



**WINDSOR
UTILITIES
COMMISSION**

REGULAR MEETING

THURSDAY, AUGUST 21, 2008

M03

A meeting of the Windsor Utilities Commission was held on Thursday, August 21, 2008 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:03 a.m.

PRESENT:

Ken Lewenza, Chair, George Sandala, Eddie Francis, Karen Behune Plunkett, Rocco Lucente, Jim Drummond, Loretta Stoyka, General Manager John Wladarski, Chief Operating Officer John Stuart, Director of Finance Victoria Zuber, Manager Corporate Communications Sylvia De Vries, City of Windsor Helga Reidel and Tony Ardochini, Director of District Energy Veronica Friesen, Safety Supervisor Mark Arsenault, Director of Engineering Norbert Poggio, Teresinha Medeiros, CKLW, Gino Conte, CBC Radio, Tom Taylor, CBC TV, Monica Wolfson, Windsor Star, Recording Secretary Wendy Howlett.

Regrets: Ron Jones, Bill Marra

There being a quorum, the Chair called the meeting to order.

DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)

Nil.

MINUTES OF MEETING

Moved by G. Sandala

Seconded by J. Drummond

That the Commission approve the minutes of the meetings held July 24, 2008.

- CARRIED

CORRESPONDENCE/INFORMATION

Moved by K. Plunkett

Seconded by G. Sandala

That the Commission receive as information the following correspondence:

- A. CWWA Bulletin, June 2008 Edition, Items of Interest
- B. Household Guide to Water Efficiency, Third Edition

- CARRIED

REPORTS

GENERAL MANAGER REPORT

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

- A. Water Meter Replacements
- B. Water Main Replacements
- C. Lower Operating Costs
- D. Health and Safety Program

Moved by R. Lucente

Seconded by J. Drummond

That the Commission receive the report of the General Manager.

– CARRIED

CHIEF OPERATING OFFICER REPORT

The Chief Operating Officer's Report, attached hereto as Appendix "B", contains the following reports:

- A. Master Plan Update
- B. Lead Services Update
- C. DWQMS Update
- D. Occupational Health and Safety

Moved by J. Drummond

Seconded by G. Sandala

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

- CARRIED

PLANT PRODUCTION REPORT

J. Stuart, Chief Operating Officer, responded to queries regarding the pH levels and advised that, at the time of delivery to the customer, the pH level has been adjusted to 7.2 from 6.8 in order to reduce the impact of corrosion on lead services.

Moved by R. Lucente

Seconded by L. Stoyka

That the Commission receive the Plant Production Report.

– CARRIED

WATER QUALITY REPORT – SECOND QUARTER 2008

Moved by J. Drummond

Seconded by L. Stoyka

That the Commission receive the Water Quality Report, Q2 2008. – CARRIED

E. Francis noted that bottled water companies are now sourcing municipal water systems to provide for their product. Given the fact that the quality of our water is very good and we have the available capacity, consideration should be given to

investigating this potential alternative revenue stream. J. Wladarski will follow up on this initiative.

CORPORATE COMMUNICATIONS REPORT

Moved by J. Drummond
That the Commission receive the Corporate Communications Report.
Seconded by L. Stoyka
- CARRIED

DIRECTOR OF OPERATIONS REPORT

Commissioner Sandala suggested that, going forward, the provision of month by month statistics over a two year period for both the Watermain/Service Break Statistics and the Water Service Repair Statistics would assist in tracking trends.

K. Plunkett requested the provision of quarterly status reports on the 2008 Goals and Objectives.

Moved by J. Drummond
That the Commission receive the Director of Operations Report.
Seconded by G. Sandala
- CARRIED

OCCUPATIONAL HEALTH AND SAFETY REPORT

Moved by G. Sandala
That the Commission receive the Occupational Health and Safety Report.
Seconded by K. Plunkett
- CARRIED

M. Arsenault, Safety Supervisor, was commended for his efforts in leading a very successful health and safety program.

DIRECTOR OF ENGINEERING REPORT

Due to circumstances beyond WUC's control, some of the 2008 projects (i.e., Continental and Riverdale) will be shifted to the 2009 project list. In the interim, Continental will be maintained by a winter flushing program.

