleton's regular billing software (and then transfer to the NMU) until the new software platform is ready. • PK will prepare a letter of communication for residents once the new software is ready for implementation and the transition is set to begin. (Hoping to have the first billing done by the start of next year at the latest.) • Current software provider is very suboptimal, it would cost \$22,000 just to change the logo on the bills, which is unacceptable. • The plan is to transition to online billing in the future. Pending on the outcome of similar transition with Mapleton. <p>Section moved by MB, seconded by PD, carried.</p>	PK

Item	Discussion:	Action By:
5	Capital Projects	
5.1	<p>Mapleton Water and Wastewater Upgrades</p> <p><i>Sep 30, 2025: Updates by Secretary:</i></p> <ul style="list-style-type: none"> All three sites under the Mapleton Water and Wastewater Upgrades are under construction. No delays and budget discrepancies to report. Work began on the Moorefield site last month. Shop dwgs have been approved by CIMA+ in order to put the water tank base up this year. The wastewater treatment plant and force main is considered as one project, the Drayton Sewage Pump Station is the 2nd project, and Moorefield is the 3rd project. <p>Section moved by PD, seconded by PK, carried.</p>	
5.2	<p>Water Meter Reading</p> <p><i>Sep 30, 2025:</i></p> <ul style="list-style-type: none"> THAT the NMU Inc. Board of Directors receive report NMU 2025-01 regarding the Advanced Metering Infrastructure project for information; and further, <p><i>Motion to approve THAT the President and Treasure be authorized to execute contracts necessary for the configuration, installation and on-going maintenance of the AMI system with KTI Ltd., by PD and seconded by MB.</i></p> Jamie has been working with the vendor, KTI Ltd., to assist us in transitioning from drive-by meter reading to a wireless, radio-read system. Once the upgrade is complete, our staff will be able to obtain real-time readings from their desks and access meters data more efficiently, enabling quicker identification of potential issues. The cost to move forward with this was already included in the modelling that we completed, so it will not have any impact on projected plans, rate increases, or financial stability in the long term. PK will work with the staff team and RA to communicate the changes that will be happening, things to expect, and the potential impacts on the users. While this upgrade may not reduce overall cost, as it will increase the operating cost, which will be offset by the gains in efficiency. The system will save time and reduce staffing costs by eliminating the need for manual meter readings, while also providing more timely and accurate data. The \$40,000 - \$45,000 is the annual fee for software upgrade and maintenance. This means that if issues arise with the system, there will be no additional cost for repairs. 	PK

Item	Discussion:	Action By:
	<p><i>And we would not have to try and figure out how to maintain a system that we don't know how it is set up in the backend.</i></p> <ul style="list-style-type: none"> • <i>At the moment, the goal is to reduce the manual effort required for meter reading and to enable real-time access to meter data, which will improve communication with residents. There are other additional features that we've decided not to move forward with at the moment as they would incur extra costs. However, if needed in the future, NMU may consider adding them for an additional fee.</i> • <i>Note, this is for tracking the water going through the meter, not what's going through the wastewater system. It can detect issues such as unusually high volumes, serving as an added security measure for homeowners and alert our staff in case of unexpectedly high bills.</i> • <i>KTI is the vendors in our area that services all the Sensus meters, making them the vendor record for maintenance, so we're tied to them. An installation fee is paid to get started and then the annual fee to keep everything updated. Note, the annual fee for software is inline with the industry right now.</i> • <i>If we maintain the status-quo and choose not to proceed with the upgrade, it will still cost about \$15,000/yr. With the upgrade, we can immediately verify issues as they arise. We will also be able to monitor the meter performance, and receive alerts if any meters are experiencing problems, and ensure they're operating as expected. It's a relatively low-cost investment when compared to the operating cost of the water and wastewater system.</i> • <i>Motion approved by MB, seconded by PD, carried.</i> 	
6	Other Business	
6.1	<p>Signing Authority</p> <p><i>Sep 30, 2025: Update by Treasurer</i></p> <ul style="list-style-type: none"> • <i>Motion to approve Jamie Morgan to have signing authority on behalf of NMU for change orders/request/proposal regarding Public Work for water and wastewater contracts, by RA, seconded by LW, carried.</i> • <i>Change orders will involve a series of discussions and negotiations before they are approved. There is currently no set threshold for how much Jamie can approve up to, but all approvals should remain within each contract's contingency budget. If the total exceeds that contingency, the group will reconvene to discuss.</i> • <i>Change orders may include capital issues and other minor items that, if brought to council every time, would be cumbersome. However, there is a section in the agenda for project status updates for all capital projects. If any significant financial or operational items arise, they will be brought forward to the board through that portion of the agenda.</i> 	

Item	Discussion:	Action By:
6.2	<ul style="list-style-type: none"> Note, this approval is for Jamie to have signing authority on all NMU capital projects not just the three large projects. <p>Budget review:</p> <p>Sep 30, 2025: PK to provide a breakdown of maintenance cost vs new build costs for upcoming budget</p>	PK
6.3	<p>Next Meeting:</p> <p>Sep 30, 2025: <i>Updates by Secretary</i></p> <ul style="list-style-type: none"> All in agreement for board meetings to be held quarterly moving forward. <ul style="list-style-type: none"> Next meeting Dec 09, 2025, at 1:00pm EST Keep Nov 21st, 2025 as the schedule date for the next meeting, with Dec 9th, 2025 held as a placeholder in case additional time is needed for PK to receive board approval for the rate changes. 	RA

Meeting Adjourned at 1:37PM.



