

**Crystal Bay Sunset (CBSS) Public Utility Board (PUB)  
Minutes of Annual General Meeting (AGM) – May 18, 2014**

**1. Call to order**

- Pearl Morrison called the meeting to order at 12:15 with approximately 56 cabin owners in attendance. Pearl introduced Board members Ray Swayze, Ian Carleton and Teresa Popowicz, Evelyn Bloom is the RM councilor appointed to our board and the RM appoints Ray. Starla Denny is the new Secretary-Treasurer. Darlene Chmelyk is taking minutes.
- Pearl acknowledged the passing of John Ramsay who was one of the original team who established our water system and was Secretary-Treasurer for 7 years.
- Lillian Banks, PUB Secretary-Treasurer for the past 6 years, has resigned. Pearl thanked her for her years of service.
- Ron Harris and Joanne Schlekewy were thanked for their diligence and dedicated work for ongoing care and attention to our water system.

**2. Agenda**

- Motion to accept the agenda as circulated. Moved by Ron Harris, seconded by Alice Eagle. Carried.

**3. Minutes of the 2013 AGM**

- Motion to accept 2013 AGM minutes as distributed. Moved by Norman Perret, seconded by Brad Gilbert. Carried.
- Minutes will be posted on RM website ([www.rmofmervin.com](http://www.rmofmervin.com)).  
When the minutes are posted, an email will be sent to those whose email addresses we have.

**4. Update from the Board**

Accounts:

- 99 water service connections were billed in 2013; less than 10 have more than 1 connection. There are 90 subscribers at this time.
- Policy regarding Annual Invoices for Water Service: For clarity the Board wrote this policy and circulated it. See attached.
- Policy regarding Unpaid Accounts for Water Service: For clarity and in accord with direction received at last year's AGM, the Board wrote this policy and circulated it. See attached.
- Pearl gave a brief summary of the history of different agreements and some of the exceptions that were made over the years for a variety of reasons. The Board shall deal with any future requests for exceptions. Pearl explained to the members that in the past one person was asked to make exceptions and that led to many inconsistencies. There have been no exceptions in the past 2 years. As requested, the Board will report back to the members on the reason(s) if there are any exceptions in the future.
- Where there are 2 lots and only one connection, only the property with the connection has the right to that water.
- There was a request that for next year's billing the term "Membership" not "Water Usage" be used and to state the interest that will be charged on overdue accounts.

Agreements:

- Anyone for whom we don't have a current signed agreement was mailed 2 copies asking them to sign and return 1 copy. Please do so.
- Why are new agreements necessary? New property owners don't necessarily get the agreement with the property. Lawyers advised the PUB to get new contracts in place for new owners. Is the new agreement identical? No, there is some clarification of original intent and the rates have changed.
- As properties change hands or additional water connections get made where there are only curb stops or no connection now, we will ask for a signed water agreement prior to water service being provided.

- Curb stops are PUB property so if you need it turned on/off please contact the Water Operator, Ron Harris (306-845-2165) or a PUB Board member. Advance notice is appreciated. If someone other than the Water Operator or PUB Board member damages the curb stop, they are responsible to pay for all damages.
- Curb stops should be outside your fence but some owners have built their fence so that the curb stop is inside their yard. The Water Operator and PUB Board members have the right to access all curb stops.
- Hydrants are the responsibility of cabin owners. When shutting a hydrant down, you need to give it some air so the water drains down properly or it will freeze.

#### Water tests due in 2014

- Bacteriological tests every 2 weeks in summer and monthly in winter.
- Annual Notice to Consumers regarding the water testing and results are posted on the bulletin board.
- At least every 2 years an Environmental Project Officer from Saskatchewan Water Security Agency inspects our system. The most recent inspection occurred in March 2014.
- Every 2 years General Chemical and Chemical Health - due in 2014.
- Every 5 years Table 2 Tests from Water Regulations of the Government of SK - due in 2014.
- Information on drinking water is available at [www.saskh2o.ca](http://www.saskh2o.ca)

#### 5. Waterworks System Assessment

- Executive Summary of Final Report, completed in 2013, stated that treated water supplied to the community satisfies all required regulatory acceptable maximum concentrations. The components of the system are well maintained and in good working order with adequate capacity to serve the current and foreseeable future needs of the community.
- Question regarding quotes for a generator. The Board just recently received quotes from a Consultant that need to be looked at. As requested previously, the Board is shopping locally.

#### 6. Budget for 2014

- Water rates for 2014 continue at \$330 per year. Cheques accepted today.
- PUB received \$2970 from the RM for overdue accounts that were forwarded to the RM to be added to the tax bill.
- The Board has made lump sum payments on the loan mainly because of the funds received from the Hamlet Board.
- Last year a reserve fund was established which the Board hopes to slowly increase so there are funds for major maintenance or repairs.
- Motion to accept budget as presented. Moved by Rick Albert, seconded by Norman Perret. Carried.

#### 7. Election of Board Members

- Three members are to be elected annually. The RM appoints 2 who are Councilor Evelyn Bloom and Ray Swayze who was re-appointed January 1, 2014.
- The current members are willing to continue.
- Motion to re-elect Pearl Morrison, Ian Carleton and Teresa Popowicz as Public Utility Board members. Moved by Alice Eagle, seconded by Norman Perret. Carried. Pearl is the Chair.

#### 8. Reminder

Please use water wisely. In summer, water outside during the week if you are here and please don't water between 1 - 7 pm. During 2 weeks last fall 390 cubic meters (~86,000 gallons) were used. Ron Harris, Water Operator, searched for a leak, but found where the water came from. Discussion followed as to how to curtail such excessive use: water meters, letters to the offenders, permits to water outside, generate policy. The Board will take all under advisement and assess.

#### 9. Adjournment - Chair adjourned the meeting at 1:15 pm.