

**Highway 41 Water Utility**  
**Minutes of the Meeting held July 16, 2020**  
**Remote Video & Office Meeting**

**In Office Attendance:**

Graham White  
Wayne Mason  
Dawn Bragg  
Rene Labrecque  
Jeff Lynchuk

**Remote Attendance:**

Bob Macpherson  
Blaine Tomolak

Graham White called the meeting to order at 7:50 pm.

Rene Labrecque moved adoption of the amended agenda as presented. Seconded by Jeff Lynchuk. Carried.

Wayne moved adoption of the minutes of the May 14, 2020 meeting as provided by Dawn Bragg. Seconded by Jeff Lynchuk. Carried.

Dawn Bragg presented the Financial statement, Visa reports, and payable reports for May & June.

[Motion 18 - 2020] Wayne Mason made a motion to pay outstanding bills, seconded by Graham White.

Jeff Lynchuk moved adoption of the Financial Reports provided by Dawn Bragg, seconded by Rene Labrecque, Carried.

Administrator's Report – Dawn Bragg presented written reports for April

[Motion 19 - 2020] We need to upgrade the Truckfill licenses. If it's the same cost to upgrade 50 or 100, we'll go for 50, if it's a savings, we'll go for 100. Rene Labrecque makes motion, second Jeff Lynchuk.

[Motion 20 - 2020] GIC investments, Dawn will get current interest amounts and send to the board. Motion to decide through email how to reinvest the GICs. Graham White motion, Jeff Lynchuk second.

In follow up to the Auditor's report, it was mentioned "Lack of Segregation of duties in the accounting function" We do have in place 2 authorizations for all banking payments. The only area that could be a concern is the Business Banking access that has been used for E-Transfers and to access account reports. Dawn talked to our RBC Account rep and she will help access the needed reports within RBC Express, and we will not make E-Transfers.

[Motion 21 - 2020] Dawn's suggestion is to close down the Business Banking with Royal Bank and use only RBC Express only. Motion Bob Macpherson, second by Jeff Lynchuk.

[Motion 22 - 2020] Regarding Dominic Brule's water damage and insurance, we will pay \$1500 for his deductible and increase. Motion Rene Labrecque, second Jeff Lynchuk.

New office policy, office open to public with the restriction of 1 person in the office at a time.

We need to get the gutters cleaned. Blaine did this 2 days ago.

[Motion 23 - 2020] Insurance Appraisals – We will go with Suncorp for the appraisals. Motion by Graham White, second by Bob Macpherson

H41/Town joint committee –

Operator Report - Blaine Tomolak gave a written and verbal report

New connections? Judy Grise's daughter is planning on building on her land.

Correspondence:

Old Business:

Manhattan West Agreements

Looking through the Transfer Agreement and Subscription Agreement, there's a couple things to work out and then we are happy with them. We will need to work through the Asset agreement.

New Business:

Other Business:

Next meeting Monday Oct 19<sup>th</sup>, 2020 7:00 pm to finalize the Asset agreement.

Meeting adjourned at 10:40 pm by Graham White

Signed by \_\_\_\_\_ Approved by \_\_\_\_\_  
Administrator Chairman