Moved by R. Lucente
That the Commission receive the Director of Engineering Report.
Seconded by K. Plunkett
- CARRIED

WATER BUSINESS

APPOINTMENT OF WUC OFFICERS – 2008 (REVISED)

Moved by G. Sandala
That the Commission approve the appointment of the WUC Officers, with the title "Secretary" being changed to "Corporate Secretary".
Seconded by K. Plunkett
- CARRIED

CORPORATE GOVERNANCE DOCUMENTS

Several changes were suggested for all three draft documents presented, and, as such, Commissioners were requested to submit any further edits to W. Howlett and L. Stoyka. E. Francis will meet with Commissioner Stoyka and City Clerk Valerie Critchley once the documents have been further edited. A separate Commission meeting will be struck to allow for approval of the documents.

The Vice President of Human Resources will be requested to submit a job description for the General Manager.

Moved by L. Stoyka
That this item of business be deferred pending final editing of the documents.
Seconded by E. Francis
-CARRIED

CONTRACT APPROVAL – ROOF REPAIR AND RESTORATION

Moved by J. Drummond
That the Commission approve the awarding of the roof restoration and replacement contract to the low bidder, Rauth Roofing, in the amount of \$143,207 plus GST.
Seconded by R. Lucente
– CARRIED

R. Lucente enquired as to the number of qualified roofing contractors WUC has on its tender list. J. Wladarski to provide a response.

LEAD SERVICE REPLACEMENT CRITERIA

Moved by K. Plunkett
That the Commission receive the report regarding Lead Service Replacement Criteria.
Seconded by J. Drummond
-CARRIED

LEAD SERVICE FUNDING INITIATIVE

It was the general consensus that WUC best not involve itself in the financial business of providing loans to private property owners requesting change out of lead services.

Moved by K. Plunkett
That the Commission draft a letter to the provincial government seeking financial assistance in an attempt to ease the financial burden on the part of private property owners who require lead service replacement; and further, that WUC seek a unified approach with the WECHU and the Ministry of Health by connecting with other utilities throughout the province to seek grants and extra funding; and further, at the same time, that WUC also seek funding for the replacement of watermains and aging infrastructure.
Seconded by R. Lucente
-CARRIED

FINANCIAL BUSINESS

APPROVAL OF 2008 Q2 FINANCIAL STATEMENTS

Moved by G. Sandala
That the Commission approve the second quarter financial statements as presented.

Seconded by J. Drummond
-CARRIED

WUC AUDIT AND FINANCE AGENDA PLAN, Q2

Moved by J. Drummond
That the Commission receive as information the Audit and Finance Agenda Plan for the second quarter.

Seconded by K. Plunkett
-CARRIED

WUC AUDIT AND FINANCE COMMITTEE MEETING MINUTES

Moved by G. Sandala
That the Commission receive as information the Audit and Finance Committee Meeting minutes of May 26 and July 24, 2008.

Seconded by J. Drummond
-CARRIED

COMMISSIONERS' QUESTIONS AND STATEMENTS

Nil.

DELEGATIONS

Moved by G. Sandala
That the Commission waive the advance notification requirement for a delegate to address the Commission by allowing a member of the public to pose questions at today's meeting.

Seconded by J. Drummond
- CARRIED

Mr. Dumont, a former WUC foreman, took the floor and requested information pertaining to a specific project believed to be the flow testing and painting of hydrants. J. Wladarski will investigate the project as described by Mr. Dumont and will provide the Commission with a written response to Mr. Dumont's questions at the November 20, 2008 meeting.

With respect to the absence of Councillors Jones and Marra, K. Lewenza responded that Mr. Jones is having surgery, and Mr. Marra is on vacation.

The process for tendering scrap was also questioned. J. Wladarski responded that the tender bids are placed in the newspaper on an annual basis.

TERMINATION OF MEETING

There being no further business, it was Moved by K. Plunkett, Seconded by G. Sandala

That the meeting terminate at 10:42 a.m.

Recording Secretary

Chair