

PETERBOROUGH UTILITIES COMMISSION

October 1, 2020
COMMISSION AGENDA

2020:10:22

NOTICE & AGENDA

A MEETING OF THE PETERBOROUGH UTILITIES COMMISSION WILL BE HELD ON **THURSDAY, OCTOBER 22, 2020 AT 4:00 P.M.** THIS MEETING IS OUR ANNUAL MEETING WITH THE RIVERVIEW PARK & ZOO ADVISORY COMMITTEE AND PUC COMMISSION. THE MEETING WILL BE HELD ON TEAMS.

0.01 CALL TO ORDER

0.02 DECLARATION OF PECUNIARY INTEREST

1. CONSENT AGENDA

1.01 MINUTES - JUNE 25, 2020

1.02 OPERATING REPORTS - JUNE 2020
 - JULY 2020
 - AUGUST 2020
 - SEPTEMBER 2020

1.03 UNAUDITED SECOND QUARTER FINANCIAL RESULT FOR THE PERIOD
 ENDING JUNE 30, 2020

2. REPORTS

2.01 FINANCIAL UPDATE FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31,
 2020

2.02 RIVERVIEW PARK AND ZOO ADVISORY COMMITTEE UPDATE - VERBAL
 REPORT, CHAIR OF ADVISORY COMMITTEE, P. HARTUNG

2.03 2021 CAPITAL BUDGET OVERVIEW RIVERVIEW PARK AND ZOO

2.04 RIVERVIEW PARK AND ZOO DEVELOPMENT PLAN - PRESENTATION, C.
 MITCHELL

3. COMMUNICATIONS

NONE

4. **NEW BUSINESS**
5. **DATE OF NEXT MEETINGS**
6. **ADJOURNMENT**

John Stephenson
President & CEO

JUNE 25, 2020

MINUTES OF THE **VIRTUAL** MEETING OF THE PETERBOROUGH UTILITIES COMMISSION HELD ON **THURSDAY, JUNE 25, 2020 AT 5:00 P.M.** THE MEETING WAS HELD USING MICROSOFT TEAMS.

0.01 **CALL TO ORDER**

0.02 **DECLARATION OF PECUNIARY INTEREST**

1. **CONSENT AGENDA**

1.01 MINUTES - MAY 26, 2020

1.02 OPERATING REPORT - APRIL 2020
- MAY 2020

1.03 APPROVAL OF POLICY UPDATES

2. **REPORTS**

2.01 FINANCIAL UPDATE FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2020

2.02 ANNUAL DRINKING WATER REPORT

3. **COMMUNICATIONS**

4. **NEW BUSINESS**

5. **DATE OF NEXT MEETING**

JUNE 25, 2020

6. **ADJOURNMENT**

Chair

Read and approved this

day of

2020

MINUTES OF THE **VIRTUAL** MEETING OF THE PETERBOROUGH UTILITIES COMMISSION HELD ON **THURSDAY, JUNE 25, 2020 AT 5:00 P.M.** THE MEETING WAS HELD USING MICROSOFT TEAMS.

Present: Mayor Diane Therrien, Chair
Councillor Don Vassiliadis, Vice-Chair
Councillor Gary Baldwin
Councillor Dean Pappas
Councillor Steven Wright

Staff members present: Mr. John Stephenson, President & CEO
Mr. Kyle Davis, CFO
Mr. Pat Devlin, Vice-President, Water Utility Services
Mr. David Whitehouse, Vice-President Corporate & Customer Service
Ms. Chrissy Rusaw, Executive Assistant

1. **CONSENT AGENDA**

1.02 **MINUTES - MAY 26, 2020**

1.02 **OPERATING REPORT - APRIL 2020**
- MAY 2020

1.03 **APPROVAL OF POLICY UPDATES**

It was moved by Councillor S. Wright, seconded by Councillor G. Baldwin and carried:

“THAT the consent agenda be approved.”

2. **REPORTS**

2.01 **FINANCIAL UPDATE FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2020**

It was moved by Councillor G. Baldwin, seconded by Councillor S. Wright and carried:

“THAT the report be received for information.”

Chair

Read and approved this

day of

2020

2.02 ANNUAL DRINKING WATER REPORT

The Commission thanked Management for the excellent work done on this report.

It was moved by Councillor G. Baldwin, seconded by Councillor S. Wright and carried:

“THAT the report be received.”

3. COMMUNICATIONS

None

4. NEW BUSINESS

4.01 BILL PAYMENTS

We are not disconnecting and not charging interest on balances at this time due to COVID-19. It seems that most customers are keeping their payments up-to-date.

4.02 OPENING THE ZOO

The Commission asked Management if they have any idea of when the zoo will re-open. Management would love to open the Riverview Park & Zoo but there are many issues with it for example, keeping the attendance down would be very difficult. Staff are working on a timeline for reopening and also working with the health unit and others in the community to make sure everyone can be safe. There are so many things that need to be considered, for example, one way traffic and the otter exhibit and many more.

5. DATE OF NEXT MEETINGS

SEPTEMBER 26, 2020

6. ADJOURNMENT

The Chair accepted a motion of adjournment by Councillor S. Wright seconded by Councillor G. Baldwin at 5:30 p.m.

Chair

Read and approved this

day of

2020

PETERBOROUGH UTILITIES COMMISSION **REPORT**

1.02

July 15, 2020

COMMISSION AGENDA
2020:10:22

OPERATING REPORT – JUNE 2020

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of June 2020 for the various departments:

Water Distribution Department

	<u>June 2020</u>	<u>June 2019</u>	<u>Increase Or Decrease</u>
Services Installed	0	4	-4
Services Repaired	4	15	-11
Services Replaced	0	2	-2
Services Cut-Off	0	0	0
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	1	4	-3
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	1	10	-9
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
549 Bolivar Street	Service repair	0.75 hrs	46
460 Cameron Street	Service repair	0.05 hrs	30
508 Aylmer Street N	Service repair	0	0

One hundred and sixty-six backflow tests and 2 backflow prevention surveys were completed.

System maintenance including valve exercising, flushing and hydrant maintenance was carried out.

Water Treatment Plant and Pumping Stations

	<u>June 2020</u>	<u>June 2019</u>	<u>Increase Or Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	906.1	845.3	60.8	7%
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	34.8	30.5	4.3	14%
Average Day	30.2	28.1	2.1	7%
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	2.6	2.5	0.1	4%
Coagulant (Alum)	44.9	47.7	-2.8	-6%
Coagulant (PaCl)				
BW46 M Sodium Silicate (Corrosion Control & pH Adjustment)	0	9.5	-9.5	-100%
Fluoride – Total	0.7	0.6	0.1	17%
Water °C	22.2	19.4	2.8	
Precipitation (mm)	54.7	79.9	-25.2	

Water Treatment Plant

HACH was on site performing annual calibrations on all inline and portable chlorine, turbidity, pH analyzers along with all of the laboratory benchtop equipment.

A number of hand sanitizers and touchless paper towel dispensers were installed thought the Water Treatment Plant and Remote Stations in compliance with the Return to Work Plan.

Sedimentation Basin #5 and #6 were drained to complete repairs on the sludge removal cars.

Pumphouse

Electrical upgrades to Generator/Pump #4 are being completed.

Several emergency safety lights were installed in the basement of the Pumphouse.

The rebuilt Generator #4 operating cylinder was installed.

Normal maintenance and repairs were carried out.

Riverview Park and Zoo

In June, all bookings were canceled as part of our response to the COVID-19 pandemic including all the Park and Zoo's education programs, tours, workshops, events etc.

In June, the Park and Zoo continued to implement our operational response to the COVID-19 pandemic. Operational plans/routines for staff were revised with non-essential staff relocating to work from home and with essential staff segregated into four separate and independent teams working from separate operating centres and on two divided shifts. Contracts for non-essential services remained suspended or canceled. These measures provide isolation and redundancy with the intent of reducing the impact of any potential infection and/or quarantine involving staff.

In June changes to the animal collection included the acquisition of 4 Red-rumped agoutis, 2 Cane toads, 1 Three toed box turtle, 1 Curly haired tarantula and 1 Emperor scorpion. These animals were transferred from a CAZA-accredited zoo that has been forced to close due to the impact of COVID.

Other changes included the transfer of one capybara to Magnetic Hill zoo in Moncton, the birth of two joey wallabies and the death of one of our older agoutis from complications arising from a deviated septum.

