

Highway 41 Water Utility
Minutes of the Meeting held February 21, 2023
In Office Meeting, Aberdeen, SK

Attendance:

Rene Labrecque
Blaine Tomolak
Christine Meachem
Dale Cousin
Graham White
Mark Schaffel
Martin Bettker

Rene Labrecque called the meeting to order at: 7:00 pm

Addition – deletions: none.

Adopt agenda: Dale Cousin moved adoption of the amended agenda as presented, seconded by **Graham White**; carried.

Minutes from last meeting: Martin Bettker moved adoption of the minutes with corrections from the January 19th, 2023 meeting, **Graham White** seconded; carried.

Financial Report as presented by Christine Meachem:

Motion [Motion 3 – 2023] Dale Cousin to accept the financial report as presented by Christine Meachem, Mark Schaffel seconded, carried.

Motion [Motion 4 – 2023] to pay the bills: Martin Bettker made the motion to pay the accounts payables, Dale Cousin seconded, carried.

Any business arising: none

Administrator's Report:

Christine Meachem verified that an off-site backup of the entire accounting program and Highway 41 Water Utility electronic files are done at least four times a week at Radish Networks, Saskatoon.

Christine Meachem called SGI and verified that there is a \$200.00 deductible for each truck if a claim was made. The truck Package Policy covers glass. The deductible on the main policy is \$5,000.00, which covers the main building, Bergheim, Pitt Road, Glenmaur, and Tower Hill pumphouses.

Rob Tutka has been hard at work on the utility's safety program and consumption reports for 2022. Mark Schaffel to schedule a safety meeting with Rob Tutka at the office in early March 2023. Rob Tutka has created a new detailed spreadsheet to track water consumption more accurately and will be followed up monthly for 2023 after each billing cycle. These reports will be available in a shared Dropbox folder for the board's perusal once completed.

Each meeting Christine Meachem will present the Daily Water Testing logs and Saskatchewan Research Council testing records to the board. These records will be available in a shared Dropbox folder for the board to peruse prior to each meeting.

Motion [Motion 5 – 2023] board read the Daily Water Testing and Saskatchewan Research Council testing log records: Mark Schaffel made the motion, Graham White seconded, carried.

Accounts Receivable were reviewed. There was a decrease of nearly 40% in outstanding accounts (over 90 days) for the month of January 2023.

The Budget Committee had a meeting on February 9th with Christine Meachem and Blaine Tomolak. The proposed budget that was created from February 9th was presented to the board by Christine Meachem. Key items for the 2023 budget are: an increase in water prices from SaskWater (4%) and an increase from Highway 41 Water Utility (6%). Therefore, the water rates will increase by 10% to the subscribers. The Sustainability and Maintenance and Infrastructure will also increase by 10% to account for rising water prices. It was proposed to replace a number of items, such as aging Sensus meters (\$42,000 over the next 3 years), 3 new Aquivar Controls, a new Surge Protector at Laniwci Pumphouse, and relocating Truckfill Valves to a lower location in the Pumphouses. A contingency of \$25,000 was also proposed for line lowering at the 6 crossings that may be affected by the Ministry of Highways, Highway 5 project.

*Motion [Motion 6 – 2023] Motion made to increase water sales by 4% to account for SaskWater rate increase and 6% for Highway 41 Water Utility (last water sales increase for H41WU was 2015) **Martin Bettker** made the motion, **Graham White** seconded, carried.*

*Motion [Motion 7 – 2023] Motion made to increase Curbstop sustainability by \$1.00, **Dale Cousin** made the motion, **Martin Bettker** seconded, carried.*

*Motion [Motion 8 – 2023] Motion to accept the 2023 Budget as presented by Christine Meachem and Rene Labreque, with changes, **Dale Cousin** made the motion, **Martin Bettker** seconded, carried.*

HR Review – Christine Meachem, Blaine Tomolak, and Rob Tutka had their employee reviews on February 13th. It was determined by the HR committee to increase employee wages by 4%.

*Motion [Motion 9 – 2023] Motion made to increase employee wages by 4%, and to increase Wilma Marissen's wage to \$17.50, **Mark Schaffel** made the motion, **Dale Cousin** seconded, carried.*

Operator Report: Presented by Blaine Tomolak

There has been a lot of budget work done collecting cost estimates for upgrades and repairs to the truckfill stations and pumphouses by Blaine Tomolak. There have been a number of line locate calls from surveying companies, SaskPower (power pole replacement), and the Highway 5 relocation projects for SK Ministry of Highways.

Blaine Tomolak has spoken with a couple of possible new subscribers that may build in the area, providing them with cost estimates. Pioneer Hi-Bred Production Company would like to be invoiced for an allocation increase from 0.5 imperial gallons per minute to 1.5 per minute.

In the office, the staff have been collectively working on existing data accuracy and organization. The Operator team has been planning for spring and maintenance budgeting and planning.

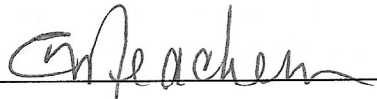
Safety meetings have taken place once a week at the office with the staff. There have been no incidents to report.


H41/Town joint committee – No meeting to date.

Correspondence: None

Next Board meeting: March 16, 2023.

Meeting adjourned at 9:20pm by Rene Labrecque.

Signed by 
Administrator

Approved by 
Chairman