**South Yellowhead Water Corporation**

**Annual AGM**

**May 24 2015**

Call Meeting to Order 7:00pm

In Attendance : Barry Pearson, Don Uhrich, Kevin Felts, Christine Felts, Steve Fortowsky, Jim Appelt, Irvin Heuchert, Randy Heuchert, Pat Lawson, Murray Hidlebaugh, Moe Offtebro, Percy Schindel, Warren Beatch, Doug Carman

Approval of Agenda

Approval of Minutes as read – **ACCEPTED**

MOTION – To amend the financial report of last years minutes to direct HVB to follow the procedure of Notice to Reader **MOVED – BARRY / SECONDED – PAT / ALL IN FAVOR of past minutes as amended – ACCEPTED**

**BUSINESS ARISING**

**1)** Questions from last years meeting in regard to water usage at the airport – Was never really looked into but numbers seem normal – Barry and Randy may investigate this year since it is up for sale

**2)** WATER BILLING – Each quarter there is approximately 1/3 of all customers not phoning or sending in their water readings. This then means they have to be estimated for billing purposes. We need to consider consequences and once a year also have a reading done by a board member. We also need to look at accounts in arrears and have consequences in regards to that.

MOTION – Custom meter readings will be done for those who refuse or are unable to at a cost of $50 which will be charged to the customer’s bill and in turn be paid out to whomever is doing the readings. **MOVED – STEVE / SECONDED – DOUG / ALL IN FAVOR – ACCEPTED**

**3)** Transfer of title and meter readings must be done with parcel #’s and not land description as before.- For operations side only.- Also without a curb stop on the property there is no guarantee of water for the land if it is sold. It is currently being investigated by Barry to find out what SASK WATER has guaranteed us for flow and pressure. Membership also needs to be advised as to water availability.

MOTION – Find out restrictions and capabilities of Sask Water with our existing system. **MOVED – DON / SECONDED – MURRAY / ALL IN FAVOR – ACCEPTED**

**FINANCIAL STATEMENTS**

**1)** Review of audited financial statement **MOVED – MURRAY / SECONDED – DON / ALL IN FAVOR - ACCEPTED**

**2)** In the next two years Sask Water is doing a price increase of 7% a year on cost of water. To cover this change we need to implement some price increases also. In 2015 we will raise the water price to $13.20/1000gal and in 2016 it will be increased to $14.60/1000gal. The admin fee will also be increased to $25 due to cost to take online payments and other admin expenses.

MOTION - The new increases will take place in 2nd quarter this year. **MOVED – BARRY / SECONDED – STEVE / ALL IN FAVOR – ACCEPTED**

**3)** We will be setting up Telepay for payment of bills. This will be available by 3rd quarter for sure and quite possibly by 2nd quarter. Your account # will be on the top of your invoice to pay online.

**4)** Questions arose about individual Capitalization. The individual members Capital Investment is presently estimated at $10,000.

**5)** MOTION – HVB is to be retained to review our financials and the Corporation moves to dispense with Information Services Corporation’s requirements to have an audit or review completed on our financial statements for 2015 and instead to engage HVB Chartered Accountants Prof. Corp. to provide a Notice To Reader report on our 2015 financial statement. **MOVED – MURRAY / SECONDED – RANDY / ALL IN FAVOR – ACCEPTED**

**6)** MOTION – To accept the financial statement as presented. **MOVED – MURRAY / SECONDED – BARRY / ALL IN FAVOR - ACCEPTED**

**OTHER BUSINESS**

**1)** Water Question- Has there been excess chlorine or changes to the water? Some notice in taste – as far as we know Sask water has not done any changes and the water was just tested and everything came back good

**2)** Curb Stops – The corporation owns the curb stops so if problems arise we are responsible for maintaining them and fixing them. So who knows where they are all located and who checks them

