

Highway 41 Water Utility
Minutes of the Meeting held February 15, 2024
In Office Meeting, Aberdeen, SK

Attendance:

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

Rene Labrecque called the meeting to order at: 7:04 p.m.

Addition – deletions: none.

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

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

Financial Report as presented by Christine Meachem:

*Motion [Motion 5 – 2024] **Rochelle Blocka** made the motion to accept the financial report as presented by Christine Meachem, **Rene Labrecque** seconded, carried.*

*Motion [Motion 6 – 2024] to pay the bills: **Dale Cousin** made the motion to pay the accounts payables, **Rochelle Blocka** seconded, carried.*

Administrator's Report as presented by Christine Meachem

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

*Motion [Motion 7 – 2024] board read the Daily Water Testing and Saskatchewan Research Council testing log records: **Graham White** made the motion, **Myron Romanchuk** seconded, carried.*

Review of Accounts Receivable. Collections are going well as most accounts remain current. Christine Meachem contacted the Credit Bureau regarding difficult collections. There is no minimum to send to collections, however, any amount under \$100.00 can not be reported to Equifax and Transunion after 30 days of non collection. The credit bureau fee is 35% of total collected and zero for non-collections.

A meeting with the auditor has been scheduled for March 12th, 2024. Christine Meachem to provide the necessary paperwork to commence the audit. Christine Meachem contacted SGI regarding cyber insurance. To increase to a \$100,000 limit the annual premium would be \$155.00. To increase to a \$250,000 limit the annual premium would be \$236.00. The Administrator is waiting for a response from Sasktel regarding their Cyber security options.

*Motion [Motion 8 – 2024] board made a motion to increase the cyber insurance coverage to \$250,000, with an annual premium increase of \$236.00: **Dale Cousin** made the motion, **Rene Labrecque** seconded, carried.*

Christine Meachem emailed our RBC Investment Advisor regarding setting up a savings account for a contingency fund. This should be done within the next week.

Badger Meters responded to the Administrator regarding activation and online readings charges to new meters ordered. Charges do not start incurring until 6 months after delivery of the endpoints, or once endpoint is activated and communicating to the cellular network. This may affect how many badger meters the utility keeps in stock.

The WCB would like to arrange a meeting with the board for a 45 presentation regarding the guidance their organization can offer with the utility's safety program. Meeting to be scheduled for the next board meeting in March.

Discussion regarding Truck Purchase – Presented by Rene Labrecque

Rene Labrecque purchased a Chev Colorado in Prince Albert this month to replace the Dodge truck. Many locations and trucks were researched for best value and resell value prior to purchase. The Dodge was sold for \$9,000.00; approved by board email vote.

Safety Update: Presented by Rob Tutka

SiteDoc's implementation is going well. Rob Tutka gave a demonstration on our Site Docs App; explaining how to fill out incident reports, daily truck checklists, etc.

Maintenance Operator Report: Presented by Blaine Tomolak

The Water Security Agency annual audit of Highway 41 Water Utility was February 6th with Blaine Tomolak, Rob Tutka, and Lee Rheinhart. Lee Rheinhart reviewed documentation, water testing equipment, quality control practices, and sample collections. The water utility audit went well, and the Drinking Water Annual Notice will be sent out to subscribers the first week of March.

The minimum cost for water service is now \$22,000 as costs increase and the City of Saskatoon levy charge is now \$2909.70.

There are two confirmed infills for spring – one on Ike Thiessen Road and another in Strawberry Hills.

Pumphouse upgrades have begun as most of the parts and supplies required have arrived. The pipe size will increase from 2.5" to 3" with a 120 to 240 gallons per minute pump upgrade. Laniwci pumphouse upgrade has begun this week. Electronic controls are being built at the Bergheim pumphouse as well.


H41/Town joint committee – Christine Meachem contacted the town Administrator and a proposed date of March 11 or 19, 2024 was suggested. A meeting date to be confirmed within the next couple weeks.

Set the next board meeting for March 19, 2024 after the proposed town meeting.


In-camera at 9:00 p.m.

Set Employee reviews for 2024.

Meeting adjourned at 10:30 p.m. by Rene Labrecque.

Signed by 

Christine Meachem
Administrator

Approved by 

Rene Labrecque
Chairman