

South Yellowhead Water Corporation
Annual General meeting Minutes
Meeting Location: Floral Community Centre
April 30, 2017

Attendance: Percy Schindel, Barry Pearson, Randy Heuchert, Doug Carman, Warren Beach, Moe Offebro, Pat Lawson, Steve Fortowsky, Elise Gignac.

Meeting called to order at 3:07pm

1. Chair: Percy Schindel Minutes by: Barry Pearson

2. Approval of Agenda:

Motion: That Agenda be approved: Move/Second: Pat/Moe **Carried**

3. Minutes of 2016 were read: An error was noted in the recorded number of services that our water system can support. The total number of services our present water system can support is 50 and not 56 as noted in the minutes.

Motion: Move that minutes of 2016 AGM be approved as amended:

Move/Second: Percy/Doug **Carried**

4. Collection of Outstanding water Bills in Cases of Land Ownership Transfers:

The Water Corporation has experienced difficulties in collecting unpaid water bills owed by members who sell their property.

- In some cases the Board is not made aware of sale transactions until several months after the transfer date.
- Consequently we are unable to locate the seller or
- Have not been able to have the water metre read on the land transfer date to determine the proportions owed by the seller and the buyer.

To solve this problem, the Board drafted a motion thereby making the new owner responsible for any outstanding water charges left by the previous owner, where the Seller and Buyer have not determined the responsibility of each parties share at the time of the sale.

Discussion followed:

- Members of the meeting questioned the legality of enforcing the proposed motion making the Buyer responsible for outstanding payments owed by the Seller.
- A new motion was proposed that should solve the legality of enforcing outstanding amounts owed by Sellers.
- It was suggested that the motion should appear prominently on the next quarterly billing to make all subscribers aware of their financial responsibility in settling water bill when finalizing a land sale.

Motion: The Seller is responsible to advise the Buyer of all outstanding charges inclusive of the billing period in which a sale of property is completed in order that water cost sharing can be negotiated. This motion will serve as an Addendum to all existing and future "Transfer of Subscriber Water Supply Agreement" as well as the "Subscriber Water Supply Agreement" signed by the original Subscriber.

Move/Second: Doug/Elise **Carried**

5. Assessment and Repair of Curb Stops:

An inspection of all Water Main Valves and Curb Stops was carried out on July 29th, 2015 by Randy and Barry. Five curb stops were found to be inoperable due to plugging with dirt. These were repaired by Senger Trenching on June 9th and 10th, 2016 at a cost of \$1,386.00. Previous inspections of Main Valves and curb stops were carried out on Sept 30, 2006, and July 28, 2004.

It was recommended that the Water Main Valves and Curb Stops should have a regular inspection schedule.

Motion: Water Main Valves should be inspected and turned on a yearly basis and curb boxes inspected and turned every 4 years. Repair or replace Marker posts where necessary.

Move/Second: Steve/Percy **Carried**

6. Financial Report:

.1 Telpay:

A reminder that Telpay can be used as a convenient electronic payment system for subscribers to pay their water bills. Computer set-up instructions for Telpay are available on the SYWC website.

.2 Notice to Reader:

A review of the 2016 financial statement was circulated to the members present and each category was reviewed. It was stated that preparation of a "Notice to Reader " by HVB Chartered Accountants Professional Corporation is much less expensive than preparing a full audited statement but is still acceptable for submitting our annual financial state of affairs to the Provincial Government.

Major highlights of the statement is that the cash in the bank matches the statement and that there is \$55,000 in the maintenance fund. Capital assets of the corporation is \$440,000 and we have a positive bottom line.

Motion: To accept the Financial Statement as prepare by HVB Chartered Accounts Professional Corporation and as reviewed and presented at this meeting:

Move/Second: Pat /Percy **Carried**

.3 2017 Financial Statement:

The Treasurer requires a motion to engage Accountants for the 2017 Financial Statements.

Motion: To engage HVB Chartered Accountants Professional Corporation to provide Notice to Reader for our 2017 financial statements. **Carried**

.4 Water Rates:

SYWC receives its water from SaskWater who in turn purchases it from the City of Saskatoon. The City of Saskatoon recently raised its water charges as of May 1st by 9.5% in 2017 and will increase by an additional 9.25% in 2018.

SaskWater has advised that SYWC water rates will increase by corresponding percentages beginning on May 1st of both of these years. This amounts to an increase of \$1.16 per thousand gallons for SYWC users in 2017. The Board will not be implementing this increase to SYWC subscribers until The July – September billing period.

Motion: to increase water consumption price by \$1.16/1000 gallons from the existing rate of \$14.60/1000 gallons to \$15.76/1000 gallons related to the SaskWater increase. The SYWC increase will be in effect beginning in the third quarter billing (July-Sept.). A new rate will be set for 2018 at the 2018 AGM.

Move/Second: Steve/Randy **Carried**

7. Board Nomination:

Categories:

President

Vice President

Secretary

Treasurer

Director

Director

Incumbents:

Percy Schindel

Barry Pearson

(position not filled)

Murray Hidlebaugh

Randy Heuchert

Warren Beatch

Motion: Move to approve executive:

Move/Second Pat/Steve **Carried**

8. New Business:

.1 Remote Reading Meters report:

The Board decided to investigate the possibility of installing remote read out water meters. It is felt that the existing meters may begin to wear out and will require cleaning, repair and recertification, or replacement.

Discussion:

- Randy and Barry visited Corix which is a supplier of Sensus remote read-out water meters. An advantage of the Sensus meter is that it has no moving parts that could wear out. It also could be wired so that the Meters could be read remotely from a vehicle driving down the road with a computerized receiving unit in the vehicle. Using sophisticated equipment customer water metre readings could be downloaded directly into a water billing file.
- Although final cost details were not available at this time discussion centered on the high initial capital cost estimates for purchasing the equipment and software needed to install such a system. In addition, higher costs for reading the meters would result

as a drive-by of each household would be required. The general consensus was that remote meter readout system may not be suitable for our small water system at this time.

- Also mentioned was that there may be possible health hazards related to the pulses emitted from the meters although further investigation would be required to confirm this.
- Decided not to proceed at this time

.2 Delinquent accounts:

The Board has been enforcing our Delinquent Account Policy which has resulted in an improvement in outstanding water bill accounts. Notices have been forwarded to delinquent account Subscribers by email rather than using Registered Mail and has resulted in successful follow-up payments.

.3 Water Quality:

Randy reported that water quality testing results are good and within required standards. Chlorine content levels are good. Two bacteria tests are performed monthly and results are good.

9. Meeting Adjournment:

Motion to adjourn the meeting at 4:45 PM.

Move/Second: Percy/Steve **Carried**