



**WINDSOR  
UTILITIES  
COMMISSION**

**MINUTES OF COMMISSION MEETING**

**THURSDAY, APRIL 10, 2008**

**M03**

A meeting of the Windsor Utilities Commission was held on Thursday, April 10, 2008 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:00 a.m.

**PRESENT:**

George Sandala (Acting Chair), Bill Marra, Eddie Francis, Karen Behune Plunkett, Rocco Lucente, Jim Drummond, Acting General Manager Max Zalev, WUC COO John Wladarski, Director of Finance Victoria Zuber, Director of Engineering Norbert Poggio, Director District Energy Veronica Friesen, Safety Supervisor Mark Arsenault, Director of Production John Stuart, WUC Controller Mark Friel, Director of Operations Dave Melnyk, Manager Corporate Communications Sylvia deVries, City of Windsor Helga Reidel, Dev Tyagi and Tony Ardovini, Wendy Howlett, Recording Secretary, Gino Conte of CBC Radio News, Don LaJoie of the Windsor Star, Tereshina Medieros of CKLW AM800.

In the absence of Chair Ken Lewenza, George Sandala assumed the role of Chair.

Noting quorum, the Acting Chair called the meeting to order.

**DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)**

Commissioner Lucente discloses an interest and abstains from voting on Item 8 (A), being the Approval of the Draft 2008 Capital and Operating Budgets, as he is involved with the reconstruction project on Parent Avenue.

**MINUTES OF THE SPECIAL & REGULAR MEETING – JANUARY 15 AND FEBRUARY 28, 2008**

Moved by B. Marra

Seconded by K. Behune Plunkett

That the Minutes of the Regular Meeting of January 15, 2008 and the Special Meeting of February 28, 2008 be approved as circulated. -CARRIED

**DELEGATIONS**

Nil.

**CORRESPONDENCE/INFORMATION**

Moved by E. Francis

Seconded by J. Drummond

To receive the following correspondence:

- (A) City of Windsor's Livelink Report Re: Inclusion of Agencies, Boards and Commissions in Phase One of the Service Delivery Review
- (B) Town of Tecumseh's Letter Dated November 23, 2007 Re: Water Services
- (C) Excerpts from December 2007 Edition of the CWWA Bulletin
- (D) AWWA Annual Conference – June 8-12, Atlanta, Ga.
- (E) OWWA/OMWA Joint Annual Conference – April 27-30, London

-CARRIED

**GENERAL BUSINESS**

**APPOINTMENT OF WUC OFFICERS 2008**

Moved by B. Marra

Seconded by K. Behune Plunkett

That the Commission approve the appointment of WUC Officers as presented.

-CARRIED

**EXECUTION OF DOCUMENTS**

Moved by E. Francis

Seconded by J. Drummond

That the Commission approve the execution of documents as presented. -CARRIED

**REVISED 2008 SCHEDULE OF MEETINGS**

Moved by K. Behune Plunkett

Seconded by B. Marra

That the Commission receive the revised 2008 Schedule of Meetings. -CARRIED

Discussion ensued on the need for the additional special meetings held for the purpose of approving contracts. The WUC Purchasing Policy dictates the need for Commission approval on projects exceeding a total cost of \$100,000. While the interim meetings may be short, they are necessary. A teleconference for emergency type items in between meetings is acceptable, with a poll being taken, and the results of the vote being ratified at the next regular Commission meeting.

**REPORTS**

**CHIEF OPERATING OFFICER OPERATIONS REPORT**

The COO's Report, attached hereto as Appendix "A", contains the following reports:

1. Health and Safety Initiatives
2. Water Production and Regulation
3. WUC Audit
4. 2008 WUC Budget
5. Operating Training
6. Stand-By Generation
7. System Water Audit
8. Master Plan Status
9. Lead Service Testing Status
10. Hydrant Access and Maintenance By-Law
11. Water Conservation

Moved by R. Lucente

Seconded by K. Behune Plunkett

To receive as information the Operations Report of the Chief Operating Officer.

- CARRIED

M. Zalev advised that Management has met with the City Clerk to review the draft governance policies. Because WUC is a board or agency of the City and considered part of the municipality, the proposed governance policies must be revised to comply with municipal legislation, and specifically with regard to recent changes to Bill 130 of the *Municipal Act*. Once revised, the package will be reviewed by the WUC Governance Committee before being forwarded to the City Clerk for final review.

### **OCCUPATIONAL HEALTH AND SAFETY REPORT**

Moved by K. Behune Plunkett

Seconded by R. Lucente

To receive as information the Occupational Health and Safety Report. – CARRIED

J. Wladarski brought attention to the tremendous improvement in Occupational Health and Safety stats and, as such, congratulations were extended to Mark Arsenault, Safety Supervisor.

### **DISTRICT ENERGY REPORT**

Moved by E. Francis

Seconded by B. Marra

To receive as information the District Energy Report.

- CARRIED

### **PLANT PRODUCTION REPORT**

Moved by J. Drummond

Seconded by E. Francis

To receive as information the Plant Production Report.

- CARRIED



**2008 GOALS AND OBJECTIVES**

Moved by K. Behune Plunkett

Seconded by J. Drummond

That the Commission receive the report on WUC's 2008 Goals and Objectives.

- CARRIED

J. Wladarski explained that the goals will be measured by creating indices, thereby illustrating success. He further noted that some of the targets and goals will be monitored by comparing to "Best in Class" indicators.

