

Highway 41 Water Utility (H41WU)
Minutes of the Meeting held November 21, 2024
In Office Meeting, Aberdeen, SK

Attendance:

- Rene Labrecque
- Rochelle Blocka
- Dale Cousin
- Christine Meachem
- Myron Romanchuk
- Mark Schaffel
- Dave Tamney

Rene Labrecque called the meeting to order at: 7:06 p.m.

Addition – deletions: none.

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

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

Financial Report as presented by Christine Meachem:

Motion [Motion 32 – 2024] Dave Tamney made the motion to accept the financial report as presented by Christine Meachem, Rene Labrecque seconded, carried.

Motion [Motion 33 – 2024] to pay the bills: Dale Cousin made the motion to pay the accounts payables, Rene Labrecque seconded, carried.

Administrator's Report as presented by Christine Meachem

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

Motion [Motion 34 – 2024] board read the Daily Water Testing and Saskatchewan Research Council testing log records: Dale Cousin made the motion, Mark Schaffel seconded, carried.

Review of Accounts Receivable.

Overdue notices have been sent, and collections are going well. Letter for overdue curbstops reminders will be sent out at the end of November.

Christine Meachem set up a new insurance company for the Employee Benefits. Manulife has supplied a contract for \$684.62 per month, guaranteed till May 2027 with no premium increases. Victor Insurance released H41WU from their current contract as of November 30th, 2024.

The Town of Aberdeen has signed the licence agreement for the Aberdeen Pumphouse with a licence commencement date of November 1st, 2024. However, the responsibility of the pumphouse will remain with the Town of Aberdeen until the new pumphouse is built and all equipment is decommissioned in the old pumphouse. The Town of Aberdeen reimbursed H41WU half the costs of the licence agreement legal fees.

Christine Meachem booked the Christmas Party for November 29th at Champetre County.

The new laptop for the office arrived and was sent to the Munisoft office in Regina November 8th to transfer the Munisoft accounting data properly. The remaining programs and devices were manually uploaded by Christine Meachem. The new computer is functioning properly and considerably faster than the previous laptop. Munisoft has a new General Ledger platform and will install and train Christine Meachem on its use sometime in 2025; date not yet determined. There will be a one-time charge for the program and training of \$450.00.

H41WU - Part 1 of the Highway 5 Infrastructure Relocation Project is complete and Christine Meachem billed the Ministry of Highways for half of the project cost. The total for reimbursement is approximately \$90,000.00.

There were six new infills for 2024. All infills have been paid in full. There were 31 new Truckfill accounts in 2024 as compared to 24 in 2023.

Maintenance Operator Report: Presented by Paper Copy in Blaine Tomolak's absence.

There were 29 line locate requests completed in October and November as construction season closes.

The Laniwci Truckfill East drop hose was damaged and replaced on October 7th. The West load-out supply pipe was replaced due to a leaking joint on November 7th.

The Truckfill outside storage tanks were to shut down on October 1st, but there were multiple requests from local farmers to keep the tanks available until the end of October. There were concerns from Truckfill users about storing water until farmers are done their field work, therefore, perhaps the utility could explore using heat tape and insulation to extend the storage season.

The Bergheim pumphouse 6" PVC joint pipe leak was completed on October 22nd by TMH Electrical. The Water Security Agency gave instructions on sanitation and water quality monitoring. Upon completion, all water quality sample results tested negative presence for bacterial growth. Two more leaks had developed at the Bergheim Pumphouse, therefore the check valves were replaced November 18th and the leaking PVC joint was repaired with PVC adhesive. The second leak will be repaired at the beginning of December.

The leak repair at the Glenmaur Pumphouse will require TMH Electrical to do the repair, which will take place in the first part of December. A siphon breaker foot valve was installed on November 14th as there were concerns regarding overflow of the hose at the end of a fill. There was a calibration check on November 7th and the correct amount of water was delivered by the system.

Blaine Tomolak has arranged a training session with the Badger meter system for the staff in the new year. Date to be determined.

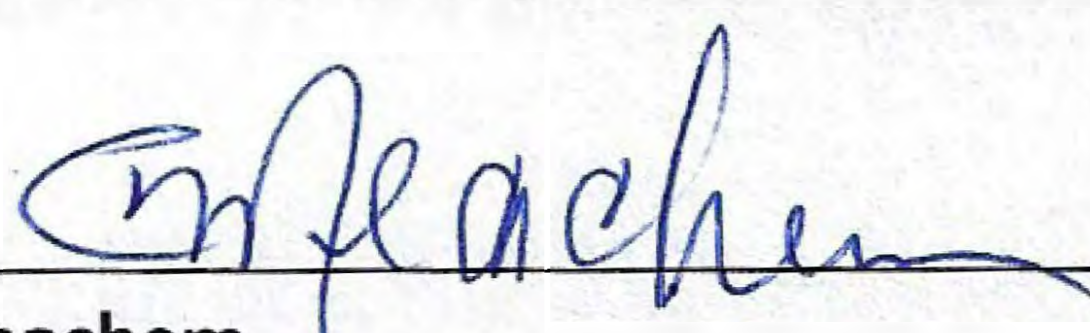
Safety Update: by Christine Meachem

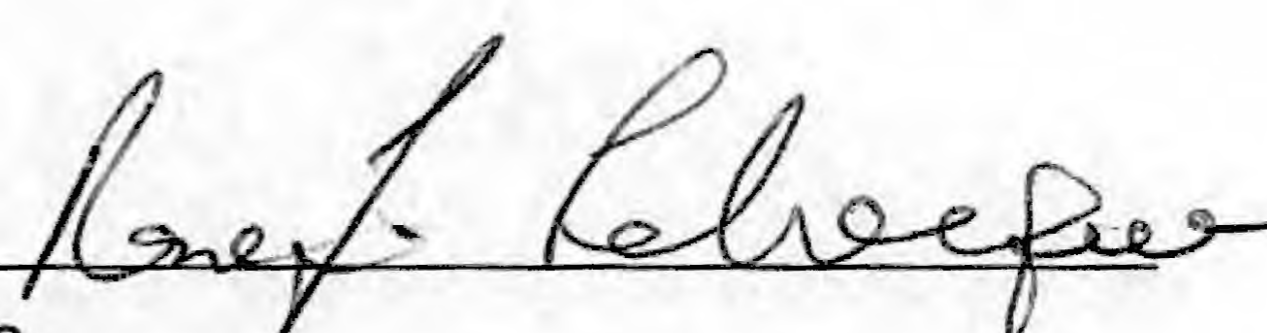
There have been no safety issues to report.

Next Board meeting is scheduled for, January 23rd, 2025.

Hr meeting and employee reviews are scheduled for January 22nd, 2025.

Meeting adjourned at 9:22 p.m. by Rene Labrecque.

Signed by 
Christine Meachem
Administrator

Approved by 
Rene Labrecque
Chairman