



May 6, 2021
Meeting No. 03

**PUBLIC UTILITIES COMMISSION BOARD MEETING
OPEN SESSION MINUTES**

Date and Time:	Thursday May 6, 2021 – 4:30 p.m.	
Location:	Via Zoom Conference	
Members Present:	Mark Howson, Chair David Zuccato	Musa Onyuna Sandra Hollingsworth
Regrets:	Christian Provenzano	
Staff Present:	Rob Brewer, President & CEO Kevin Bell, VP Customer Engagement & Business Development Jairus Patterson, Communications Coordinator	Trina Avery, Executive Assistant Claudio Stefano, Chief Operating Officer Kelly McLellan, VP, Finance and Corporate Support
Guests:	D. Helwig, Village Media	

1.0 CALL TO ORDER

M. Howson, Chair called the meeting to order at 4:31 p.m.

2.0 APPROVAL OF AGENDA

On a **MOTION** moved by M. Onyuna, seconded by D. Zuccato, and carried:
The Board approved the Agenda as presented.

3.0 CONFLICT OF INTEREST

No conflicts were declared.

4.0 SAFETY MOMENT

R. Brewer shared that the PUC students started on Monday and he presented to them during their safety orientation. It is noted that young workers under the age of 25 are 3 times more likely to get injured on the job. Something to be aware of.

5.0 OPEN SESSION MINUTES – April 6, 2021

On a **MOTION** moved by S. Hollingsworth, seconded by D. Zuccato, and carried:
The Commission approved the open session minutes dated April 6, 2021.



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6.0 BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7.0 OPEN SESSION ITEMS

7.1 2021 Q1 Financial Statements

M. Faught reviewed the Q1 Financial results.

Highlighting:

- Operating surplus of \$1.7 million in the first quarter. Planned budget items are on target for infrastructure renewal.
 - Total revenue of \$5.7 million for the quarter.
 - Reduced watermain and hydrant maintenance as well as some staff vacancies.
 - Admin expense lower due to reduced allocations from PUC Services.
- Capital – low for the first quarter overall relative to the budget. Typical for the Commission as we ramp up to Spring/Summer.
 - Zone 2 Booster will be completed in 2021

Questions/Discussion:

None noted.

On a **MOTION** moved by D. Zuccato, seconded by M. Onyuna, and carried:

In accordance with the recommendation of the Board of Directors for PUC Services Inc., the Public Utilities Commission accepted, as information, the financial and capital summaries for Q1 2021.

7.2 President's Report

R. Brewer reviewed the report for the Commission. Highlighting:

- Health and Safety
 - Trending low for the year.
 - No lost time injuries. Over 750 days with no lost time incidents.
 - YTD – a few near misses. Trending well.
- PUC In the News
 - News article on PUC assisting with transportation for vaccine appointments.
- In the Community
 - Transportation assistance for Covid Vaccine appointments being provided by PUC Customer Care staff. Positive for the community.
 - PUC Free Tree Giveaway - 2,500 seedlings are being offered to the community to plant as well as education on how to safely plant around powerlines. Represents community renewal.



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- Covid-19 Response
 - PUC has provided maximum flexibility to staff during the stay-at-home order as well as schools being closed with kids continuing their education remotely.
- Standard of Care Documents
 - Documents were posted in the Resource Center in Diligent Boards. Once we can meet in person, another training session will be held.
- Finance Dashboard
 - Cashflow projection reviewed.
 - Aged Accounts receivables reviewed. It has been stabilizing.
 - Water Consumption Impact reviewed.

Questions/Discussion:

None noted.

7.3 COVID Update

Addressed during the President's Report update.

8.0 CLOSED SESSION MINUTES – N/A

9.0 BUSINESS ARISING FROM THE MINUTES – N/A

10.0 CLOSED SESSION ITEMS – N/A

11.0 NEW BUSINESS

None noted.

12.0 NEXT MEETING

September 16, 2021

13.0 CLOSED SESSION WITHOUT STAFF

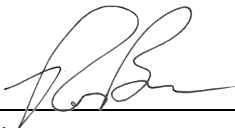
Not required.

14.0 ADJOURNMENT

The meeting adjourned at 4:52 p.m.



Chair



Secretary