



**WINDSOR
UTILITIES
COMMISSION**

REGULAR MEETING OF THE COMMISSION

FRIDAY, APRIL 24, 2009

A meeting of the Windsor Utilities Commission was held on Friday, April 24, 2009 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:50 a.m.

PRESENT:

Ken Lewenza, Chair, George Sandala, Jim Drummond, Loretta Stoyka, Bill Marra, Rocco Lucente, General Manager John Wladarski, Chief Operating Officer John Stuart, Chief Financial Officer Victoria Zuber, Manager Corporate Communications Sylvia De Vries, WUC Controller Mark Friel, KPMG Tom Clark, CBC Gino Conte, Taxpayer Les Chaif, Recording Secretary Wendy Howlett.

Regrets: Mayor Eddie Francis, Ron Jones, Karen Plunkett

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

APPROVAL OF THE AGENDA

Moved by G. Sandala

Seconded by J. Drummond

That the agenda be approved as presented. A copy of the revised page 125 (Draft 2009 Capital and Operating budgets) was circulated.

DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)

Nil.

MINUTES OF MEETING

Moved by J. Drummond

Seconded by R. Lucente

That the Commission approve the minutes of the regular meeting and the meeting to convene in closed session, held February 26, 2009

- CARRIED

CORRESPONDENCE/INFORMATION

Moved by R. Lucente

Seconded by B. Marra

That the Commission receive as information the correspondence/information as presented.

- CARRIED

DELEGATIONS

Nil.

GENERAL MANAGER'S REPORT

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

- 1) Strategic Planning
- 2) Childrens' Water Festival
- 3) Back-Flow Initiative – By-Law #90

J. Wladarski, General Manager, noted several opportunities in which to educate our consumers on the true economic value of water and the complex challenges facing the water industry, including, but not limited to:

- WUC website
- Public education sessions
- Bill inserts
- Partnerships with various water industry associations

It was further suggested that invitations be issued for the provision of tours of the Water Treatment Plant. Security concerns would be taken into consideration.

WUC will be participating in the upcoming Children's Water Festival being held May 25 to 29 in the Town of Essex. This event will be advertised on the WUC website.

Moved by B. Marra

Seconded by G. Sandala

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, which consisted of the following items:

- 1) Lead Services Update
- 2) Drinking Water Quality Management System Update
- 3) Ministry of the Environment Annual Inspection Report
- 4) Master Plan Update
- 5) Occupational Health and Safety Assessment Series
- 6) 2009 – 2014 Goals and Objectives

Moved by R. Lucente

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 G. Sandala

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

- CARRIED

PERMIT TO TAKE WATER

Moved by B. Marra

Seconded by G. Sandala

That the Commission receive as information the report regarding the Permit to Take Water, as presented.

- CARRIED

MOE ANNUAL SITE INSPECTION REPORT

Moved by B. Marra

Seconded by R. Lucente

That the Commission receive as information the correspondence regarding the MOE Annual Site Inspection Report.

- CARRIED

SUMMARY REPORT FOR MUNICIPALITIES

A typographical error was noted on page 43. The chlorine residual for September W3 should read 1.08, and not 14.08.

Moved by B. Marra

Seconded by R. Lucente

That the Commission receive as information the Water Treatment Plant's 2008 Annual Compliance Report, as amended.

- CARRIED

LARGE USER REPORT, O.REG. 450/07

Moved by J. Drummond

Seconded by G. Sandala

That the Commission receive as information the correspondence regarding the Large User Report, *O.Reg. 450/07*, as presented.

- CARRIED

WATER QUALITY REPORT – FIRST QUARTER 2009

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive as information the Q1 2009 Water Quality Report as presented.

- CARRIED

DIRECTOR OF OPERATIONS REPORT

Moved by R. Lucente

Seconded by J. Drummond

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

– CARRIED

DIRECTOR OF ENGINEERING REPORT

Moved by J. Drummond

Seconded by G. Sandala

That the Commission receive as information the correspondence regarding the 2008 WUC Capital Watermain Renewal Program. - CARRIED

DIRECTOR OF DISTRICT ENERGY REPORT

Moved by J. Drummond

Seconded by R. Lucente

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

OTHER

OCCUPATIONAL HEALTH AND SAFETY REPORT

Moved by B. Marra

Seconded by L. Stoyka

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

CORPORATE COMMUNICATIONS REPORT

K. Lewenza noted inaccurate and misleading reporting by a Windsor Star reporter in the article entitled "Political Cover" in the February 28, 2009 edition.