Regular/planned animal health activities included preventative medications provided as prescribed to camels, lemur, macaws and river otter. Other routine health care included hoof trimming for the Sichuan takin as well as annual exams and treatments for the macaws, emus, Guinea fowl, Muscovy duck, Crimson-rumped toucanette, and Red-billed hornbill.

There were 1,206 enrichment activities performed with a variety of species within the collection during the month.

Eighteen active individual or group training sessions representing 5 species and 7 individual specimens occurred during the month of June.

With the number of Park and Zoo staff on-site still limited in response to the COVID-19 outbreak, most of their time was spent on essential animal care and facility maintenance. Remote staff worked on a variety of administrative tasks including data entry, records clean-up, distance education resources and continuing the increased presence on our social media pages.

Scheduled Public Hours

Weekday and Weekends

***The Park and Zoo remained closed in June as a precautionary measure in response to the COVID-19 outbreak.

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Closed	Closed	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Closed	Closed	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

1.02

August 19, 2020

COMMISSION AGENDA
2020:10:22

OPERATING REPORT – JULY 2020

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of July 2020 for the various departments:

Water Distribution Department

	<u>July 2020</u>	<u>July 2019</u>	<u>Increase Or Decrease</u>
Services Installed	0	0	0
Services Repaired	5	5	0
Services Replaced	9	10	-1
Services Cut-Off	0	0	0
Services Lowered or Insulated	1	0	+1
Service Valves and Posts Repaired	5	14	-9
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	7	2	+5
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	1	0	+1
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
629 Union Street	Service repair	0.1 hrs	8
840 Sherburne Street	Service repair	0	0
270 McKellar Street	Service repair	0	0

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
956 Monaghan Road	Service repair	0.1 hrs	20

Two hundred and fifty-four backflow tests and 6 backflow prevention surveys were completed.

Operators repaired a leaking water service in Millbrook.

Water Treatment Plant and Pumping Stations

	<u>July 2020</u>	<u>July 2019</u>	<u>Increase Or Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	1,020.7	1,019.7	1.0	0%
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	38.3	37.6	0.7	2%
Average Day	32.9	32.8	0.1	0%
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	3.2	3.5	-0.3	-9%
Coagulant (Alum)	43.8	47.6	-3.8	-8%
Coagulant (PaCl)				
BW46 M Sodium Silicate (Corrosion Control & pH Adjustment)	0	10.0	-10.0	-100%
Fluoride – Total	0.7	0.7	0.0	0%
Water °C	27.6	26.0	1.6	
Precipitation (mm)	54.9	54.9	0.0	

Water Treatment Plant

Sedimentation Basin #5 and #6 were taken out of service to complete repairs on the sludge cars.

All of the spotlights in the Sedimentation Basins #5 and #6 area were upgraded to LED lights.

The chlorine switchover unit was replaced with the standby unit so annual maintenance could be performed on the unit. Annual maintenance was also performed on all chlorinators and injectors at the WTP.

Pumphouse

Annual turbine inspection/maintenance was performed on Generators #1, #3, and #4.

Pumping Stations

Fairmount Pumping Station: An operating cylinder was replaced on Pump #3.

Normal maintenance and repairs were carried out.

Riverview Park and Zoo

Regular/planned animal health activities included preventative medications provided as prescribed to camels, river otter, macaws and lemur. The otter continues to be treated for possible congestive heart failure and annual health checks were performed on the common peafowl, eurasian lynx, servals, domestic rabbits, two-toes sloth and bacterian camel.

There were 1,017 individual specimen enrichment activities were performed with 25 +/- species within the collection during the month.

Six active individual or group training sessions representing 2 species and 5 individual specimens occurred during the month and voluntary health training continued with the river otters.

Scheduled Public Hours

Weekday and Weekends

*****The Park and Zoo remained closed in July as a precautionary measure in response to the COVID-19 outbreak.**

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Closed	Closed	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Closed	Closed	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

1.02

September 16, 2020

COMMISSION AGENDA
2020:10:22

OPERATING REPORT – AUGUST 2020

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of August 2020 for the various departments:

Water Distribution Department

	<u>August 2020</u>	<u>August 2019</u>	<u>Increase Or Decrease</u>
Services Installed	0	3	-3
Services Repaired	9	3	+6
Services Replaced	8	4	+4
Services Cut-Off	3	1	+2
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	3	11	-8
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	1	0	+1
Fire Hydrants Repaired	5	1	+4
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
1186 Algonquin Boulevard	Service repair	0	0
216 King George Street	Service repair	1 hr	25
541 Arndon Avenue	Service repair	0.05 hrs	0

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
834 Mountain Ash Road	Service repair	0.15 hrs	0
724 St. Mary's Street	Service repair	0	0
558 Kingdon Avenue	Service repair	2 hrs	1

Six hundred and fifty-two backflow tests and 12 backflow prevention surveys were completed.

Water Treatment Plant and Pumping Stations

	<u>August 2020</u>	<u>August 2019</u>	<u>Increase Or Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	952.6	964.3	-11.7	-1%
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	35.7	40.0	-4.3	-11%
Average Day	30.7	31.1	-0.4	-1%
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	2.9	3.2	-0.3	-9%
Coagulant (Alum)	44.7	49.8	-5.1	-10%
Coagulant (PaCl)				
BW46 M Sodium Silicate (Corrosion Control & pH Adjustment)	0	11.0	-11.0	-100%
Fluoride – Total	0.6	0.7	-0.1	-14%
Water °C	24.8	24.2	0.6	
Precipitation (mm)	122.4	71.4	51.0	

Water Treatment Plant

Staff removed the old Sodium Silicate bulk storage tank to prepare for new tank installation.

Defective Miltronics (level sensor) on one of the Alum bulk storage tanks was replaced with a new unit.

A contractor replaced the old liner in Alum bulk storage tank “C” with a new liner.

A new operating cylinder on Filter #2 influent gate was installed.

Pumphouse

Annual turbine and generator maintenance was performed on Generators #1, #2 and #5.

Annual maintenance was performed on Water Wheel #1 and #2.

A number of repairs were completed on the old logging machine.

Pumping Stations and Reservoirs

Staff replaced a SCADA communication radio at Cumberland Pumping Station.

Normal maintenance and repairs were carried out.

Riverview Park and Zoo

In August, all bookings were canceled as part of our response to the COVID-19 pandemic.

All Park and Zoo’s education programs, tours, workshops, events etc. originally scheduled in August, were canceled as well.

*Starting on August 14, Park and Zoo staff and volunteers began providing guided tours of the zoo to small groups of visitors. The tours were provided four times daily, from Tuesday to Saturday and were offered to residents and members on a pre-booked/reservation basis. The tours proved to be very popular with each week fully booking very quickly.

In August, the Park and Zoo continued our operational response to the COVID-19 pandemic with some staff continuing to work mostly from home and with onsite staff segregated, with two independent teams working from separate operating centres.

In August changes to the animal collection included the death of a Cane Toad due to a stomach tumour, the acquisition of a Green Basilisk from the Province’s Animal Welfare

Department (it was seized from a private owner), as well as the disposition of two squirrel monkeys and a Toucanet (sent to other zoos).

Regular/planned animal health activities included preventative medications provided as prescribed to camels, lemur, macaws and river otter.

There were 990 enrichment activities were performed with a variety of species within the collection during the month.

With the number of Park and Zoo staff on-site still limited in response to the COVID-19 outbreak, priorities remained on essential animal care and facility maintenance. However, significant progress has also been made on several our projects planned for this year.

Scheduled Public Hours

Weekday and Weekends

*****The Park and Zoo remained closed in August as a precautionary measure in response to the COVID-19 outbreak.**

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Closed	Closed	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Closed	Closed	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

October 14, 2020

1.02

COMMISSION AGENDA
2020:10:22

OPERATING REPORT – SEPTEMBER 2020

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of September 2020 for the various departments:

Water Distribution Department

	<u>September 2020</u>	<u>September 2019</u>	<u>Increase Or Decrease</u>
Services Installed	2	0	+2
Services Repaired	6	9	-3
Services Replaced	7	1	+6
Services Cut-Off	1	0	+1
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	9	10	-1
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	3	0	+3
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	1	-1
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
386 Applegrove Avenue	Service repair	0	0
282 King George Street	Service repair	0.05 hrs	20
1007 Western Avenue	Service repair	0	0

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
588 Wolfe Street	Service repair	0	0
134 Maria Street	Service repair	0.05 hrs	8
894 Elmdale Crescent	Service repair	0	0

Five hundred and ninety-one backflow tests and 16 backflow prevention surveys were completed.

