

Highway 41 Water Utility
Minutes of the Meeting held January 19, 2023
In Office Meeting, Aberdeen, SK

Attendance:

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

Rene Labrecque called the meeting to order at: 7:02 pm

Addition – deletions: none.

Adopt agenda: **Mark Schaffel** moved adoption of the amended agenda as presented, seconded by **Rene Labrecque**; carried.

Minutes from last meeting: Spelling error on page 2. **Martin Bettker** moved adoption of the minutes with correction from the November 17, 2022 meeting, **Wayne Mason** seconded; carried.

Financial Report as presented by Christine Meachem:

*Motion [Motion 1 – 2023] **Graham White** to accept the financial report as presented by Christine Meachem, **Graham** made motion, **Dale Cousin** seconded, carried.*

*Motion [Motion 2 – 2023] to pay the bills: **Wayne Mason** made the motion to pay the accounts payables, **Martin Bettker** seconded, carried.*

Any business arising: none

Administrator's Report:

Accounts Receivable were reviewed. The outstanding amount has improved by nearly 70% since September 2022. Christine Meachem took three short courses in Munisoft to aid in year-end Audit preparation.

Christine Meachem, Blaine Tomolak, Rob Tutka, Graham White, and Rene Labrecque attended the SARWP (Saskatchewan Association of Rural Water Pipelines) conference in Saskatoon. SARWP Operator training was focussed on Waterworks history and legislation. Blaine Tomolak made a presentation on the history of Highway 41 Water Utility. The presentation was well received by the attendees of the conference and many people approached the staff of HWY41, especially Blaine Tomolak to ask questions about the Utility and Truckfill systems.

Christine Meachem sent out a Holiday greeting to help gather and update subscriber information as there have been many address and telephone changes. Approximately 40% of subscribers have returned the form to the office for data collection.

Blaine Tomolak and Christine Meachem submitted a grant proposal for ICIP (Investing in Canada Infrastructure Program) to expand the utility. The announcement of grant recipients will likely be made in Spring of 2023.

Christine Meachem filed outstanding curbstops accounts with the RMs of Aberdeen and Grant tax rolls.

SaskWater sent the final draft of Highway 41 Water Utility sales contract. It has been signed and returned to SaskWater.

A date for employee reviews is set for February 13, 2023.

Wayne Mason brought to the board's attention of the history of account #186 Calvin Mason (land location – SE36-36-03-W3). A curbstoep was requested by Hilda Mason when the Highway 41 pipeline project had begun (approximately 2009). A \$500.00 deposit was collected to secure the connection build onto the master construction plan. Hilda Mason died before the pipeline project and construction of the curbstoep install were completed. Curbstoep and service pipe into the house are completed. Hilda Mason's son, Calvin Mason, refused to pay for the cost of construction or acknowledge the agreement for service as there was no subscriber agreement signed. Neither easement agreement nor curbstoep fees have been collected as of 2023. It is a decision of the board that upon the sale of property, the current 'new subscriber fee' at time of signing should be paid and a new subscriber agreement signed if water services are requested from the utility.

Operator Report:

New laptop set up and data transfer is complete.

Blaine Tomolak showed updated mapping of the pipeline on Google Earth.

One meter assembly installed in January at a new house build in Bergheim Estates.

The Dodge truck was taken to Dodge City for a new fuel pump.

Planning meeting are now being held with the staff to determine priority projects and maintenance work to be completed. The Master Subscriber list is being redone by the staff to ensure accuracy with account information, locations of properties and curbstoeps.

Safety program is progressing with framework around legislation. Safety meetings have been held weekly with all staff to discuss timely safety topics.

Blaine Tomolak has been working with Stantec Engineering to discuss the impacts of Highway 5 construction in Phase 3 – twinning to Old 27 Road. There have been some line locating along Highway 5 as power poles are relocated around the St. Denis/Glenmaur area. Blaine Tomolak has also been in discussion with TMH Contracting to relocate the Truckfill tank flow control valves so that they may be serviceable within compliance of safety regulations. A cost estimate will be provided soon.

There is one new infill construction project so far for 2023.

The staff have been preparing for the annual WSA (Water Security Agency) waterworks compliance inspection.

H41/Town joint committee – No meeting to date.

Correspondence: None

Old Business: None

New Business:

Next Board meeting: February 16, 2023.

Meeting adjourned at 11:07pm by Rene Labrecque.

Signed by _____
Administrator

Approved by _____
Chairman