

Highway 41 Water Utility
Minutes of the Meeting held November 23, 2023
In Office Meeting, Aberdeen, SK

Attendance:

- Rene Labrecque
- Mark Schaffel
- Rochelle Blocka
- Dale Cousin
- Christine Meachem
- Rob Tutka
- Myron Romanchuk
- Graham White

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

Addition – deletions: none.

Adopt agenda: **Mark Schaffel** moved adoption of the agenda as presented, seconded by **Myron Romanchuk**; carried.

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

Financial Report as presented by Christine Meachem:

*Motion [Motion 44 – 2023] **Rene Labrecque** made the motion to allocate \$300.00 boot allowance per calendar year per maintenance operator, **Dale Cousin** seconded, carried.*

*Motion [Motion 45 – 2023] **Graham White** made the motion to accept the financial report as presented by Christine Meachem, **Dale Cousin** seconded, carried.*

*Motion [Motion 46 – 2023] to pay the bills: **Rene Labrecque** 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 47 – 2023] board read the Daily Water Testing and Saskatchewan Research Council testing log records: **Graham White** made the motion, **Dale Cousin** seconded, carried.*

Review of Accounts Receivable. Collections are going well as more accounts remain current.

Water rates are increasing from SaskWater (4.12%) and the City of Saskatoon (5.5%) January 1, 2024. The water utility will increase by 3.5%. The increase will be reflected in the January 2024 billing cycle with the utility. Christine Meachem will submit the necessary paperwork for the Saskatchewan Municipal Board upon approval of a board motion for the increase.

*Motion [Motion 48 – 2023] motion to accept Bylaw NO 04-2023, to fix the rates to be charged for the use and consumption of water, **Mark Schaffel** made the motion, **Dale Cousin** seconded, carried.*

Rene Labrecque and Christine Meachem scheduled a preliminary budget meeting for December. Board budget meeting to take place in January 2024.

New jackets and hats for the Maintenance Operators have been received. The new clothing should help identify the operators to our subscribers and workers on job sites. New identifying truck decals have been applied to the Chevy truck and are booked to be completed on the Dodge truck next week. New door hangers have been created by Christine Meachem to aid new subscribers to easily find contact information for the office, setting up new accounts, and for emergency calls.

A \$30.00 gift basket donation was made to the RM of Aberdeen. The staff and board Christmas Party has been booked for December 9th at Champetre County.

Christine Meachem is researching assistance for utilizing the Information Services Corporation (ISC) online web portal as new Easements are to be completed soon for our new infill subscribers.

Christine Meachem has inquired with Sasktel regarding Cyber Security. We currently have Bitdefender as an anti virus and firewall program and Radish Networks at Innovation Place for daily backups. It is possible that we may change providers upon receiving more information from Sasktel.

Bergheim Truckfill Expansion – presented by Rene Labrecque

Rene Labrecque and Blaine Tomolak have completed installing the safety posts, picking rocks, levelling the area around the truckfill station, and drilling holes for rebar and concrete for the Truckfill pad. The pad was ready for the water tanks; they were installed in October. The stanchion arm is now installed next to the pumphouse. Blaine Tomolak is looking at doing the inside work at the pumphouse over the winter months. Dale Cousin to review the system at the pumphouse to evaluate and offer advice on system upgrades or improvements.

Cyber Security – by Mark Schaffel

Sasktel has a cloud-based backup system with added cyber security. They are certified and endorsed by the Saskatchewan government. Christine Meachem has contacted Sasktel and waiting for a response from their Cyber Sales Department.

Safety Update – Presented by Rob Tutka

Update on 'Site Docs'. Setting up Site Docs has been quite easy. Rob Tutka has been creating new forms, downloaded the app and learning the system. The online and phone support has been very helpful. By January meeting there should be more information entered into the system to give a proper demonstration to the board.

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

Maintenance Operator Report: Presented by Rob Tutka.

Three new infill projects have been completed for 2023. Area of work on the Bergheim Truckfill station will be focused on plumbing, electronic controls design, and wiring over the winter months. The load out speed increase project at Laniwci and Glenmaur pumphouses to also commence over winter months. Storage tanks at outside truckfill stations were emptied before freezing temperatures and no water was dumped as they were emptied by local growers.

H41/Town joint committee – No meeting to date.

Set the next board meeting on January 25th and January 18 (Budget), 2023.

Meeting adjourned at by Rene Labrecque.

Signed by  Approved by 
Christine Meachem Rene Labrecque
Administrator Chairman