Water Treatment Plant and Pumping Stations

	<u>September 2020</u>	<u>September 2019</u>	<u>Increase Or Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	850.3	847.0	3.3	
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	30.4	30.7	-0.3	-1%
Average Day	28.3	28.2	0.1	
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	2.4	2.6	-0.2	-8%
Coagulant (Alum)	44.8	47.4	-2.6	-5%
Coagulant (PaCl)				
BW46 M Sodium Silicate (Corrosion Control & pH Adjustment)	0	9.2	-9.2	-100%
Fluoride – Total	0.7	0.7	0	
Water °C	19.5	19.9	-0.4	
Precipitation (mm)	52.3	41.0	11.3	

Water Treatment Plant

The PVC piping and valves for Bulk Alum Tank C were replaced with new ones after the new liner was installed by Kentain.

SCADA programming upgrades were complete to allow the sludge removal cars to run in both directions.

A Cooling fan in Lowlift #2 VFD failed and was replaced.

Staff participated in the mandatory Working at Heights training.

Pumphouse

Annual maintenance was performed on Water Wheel #1 and #2.

Gain heaters on the dam were tested and replaced as needed.

The operating cylinder in the old logging machine booms were removed and sent to M&C Hydraulics to be rebuilt.

Annual turbine maintenance was performed on Generator #5.

Normal maintenance and repairs were carried out.

Riverview Park and Zoo

In September, all bookings were canceled as part of our response to the COVID-19 pandemic as well as all Park and Zoo's education programs, tours, workshops, events etc.

*In September, Park and Zoo staff and volunteers continued to provide guided tours of the zoo to small groups of visitors. The tours were provided on a reduced schedule; two to three times daily, on Fridays and Saturdays. The tours continued to be very popular with each week booking up very quickly.

Park and Zoo continued our operational response to the COVID-19 pandemic with some staff continuing to work mostly from home and with onsite staff remaining segregated, in two independent teams, working from separate operating centres.

In September, changes to the animal collection included the acquisition of a blue and yellow macaw, and the placement of a Patagonian mara at Assiniboine Park Zoo in Winnipeg.

Regular/planned animal health activities included preventative medications provided as prescribed to camels, lemur, macaws and river otter. Annual health processing was completed on our four Barbary sheep.

There were 558 enrichment activities performed with a variety of species within the collection during the month.

With the number of Park and Zoo staff on-site further reduced by the return of students to school, staff primarily focused their efforts on essential animal care and facility maintenance.

Scheduled Public Hours

Weekday and Weekends

*****The Park and Zoo remained closed in September as a precautionary measure in response to the COVID-19 outbreak.**

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Closed	Closed	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Closed	Closed	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION REPORT

September 4, 2020

1.03

COMMISSION AGENDA
2020:10:22

UNAUDITED SECOND QUARTER FINANCIAL RESULTS FOR THE PERIOD ENDING JUNE 30, 2020

INFORMATION ITEM

The Peterborough Utilities Commission financial statements for the six month period ending June 30, 2020 are presented for the Commission's information.

Prepared by: Kyle Davis, CFO

Submitted by: Kyle Davis, CFO

Approved for Submission by: _____
President & CEO

BUSINESS OF THE PETERBOROUGH UTILITIES COMMISSION

The Peterborough Utilities Commission ("PUC") is responsible for supplying Peterborough residents and businesses with safe, clean water. Peterborough has a plentiful supply of source water from the Otonabee River. This water is treated in a government-inspected facility before being distributed throughout the City. Each year the external and PUC labs test thousands of water samples to ensure that Peterborough's drinking water is safe and aesthetically pleasing. About twenty thousand tests are conducted each year to ensure the drinking water surpasses health-related standards.

The PUC Commission also provides the Riverview Park and Zoo ("RP&Z") for the enjoyment and education of the public. The RP&Z strives to provide the citizens of Peterborough with an outstanding recreational and educational facility located in a park setting and endeavors to create an environment suitable for conservation and preservation of wildlife and parkland.

SUMMARY

The surplus for the period ended June 30, 2020 is \$471 thousand compared to \$588 thousand for the same period in 2019.

Selected interim comparative financial data is presented in the following tables:

Financial Activities						
	Six months ended June 30,				2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	% Change	Budget	Budget
Revenues	9,556	9,815	(259)	-3%	22,319	43%
Expenditures						
Operating	5,660	5,787	(127)	-2%	12,563	45%
Amortization	3,235	3,195	40	1%	6,470	50%
Interest	190	245	(55)	-22%	367	52%
	9,085	9,227	(142)	-2%	19,400	47%
Surplus	471	588	(117)	-20%	2,919	16%

Total revenue has decreased by \$259 thousand compared to the prior year as increases in water revenue have been offset by decreases development charges and electricity production. Operating expenses are 2% lower than the prior year while interest expense has decreased based on actual debenture interest expense incurred for 2020. These will all be discussed in detail below.

Financial Position		
(unaudited, \$ thousands)	As at	
	June 30, 2020	December 31, 2019
Cash	14,995	15,108
Other financial assets	5,007	4,807
Liabilities	(13,673)	(16,214)
Net financial assets	6,329	3,701
Capital assets	120,051	122,125
Other non-financial assets	631	714
Net non-financial assets	120,682	122,839
Accumulated surplus	127,011	126,540

FUND ACCOUNTING

The following summary represents the consolidated results of the Restricted Reserve, Contributed Capital and Current funds.

Surplus Summary			
(unaudited, \$ thousands)	Six months ended June 30,		2020 Budget
	2020	2019	
Restricted Reserve	421	602	2,541
Contributed Capital	6	40	350
Operating	819	748	1,473
Riverview Park and Zoo	(775)	(802)	(1,445)
Surplus	471	588	2,919

The surplus is \$471 thousand at June 30 and is budgeted to be \$2.92 million by year end. The components of the surplus are discussed in the following paragraphs.

(a) Restricted Reserve Funds Annual Surplus

Restricted reserve funds surplus for the six month period ended June 30, 2020 is \$421 thousand, compared to \$602 thousand during 2019 and a total year budget amount of \$2.54 million.

The Restricted funds balance consists of three specific reserve funds. Revenues received for these funds are mainly derived from water revenues, developer activity or donations.

The following table provides the source of the restricted funds, the fund balances, and the percentage of actual to budget.

Composition of Restricted Funds Annual Surplus					
(unaudited, \$ thousands)	Six months ended June 30,		2020	%	Funding Source
	2020	2019	Budget	Budget	
Water Treatment Plant	412	436	908	45%	4.167% of water revenues, plus interest
Development Charges Act	4	151	1,542	0%	Developer charges
Riverview Park and Zoo	5	15	91	5%	Donations, SOGR contributions
	421	602	2,541	17%	

Funds restricted under the Water Treatment Plant fund are \$24 thousand less than the prior year, and 45% of the total year budget. The decrease compared to the prior year is the result of a decrease in interest rates lowering the amounts earned on the fund balance.

The Company received \$4 thousand in development charges during the period, with the majority of the charges budgeted for later in the year. Given the impact of the COVID-19 pandemic, to be discussed later in this report, it is expected that development charge revenue will be minimal for 2020.

Donations and related interest revenue, received during the first six months of 2020 of \$5 thousand is 5% of the annual budget.

(b) Contributed Capital Fund

The Contributed Capital fund surplus for the six month period ended June 30, 2020 is \$6 thousand compared to \$40 in 2020. The total year budget is \$315 thousand.

The Contributed Capital fund includes frontage charges, distribution system assumed from developers and cost recovery from system installations. The value of the systems installed by developers is recorded as revenue in the year in which the PUC assumes ownership. The majority of this account is typically recorded at year-end.

(c) Operating Fund

The Operating fund surplus for the six month period ended June 30, 2020 is \$819 thousand compared to \$748 thousand in 2020.

(d) Operating Fund – Riverview Park & Zoo

Net operating activities in the Riverview Park and Zoo accounted for \$775 thousand in 2020 compared to \$802 thousand in 2019.

Revenues:

Revenue from all sources for the six months ended June 30, 2020 of \$9.56 million, compared to \$9.82 million in 2019.