Board Report NMU 2025-01

TO: Board of Directors – Northern Maple Utilities Inc. (NMU Inc.)

SUBJECT: Advanced Metering Infrastructure (AMI) Project Proposal

MEETING: Regular Board Meeting - September 30th, 2025

BOARD CONTACT: Patrick Kelly CPA, CMA Treasurer

RECOMMENDATION:

THAT the NMU Inc. Board of Directors receive report NMU 2025-01 regarding the Advanced Metering Infrastructure project for information; and further,

THAT the President and Treasure be authorized to execute contracts necessary for the configuration, installation and on-going maintenance of the AMI system with KTI Ltd.

BACKGROUND:

Prior to the establishment of Northern Maple Utilities Inc., the Township of Mapleton was exploring opportunities to modernize its water metering system to improve operational efficiency, enhance customer service, and reduce non-revenue water loss.

NMU Inc. currently operates a Sensus FlexNet® Automated Meter Reading (AMR) System which relies on vehicle drive-by collection of meter reads. While this system automates the meter readings, it relies on physical drive-by collection, limiting NMU's ability to receive real-time data, monitor consumption or receive alarms such as leaks, high flow, reverse flow, and meter health.

This report outlines the proposed transition to an Advanced Metering Infrastructure (AMI) system through KTI Ltd., the authorized Sensus distributor.

DISCUSSION:

The existing AMR system is comprised of:

- Sensus FlexNet® SmartPoint Radios installed on water meters.
- A Vehicle Gateway Base Station (VGB) collector used for mobile data collection.

The SmartPoint Radios are compatible with both AMR and AMI technology. Transitioning to AMI does not require replacement of existing radios; instead, it adds fixed tower collection devices (Tower Gateway Base Stations) and software to enable continuous, remote meter communication.

Upon request by Mapleton Public Works staff, KTI Ltd. provided a proposal for their Advanced Metering Infrastructure Solution. A public procurement process was not undertaken because the Township's water meters are Sensus-branded, and using the proprietary vendor ensures seamless integration and compatibility with existing infrastructure.

The transition to AMI provides several benefits over the current AMR system.

Operational Efficiency

Current AMR requires approximately 10 hours/month of Director of staff time plus vehicle use. Estimated costs are \$15,000 annually.

AMI provides automatic, continuous collection of reads without manual intervention.

Customer Service Improvements

Real-time data enables immediate detection of leaks, high flow, reverse flow, and meter health issues.

Increased billing accuracy and improved responsiveness to customer concerns.

Asset Management and Utility Optimization

Enhanced ability to monitor meter performance and system health continuously.

Integration with the billing system through Sensus Analytics for seamless operations.

Advanced analytics support proactive decision making to optimize the water system.

Future Scalability

AMI is cloud-based and secure, with role-based dashboards accessible on desktops, tablets and smartphones.

Provides a foundation for optimal add-ons in the future, such as customer portals, acoustic leak monitoring, and pressure profiling.

The proposed solution does not include a number of additional optional modules which may be considered in future years. The include: Acoustic Leak Monitoring, OMNI Pressure Kits, additional base stations, Smart Gateway, and other add-ons.

Upon execution of agreements with KTI Ltd, project works will commence in Q4 (2025). The "go-live" date for meter reading under the new system will take place in January 2026.

FINANCIAL CONSIDERATIONS

The proposed solution from KTI Ltd. included the estimated costs for one-time setup and annual fees as follows:

AMI Solution Costing Information						
		2025	2026	2027	2028	2029
One-Time Fee		124,849.67	-	-	-	-
Annual Fee		-	40,296.00	41,504.88	42,750.03	44,032.53
Total Cost Impact		124,849.67	40,296.00	41,504.88	42,750.03	44,032.53

The modeling provided by Graham Capital during the establishment of NMU Inc. included a provision for these works to proceed in 2025, as per the costing within the quotation. Advancing forward on this initiative will not impact the previously supported rate modelling.

While the annual cost impact of \$40,000 to \$45,000 is a new expense, it will be offset by a reduction in staffing costs charged by Mapleton Township to NMU Inc. for the manual reading of Water Meters.

SUMMARY:

Transitioning from AMR to AMI will provide Northern Maple Utilities Inc. with a modern, secure, and scalable metering system that supports proactive asset management, reduces operational costs, and enhances customer service.

The proposal from KTI Ltd. represents the most practical and cost-effective approach, given Mapleton’s existing investment in Sensus water meters. With the one-time setup cost in 2025 and annual fees for 2026 onwards already including in rate modelling projections, this project represents a strategic and financially sound investment in the NMU’s water and wastewater system.