MOTION- There should be a yearly audit done on the mainline valves and sketches on file of where they are all located. Barry, Randy and Steve have said they will be responsible for doing this job. **MOVED – MURRAY / SECONDED – KEVIN / ALL IN FAVOR – ACCEPTED**

Motion – Look at purchasing a clamp to close off the line in case of a water main break. Steve was going to do this **MOVED – STEVE / SECONDED – DOUG / ALL IN FAVOR – ACCEPTED**

**3)** WEBSITE –The website has been up and running for a year now. Randy has kept it up and paid for the first year. He is to send in invoice and it will be reimbursed by the water board. The website address will also be added to the invoices when sent out. Randy sent an email to Myra and Barry will follow up with this to make sure it is done. Also add to website a reference on how to clean and care for water tanks on a yearly basis.

**4)** Barry sent out an outline in an AGM review. We need to fill empty board positions and we need our membership to show interest in their investments which is the water line.

**5)** Question arose as to how many other water pipelines there are in this area. Is it possible to meet with other boards to see how their systems work and if there are things we should change when it comes to our membership. There is a group called Sask Pipeline Association which we used to be part of but fees were high and we did not find any use of the membership. Maybe can meet again and see how to deal with some of our problems that arise. – Left open to discuss at a later date.

**6)** We need information put in a newsletter or onto the webpage as to the board DOES NOT guarantee water to any property without a curb stop. Customers selling their land must first speak to board before committing to water delivery to new customers. This needs to also be updated in the bylaws and constitution.

**NOMINATIONS**

President – Percy Schindel

Vice President – Barry Pearson

Treasurer – Murray Hidlebaugh

Director – Randy Heuchert

Director – Warren Beatch

Secretary – OPEN

MOTION – All positions remain the same except secretary which needs to be filled. The possibility to hire this position as needed will be an option. **MOVED – DOUG / SECONDED – PAT / ALL IN FAVOR – ACCEPTED**

**DELINQUENT ACCOUNT PROCEDURE**

MOTION – Within 60 days of ¼ ( billing cycle) a notice to be sent out with a 10 day payment or disconnect. This will then be done within 4 days of the notice being ignored. There will be a reconnect fee of all arrears and $200 dollars. There may also be a deposit required of 1 -2 months of billing. This needs to be looked over by Bill Wardell and all expenses in regards to lawyer’s fees and legal requirements for rural areas will be covered by board. **MOVED – MURRAY / SECONDED – DOUG / ALL IN FAVOR – ACCEPTED**

**OTHER BUSINESS**

MOTION – Yearly audit of water meters, curbstops, and water main valves. This will be done no later than September and Randy, Steve or Doug will be responsible for this. There will be a $1000 payment made to the member or members who do this out of the maintenance account. (Amount of $1000 split according to how many members do the job) A picture must be taken of reading and meter at each site as a verification tool so no disputes may arise from members at a later date. **MOVED – CHRISTINE / SECONDED – STEVE / ALL IN FAVOR – ACCEPTED**

Transfer Agreements need to have a phone # and property info. This agreement should be put on web page so it can be printed by member upon sale of property and a contact of who to call to come do final meter readings and transfer of water lines. The forms then need to be sent into treasurer and Myra for change of info so at later date there is no confusion of who is living in what property. Murray is presently developing a Transfer Agreement document and will review it with Bill Wardell.

MOTION – NEW Water Supply Application and Agreements need to be drawn up for the corporation. They must have percentages and payment schedules for new members requiring water connects. They must also state what our board requirements are for construction and that our approval is needed upon completion. There must also be prices put in as to how much it will cost to become a member of the water corporation. What the members obligations and commitments are upon becoming a new hook up on the line. All of this must be checked with Bill and all lawyer’s fees will be paid by the board. **MOVED – BARRY / SECONDED – KEVIN / ALL IN FAVOR – ACCEPTED**

Meeting Adjourned at 9:30pm **MOVED – PERCY / SECONDED – STEVE / ALL IN FAVOR – ACCEPTED**