Moved by G. Sandala

Seconded by B. Marra

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

WUC CIVIL ENGINEERING SCHOLARSHIP

J. Wladarski advised that the initial University of Windsor Civil Engineering scholarship has not yet been awarded. It was suggested that the recipients of the awards be invited to attend a future Commission meeting to allow for the Commissioners to offer their congratulations.

Moved by L. Stoyka

Seconded by R. Lucente

That the Commission receive as information the report on the WUC Civil Engineering Scholarship. - CARRIED

COUNCIL QUESTION CQ30-2009

At the March 24, 2009 City Council meeting, Councillor Gignac requested that the Windsor Utilities Commission present to Council in the very near future. Topics to be covered will include, but not be limited to, resource protection, state of the infrastructure, consideration for current and future rate structures, and water conservation.

Commissioners were requested to provide any further topics that they feel may be relevant to the presentation.

It was once again stressed that all public communication be consistent and accurate.

Moved by G. Sandala

Seconded by L. Stoyka

That the Commission provide authorization for Management to proceed with the preparation of a presentation to City Council for September 2009. – CARRIED

GRADE SEPARATION OF HOWARD AVENUE

Moved by J. Drummond

Seconded by R. Lucente

That the Commission approve the city acquisition and temporary limited interests of the properties at the valuation as indicated in the appraisal, and that the City be requested to provide an easement to *ENWIN* Utilities for hydro right of way within the boundaries of these properties. – CARRIED

STRATEGIC MATTERS

STRATEGIC PLANNING 2009

Moved by G. Sandala

Seconded by J. Drummond

That the Commission provide Management with direction on the next phase of the Strategic Planning process; that being the planning of a follow-up Strategic Planning Education Session in order to finalize the strategic and operating priorities. - CARRIED

2009 - 2014 WUC GOALS AND OBJECTIVES

John Stuart responded to questions regarding the plotted activities on the Gantt chart, noting that several columns are hidden from view, including the tasks allocated to each goal.

Moved by G. Sandala

Seconded by J. Drummond

That the Commission receive as information the status report of the 2009 to 2014 WUC Goals and Objectives as presented. – CARRIED

FINANCIAL BUSINESS

2009 WUC BUDGET PACKAGE

Revised copies of page 125 were circulated at the meeting.

Moved by G. Sandala

Seconded by R. Lucente

That the Commission approve the 2009 Windsor Utilities Commission budget, with a total capital spend of \$19,590,600 and no rate increase. – CARRIED

L. Stoyka referenced page five of the agenda, that being page four of the February 26, 2009 meeting minutes (2009 WUC Budget) and requested that the breakdown of legal

fees and staff members' salaries and benefits be available at the next in-camera meeting.

DRAFT AUDITED FINANCIAL STATEMENTS

Moved by G. Sandala

Seconded by R. Lucente

That the Commission approve Draft Audited Financial Statements for the year ended December 31, 2008. – CARRIED

2008 ANNUAL EVALUATION OF AUDIT AND FINANCE COMMITTEE

Page 137 of the agenda makes reference under 2 a) to a "Management" Services Agreement. This should read "Managed" Services Agreement.

Moved by R. Lucente

Seconded by J. Drummond

That the Commission approve the Audit and Finance Committee Charter and the Agenda Plan for the current year. – CARRIED

NEW BUSINESS

COMMISSIONERS' QUESTIONS AND STATEMENTS

J. Drummond commented that, since joining the Commission, very little progress has been made in matters such as overseeing governance, setting policies and implementing a true cost rate structure. These topics will be covered at the upcoming Strategic Planning session.

TERMINATION OF MEETING

There being no further business, it was Moved by R. Lucente, Seconded by G. Sandala

That the meeting terminate at 11:04 a.m.

Recording Secretary

Chair