

**Crystal Bay Sunset (CBSS) Public Utility Board (PUB)**  
**Minutes of Annual General Meeting (AGM) - May 21, 2017**

1. Pearl Morrison, Chair, opened the meeting at 11 am with a Special Presentation.
  - Ab Truss, the primary “Mover and Shaker” behind establishing our drinking water system in 1995, was introduced and acknowledged.
  - The 1995 PUB Board, the original group which established the CBSS drinking water system, were recognized: Blake Paulson, Ab Truss, Paul Douglas, Earl McKee, Harry Lake and Secretary-Treasurer John Ramsay.
  - Recognition plaques are being installed outside on the pumphouse wall.
2. Call to order
  - The Chair called the business meeting to order at 11:20 am with 35 water subscribers in attendance.
  - Pearl asked that all please check their email address and update if needed.
  - Pearl introduced Board members Ian Carleton, Teresa Popowicz (unable to attend), Evelyn Bloom, Ray Swayze, associate Jamie Little and Secretary-Treasurer Kathleen Tesch.
  - Ron Harris and Joanne Schlekewy were thanked for their diligence and ongoing care of our water system. Their excellence and dedication are much appreciated.
3. Agenda
  - Motion by Wendy Carleton to approve agenda as circulated, seconded by Norm Perret.  
Carried.
4. Minutes of 2016 AGM
  - Motion by Blake Paulson to approve minutes of 2016 AGM as distributed, seconded by Ron Harris. Carried.
  - Minutes will continue to be posted on RM website ([www.rmofmervin.com](http://www.rmofmervin.com))
5. Update from Board
  - Accounts – 99 accounts were billed for 2017 (7 subscribers have more than 1 hookup and therefore pay more than one annual fee).
    - **All 2016 payments are up-to-date as of the end of August 2016.**
    - Invoices are emailed if we have an email address.
    - There is an online payment option, or e-transfer to CBSS PUB email.
  - Agreements – An April 2017 letter to subscribers reminded them of some commitments in their agreement.
    - A letter was sent to those who could be added to CBSS water service identifying commitments, and outlining instalment payment policy.
    - As ownerships change, agreement is signed with new owners.
    - Board has original paper copy and electronic backups of agreements.
  - Instalment Payment Policy – for new installations
    - Some potential new subscribers were concerned about the size of the installation fee.
    - The Board adopted a 3-year instalment payment policy (\$2500, \$1650, \$1620). First year’s fee is larger because the service is able to be used as of the first year.
    - A water supply agreement must be signed prior to installation.
  - Ray gave reminders re water use, turning water on/off. 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. Note that it is the cabin owner’s responsibility to have proper connections to the cabin and to fix leaks.

- Ian reviewed Annual Notice to Consumers re water testing done in 2016.
  - Notice is posted on Bulletin Board and copies available for review.
  - Daily testing is done by water operator for chlorine residual (free and total) and turbidity.
  - Regular testing by SK Lab in Regina – samples sent 2x/month in summer, 1x/month in winter. Results continue to be compliant with standards (0 organisms, turbidity and chlorine in appropriate ranges.)
  - Every 2 years – General Chemical and Health & Toxicity testing. Was done in May 2016 so is due in spring 2018. All results meet SK guidelines, except alkalinity and manganese levels are high, which has been the case since the water system was implemented.
  - Inspection – Water Security Agency inspector visits, usually once per year. Excellent report in Feb. 2017.
  - Information on drinking water is available at [www.saskh2o.ca](http://www.saskh2o.ca)
  
- 6. Budget for 2017
  - Pearl reported on Financial statements for 2016 – the partner at the accountants who serves CBSS PUB is new; the previous one retired.
    - Our statements have been revised to better reflect public sector accounting standards.
    - Statement of Financial Position (balance sheet) – now includes Net Financial Assets (separate from Non-Financial Assets).
    - Statement of Operations, Statement of Change in Net Financial Assets – new Statement, Statement of Cash Flow.
    - Audited statements had not been finalized; will be sent to subscribers when available.
  - Water rates for 2017 continue at \$330 per year (same rate as in 2009 and all years since; 9 years now).
  - Update on Long-Range Budget – as requested at last year’s AGM
    - Document “Report to Subscribers – Long-term Plan for Waterworks System Replacement, May 2017” was distributed. This is information provided in the Waterworks System Assessment completed in 2014.
    - Discussion about the large costs for replacement of the system when that becomes necessary. The Board indicated that they are considering actions to take to address this.
  - Motion by Rick Albert to approve 2017 Budget as presented, seconded by Norm Perret. Carried.
  
- 7. Election of Board Members – three to be elected (RM appoints two).
  - RM reappointed Councillor Evelyn Bloom and Ray Swayze for 2017.
  - Thanks to Teresa Popowicz who served on the PUB for 8 years, and now wants to focus on other activities.
  - Len Chmelyk nominated Pearl Morrison; Rod Sellers seconded it.
  - Ray Swayze nominated Jamie Little; Olive Schneider seconded it.
  - Brad Gilbert nominated Ian Carleton; Ron Harris seconded it.
  - Rod Sellers moved that nominations cease; seconded by Brad Gilbert. Carried.
  - Pearl noted that the Board welcomes interested parties who would like to learn more about what’s involved in the PUB, so they could take on the Board member role in the future.
  
- 8. Len Chmelyk moved that the meeting be adjourned, seconded by Ray Swayze. Meeting adjourned at 11:50 am.