



**WINDSOR  
UTILITIES  
COMMISSION**

**MINUTES OF COMMISSION MEETING**

**THURSDAY, JUNE 5, 2008**

**M03**

A meeting of the Windsor Utilities Commission was held on Thursday, June 5, 2008 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:04 a.m.

**PRESENT:**

Ken Lewenza, Chair, Jim Drummond, Rocco Lucente, George Sandala, Mayor Eddie Francis, Loretta Stoyka, Ron Jones, Bill Marra, Acting General Manager Maxwell Zalev, Chief Operating Officer John Wladarski, Chief Financial Officer Victoria Zuber, City of Windsor Helga Reidel and Tony Ardovini, Director of District Energy Veronica Friesen, Director of Engineering Norbert Poggio, WUC Controller Mark Friel, Director of Water Production John Stuart, Health and Safety Supervisor Mark Arsenault, *ENWIN* Controller Alison Keys, Manager Corporate Communications Sylvia deVries, Tereshina Medieros of CKLW AM800, Gino Conte of CBC Radio News, and Recording Secretary Wendy Howlett.

Absent: Karen Behune Plunkett

Noting quorum, the Chair called the meeting to order.

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

Nil.

**MINUTES OF MEETINGS**

Moved by G. Sandala

Seconded by L. Stoyka

That the Minutes of the Regular Meeting of May 15, 2008 and the Meeting to Move In-Camera of May 26, 2008 be approved as circulated. -CARRIED

**DELEGATIONS**

Nil.

**CORRESPONDENCE/INFORMATION**

Moved by J. Drummond

Seconded by R. Lucente

To receive the following correspondence:

- A. City of Windsor's Notice of Council Decision Re:  
Transfer of Development
- B. Environmental Science & Engineering Magazine Excerpts  
Re: Infrastructure – "What Did That Leak Actually Cost?"  
and Infrastructure – "Asset Management..."
- C. CWWA Bulletin, May 2008 Edition, Items of Interest
- D. AWWA On-Line Newsletter Re: Asset Management
- E. OWWA Public Affairs Committee Workshop Material,  
Presented at OWWA/OMWA Joint Annual Conference,  
April 27-30, London, Ont.

-CARRIED

### **REPORTS**

#### **CHIEF OPERATING OFFICER REPORT**

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

- A. Master Plan Update
- B. Lead Services Update
- C. DWQMS Update
- D. Occupational Health and Safety
- E. A By-Law to Regulate the Use of Municipally Owned and Privately Owned Fire Hydrants
- F. Development Charges
- G. Service Delivery Review – City of Windsor

Moved by B. Marra

Seconded by R. Lucente

That the Commission receive the report of the Chief Operating Officer. -CARRIED

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

Moved by R. Lucente

Seconded by L. Stoyka

That the Commission receive the Occupational Health and Safety Report.

- CARRIED

L. Stoyka extended congratulations to everyone in the organization for their efforts in working safely.

#### **PLANT PRODUCTION REPORT**

Moved by G. Sandala

Seconded by J. Drummond

That the Commission receive the Plant Production Report.

-CARRIED

**WATER QUALITY REPORT – FIRST QUARTER**

Moved by E. Francis

Seconded by G. Sandala

That the commission receive as information the Water Quality Report – First Quarter.  
- CARRIED

**CORPORATE COMMUNICATIONS REPORT**

Moved by R. Lucente

Seconded by L. Stoyka

That the Commission receive as information the Corporate Communications Report .  
- CARRIED

R. Lucente requested that the WUC website section entitled “Bottled versus Tap Water” be further developed and that the site contain consistent messaging throughout. It was further recommended that information on contaminants in plastic bottles be added.

**DIRECTOR OF OPERATIONS REPORT**

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive as information the Director of Operations Report.  
- CARRIED

B. Marra questioned J. Wladarski as to whether or not the increasing trend for watermain breaks will continue. J. Wladarski indicated that break frequency will likely continue to rise until significant replacements occur. J. Wladarski reminded those in attendance that mainbreak frequency in any given year is conditional on other factors such as weather and frost penetration, in addition to the age of the pipe. Further, J. Wladarski cited national statistics with respect to the cost of repairs, and the value of lost water due to main breaks.

L. Stoyka suggested that an article be prepared for the Windsor Star focusing on the fact that much of Canada’s water infrastructure is approaching the end of its functional life. Windsorites should know that WUC is being proactive in its management of the provision of safe and reliable water at just and reasonable rates.

**WATER BUSINESS**

**VANIER WATERMAIN RECONSTRUCTION PROJECT**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission approve the tender submission of M.R. Dunn in the amount of \$354,900 for the Vanier Watermain Reconstruction Project. - CARRIED

N. Poggio, Director of Engineering, advised that the bids came in higher than the budgeted amount due to the fact that the scope of this project was expanded. In addition, there was a limited number of bidders, presumably due to a current abundance of work.