Revenue					
	Six months ended June 30,			2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	Budget	Budget
Sale of Water	8,625	8,413	212	18,096	48%
Capital installation charges	6	40	(34)	350	2%
Development charges	3	151	(148)	1,542	0%
Fire Protection	325	325	0	650	50%
Sewer surcharge billings	193	207	(14)	422	46%
Riverview Park & Zoo	12	42	(30)	281	4%
Riverview Park & Zoo - donations	0	4	(4)	25	0%
Interest	100	175	(75)	228	44%
Electricity	148	257	(109)	425	35%
Other	144	201	(57)	300	48%
	9,556	9,815	(259)	22,319	43%

Revenue from the sale of water of \$8.63 million is \$212 thousand higher than the prior year as a result of the 2.4% increase in water rates. Water revenues are directed to the operating fund, 95.833%, and to the WTP Reserve fund, 4.167%.

Due to the current closure of the Riverview Park & Zoo, related revenues are currently \$30 thousand under budget. Given that the majority of the revenues are scheduled to be earned during the summer months, this negative budget variance will continue to grow as there are no current plans to reopen the Zoo under the current conditions.

The drought like conditions experienced in the late spring and into summer had a negative impact on river flows, causing electricity revenues to be \$109 thousand under budget through June.

Expenses:

Expenses are \$9.09 million year-to-date compared to \$9.23 million last year, a decrease of 2%.

Expenditures						
	Six months ended June 30,				2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	% Change	Budget	Budget
Water treatment and storage	1,911	2,029	(118)	-6%	4,629	41%
Distribution systems	1,102	1,129	(27)	-2%	2,268	49%
Administrative	670	609	61	10%	1,418	47%
Support Services	1,190	1,176	14	1%	2,522	47%
Riverview Park and Zoo	787	844	(57)	-7%	1,726	46%
Interest	190	245	(55)	-22%	367	52%
Amortization	3,235	3,195	40	1%	6,470	50%
	9,085	9,227	(142)	-2%	19,400	47%

(a) Water Treatment and Storage

The total cost of water treatment and storage is \$1.91 million compared to \$2.03 million for the first six months of 2020, and is 41% of the annual budget. These results are in line with typical expenditures at the water treatment plant, when larger maintenance projects are scheduled for later in the year. The move to essential work only throughout the start of the Pandemic will also push discretionary maintenance costs later into the year.

(b) Distribution Systems

Distribution expenses of \$1.10 million are 49% of budget, and \$27 thousand lower than 2019. These results are in line with budget, with no significant variances to budget, and some minor savings over prior year.

(c) Administrative

Administrative expenses made up of primarily building rent, insurance and equipment rental/software fees are \$61 thousand above the prior year and 47%. The increase over the prior year is due to the increase in property taxes at the water treatment plant.

(d) Support Services

Support services costs are \$14 thousand below the prior year and 47% of budget. It is expected that most of these departments will trend below budget during the first quarter as many of the amounts budgeted for in the departments have not yet been incurred.

(e) Riverview Park and Zoo

The expenses to operate the Riverview Park & Zoo are \$787 thousand compared to \$844 thousand in 2019 and are 46% of the annual budget. While animal health and care costs continue to increase year over year, the closure of the park and zoo has resulted in lower operational and maintenance costs.

(f) Interest expense

Interest expense of \$190 thousand is 52% of budget based on the scheduled repayment of the debentures.

(g) Amortization

Amortization for the six month period ended June 30, 2020 of \$3.24 million is based on the capital expenditures budget of \$8.48 for the year.

Liquidity and Cash Balance:

Cash at the end of the period is \$14.99 million, a decrease of \$113 thousand from the January 1 opening cash balance of \$15.11 million.

Changes in Cash Position			
(unaudited, \$ thousands)	Six months ended June 30,		2020 Budget
	2020	2019	
Cash, beginning of period	15,108	15,683	14,028
Cash provided by operating activities	2,065	1,344	9,132
Cash (used) in investing activities	(1,155)	(1,549)	(8,130)
Cash provided by (used in) financing activities	(1,023)	(1,225)	4,611
Cash, end of period	14,995	14,253	19,641

The fund cash balances as of June 30, 2020 are as follows:

Fund Balance			
(unaudited, \$ thousands)	Six months ended June 30,		2020 Budget
	2020	2019	
Current	5,115	5,138	9,401
Restricted:			
Water treatment plant	8,688	7,810	9,133
Development charges act	4	151	-
Riverview Park and Zoo	1,188	1,154	1,107
Total Restricted	9,880	9,115	10,240
Total Cash	14,995	14,253	19,641

Operating Activities

Cash generated by operations for the first six months was \$2.07 million compared to \$1.34 million in 2020. The difference was primarily attributable the change in non-cash working capital.

Investing Activities

Cash used for capital expenditures was \$1.16 million in 2020 compared to \$1.59 million for the same period in 2019.

The following table summarizes the capital expenditures for the period.

Capital Expenditures					
	<u>Six months ended June 30,</u>		2020	2020	% of
(unaudited, \$ thousands)	2020	2019	Budget	Forecast	Budget
Water treatment plant	81	262	384	322	21%
Pumphouse and dam	23	173	895	410	3%
Booster pumping stations	0	13	20	0	-
Reservoirs and storage tanks	615	191	535	596	115%
Trunkmains	20	-	395	395	5%
Distribution mains	105	46	450	405	23%
New water services	7	14	240	80	3%
Rehabilitation of distribution system	189	637	4,530	805	4%
Hydrants	2	-	42	42	5%
Meters	67	83	637	550	11%
Riverview Park & Zoo	52	170	352	303	15%
	1,161	1,589	8,480	3,908	14%

Of the total capital expenditures, \$600 relates to the electrical relocation work required at the High Street water tower. Excluding this item, total capital expenditures were \$561 thousand. This significant decrease compared to both the prior year and budget was expected given the decrease in capital work that is scheduled to be performed due to COVID-19. Forecast capital expenditures have decreased by \$4.57 million from an original budget of \$8.48 million to \$3.91 million.

Financing Activities

During the first six months of 2020, the PUC reduced its long term debt facilities by \$1.02 million. No advances were taken during the first half of 2020. The budget anticipates an additional debenture of \$6 million to be taken later in the year.

Forecast and COVID-19 Pandemic

Management continues to monitor the impact of the COVID-19 Pandemic on the overall business of the PUC, and make operational changes as they are required. The majority of the forecast changes detailed below are the direct result of the Pandemic.

A reconciliation of PUC's budgeted to forecast surplus along with descriptions of the changes, is as follows:

Net Income Forecast		
(unaudited, \$ thousands)		
Surplus, budget		2,919
Forecast adjustments		
Increase/(decrease) in revenues		
Water revenues	(200)	
Capital installation and development charges	(1,742)	
Riverview Park & Zoo	(256)	
Interest	(28)	
Other	(50)	
Electricity	(75)	(2,351)
Decrease (increase) in expenditures		
Water treatment plant	108	
Distribution system	0	
Administration	0	
Support services	0	
Riverview Park & Zoo	294	
Interest	0	
Amortization	250	652
		(1,699)
Surplus, forecast		1,220

- Water consumption
 - While residential consumption was consistent with prior years through June, Commercial and Industrial revenue was significantly below each of 2016-2019 throughout March through June. This decrease in consumption peaked in May when the business closures drove consumption 30% lower than the previous 4 year average. June consumption did increase from the May lows as more businesses were able to reopen, however June results were still lower than each of the previous four years.
- Capital Installation and Development Charges
 - As a result of the pandemic, PUC is no longer forecasting any development related growth to occur in 2020. Management is currently reviewing the timeline for expected new subdivisions in preparation of the budget and updated 10-year forecast.

- Riverview Park and Zoo
 - The Pandemic has had, and continues to have a significant impact on the operations at the RPZ as it remains closed to the public. Given the expected closure for the entire summer, it is expected that revenues will be minimal for the year as the Zoo will be reliant on solely donations and adopt-an-animal revenues as all other revenues are visitor driven.
 - Given the lack of operations at the Zoo, the related expenditures are also forecast to decrease. The Park and Zoo did not hire its usual complement of summer students as the typical maintenance and operating requirements have been significantly scaled back with no visitors on site.
- Other revenue
 - As a result of the pandemic, PUC stopped charging interest and other administrative charges on overdue accounts in late March. In 2019, these amounts collected exceeded \$200 thousand for the year. While the amounts are not material to the overall operations of the PUC, this will result in a decrease in revenues while providing needed relief to customers.
- Amortization
 - Amortization expense is forecast to decrease as the majority of discretionary capital work for 2020 will be deferred until 2021. As much of the capital work is contracted out to third parties, this will result in a cash savings to PUC in 2020, while extending the current capital plans by one year.