**WUC AUDIT AND FINANCE AGENDA PLAN - ANNUAL**

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission receive the Audit and Finance Committee's Annual Agenda Plan.

- CARRIED

**WATER BUSINESS**

**MINISTRY OF ENVIRONMENT ANNUAL REPORT FOR YEAR 2007**

Moved by B. Marra

Seconded by J. Drummond

That the Commission receive the Ministry of Environment Annual Report for Year 2007.

- CARRIED

**MINISTRY OF ENVIRONMENT ANNUAL SITE INSPECTION REPORT**

Moved by E. Francis

Seconded by K. Behune Plunkett

That the Commission receive the Ministry of Environment Annual Site Inspection Report.

- CARRIED

**O.REG. 170/03, SCHEDULE 22, SUMMARY REPORT FOR MUNICIPALITIES**

Moved by B. Marra

Seconded by K. Behune Plunkett

That the Commission receive the Summary Report for Municipalities.

- CARRIED

**WATER LOSS MANAGEMENT**

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission receive the report on Water Loss Management.

- CARRIED

In response to Mayor Francis' query regarding the time frame for implementing the water loss reduction program, it was determined that the portion of the program directed at meters should begin in June 2008.

**PERMIT TO TAKE WATER**

Moved by B. Marra

Seconded by J. Drummond

That the Commission receive the data relative to the Permit to Take Water. -CARRIED

**MEASURES TO REDUCE LEAD IN DRINKING WATER**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission receive the report on Measures to Reduce Lead in Drinking Water. -CARRIED

R. Lucente requested that the Commission further investigate replacement of lead services from the property line to the home, and that provincial funding be sought. The following resolution is to be sent to all named, including our local M.P.'s.

Moved by R. Lucente

Seconded by J. Drummond

Whereas the Windsor Utilities Commission recognizes the fact that lead services endangers the health and safety of the user and whereas the Windsor Utilities Commission is prepared to systematically replace all lead services on the right-of-way from the main to the curb stop at the expense of the Windsor Utilities Commission, and

Whereas the Windsor Utilities Commission recognizes that the Ontario Drinking Water Advisory Council (Annual Report 2006 – 2007) has "recommended that the Ministry of the Environment develop and implement a program or programs to encourage homeowners to replace their part of the Lead Service Line supplying water to their come. Consideration should be given to the following options: Grants or incentive programs.....".

That WUC do advocate on behalf of the homeowner to seek financial assistance in the replacing of lead services from the property line to the meter from the local Health Unit, Ministry of Health; Ministry of Municipal Affairs and Housing; Ministry of the Environment; and Provincial Government. - CARRIED

Mayor Francis will also have this lobby referred to City Council.

**FABRICATION AND INSTALLATION OF REPLACEMENT WATER INLET**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission approve the acceptance of the Cunningham Sheet Metal submission for the Fabrication and Installation of Settler Water Inlet Troughs.

-CARRIED

**WATERMAIN STRUCTURAL RELINING**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission approve the acceptance of the Fer-Pal Construction submission for the Watermain Structural Relining, as this is a specialized construction field with limited availability of expertise. – CARRIED

**2008 WUC CAPITAL WATERMAIN RENEWAL PROJECT STATUS**

Moved by B. Marra

Seconded by K. Behune Plunkett

That the Commission receive the report on the 2008 WUC Capital Watermain Renewal Project Status. –CARRIED

In response to a query by B. Marra, N. Poggio advised that if, due to circumstances beyond its control, WUC is unable to complete all of the watermain renewal projects, the funding will be shifted to re-lining projects.

**INSPECTOR MOE CERTIFICATION**

Moved by K. Behune Plunkett

Seconded by J. Drummond

That the Commission receive the report on Inspector MOE Certification. –CARRIED

The Water Inspection staff are to be commended in obtaining their Level 1 certification.

**CONSERVATION MANAGEMENT**

Moved by K. Behune Plunkett

Seconded by B. Marra

That the Commission receive the report on Conservation Management. – CARRIED

A research study will be conducted to determine the cost savings realized by the incorporation of the Rain Barrel program.

**NEW BUSINESS**

W. Howlett provided the summary of recommended motions from the in-camera meeting held April 10, 2008 at 8:00 a.m.:

1	<b>MINUTES</b> That the Commission Minutes of the in-camera meetings of November 21 and January 15, 2008 be approved as circulated.
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2	<b>COLLECTIVE BARGAINING</b> That the Commission approve the report on Collective Bargaining.
3	<b>ANNUAL SALARY REVIEW</b> That the Windsor Utilities Commission approves an increase to the non-union/management employee salaries effective January 1, 2008.
4	<b>MINUTES</b> That the Audit and Finance Committee Minutes of the in-camera meeting of February 14, 2008 be approved as circulated.

Moved by J. Drummond

Seconded by K. Behune Plunkett

That the Commission receive the summary of recommended motions as presented.

- CARRIED

**COMMISSIONER QUESTIONS AND STATEMENTS**

Nil.

M. Zalev explained the purpose of this newly added agenda item, which provides the opportunity for Commissioners to ask questions to Administration, and is in keeping with the City's governance process as mandated under the revised *Municipal Act* and Bill 130. E. Francis reiterated that all agencies, boards and commissions which fall under the municipal umbrella must adhere to the new regulations.

**ADJOURNMENT**

There being no further business, it was Moved by E. Francis, Seconded by J. Drummond

That the meeting terminate at 9:55 a.m.

- CARRIED

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Recording Secretary

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Chair