### **MISCELLANEOUS CHARGES TO CUSTOMERS**

Moved by G. Sandala

Seconded by R. Jones

That the Commission approve the 2008 Miscellaneous Charges to Customers, effective July 1, 2008. - CARRIED

### **MEASURES TO REDUCE LEAD IN DRINKING WATER**

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive the informational report on Measures to Reduce Lead in Drinking Water – Amendment to the Drinking Water Systems Regulation O.Reg. 170/03. – CARRIED

WUC has increased pH in the treated water leaving the plant as a temporary corrosion control measure, but will be looking at other alternatives, such as a blend of ortho and poly-phosphates, to determine the best corrosion control methods for the water system.

The results from the first cycle of lead testing resulted in greater than 10% of the samples exceeding the maximum acceptable concentration of 0.010 mg/L. J. Stuart, Director of Water Production, advised that this percentage will likely increase during the second cycle of testing, due to the increase in seasonal water temperatures.

### **DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) OVERVIEW**

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive as information the Overview of the Drinking Water Quality Management System report. – CARRIED

J. Wladarski provided a brief interpretation of a section of the Clean Water Act dealing with source water protection. The Quality Management System will eventually be audited by a third-party audit group which will be appointed by the Ontario government.

### **FINANCIAL BUSINESS**

### **AUDIT AND FINANCE COMMITTEE MEETING MINUTES**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission receive the Audit and Finance Committee minutes of April 24, 2008. - CARRIED

**DRAFT 2007 YEAR END FINANCIAL STATEMENTS**

Moved by G. Sandala

Seconded by J. Drummond

That the Commission approve the draft 2007 Year End Financial Statements. - CARRIED

**2008 Q1 FINANCIAL STATEMENTS**

Moved by G. Sandala

Seconded by R. Jones

That the Commission approve the 2008 First Quarter Financial Statements. - CARRIED

**2008 WUC CAPITAL WATERMAIN RENEWAL PROGRAM – STATUS**

Moved by B. Marra

Seconded by R. Jones

That the Commission receive as information the Status Report on the 2008 WUC Capital Watermain Renewal Program. - CARRIED

**WUC AUDIT AND FINANCE AGENDA PLAN – FIRST QUARTER**

G. Sandala amended the First Quarter Plan as follows:

Item 5.3 Financial Matters and Activities, (7), compliance column should read “N/A”.  
Item 5.5 Corporate Governance (1) and (11) [sic], compliance column should read “Y”.

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive the Audit and Finance Committee’s First Quarter Agenda Plan. - CARRIED

**NEW BUSINESS**

**SUMMARY OF RECOMMENDED MOTIONS FROM IN-CAMERA MEETING**

W. Howlett provided the summary of recommended motions from the in-camera meeting held June 5, 2008 at 8:30 a.m.:

1	<b>MINUTES</b> That the Commission Minutes of the in-camera meetings of April 10 and May 26, 2008 be approved as circulated.
2	<b>DISTRICT ENERGY REPORT</b> That the Commission receive as information the District Energy Report.
3	<b>AUDIT AND FINANCE MINUTES</b> That the Audit and Finance Committee Minutes of the in-camera meeting of April 24, 2008 be approved as circulated.
4	<b>LABOUR RELATIONS</b> – That the Commission receive the verbal report provided by M. McKinnon on the updated status of the 2008 Contract Negotiations. ( <b>Secretary's note – inadvertently omitted</b> )
5	<b>PERSONNEL</b> – That the Mayor be authorized to proceed, at the direction of the Commission, with a Personnel issue.

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive the summary of recommended motions arising from the in-camera meeting held June 5, 2008 at 8:30 a.m., as presented. – CARRIED

### **DWQMS OWNER/REPRESENTATIVE**

J. Wladarski advised that a formal recommendation appointing the Owner/Representative of the Drinking Water Quality Management System for the Windsor Utilities Commission is forthcoming.

### **ADDENDUM TO AGENDA**

### **APPROVAL OF MINUTES**

The minutes of the regular meeting of April 10, 2008 are amended as follows:

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

Commissioner Lucente's perceived conflict of interest related to the agenda item "Approval of the Draft 2008 Capital and Operating Budgets" is deemed negligible.

Moved by E. Francis

Seconded by G. Sandala

That the Commission approve the amended minutes of the regular meeting and the special meeting to convene in closed session, held April 10, 2008. – CARRIED

### **COMMISSIONER QUESTIONS AND STATEMENTS**

**Lead Service Replacement** – R. Lucente questioned whether or not any action had been taken on the lobby to secure a grant from the provincial government to assist the home owner with replacing lead services located on their private property. Mayor Francis indicated that he would follow up to ensure that this issue has been submitted to City Council.

**Water Rate Assistance Program (WRAP)** - G. Sandala requested an update on the status of the Water Rate Assistance Program. S. deVries will provide a report for the next Commission meeting.

**TERMINATION OF MEETING**

There being no further business, it was Moved by J. Drummond, Seconded by L. Stoyka

That the meeting terminate at 9:33 a.m.

- CARRIED

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Recording Secretary

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Chair