Attachments:

- Quarterly Certification
- PUC unaudited financial statements for the six months ended June 30, 2020

QUARTERLY CERTIFICATION

With respect to Peterborough Utilities Commission,

We hereby certify that:

1. Statutory Obligations

As of June 30, 2020 that all statutory obligations required to be paid or actions required to be performed, have been paid, performed or submitted to the relevant statutory bodies or agencies. To the best of our knowledge there are no material regulatory or legal actions with respect to these matters.

2. Health and Safety, Litigation

As of June 30, 2020 and to the best of our knowledge there are no material violations of Health and Safety regulation or law, or material matters of litigation that have not been disclosed.

3. Safe Drinking Water Act

As of June 30, 2020 and to the best of our knowledge there are no violations of the Safe Drinking Water Act, and the Commission has been provided with the necessary information required to fulfill their Standard of Care under the Act.



John Stephenson
President and CEO



Kyle Davis
CFO



Pat Devlin
VP Water Utility

Dated: October 16, 2020

PETERBOROUGH UTILITIES COMMISSION

FINANCIAL STATEMENTS

Unaudited for the six months ended June 30, 2020

TABLE OF CONTENTS

STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF FINANCIAL ACTIVITIES AND CHANGES IN ACCUMULATED SURPLUS	3
STATEMENT OF CHANGES IN FINANCIAL POSITION	4
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS	5
STATEMENT OF RESERVE FUNDS	6
SCHEDULE A - COST OF WATER TREATMENT AND STORAGE	7
SCHEDULE B - DISTRIBUTION SYSTEM	7
SCHEDULE C - ADMINISTRATIVE	8
SCHEDULE D - SUPPORT SERVICES	8
SCHEDULE E - STATEMENT OF OPERATIONS FOR RIVERVIEW PARK & ZOO	9
SCHEDULE F - STATEMENT OF CAPITAL EXPENDITURES	10-11

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF FINANCIAL POSITION

Unaudited as at,
(\$'s in thousands)

	30-Jun 2020	31-Dec 2019
ASSETS		
FINANCIAL ASSETS		
Cash	14,995	15,108
Accounts receivable		
Customer accounts	1,105	955
Sewer surcharge	1,092	904
Sundry	204	286
Unbilled revenue on customer accounts	1,344	1,362
Unbilled sewer surcharge	1,262	1,300
	20,002	19,915
LIABILITIES		
Accounts payable and accrued charges	497	2,923
Sewer surcharge payable	3,854	2,971
Debenture debt	8,583	9,606
Customer deposits	739	714
	13,673	16,214
NET FINANCIAL ASSETS	6,329	3,701
NON-FINANCIAL ASSETS		
Inventories	414	423
Tangible capital assets	120,051	122,125
Prepaid expenses	217	291
	120,682	122,839
ACCUMULATED SURPLUS	127,011	126,540

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF FINANCIAL ACTIVITIES AND CHANGES IN ACCUMULATED SURPLUS

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	2020 Forecast	Forecast Actual % of vs Budget Forecast	% of Forecast
REVENUES						
Revenue from sale of water	8,625	8,413	18,096	17,896	(200)	48%
Capital installation charges	6	40	350	100	(250)	6%
Development charges	3	151	1,542	50	(1,492)	6%
Contributions to RP&Z Reserve Funds	-	4	25	25	-	-
Fire protection	325	325	650	650	-	50%
Sewer surcharge billings	193	207	422	422	-	46%
Riverview Park and Zoo - (Schedule E)	12	42	281	25	(256)	48%
Interest income	100	175	228	200	(28)	50%
Other	144	201	300	250	(50)	58%
Electricity	148	257	425	350	(75)	42%
	9,556	9,815	22,319	19,968	(2,351)	48%
EXPENDITURES						
Water treatment and storage (Schedule A)	1,911	2,029	4,629	4,521	(108)	42%
Distribution systems (Schedule B)	1,102	1,129	2,268	2,268	-	49%
Administrative (Schedule C)	670	609	1,418	1,418	-	47%
Support Services (Schedule D)	1,190	1,176	2,522	2,522	-	47%
Riverview Park and Zoo (Schedule E)	787	844	1,726	1,432	(294)	55%
Interest	190	245	367	367	-	52%
Amortization	3,235	3,195	6,470	6,220	(250)	52%
	9,085	9,227	19,400	18,748	(652)	48%
SURPLUS	471	588	2,919	1,220	(1,699)	39%
OPENING ACCUMULATED SURPLUS	126,540	125,183	126,845	126,540	(305)	100%
CLOSING ACCUMULATED SURPLUS	127,011	125,771	129,764	127,760	(2,004)	99%
SUMMARY OF SURPLUS BY ACTIVITY						
Operating Activities	819	748	1,473	1,547	74	53%
Operating Activities - RP&Z	(775)	(802)	(1,445)	(1,407)	38	55%
Restricted Reserve Fund Activities	421	602	2,541	980	(1,561)	43%
Contributed Capital Activities	6	40	350	100	(250)	6%
SURPLUS FOR THE PERIOD	471	588	2,919	1,220	(1,699)	39%

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF CHANGES IN FINANCIAL POSITION

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	2020 Forecast
OPERATIONS				
Surplus	471	588	2,919	1,220
Add: items not requiring cash				
Amortization	3,235	3,195	6,470	6,220
Capital installation charges	(6)	(40)	(350)	(100)
Increase/(decrease) in customer deposits	25	11	-	36
	3,725	3,754	9,039	7,376
Change in non-cash working capital items	(1,660)	(2,410)	93	(153)
	2,065	1,344	9,132	7,223
INVESTING ACTIVITIES				
Additions to tangible capital assets	(1,161)	(1,589)	(8,480)	(3,908)
Net of contributed capital	6	40	350	100
	(1,155)	(1,549)	(8,130)	(3,808)
FINANCING ACTIVITIES				
Debentures issued	-	-	6,000	6,000
Decrease in debenture debt	(1,023)	(1,225)	(1,389)	(1,389)
	(1,023)	(1,225)	4,611	4,611
NET CHANGE IN CASH DURING THE PERIOD	(113)	(1,430)	5,613	8,026
CASH POSITION - BEGINNING OF YEAR	15,108	15,683	14,028	15,108
CASH POSITION - END OF PERIOD	14,995	14,253	19,641	23,134
Ending cash balance comprised of the following:				
Unrestricted cash	5,115	5,138	9,401	12,962
<u>Restricted cash:</u>				
Water Treatment Plant, Restricted Reserve Fund	8,688	7,810	9,133	9,163
Development Charges Act, Restricted Reserve Fund	4	151	-	-
Park and Zoo Major Projects, Restricted Reserve Fund	598	573	634	630
Park and Zoo Animal Care, Restricted Reserve Fund	488	481	266	274
Park and Zoo, State of Good Repair Reserve Fund	102	100	207	105
	9,880	9,115	10,240	10,172
	14,995	14,253	19,641	23,134
Change in non-cash working capital items comprised of the following:				
Accounts receivable	(256)	(413)	(1)	(455)
Unbilled revenue	56	48	(6)	(118)
Inventories	9	(18)	-	23
Prepaid expenses	74	(191)	-	291
Accounts payable and accrued charges	(1,543)	(1,836)	100	106
	(1,660)	(2,410)	93	(153)

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	2020 Forecast
Surplus	471	588	2,919	1,220
Acquisition of Tangible Capital Assets	(1,161)	(1,589)	(8,480)	(3,908)
Amortization of Tangible Capital Assets	3,235	3,195	6,470	6,220
Decrease (Increase) in Inventories	9	(18)	-	23
Decrease (Increase) in Prepaid Expenses	74	(191)	-	291
	2,628	1,985	909	3,846
Net Financial Assets, beginning of year	3,701	3,233	3,192	3,701
Net Financial Assets, end of year	6,329	5,218	4,101	7,547

