

**Crystal Bay Sunset (CBSS) Public Utility Board (PUB)**  
**Minutes of Annual General Meeting (AGM) - May 22, 2016**

1. Call to order
  - Pearl Morrison, Chair, called the meeting to order at 12:22 pm with 38 water subscribers in attendance.
  - Pearl noted that voting cards are being used this year. Water subscribers receive a card when signing in. Others are welcome to attend the meeting, but only water subscribers are entitled to vote.
  - 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.
  - Pearl introduced Board members Teresa Popowicz, Ian Carleton, Ray Swayze, Evelyn Bloom, Secretary-Treasurer Kathleen Tesch, and Jamie Little who assists the Board.
  - Thanks to Starla Denny, our Secretary-Treasurer for the past two years.
  - Ron Harris and Joanne Schlekewy were thanked for their diligence in providing excellent ongoing care of our water system.
2. Agenda
  - Motion by Norm Perret to approve agenda as circulated, seconded by Wendy Carleton.  
Carried.
3. Voting Procedure
  - For clarity and in accord with requests from subscribers the Board has adopted the Policy and Procedure for Voting at Annual General Meetings.
4. Minutes of 2015 AGM
  - Motion by Brad Gilbert to approve minutes of 2015 AGM as distributed, seconded by John Morrison. Carried.
  - Minutes will continue to be posted on RM website ([www.rmofmervin.com](http://www.rmofmervin.com)).
5. Update from Board
  - Accounts – Invoices and receipts will be sent by email if possible. Please include an email address on the contact list if you have one; this saves us postage costs.
    - **2015 payments have all been addressed and are up-to-date.**
    - **All previous years' payments have been addressed and are up-to-date** (some with help from RM, including one connection fee that had not been paid).
    - For 2016, there are 93 subscribers with 100 water connections; only a few have more than one connection.
    - There were no exceptions to the billing policy that was previously distributed and is posted on the RM website.
  - Agreements – There has been ongoing work to get agreements with new subscribers as cabin ownership changes - 5 new owners & 1 new connection in 2015 have 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. More than 20 of those have been completed during the past 2 years; 5 have been contacted again this year and follow up will continue.
    - 2016 ownership changes will be followed up.
    - Agreements – The Board has both a paper copy (original) & scanned electronic copies (in 2 locations).

- Reminders:
    - Please use water wisely. During summer, water outside during the week if you are here and watering is needed, and please don't water outside from 1 – 7 pm.
    - Remember it is the cabin owner's responsibility to have proper connections to the cabin and to fix leaks.
  - Annual Notice to Consumers – report of water testing done in 2015. Copy is available and will be posted on bulletin board.
    - Daily testing to monitor ongoing water quality is done by the water operator for chlorine residual (free and total) and turbidity.
    - Normal testing is done every 2 weeks in summer and once a month in winter. Results continue to be compliant with standards (bacteriological - 0 organisms, turbidity and chlorine residual in appropriate range).
    - General Chemical & Health & Toxicity is required every 2 years. These tests were done May 2014, so are being done in May 2016. All results meet SK guidelines, except alkalinity and manganese levels are high which has been the case since the water system was implemented.
    - Inspection March 2016 – A Water Security Agency inspector visits at least every 2 years to review our procedures, testing and system and give advice on any matters needing attention. Excellent report was received.
    - Information on drinking water is available at [www.saskh2o.ca](http://www.saskh2o.ca)
6. Budget for 2016
- Audited Financial statements for 2015 - Statement of Cash Flows, Statement of Operations and Net Assets, Statement of Financial Position (Balance Sheet) – were emailed and distributed. Final audited statements are available for viewing.
  - Water rates for 2016 continue at \$330 per year. Cheques accepted today. We encourage subscribers to make their 2016 water payments promptly; **all subscriber payments are up-to-date to the end of 2015.**
  - Online payment option – subscribers can do e-transfer to Turtleford Credit Union using the CBSS PUB email address, or in Credit Union system can set up online bill payment.
  - Reserve fund – Board is saving to be able to replace equipment, as identified in Waterworks System Assessment completed in 2013.
  - Motion by Norm Perret to approve the budget as presented, seconded by Ron Harris. Carried.
  - Ray noted that new aluminum covers for water tanks have been installed.
  - A suggestion was made to the board to supply a report at the next AGM regarding long term repairs that may need to be done and the budget required for those.
  - Brad Gilbert discussed directional drilling for those that would like to change to all season water.
7. Election of Board Members – three to be elected (RM appoints two).
- Ray Swayze and Evelyn Bloom re-appointed by RM for 2016.
  - Alice Eagle nominated Pearl Morrison and Len Chmelyk seconded it.
  - Ray Swayze nominated Teresa Popowicz and Katherine Albertson seconded it.
  - Teresa Popowicz nominated Ian Carleton and Norm Perret seconded it.
  - Motion by Brad Gilbert that nominations cease, seconded by Carol Lindner. Carried.
8. Adjournment
- Motion by Rod Sellers to adjourn the meeting, seconded by Jamie Little. Carried.