



August 5, 2020
Meeting No. 01

PUBLIC UTILITIES COMMISSION BOARD MEETING
OPEN SESSION MINUTES

Date and Time:	Wednesday August 5, 2020 – 3:30 p.m.	
Location:	Via Bell Teleconference	
Members Present:	Mark Howson, Chair	Christian Provenzano
Regrets:		
Staff Present:	Rob Brewer, President & CEO Kelly McLellan, VP Financial Services Kevin Bell, VP Customer Engagement & Business Development	Trina Avery, Executive Assistant Andrew Hallett, Director, Water Operations Claudio Stefano, Chief Operating Officer Katie Elliott, Manager Communications Jennifer Edgar, Director, Human Resources
Guests:	D. Helwig, Village Media	

1.0 CALL TO ORDER

M. Howson called the meeting to order at 3:30 p.m.

The Chair noted that this is the first official meeting of 2020 and during the Covid-19 Pandemic. The Commission would like to thank and commend staff for all the efforts during the pandemic. The PUC team has adapted very quickly. The Commission is thankful for their leadership.

M. Howson also thanked Paul Christian for his years of service as a member of the Commission. Paul stepped down from the Commission in December 2019.

2.0 APPROVAL OF AGENDA

On a **MOTION** moved by C. Provenzano, seconded by M. Howson, and carried:
The Board approved the Agenda as presented.

3.0 CONFLICT OF INTEREST

No conflicts were declared.

4.0 SAFETY MOMENT

This will be covered with the safety material in the President’s report.

5.0 OPEN SESSION MINUTES – November 28, 2019

On a **MOTION** moved by M. Howson, seconded by C. Provenzano and carried:



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The Commission approved the open session minutes dated November 28, 2019.

6.0 BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7.0 OPEN SESSION ITEMS

7.1 2019 Audited Financial Statements

K. McLellan reviewed the 2019 Audited Financial Statements.

- KPMG is the auditor of record.
- Vetted at Risk and Resources meeting held on March 23, 2020.

The Commission recognized staff for their efforts during the Pandemic.

On a **MOTION** moved by M. Howson seconded by C. Provenzano, and carried:

In accordance with the recommendation of the Board of Directors for PUC Services Inc., the Commission approved the 2019 audited financial statements of The Public Utilities Commission of the City of Sault Ste. Marie.

7.2 2019 Annual and Summary Reports

C. Stefano provided a brief overview of the material provided in advance within the package.

PUC is fully compliant with the regulations. The reports are available on the PUC Website for anyone who chooses to view them.

The Commission noted that publishing on the PUC website provides great transparency and is very positive.

On a **MOTION** moved by C. Provenzano seconded by M. Howson, and carried:

The Commission accepts the 2019 Annual and Summary Reports as information

7.3 2019 DWQMS Report to Owner

C. Stefano provided a brief overview of the material provided in advance within the package.

The review was conducted in March and addressed all 18 sections in the DWQMS. No noncompliance issues were reported. Result is compliance with regulations for the 2019 year.



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Commission noted that water quality calls are down significantly over the past 4 years and should be recognized.

On a **MOTION** moved by M. Howson seconded by C. Provenzano, and carried:
The Commission accepts the 2019 DWQMS Report to Owner

7.4 President's Report

R. Brewer provided highlights from the report included in the package material.

Highlighting:

- Combined PUC Health and Safety Stats – 478 days without a lost time incident
- Response to Covid-19
 - positive within the community as a whole
 - comprehensive business continuity plan implemented
 - measures to assist customers implemented
 - dashboard that tracks consumption and payment trends
 - assisting the community by targeting donations to help less fortunate in the community.
- Financial results through Q2 – in line with budget
- Capital Updates
 - forecasted to meet the budget by year end
 - Projects underway are watermain reline, road reconstruction and water rebuilds, hydrants, Zone 2 Booster Station project
- General Discussion regarding Assets and Infrastructure

The Commission recognized the importance of keeping up with the capital spend.

On a **MOTION** moved by C. Provenzano, seconded by M. Howson, and carried:
The Commission accepts the accepts the President's Report as information

8.0 CLOSED SESSION MINUTES - None

None noted.

9.0 BUSINESS ARISING FROM CLOSED SESSION MINUTES

n/a

10.0 NEW BUSINESS



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None noted.

11.0 NEXT MEETING

At the call of the Chair.

12.0 CLOSED SESSION WITHOUT STAFF

Not required.

13.0 ADJOURNMENT

The meeting adjourned at 3:55 p.m.

A handwritten signature in blue ink that reads 'M. Howson'.

Chair

A handwritten signature in blue ink, appearing to be 'R. B.'.

Secretary