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF RESERVE FUNDS

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	2020 Forecast
WATER TREATMENT PLANT RESERVE FUND				
Opening balance	8,276	7,374	8,225	8,276
Revenue from sale of water	362	351	755	746
Interest	50	85	153	141
Transfers to General Fund	-	-	-	-
Closing Balance	8,688	7,810	9,133	9,163
DEVELOPMENT CHARGES RESERVE FUND				
Opening balance	-	-	-	-
Contributions	3	151	1,542	50
Interest	1	-	-	-
Transfers to General Fund	-	-	(1,542)	(50)
Closing Balance	4	151	-	-
RIVERVIEW PARK & ZOO MAJOR PROJECTS RESERVE FUND				
Opening balance	595	563	598	595
Contributions	-	4	25	25
Interest	3	6	11	10
Transfers to General Fund	-	-	-	-
Closing Balance	598	573	634	630
RIVERVIEW PARK & ZOO ANIMAL CARE RESERVE FUND				
Opening balance	486	476	264	486
Contributions	-	-	-	-
Interest	2	5	2	8
Transfers to General Fund	-	-	-	(220)
Closing Balance	488	481	266	274
RIVERVIEW PARK & ZOO STATE OF GOOD REPAIR RESERVE FUND				
Opening balance	102	100	154	102
Contributions	-	-	50	-
Interest	-	-	3	3
Transfers to General Fund	-	-	-	-
Closing Balance	102	100	207	105
TOTAL RESERVE FUND BALANCE	9,880	9,115	10,240	10,172

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE A - COST OF WATER TREATMENT AND STORAGE

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
Process Waste Treatment	58	84	278	21%	270	(8)
Water Treatment Plant	1,534	1,605	3,569	43%	3,469	(100)
Pumphouse/Dam	175	161	368	48%	368	-
Pumping station	72	117	223	32%	223	-
Reservoirs	72	62	191	38%	191	-
	1,911	2,029	4,629	41%	4,521	(108)

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE B - DISTRIBUTION SYSTEM

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
Trunk mains	-	-	15	-	15	-
Distribution mains	94	188	338	28%	338	-
Locate and records	138	143	260	53%	260	-
Flushing	23	19	64	36%	64	-
Valves and boxes	143	57	244	59%	244	-
General maintenance	111	101	214	52%	214	-
Hydrants	190	119	257	74%	257	-
Service pipes	280	387	665	42%	665	-
Meters	56	31	117	48%	117	-
Water Distribution Engineering	67	84	94	71%	94	-
	1,102	1,129	2,268	49%	2,268	-

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE C - ADMINISTRATIVE

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
Advertising and public relations	7	23	17	41%	17	-
Water conservation	25	47	56	45%	56	-
Donations	1	1	25	4%	25	-
Commission Expenses	1	1	4	25%	4	-
Building Rent	217	211	433	50%	433	-
Insurance	202	187	404	50%	404	-
Equipment rental	84	80	169	50%	169	-
Professional fees	12	15	61	20%	61	-
Memberships and subscriptions	14	7	20	70%	20	-
Property taxes	88	22	199	44%	199	-
Bad Debts	-	-	-	-	-	-
Gain/loss on sale of assets	-	-	-	-	-	-
Miscellaneous	19	15	30	63%	30	-
	670	609	1,418	47%	1,418	-

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE D - SUPPORT SERVICES

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
Finance	38	57	85	45%	85	-
Administration	319	269	581	55%	581	-
Peterborough Technology Services	289	243	577	50%	577	-
Customer Service	334	369	773	43%	773	-
Billing intergration and infrastructure	83	84	170	49%	170	-
Human Resources	75	101	232	32%	232	-
Purchasing	52	53	104	50%	104	-
	1,190	1,176	2,522	47%	2,522	-

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE E - STATEMENT OF OPERATIONS FOR RIVERVIEW PARK AND ZOO

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	Jun 30 2020	Jun 30 2019	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
REVENUE						
Train	-	7	130	-	-	(130)
Miscellaneous	12	35	151	8%	25	(126)
				-		-
	12	42	281	4%	25	(256)
EXPENSES						
Maintenance Park	138	276	650	21%	400	(250)
Maintenance Train	-	28	94	-	-	(94)
Animal Care and Zoo Maintenance	649	540	982	66%	1,032	50
				-		-
	787	844	1,726	46%	1,432	(294)
Contribution to state of good repair fund	-	-	50	-	-	(50)
NET EXPENSES FOR PERIOD	775	802	1,495	52%	1,407	(88)

PETERBOROUGH UTILITIES COMMISSION
SCHEDULE F - STATEMENT OF CAPITAL EXPENDITURES

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	2020 Actual	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
WATER TREATMENT PLANT					
Filter caps	73	75	97%	73	(2)
Wood stave tank		110 -		110	-
Low life #3 storage tank		9 -		9	-
Arc Flash Study		50 -		50	-
General rehab and painting		70 -		20	(50)
SCADA	8	60	13%	50	(10)
Miscellaneous		10 -		10	-
	81	384	21%	322	(62)
PUMPHOUSE AND DAM					
Dam pier repairs	16	875	2%	400	(475)
General Improvements - pumphouse	7	10	-	10	-
General Improvements - pumphouse dam		10	-	-	(10)
	23	895	3%	410	(485)
BOOSTER PUMPING STATIONS					
General improvements		20 -		-	(20)
	-	20 -		-	(20)
RESERVOIRS AND ELEVATED WATER STORAGE TANKS					
Clonsilla pump room		100 -		-	(100)
High street elevated tank	596	425		596	171
General improvements	19	10	-	-	(10)
	615	535	115%	596	61
TRUNKMAINS					
Bethune Trunkmain	9	50	18%	50	-
General improvements	5	25		25	-
Bulk water meter station	6	320	-	320	-
	20	395	5%	395	-
DISTRIBUTION SYSTEM					
New Watermains in New Subdivisions	105	210	50%	180	(30)
	105	210	50%	180	(30)
New Watermains on Existing Streets					
General Improvements	-	240 -		225	(15)
	-	240 -		225	(15)

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF CAPITAL EXPENDITURES - continued

Unaudited for the six month period ended June 30,
(\$'s in thousands)

	2020 Actual	2020 Budget	Actual % of Budget	2020 Forecast	Forecast vs Budget
NEW WATER SERVICES					
New water services in residential subdivisions					
by private developers	5	150	-	50	(100)
SFR		20	-	-	(20)
Non-SFR	2	20		10	(10)
Valves & boxes		50	-	20	(30)
	7	240	3%	80	(160)
REHABILITATION OF EXISTING WATER DISTRIBUTION SYSTEM					
Service replacement - 20mm	4	190	2%	150	(40)
Service replacement > 20mm		10	-	-	(10)
Main valve/box replacement - new		8	-	-	(8)
Main replacement	72	400	18%	400	-
Cleaning/lining	108	3,910	3%	250	(3,660)
Records upgrade	5	12	42%	5	(7)
	189	4,530	4%	805	(3,725)
HYDRANTS					
New	-	20	-	20	-
Replacement	2	22	-	22	-
	2	42	-	42	-
METERS					
New residential	64	195	33%	145	(50)
New meters - existing residential		65	-	50	(15)
Replacement residential	3	15	-	5	
New ICI		10	-	-	
Existing ICI		2	-	-	
Replacement ICI		350	-	350	
	67	637	11%	550	(65)
RIVERVIEW PARK AND ZOO					
New facilities - Park		-			-
Portable vending cart		16	-	16	-
Lockers		7	-	8	1
Animal proof waste/recycling	7	7	100%	7	-
Roadway, parking improvements	1	80	1%	80	-
Replacement facilities - Park		-			-
Repairs to Dobbin Building		50	-	50	-
Accessibility Upgrades	1	45	2%	-	(45)
North Washroom		15	-	8	(7)
Snack Bar Flooring		5	-	10	5
Stumps		5	-	-	(5)
Road & path repairs		20	-	20	-
Train station rehab		10	-	9	(1)
New facilities - Zoo		-			-
Barn upgrades		7	-	7	-
Fencing rails for Takin		15	-	15	-
Capybara pool heater	5	5	100%	5	-
Quarantine room upgrades	16	15	107%	15	-
Replacement facilities - Zoo		-			-
Aluminum barn upgrades		5	-	8	3
Cat house upgrades	22	15	147%	15	-
Remove swan pond		15	-	15	-
Replace fowl pool		10	-	10	-
Replace shifting		5	-	5	-
	52	352	15%	303	(49)
TOTAL CAPITAL EXPENDITURES	1,161	8,480	14%	3,908	(4,550)

PETERBOROUGH UTILITIES COMMISSION REPORT

October 13, 2020

2.01

COMMISSION AGENDA
2020:10:22

FINANCIAL UPDATE FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2020

INFORMATION ITEM

The Peterborough Utilities Commission interim financial update for the eight month period ending August 31, 2020 is presented for the Commission's information.

