

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

Attendance:

- Rene Labrecque
- Mark Schaffel
- Rochelle Blocka
- Dale Cousin
- Christine Meachem
- Blaine Tomolak
- Myron Romanchuk
- Graham White

Rene Labrecque called the meeting to order at: 7:04 pm

Addition – deletions: none.

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

Minutes from last meeting: Changes to minutes: none, **Mark Schaffel** moved adoption of the minutes, **Rochelle Blocka** seconded; carried.

Financial Report as presented by Christine Meachem:

*Motion [Motion 40 – 2023] **Graham White** made the motion to accept the financial report as presented by Christine Meachem, **Dale Cousin** seconded, carried.*

*Motion [Motion 41 – 2023] to pay the bills: **Dale Cousin** made the motion to pay the accounts payables, **Myron Romanchuk** seconded, carried.*

Administrator’s Report as presented by Christine Meachem

Board Review – Daily Water Testing Logs and Saskatchewan Research Council (SRC) Testing

*Motion [Motion 42 – 2023] board read the Daily Water Testing and Saskatchewan Research Council testing log records: **Rene Labrecque** made the motion, **Dale Cousin** seconded, carried.*

Review of Accounts Receivable. Collections are going well as more accounts remain current. There is a 71% decrease in accounts in arrears of 90 days or more when comparing October 2022 to October 2023.

Safety Update – Presented by Mark Schaffel

Update on ‘Site Docs’. Christine Meachem, Mark Schaffel, and Rob Tutka watched a presentation via webinar from Site Docs. The webinar explained the uses and benefits of the program. The program will assist in not only improving our safety program and required documentation, but also in containing information about each subscriber account in one place. Such as, when work is done on location, needs to be scheduled, or a subscriber calls. All information can then be collected and documented in a centralized system that all employees can access. It was suggested to try Site Docs and re-evaluate its effectiveness in March 2024. All information inputted into the system remains the property of Highway 41 Water Utility and is transferable if we decide to terminate the program.

*Motion [Motion 43 – 2023] motion to subscribe to ‘Site Docs’ for Highway 41 Water Utility safety program database. \$600.00 set up, \$1,545.00/year. To review in March 2024; **Mark Schaffel** made the motion, **Rene Labrecque** seconded, carried.*

Emergency Response Plan is available for the board to review. The plan will be reviewed in detail at the next meeting in November.

Suggestions were made regarding the Christmas Party and Christine Meachem will send out a reminder email with suggestions in two weeks as it needs to be booked as soon as possible.

Bergheim Truckfill Expansion – presented by Blaine Tomolak and Rene Labrecque

The project would not affect the current year budget as it is considered a capital asset. The board voted to move ahead with the remaining items associated with the project. The purchase of the land, surveying the area, excavating, gravel, and levelling the area is underway.

Farm Pilot Project Update – presented by Blaine Tomolak

The Farm Pilot Project is to accommodate Agricultural producer subscribers to access more water on their yard site. The water is to flow through their metering assembly with additional storage on site. Blaine Tomolak will work with chosen subscribers on each phase who will design a storage and delivery system at the subscribers' cost; approximately \$15,000. Currently each subscriber has a 0.5 imperial gallon allocation. Subscribers on the Farm Pilot Project need an increase of flow rate/allocation. An increase by half gallon of flow rate is required. It is suggested that the money generated from the extra allocation for this project be used towards the Glenmaur and Lanwici Truckfill stations to increase the load out volume of water and decrease the load out time for our truckfill customers.

Maintenance Operator Report: Presented by Blaine Tomolak.

Four new infill projects to be completed this fall. There were new water service inquiries from eight interested potential subscribers for next year; nothing is confirmed. Bergheim truckfill project work is underway. The load out stanchion work has begun. Inside plumbing will be completed over the winter.



Truckfill water storage requests from growers that use Glenmaur station. Water will continue to be available until the weather forecast shows significant freeze. Lanwici and Glenmaur stations are still active until Sunday October 22.

There are four subscribers signed up for the 'On Farm Storage Pilot Project' and they are satisfied with the results.

H41/Town joint committee – No meeting to date.

Set the next board meeting on November 23rd, 2023.

Meeting adjourned at 9:15 by Rene Labrecque.

Signed by  Approved by 

Christine Meachem
Administrator

Rene Labrecque
Chairman