

NOVEMBER 29, 2023

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**STRICTLY PRIVATE & CONFIDENTIAL
DRAFT MINUTES OF BOARD MEETING HELD
21 SEPTEMBER 2023**

BOARD SECRETARY
OFREG

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Utility Regulation and Competition Office

Board Meeting Minutes - General Meeting #08 of 2023

Minutes

Meeting Details

Team Name:	Board of Directors
Meeting Date:	21 September 2023
Time:	9.30 am – 4.30 pm
Venue:	OfReg Conference Room
Attendees:	Samuel Jackson (Chair) Frank Balderamos (Deputy Chair) Natasha Bodden, Member Osbert Frances, Member Stacy-Ann Kelly, Member Bonnie Anglin, Member Wrendon Timothy, Member Peter Gough, ICEO John Epp, GC Christen Suckoo, COO
Zoom Attendees:	Mike Gibbs, Member
Apologies/excused:	Louis Boucher, DEDE Sonji Myles, EDICT Gavin Baxendale, Member Colin Berryman, Member
Minute Taker:	Joanne Conolly (BS)

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Agenda Details

AGENDA OVERVIEW	
1. Welcome & Chair's Remarks	
2. Declarations of Interest	
3. Minutes of Previous Meetings	
4. CUC visit	
5. ICEO Report	
6. Administration Report	
12 noon lunch – all staff	
7. [REDACTED]	Agenda Items 7 & 8 redacted under PAA (2020 Revision S19(5)(b))
8. Sector Matters: [REDACTED]	
9. Board Matters: ISA 260 Report Water & Sector Review Fines & Penalties Guidelines Licensee Billing	
10. AOB	

Meeting Minutes

Started at 9.46pm

1. **General**

1.1 **Welcome & Chair's Remarks**

- Chair brought the meeting to Order at 9.46am, and welcomed all. Acknowledged Mike Gibbs attending via Zoom, and those Members who had sent apologies.

2. **Declarations of Interest** Redacted under FOI Act (2021 Revision) S23(1)



3. **Minutes of Previous Meetings** 2. Redacted under PAA (2020 Revision) S19(5)(a)

3.1 **Approval of the Minutes of:**

3.1.1 General Meeting #7 of 2023 held 10 August 2023

Motion to approve minutes by the Chair; Seconded by Member Timothy, no objections. Minutes approved as amended.

3.1.2 Special Meeting #4 of 2023 held 14 August 2023

Motion to approve minutes by the Deputy Chair; Seconded by Member Timothy, no objections. Minutes approved as amended.

3.2 **Matters Arising from the Minutes**

- Member Francis requested confirmation that the financials were received and approved as per item 7.3.1 of General Meeting #7 held 10 August 2023.

4.



4. Redacted under PAA (2020 Revision) S19(5)(b)

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12.00 Lunch with All Staff

5. [Redacted]

6. **Interim Chief Executive Officer's Report** 5. Redacted under PAA (2020 Revision) S19(5)(b)
• ICEO delivered report that is in the Board folder.

7. **Administration Report**
• COO delivered report that is in the Board folder.
• Mentioned CAPE had sent out email and wants response to training offered. COO will resend email.
• Chair spoke to CUC meter reading, in respect of matters raised by Ministers. Discussion around this matter.

8. Sector Matters

8.1 8.1.1 [Redacted]
8.1.2 BAIL
8.1.3 Monthly Dashboard 8.1.1 Redacted under PAA (2020 Revision) S19(5)(b)

8.2 **Fuels**
8.2.1 [Redacted]
8.2.2 BAIL 8.1.2 Redacted under PAA (2020 Revision) S19(5)(b)
8.2.3 Monthly Dashboard

8.3 **ICT**
8.3.1 [Redacted]
8.3.2 BAIL 8.3.1 Redacted under PAA (2020 Revision) S19(5)(b)
8.3.3 Monthly Dashboard

9. Board Matters

9.1 Audit Committee: ISA 260 report

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- [Redacted]

Redacted under PAA (2020 Revision) S19(4)

9.2 Water Sector Review

- GC highlighted points in respect to current relationship between CWC, WAC, OfReg and Government. Members gave background of last year's Q&A with WAC discussing their financial situation.
- Chair requested a letter to WAC to confirm OfReg gave a decision on correspondence in 2021 but happy to meet and discuss again.
- GC to obtain correspondence WAC refers to for June 2023 sent to EDE. Chair asked a note be made, to discuss at October Board meeting.

- [Redacted]

9.2 Redacted under PAA (2020 Revision) S19(5)(a)

9.3 Fines & Penalties Guidelines

- [Redacted]

9.3 Redacted under PAA (2020 Revision) S19(4)

9.4 Licensee billing

- Matter raised by Member Bodden. Discussion around when OfReg Licensees send out bills to customers.

10. **Any other Business**

10.1 Member Timothy commented that it would be preferable if sector heads, when placing a matter before the Board for consideration, could revert to utilising the Board Paper template for each matter, outlining the basis of the documentation, and their recommendations.

10.2 Member Bodden requested that any visitors attending Board meetings should not have appointments any earlier than 10.30am, to give the Board time to start the meeting and discuss the subject matter prior to external attendance. ICEO pointed out that only one presentation per meeting, should be made.

10.3 Chair put forward that the Board Directives and Policy for Secretary should be changed to allow longer timelines for Board papers to be submitted and Agenda to be circulated. BS to make changes and send to Chair. This will be finalised at the next Board meeting.

11. **Adjournment and Date of next meeting**

- Date of next meeting 12 October 2023.
- Meeting was adjourned at 5.33pm.

Signed


Samuel Jackson, Chairman

Signed


Joanne Conolly, Board Secretary

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