Prepared by: Kyle Davis, CFO

Submitted by: Kyle Davis, CFO

Approved for Submission by: _____
President & CEO

The financial statements and related report for the quarter ended June 30, 2020 were presented as a separate report to this meeting. The following update highlights the financial activities of Peterborough Utilities Commission ("PUC") for the eight month period ended August 31, 2020.

SUMMARY

The surplus for the period ended August 31, 2020 is \$1.12 million compared to \$1.22 million for the same period in 2019.

Selected interim comparative financial data is presented in the following tables:

Financial Activities						
	Eigh months ended August 31,				2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	% Change	Budget	Budget
Revenues	13,450	13,775	(325)	-2%	22,319	60%
Expenditures						
Operating	7,764	7,969	(205)	-3%	12,563	62%
Amortization	4,313	4,260	53	1%	6,470	67%
Interest	254	327	(73)	-22%	367	69%
	12,331	12,556	(225)	-2%	19,400	64%
Surplus	1,119	1,219	(100)	-8%	2,919	38%

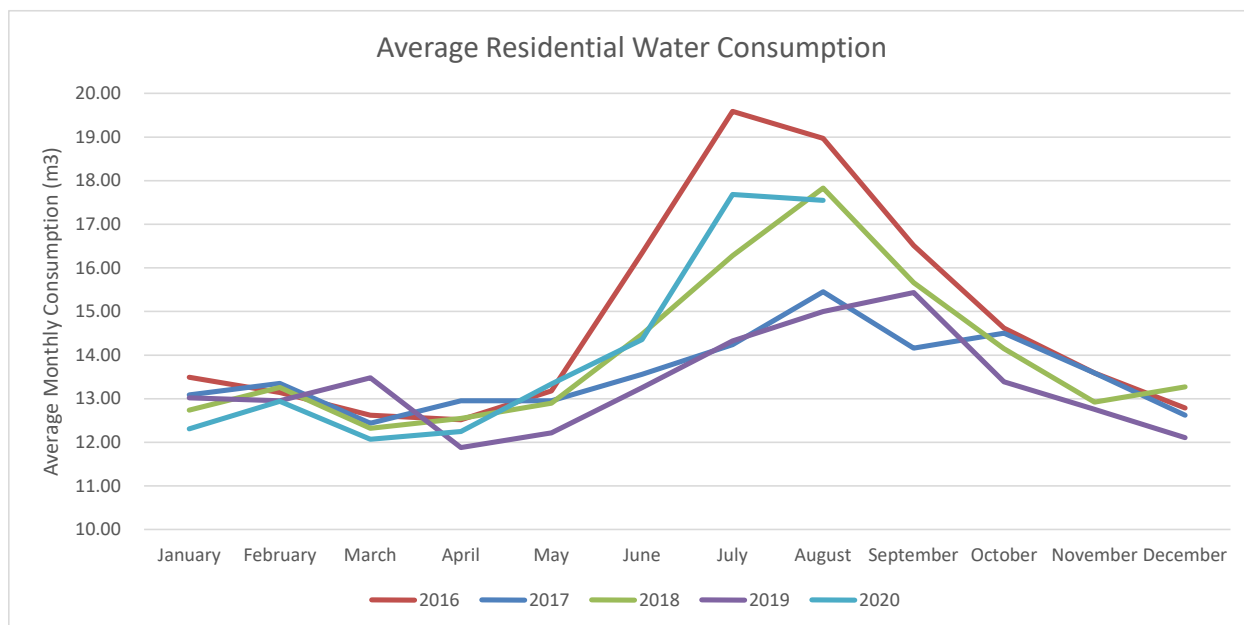
REVENUE

Total revenue is \$13.45 million for the first eight months of 2020, compared to \$13.76 million for the same period in 2019.

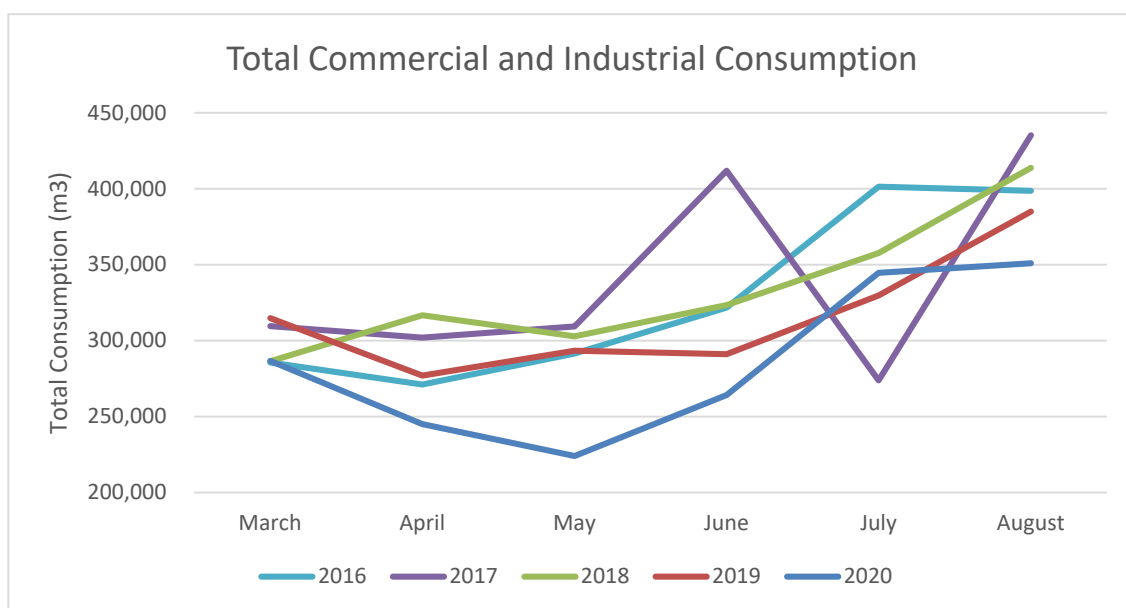
Revenue					
	Eigh months ended August 31,			2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	Budget	Budget
Sale of Water	12,168	11,745	423	18,096	67%
Capital installation charges	25	176	(151)	350	7%
Development charges	56	194	(138)	1,542	4%
Fire Protection	433	433	0	650	67%
Sewer surcharge billings	281	276	5	422	67%
Riverview Park & Zoo	13	183	(170)	281	5%
Riverview Park & Zoo - donations	2	9	(7)	25	8%
Interest	120	229	(109)	228	53%
Electricity	174	278	(104)	425	41%
Other	178	252	(74)	300	59%
	13,450	13,775	(325)	22,319	60%

Significant items and changes in revenue are as follows:

- Water Revenue – Revenue from the sale of water is currently \$423 thousand above the prior year and 67% of the annual budget.
 - The following charts detail the Residential and Commercial and Industrial consumption trends from 2016-2020:



- In 2020, average residential consumption increased during the summer months, consistent with the results we have seen in previous years where we have experienced drought like conditions throughout at least part of the summer.
- The dry conditions throughout the summer coupled with the increase in people at home due to COVID-19 both contributed to the increase in residential consumption.
- The increased residential consumption was more than able to make up for the decrease in Commercial and Industrial consumption, as shown below:



- Total commercial and industrial consumption had a significant decrease during April-June, when business closures due to the COVID-19 Pandemic were at their peak.
 - In May for example, total consumption was nearly 30% lower than the previous 4 year average.
 - While still below historical levels, consumption levels increased month over month from the low point in May as more and more businesses were slowly able to reopen.
- Development charges are below the prior year as COVID-19 has had a negative impact on projects within the City. It is expected that the majority of the development charges originally budgeted for 2020 will now be pushed into 2021.
 - With the exception of adopt-an-animal proceeds, revenues from the Riverview Park & Zoo have been essentially reduced to zero due to the continued closure of the facilities.
 - Electricity revenue is \$104 thousand lower than the prior year as the drought conditions experienced during the summer months had a significant impact on river flows and therefore production at the pump house.

EXPENDITURES

Total expenditures for the eight-month period ended August 31, 2020 are \$12.33 million compared to \$12.55 million in 2019 and are 64% of budget.

