

Highway 41 Water Utility (H41WU)
Minutes of the Meeting held August 22, 2024
In Office Meeting, Aberdeen, SK

Attendance:

- Rene Labrecque
- Dale Cousin
- Christine Meachem
- Myron Romanchuk
- Mark Schaffel
- Dave Tamney
- Blaine Tomolak

Rene Labrecque called the meeting to order at: 6:55 p.m.

Addition – deletions: none.

Introduction of Guest Speakers from SaskWater – Greg Pohler, Julien Hunt, Cam Arnold, Marty Colwell (via phone)

Discussion regarding the Highway 5 Construction project. It's important to make the system work for any future growth. Therefore, SaskWater needs to gather information of water usage/volume in the area to properly plan. It is important to have the pipeline in place before the Ministry of Highways (MOH) can begin their work. Water allocation for H41WU will have to come closer to the actual amount of water used; the higher volume and flow rates do increase the minimum purchase requirement as per contract between SaskWater and H41WU. Some suggestions were to review flow controls and explore implementing reservoirs. H41WU could also employ an engineer to explore optimizing the flow control during certain times of the day – SaskWater needs these numbers in order to complete their plan for the new work being done. A decision will also need to be made very soon if any changes are to be made regarding the minimum usage charged to H41WU from SaskWater.

Exit of Guest Speakers at: 8:30 p.m.

Adopt agenda: Dale Cousin moved adoption of the agenda as presented, seconded by Dave Tamney; carried.

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

Financial Report as presented by Christine Meachem:

Motion [Motion 24 – 2024] Dale Cousin made the motion to accept the financial report as presented by Christine Meachem, Rene Labrecque seconded, carried.

Motion [Motion 25 – 2024] to pay the bills: Mark Schaffel 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 26 – 2024] board read the Daily Water Testing and Saskatchewan Research Council testing log records: Myron Romanchuk made the motion, Rene Labrecque seconded, carried.

Review of Accounts Receivable. There are a few accounts with amounts over 90 days. Overdue notices have been sent and collections are going well.

Christine Meachem will be on holiday from September 4 – 12, immediately following billing.

Christine Meachem investigated computer costs to replace the office laptop through MuniSoft. The quote reflected pricing on a new laptop, in-person data transfer, and antivirus software with a cost of \$2,157.00. Alternatively, MuniSoft

can view and set up the system remotely, lowering the total cost to \$1,638.00. Other store pricing was comparable with the faster laptop model.

*Motion [Motion 27 – 2024] motion to purchase laptop from MuniSoft with a remote setup: **Dave Tamney** made the motion, **Myron Romanchuk** seconded, carried.*

Christine Meachem spoke with Chris Donald from Robertson Stromberg Law regarding the Town of Aberdeen pumphouse agreement with H41WU. Christine Meachem began a first draft of the agreement and then sent it to Rene Labrecque to peruse. Once the content is written, a draft will be sent to the Board for additions or deletions. Christine Meachem will then forward the document to Chris Donald to make the necessary changes and present to the Town of Aberdeen.

Discussion regarding the Infrastructure Dividend continued from previous meeting. Dave Tamney continued working on the new Bylaw. Christine Meachem edited this new version and presented it to the Board. Christine Meachem sent an email to three other rural utility organizations. They did not have any examples to share, as they do not have an Infrastructure Dividend offered to their subscribers.

*Motion [Motion 28 – 2024] motion to accept Infrastructure Dividend Bylaw 1-2024: **Dave Tamney** made the motion, **Myron Romanchuk** seconded, carried.*

Maintenance Operator Report: Presented by Blaine Tomolak

Blaine Tomolak has time in lieu to take off, but has not been unable to utilize due to busy summer. Garnet Siemens infill was finished on August 21. Ground settling at Timo Janzen and Manfred Arnolds was levelled. There have been some minor subscriber visits to sort out meter assembly adjustments.

Kevin Moulds has been doing daily testing, weekly sample collection, and small job requests – his time is approximately 40 hours every two weeks. Don Blocka and Jason Armbruster have been doing weekend testing on rotation.

