

**Crystal Bay Sunset (CBSS) Public Utility Board (PUB)**  
**Minutes of Annual General Meeting (AGM) – May 17, 2015**

1. Call to order

- Pearl Morrison, Chair, called the meeting to order at 11:09 am with approximately 48 water subscribers in attendance.
- Pearl introduced Board members Ray Swayze, Ian Carleton, Teresa Popowicz and Evelyn Bloom, the RM councilor appointed to our board. Starla Denny is the Secretary-Treasurer. Darlene Chmelyk is taking minutes.
- Ron Harris and Joanne Schlekewy were thanked for their diligence and dedicated work for ongoing care and attention to our water system.
- Pearl asked everyone to check the Customer Contact List at the sign-in table and either initial that it is correct, or add/edit information.
- Invoices and receipts will be sent by email. The PUB will share the Contact Info with the Hamlet Board.
- Pearl acknowledged the passing of Paul Douglas who was a PUB member for several years, beginning with the implementation of the water system in 1995.

2. Agenda

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

3. Minutes of the 2014 AGM

- Motion to accept 2014 AGM minutes as distributed. Moved by Norman Perret, seconded by Rick Albert. Carried.
- Minutes will be posted on RM website ([www.rmofmervin.com](http://www.rmofmervin.com)).

4. Update from the Board

- a. Accounts: Invoices were revised for 2015 to include information requested by subscribers.
- 2013 – All arrears have been collected; some came in via RM collections.
  - 2014 payments have all been addressed and are up-to-date.
  - For 2015 there are 93 subscribers with 100 water connections; there are only a few with 2 connections.
  - There have been no exceptions to the billing policy distributed last year.
- b. Agreements: All 6 new owners and 2 new connections in 2014 have signed agreements.
- In spring 2014 subscribers for whom we did not find a signed agreement in our files were mailed 2 copies and asked to sign and return one. About 20 of those have been completed; about 6 need follow up again this year.
  - 2015 owner changes will be followed up this year.
  - Agreements – We now have both a paper copy (original), and a scanned electronic copy in two locations.
- c. Water leaks Fall 2014
- There was a large leak (20,000-30,000 gal/day leaking) and one smaller one. The large leak took 3 – 4 days to find, cost \$1,800 and many man-days of work to find (labour nearly all donated). The leak was under a cabin where the water had been left on.

- A reminder that if you won't be here, and the weather could turn cold, please turn off your water.
- d. Annual Notice to Consumers – report of water testing done in 2014. Copies are available and will also be posted on the bulletin board.
- Normal testing is done every 2 weeks in the summer; once a month in the winter. The results continue to be compliant with standards (bacteriological – 0 organisms, turbidity and chlorine residual in appropriate range).
  - General Chemical & Health & Toxicity testing is required every 2 years. The last one was done May 2014, so the next one is due spring 2016. All results meet SK guidelines, except that alkalinity and manganese levels are high which has been the same since the water system was implemented.
  - Inspection March 2015 - A Water Security Agency inspector visits at least every 2 years to review our procedures, testing and system, and to give advice on any matters needing attention.
  - Information on drinking water is available at [www.saskh20.ca](http://www.saskh20.ca)
5. Budget for 2015
- a. Financial Statements for 2014 – Statement of Cash Flows, Statement of Operations and Net Assets, Statement of Financial Position (Balance Sheet) were emailed. Final audited statements are available for viewing.
- b. Budget 2015 was presented (had been emailed).
- Table 2 Test is not required every 5 years now. It was initially but now our system is stable. This will be taken out of our budget.
  - Loan will be paid out at the end of this year. By then we expect to have \$25,000 in the Reserve Fund. The purpose of the Reserve Fund is to fund replacement of our infrastructure as that becomes needed.
- c. Water rates for 2015 continue at \$330 per year. Cheques accepted today.
- d. Motion to approve Budget 2015 as presented. Motion by Len Chmelyk, seconded by Alice Eagle. Carried.
6. Election of Board Members – Three members are to be elected annually. The RM appoints two.
- Councillor Evelyn Bloom and Ray Swayze, appointed for 2015.
  - Pearl Morrison nominated by Alice Eagle, seconded by Len Chmelyk.
  - Ian Carleton nominated by Brad Gilbert, seconded by Norman Perret.
  - Jamie Little nominated by Ron Nielsen, seconded by Julie Levasseur.
  - Teresa Popowicz nominated by John Morrison, seconded by Wendy Carleton.
  - Nominations cease by Shirley Paulson, seconded by Rick Albert.
  - Discussion regarding having a 4th PUB member. Pearl welcomed a 4th member for the extra help and for future transfer of information.
7. Reminder – Please use water wisely. During the summer, water outside during the week if you are here and watering is needed, and please don't water outside from 1 – 7 pm.
8. Adjournment – Chair adjourned the meeting at 11:45 am.