Expenditures						
	Eight months ended August 31,				2020	% of
(unaudited, \$ thousands)	2020	2019	\$ Change	% Change	Budget	Budget
Water treatment and storage	2,525	2,712	(187)	-7%	4,629	55%
Distribution systems	1,674	1,515	159	10%	2,268	74%
Administrative	898	806	92	11%	1,418	63%
Support Services	1,592	1,620	(28)	-2%	2,522	63%
Riverview Park and Zoo	1,075	1,316	(241)	-18%	1,726	62%
Interest	254	327	(73)	-22%	367	69%
Amortization	4,313	4,260	53	1%	6,470	67%
	12,331	12,556	(225)	-2%	19,400	64%

- Water treatment and storage – Departmental expenses are \$187 thousand below the prior year and 55% of total budget. Typically the water treatment plant trends under budget throughout the year as preventative maintenance is scheduled for later in the year. In addition, the shift to essential work only throughout March-May during the start of the Pandemic further delayed discretionary expenses.
- Distribution systems – Expenses are currently \$159 thousand above the prior year, and 74% of budget through August. Typically the main cause of overages in the budget are due to weather events in the winter months causing line breaks. This year however, the department was trending below the prior year and expectations through the first quarter, with costs increasing during June through August. The lower demand for water experienced during this period increased the amount of flushing required in order to maintain the proper chlorine levels throughout the system.
- Riverview Park & Zoo – Expenses are \$241 thousand lower than prior year. While animal health and care costs continue to increase year over year, the closure of the park and zoo has resulted in lower operational and maintenance costs.

CAPITAL EXPENDITURES

The COVID-19 Pandemic has had a significant impact of planned capital expenditures for 2020. The shift to essential work combined with the delay in third party projects has led to capital expenses of only \$1.53 million through August, only 18% of the annual budget.

In light of both operational and financial restrictions, Management has reviewed the annual capital plan for 2020 and prepared an updated forecast for the year. The result was that the forecast capital spend for the year decreased by \$4.57 million to \$3.91 million. The following chart summarizes the actual spend, as well as both the budget and the forecast.

Capital Expenditures				
(unaudited, \$ thousands)	2020	2020 Budget	2020 Forecast	% of Budget
Water treatment plant	81	384	322	21%
Pumphouse and dam	23	895	410	3%
Booster pumping stations	0	20	0	-
Reservoirs and storage tanks	639	535	596	119%
Trunkmains	147	395	395	37%
Distribution mains	142	450	405	32%
New water services	16	240	80	7%
Rehabilitation of distribution system	333	4,530	805	7%
Hydrants	2	42	42	5%
Meters	89	637	550	14%
Riverview Park & Zoo	57	352	303	16%
	1,529	8,480	3,908	18%

PETERBOROUGH UTILITIES COMMISSION **REPORT**

2.02

October 16, 2020

COMMISSION AGENDA
2020:10:22

RIVERVIEW PARK AND ZOO ADVISORY COMMITTEE UPDATE

The Chair of the Riverview Park and Zoo Advisory Committee, P. Hartung will provide a verbal update at the meeting.

PETERBOROUGH UTILITIES COMMISSION **REPORT**

October 20, 2020

2.03

COMMISSION AGENDA
2020:10:22

2021 CAPITAL BUDGET OVERVIEW **RIVERVIEW PARK AND ZOO**

INFORMATION ITEM

The proposed 2021 Riverview Park and Zoo Capital Budget forecast is provided to the Commission for information and are subject to approval during the 2021 Water Utility Capital Budget deliberations.

Prepared by: Jim Moloney, Manager & Curator Riverview Park and Zoo

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Background

Management is presenting this report only for information. The proposed expenditures have been accumulated based on Management's assessment. The expenditures are outlined for discussion only and will be subject to further review by Management and approval by the Commission in the completion of the Riverview Park & Zoo annual budget (operating and capital) later this year.

Management Discussion

The following is a brief summary of the capital budget projects (\$10k or more) proposed for 2021. Projects are listed in order of cost magnitude for each category.

With the impact of the global COVID-19 pandemic, some of the projects planned for 2020 were postponed. Likewise, the 10-year capital plan has been re-evaluated with the majority of the large capital projects each being moved back by one year (or more).

This proposed capital budget includes all project-related costs, including labour, material, equipment, and outside purchases.

New Facilities - Park Projects (\$10k +)

1. Roadway and Parking Lot Improvements

This project includes improvements to Park and Zoo roadways and the main parking lots to support the paid parking component of the development plan/membership program as well as to improve safety, to afford better handling of traffic, and to promote compliance with parking policies.

Estimated Cost \$ 80,000

2. Signage and Support Materials for Membership Program

As part of our plan to increase Park and Zoo revenue, we are planning on introducing a new membership program. Delivery of the program will require new signage, equipment, and some enhancement to our systems.

Estimated Cost \$ 10,000

Replacement Facilities – Park Projects (\$10k +)

1. Accessibility Upgrades (Parking Lot Ramp, etc.)

In 2017 the Park and Zoo worked with City staff to evaluate the accessibility of our facilities as well as our compliance to the provincial standard (AODA). One of the recommendations made in the resulting report was to add an accessible walkway

from the main parking lot to the playground area. We are proposing to add a new sloped walkway that complies with applicable standards and that will provide access from the parking lot to the playground as well as to the front gates.

Estimated Cost \$ 75,000

2. Repairs to Pedestrian Area at the Dobbin Building

This building has Heritage designation and this work is part of our ongoing revitalization project. The existing pathways around the building require repair to fix the pavement and address erosion/sink holes. Additionally, the decking on the north side of the building requires replacement (the south deck has been replaced).

Estimated Cost \$ 60,000

3. Bank Maintenance

The escarpment between the upper Park and Zoo area and the lower riverside area is showing signs of erosion as well as significant loss of mature trees. Measures are required to control the erosion and ensure the stability of the bank.

Estimated Cost \$ 10,000

New Facilities - Zoo Projects (\$10k +)

1. Perimeter Fence Upgrades (CAZA Requirement)

During our accreditation audit in 2019, an issue was identified with respect to the gates of the zoo area perimeter fence being left open and our present ability to ensure they were secured promptly in the event of an animal escape. To address this issue, we are proposing to automate the operation of the two main zoo area gates as well as the south east service gate.

Estimated Cost \$ 75,000

2. Takin Exhibit Gate and Shift Upgrades

We are proposing to add a new set of access gates and a remotely operated shift to the south Takin exhibit. This will facilitate the transfer of newly acquired animals into the exhibit and enhance the safety of staff when animals need to be shifted from area to area as well as during maintenance operations.

Estimated Cost \$ 15,000

Replacement Facilities - Zoo Projects (\$10k +)**1. Barbary Sheep Exhibit Stand-Off Fence**

In keeping with industry best practices, we have been removing “hot wire” fencing from the outside perimeter of our paddocks exhibits and replacing it with stand-off fencing. This reduces the risk of animal entanglement and provides a more resilient secondary barrier for the perimeter fence. We are proposing to complete the last section that needs to be replaced.

Estimated Cost \$ 15,000

2. Camel Chute/Healthcare Area

To improve our management of the camels in our care, we are in the process of adding a new holding compound to the camel exhibit (to be completed in 2020). In 2021 we are planning to add a camel chute/healthcare area which will support the provision of healthcare activities with reduced need for animal sedation (reduced risk to the animals) and enhanced safety for the animal health staff.

Estimated Cost \$ 15,000

3. Otter Exhibit Pond Repair

The lower pond in the otter exhibit is routinely losing water. The location/source of the water loss needs to be identified and appropriate repairs made.

Estimated Cost \$ 15,000

4. Paddocks Exhibit Water Bowl Replacement/Upgrades

The water bowl facilities for the takin and yak exhibits need to be replaced/upgraded. The upper water bowl in the takin exhibit is not working and a new water bowl is required at the yak feeding station (we’re presently using a manually filled portable tub). The installations will also require the completion of associated electrical work.

Estimated Cost \$ 15,000

Summary of Regular 2021 Costs

<i>New Facilities Projects - Park</i>	<i>\$ 95,000</i>
<i>Replacement Facilities Projects - Park</i>	<i>\$ 170,000</i>
<i>New Facilities Projects - Zoo</i>	<i>\$ 95,000</i>
<i>Replacement Facilities Projects - Zoo</i>	<i>\$ 93,000</i>
<i>Total All Riverview Park & Zoo</i>	<i>\$ 453,000</i>

PETERBOROUGH UTILITIES COMMISSION **REPORT**

2.04

October 16, 2020

COMMISSION AGENDA
2020:10:22

RIVERVIEW PARK AND ZOO DEVELOPMENT PLAN

The Riverview Park and Zoo Development Plan will be presented by Cathy Mitchell, Program Supervisor at the meeting.