Highway 5 Relocation Project

SAL Engineering has reviewed the designed changes from SaskWater and agrees that the new design will meet H41WU water needs. SaskWater indicated costs associated with H41WU relocation, in their cost estimates, to the Ministry of Highways (MOH). The H41WU negotiation team is to work with SaskWater to confirm the steps and money necessary to complete negotiations with the cost sharing agreements with MOH and how to move forward with construction.

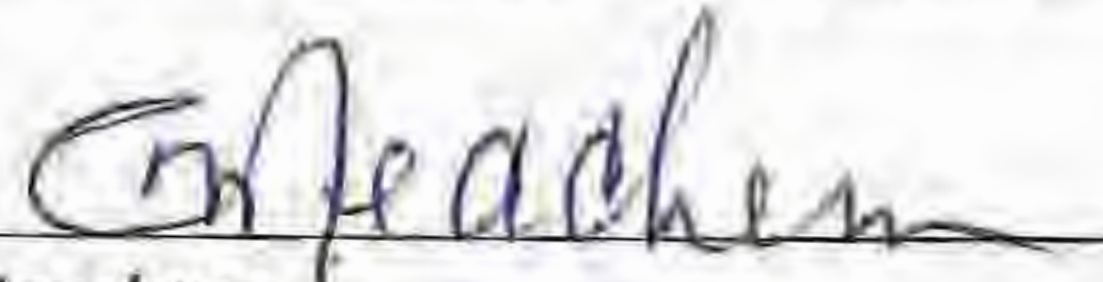
Easement agreements need to be identified and collected for infrastructure relocation. MOH will identify and mark new property lines along construction. SaskWater will construct their re-design plan over this winter into spring - service disruption and tie-ins into the new infrastructure to begin in spring of 2025. H41WU contractor to begin work this fall (2024) to install the 6" pipe from Highway 316 to Old 27 Road.

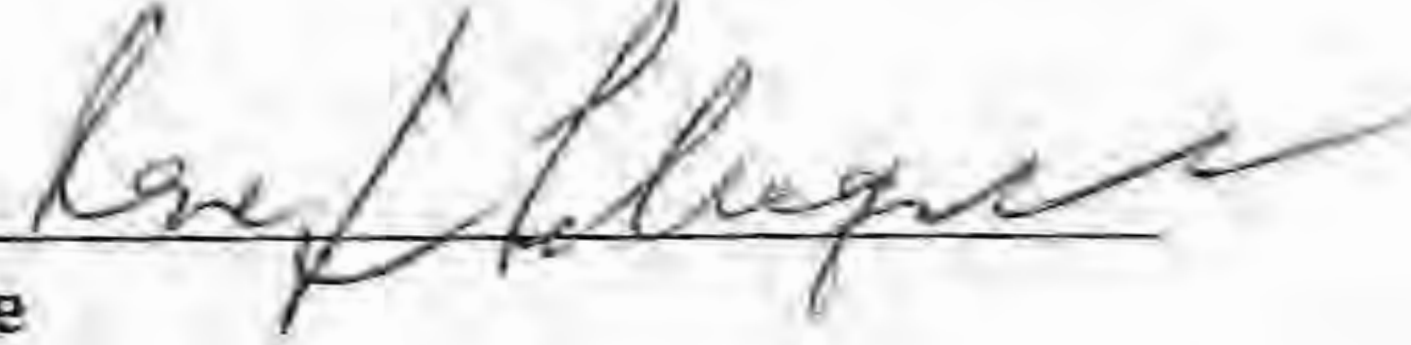
Safety Update: by Mark Schaffel and Christine Meachem

A safety meeting was held Aug 14th, 2024. Kevin Moulds has signed up for a First Aid course with Regan Crocker in Aberdeen on September 7, 2024. Christine Meachem called the RM of Aberdeen office and they are not hosting any First Aid classes until next year. Lights at the pumphouses have been checked and replaced if necessary. First Aid kits will be purchased for each truck. The Colorado truck has been booked to be stickered with H41WU identifying decals. Hats with H41WU logo will also be ordered by the end of the month to better identify casual staff to subscribers or truckfill users. Kevin Moulds has been set up in Site Docs in order to access truck maintenance logs. There have been no safety issues to report.

Next Board meeting is scheduled for September 26, 2024.

Meeting adjourned at 10:35 p.m. by Rene Labrecque.

Signed by 
Christine Meachem
Administrator

Approved by 
Rene Labrecque
Chairman