**Attendance:**

Rene Labrecque

Blaine Tomolak

Christine Meachem

Dale Cousin

Graham White

Mark Schaffel

Martin Bettker

Robert Tutka

Wayne Mason

Rene Labrecque called the meeting to order at: 6:58 pm

**Addition – deletions**: Wayne Mason asked about the communications, pumphouse monitoring device. Add to the agenda.

**Adopt agenda: Wayne Mason** moved adoption of the amended agenda as presented, Seconded by **Rene Labreque**; carried.

**Minutes from last meeting: Dale Cousin** moved adoption of the minutes from the October 17, 2022 meeting, **Martin** **Bettker** Seconded; carried.

**Financial Report as presented by Christine Meachem:**

*Motion [Motion 36 – 2022]* ***Rene Labreque*** *moved to accept the financial report as presented by Christine Meachem,* ***Wayne Mason*** *made motion,* ***Dale Cousin*** *Seconded, carried.*

*Motion [Motion 37 – 2022] to pay the bills:* ***Martin Bettker*** *made the motion to pay the accounts payables,* ***Graham White*** *Seconded, carried.*

**Any business arising: none**

**Administrator’s Report:**

Christine Meachem discussed the Accounts Receivables. They are greatly improving but asked the board if hiring a debt collection agency would benefit the utility for the unrecovered closed accounts.

*Motion [Motion 38 – 2022]* ***Wayne******Mason*** *made a motion to place a $300.00 minimum on accounts that are sent to an outside debt collection agency,* ***Rene Labreque*** *Seconded, carried.*

Christine Meachem also discussed:

* Reformatting Truckfill accounts in Munisoft to aid in billing and make it more efficient at month end.
* Christine Meachem will take three online Munisoft courses in the month of December to aid her in the year-end audit accounting practices.
* There have been multiple fixes on the website, such as, broken links, missing uploads, adding meeting minutes, and website software updates. Christine Meachem also received permission to add the City of Saskatoon Water Treatment Plant website link to Highway 41 Water Utility website. There have been a few calls regarding the water treatment process, and she wanted to have the information easily available to the utilities water subscribers.

**Operator’s Report:**

* Isolation valve top section repair done with Ivan at RM of Aberdeen field crew and RM of Grant. 7 locations in total.
* Truckfill shutdown occurred in mid October. 16.4m3 at Laniwci and 1.5 m3 drained from outside tanks.
* Water logged expansion tank on East skid (5) at Glenmaur replaced.
* Working with Klarks Trenching at Highway 5 and St. Denis area to locate water lines to assist with power pole replacement project to accommodate for Highway 5 construction. As well as working with Stantec Engineering to better understand Highway construction implications.
* On farm truckfill allocation pilot project: on going with pipeline pressure balancing analysis and first round location selection.
* Preparing presentation for SARWP convention on the History and Operation of Highway 41 Water Utility.
* Highway 27 Water Utility group has approached H41WU to consider applying for the ICIP grant and controlling construction and operations of the completed line if the project is awarded funding.

**Safety Program – presented by Rob Tutka**

* Safety meetings have been held every Tuesday, first near miss and corrective actions have been recorded.
* Rob Tutka needs two or three weeks to finish final drafts; board to review and sign off.
* Rob Tutka to share a folder online with the board for review. Will then schedule a final review and discuss at meeting in December.

**H41/Town joint committee** – No meeting to date.

**SaskWater Contract update** –Rene Labreque to sign final draft. Christine Meachem to call Greg Pohler to have the final draft sent the week of November 21, 2022.

**Prudhomme area water contract** – presentation from guests**: JP Hounjet and Travis Hrynuik.**

There was an application submitted by Highway 27 Water to the Investing in Canada Infrastructure Program (ICIP) grant in 2020 but was not approved. It had been proposed to apply under an existing utility such as the Highway 41 Water Utility. Their hope is that Highway 41 Water Utility would apply for the grant from ICIP, assume the management of the pipeline maintenance and water testing and the new subscribers, which would be approximately 51 rural subscribers and the Village of Prud’homme. The town of Prud’homme is open to coming on board and be included in the project. The ICIP grant is due November 29th, 2022. Discussion regarding assisting in the grant application process by the board.

*Motion [Motion 39 – 2022]* *motion to expand the water utility into the RM of Grant, Prudhomme, and Bayne areas by applying for the ICIP grant.* ***Mark Schaffel*** *made the motion,* ***Martin Bettker*** *Seconded; carried.*

**On Farm Water Delivery Pilot Project** – presentation from **Blaine Tomolak and Rene Labreque**

To help ease the demand of our Truckfill stations in the summer months an ‘On Farm Water Delivery and Storage’ project was proposed to the board. If storage was available for our agricultural customers, then the wait times for water at our Truckfill stations could be shortened. The high peak times during the day should also be lessened as more water could be stored. A letter to subscribers to gauge interest in ‘on farm water storage’ was proposed. Blaine Tomolak will draft a letter to include estimated costs and requirements. He will then send out a package after board review in January of 2023.

**Correspondence: None**

**Old Business: None**

**New Business:**

**Next Board meeting:** December 15, 2022.

**Meeting adjourned at 11:07pm by Rene Labrecque.**

Signed by Approved by

Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_