



**WINDSOR
UTILITIES
COMMISSION**

REGULAR MEETING OF THE COMMISSION

THURSDAY, FEBRUARY 26, 2009

A meeting of the Windsor Utilities Commission was held on Thursday, February 26, 2009 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:46 a.m.

PRESENT:

Ken Lewenza, Chair, Mayor Eddie Francis, George Sandala, Jim Drummond, Karen Behune Plunkett, Rocco Lucente, General Manager John Wladarski, Chief Operating Officer John Stuart, Chief Financial Officer Victoria Zuber, Manager Corporate Communications Sylvia De Vries, Director of Engineering Norbert Poggio, Director of Water Production Garry Rossi, Director of District Energy Veronica Friesen, WUC Controller Mark Friel, Director of Finance Alison Keys, City of Windsor Tony Ardivini and Helga Reidel, CBC Radio Bob Steele, Windsor Star Monica Wolfson, Recording Secretary Wendy Howlett.

Via Teleconference: Loretta Stoyka

Regrets: B. Marra, R. Jones

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

Mr. Garry Rossi, newly-appointed Director of Water Production, was welcomed to the meeting.

DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)

Nil.

MINUTES OF MEETING

Moved by K. Behune Plunkett

Seconded by G. Sandala

That the Commission approve the minutes of the regular meeting and the meeting to convene in closed session, held December 11, 2008.

- CARRIED

CORRESPONDENCE/INFORMATION

Moved by G. Sandala

Seconded by K. Behune Plunkett

That the Commission receive as information the correspondence from the Ministry of the Environment.

- CARRIED

DELEGATIONS

Nil.

GENERAL MANAGER'S REPORT

The General Manager's Report consisted of the following items:

- 1) Consumption Profile 2008
- 2) *ENWIN* Smart Meter Program
- 3) Area Rate Scan
- 4) Water/Waste Water Review
- 5) WUC Training

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive as information the General Manager's Report, attached hereto as Appendix "A".

- CARRIED

MANAGEMENT/ADMINISTRATIVE REPORTS

CHIEF OPERATING OFFICER'S REPORT

John Stuart, Chief Operating Officer, addressed his report and introduced Mr. Garry Rossi, newly appointed Director of Water Production.

The Chief Operating Officer's Report consisted of the following items:

- 1) Master Plan Update
- 2) Lead Services Update
- 3) DWQMS Update
- 4) Ministry of the Environment Report
- 5) Occupational Health and Safety
- 6) Staffing

Moved by K. Behune Plunkett

Seconded by G. Sandala

That the Commission approve as information the Chief Operating Officer's Report, attached hereto as Appendix "B".

- CARRIED

PLANT PRODUCTION REPORT

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive as information the Plant Production Report as presented.

- CARRIED

WATER QUALITY REPORT – FOURTH QUARTER 2008

Moved by J. Drummond

Seconded by K. Behune Plunkett

That the Commission receive as information the Q4 2008 Water Quality Report as presented. - CARRIED

M.O.E. ANNUAL REPORT FOR YEAR 2008

Moved by J. Drummond

Seconded by K. Behune Plunkett

That the Commission receive as information the M.O.E. Annual Report for Year 2008 as presented. - CARRIED

DIRECTOR OF OPERATIONS REPORT

In response to a question posed by G. Sandala regarding the difference between “main” breaks versus “service” breaks, J. Wladarski explained that a water service break involves the pieces of apparatus that are lateral off of a main.

Moved by R. Lucente

Seconded by K. Behune Plunkett

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

DIRECTOR OF ENGINEERING REPORT

Both agenda items were deferred:

- 1) 2008 WUC Capital Watermain Renewal Program – Final Status
- 2) Proposed 3 Year Watermain Renewal Program 2009 – 2011

DIRECTOR OF DISTRICT ENERGY REPORT

Moved by J. Drummond

Seconded by K. Behune Plunkett

That the Commission receive as information the Director of District Energy Report as presented. – CARRIED

OTHER

OCCUPATIONAL HEALTH AND SAFETY REPORT

In response to Mayor Francis’ question regarding comparative statistics from the previous year, M. Arsenault, Safety Supervisor, advised that there were zero lost time and zero lost days in 2007, compared to two lost time and 30 days lost in 2008. One of the lost time incidents is currently under review by WSIB.

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission receive as information the Occupational Health and Safety Report as presented. – CARRIED

CORPORATE COMMUNICATIONS REPORT

Moved by E. Francis

Seconded by J. Drummond

That the Commission receive as information the Corporate Communications Report as presented. – CARRIED

STRATEGIC MATTERS

2008 WUC GOALS AND OBJECTIVES

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission receive as information the overview of the 2008 WUC Goals and Objectives as presented. – CARRIED

FORMER TECUMSEH WATER TREATMENT PLANT

Moved by E. Francis

Seconded by J. Drummond

That the Commission receive as information the report on the former Tecumseh Water Treatment Plant as presented. – CARRIED

FINANCIAL BUSINESS

2009 WUC BUDGET

Revised copies of pages 68, 74, 79 and 80 were circulated at the meeting. V. Zuber noted that discussion regarding rates will be held at a later date.

L. Stoyka requested a breakdown of the legal fees pertaining to the 2008 contract negotiations for the next meeting. As well, she requested a breakdown of the staff members' salaries and benefits.

Moved by G. Sandala

Seconded by R. Lucente

That the Commission approve the operating costs within the 2009 WUC budget package as presented. – CARRIED

WUC AUDIT AND FINANCE AGENDA PLAN 2008 Q4

G. Sandala advised that the annual agenda plan results for 2008 will be brought to the next meeting. He then responded to L. Stoyka's questions regarding outstanding corporate governance issues.

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive as information the WUC Audit and Finance Agenda Plan for the fourth quarter of 2008 as presented. – CARRIED

AUDIT AND FINANCE COMMITTEE MEETING MINUTES

Moved by J. Drummond

Seconded by G. Sandala

That the Commission receive as information the WUC Audit and Finance Committee meeting minutes of October 27, October 31 and November 10, 2008. – CARRIED

NEW BUSINESS

COMMISSIONERS' QUESTIONS AND STATEMENTS

Water/Wastewater Review

In response to an enquiry by Mayor Francis, J. Wladarski named the staff of the project team assigned to the water/wastewater review; those being himself, Norbert Poggio and John Stuart. The City's representative is Dev Tyagi. It was noted that this project has not yet received approval from City Council. Mayor Francis requested a list of other cities that have taken on a similar project.

Public Forum

During the Strategic Planning session held in January, it was determined that there is a need for increased public education communication and activity. To that end, the Chair described the pre-planning stages of a public forum, wherein a randomly-selected group of customers would be invited to learn about water as a resource, conservation trends, infrastructure needs, financial challenges and the like. The public would be asked to comment on WUC's processes, potential issues and future water rate increases.

Mayor Francis requested that a detailed planning report be prepared prior to the Commission granting consent to proceed with this initiative. It was suggested that any factual information be channeled only through the Chair or General Manager, in an attempt to avoid any misinformation being communicated to the stakeholders.

TERMINATION OF MEETING

There being no further business, it was Moved by J. Drummond, Seconded by G. Sandala

That the meeting terminate at 10:29 a.m.

Recording Secretary

Chair