

Highway 41 Water Utility
Minutes of the Meeting held June 13, 2024
In Office Meeting, Aberdeen, SK

Attendance:

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

Rene Labrecque called the meeting to order at: 7:05 p.m.

Addition – deletions: Add Bergheim title update.

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

Minutes from last meeting: Changes to minutes: Change date from 2023 to 2024 on the header and on page 2 when discussing SaskPolytech., **Rochelle Blocka** moved adoption of the minutes, **Dale Cousin** seconded; carried.

Financial Report as presented by Christine Meachem:

*Motion [Motion 15 – 2024] **Graham White** made the motion to accept the financial report upon changing the yard/building repair maintenance account name to equipment repair maintenance, as presented by Christine Meachem, **Dale Cousin** seconded, carried.*

*Motion [Motion 16 – 2024] to pay the bills: **Rochelle Blocka** made the motion to pay the accounts payables, **Graham White** seconded, carried.*

Administrator’s Report as presented by Christine Meachem

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

*Motion [Motion 17 – 2024] board read the Daily Water Testing and Saskatchewan Research Council testing log records: **Mark Schaffel** made the motion, **Rene Labrecque** seconded, carried.*

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

Christine Meachem reviewed the draft audited financial statements from Jensen and Stromberg. The final signed copy will not be available for the AGM scheduled for next week, however, there will be copies of the draft.

An asbestos inspector from Prairie Asbestos was hired from the Town of Aberdeen and the RM of Aberdeen. The inspector visited the Highway 41 Water Utility office. Prairie Asbestos wrote a letter explaining that testing was not necessary as no asbestos is expected in a building of this age. The office building was built in 1994, as per town building permits. The letter, along with photos, was forwarded to the auditor as proof of the utilities due diligence towards fulfilling the Asset Retirement Obligations through Public standards accounting. The auditor believes that the information provided is sufficient and will be kept on file.

*Motion [Motion 18 – 2024] board reviewed the draft audited 2023 financial statements. Motion to accept the draft audit: **Rene Labrecque** made the motion, **Graham White** seconded, carried.*

Graham White will be stepping down as a Board member at the AGM next week and Dale Cousin’s term has finished. Therefore, two members at large will need to be voted to the Board at that time.

Maintenance Operator Report: Presented by Blaine Tomolak

The Truckfill load-out increase projects at Laniwci and Glenmaur are complete and operational. Load-out has increased from 138 IPGM to 190 to 226 IPGM. Pump and drive motor size both increased, along with an increase to the pump inlet

and outlet lines from 2.5" to 3". There have been no reported problems with the increase and Truckfill customers have commented about shorter wait times. The Bergheim Truckfill expansion project is also complete and operational. The title has been set up for Bergheim Truckfill land transfer with ISC through lawyer John Rozdilsky by Rene Labrecque.

The four new infill projects have been completed; one metering assembly has been installed as we are waiting for the remaining homes construction to be completed. The RM of Aberdeen will be notified of project completion so that the site can be inspected and the deposit of \$5000 can be returned to Highway 41 Water Utility.

There was discussion regarding an infrastructure dividend bylaw. This subject is tabled until next meeting.

There was discussion regarding the Highway 5 twinning project. Construction of the highway will require the pipeline to be relocated. SaskWater engineers are constructing a plan in order to complete the project as soon as possible. All route plans and costs are preliminary at this time.

There was discussion regarding hiring another Assistant Maintenance Operator. The HR committee will peruse the resumes received by Christine Meachem and set up interviews in the next two weeks.

Safety Update:

Rene Labrecque has reviewed and signed the *Highway 41 Water Utility, Organizations Health and Safety Policy* booklet. There have been no safety issues to report.

Next meeting scheduled is the AGM next week on June 18th, 2024.

Next Board meeting is scheduled for July 25th, 2024.

Meeting adjourned at 10:40 p.m. by Rene Labrecque.

Signed by  Approved by 
Christine Meachem **Rene Labrecque**
Administrator Chairman