

PEMBINA VALLEY WATER COOPERATIVE INC.
ANNUAL MEETING
Held February 22, 2019 at 8:30 a.m.
At the Quality Inn, Winkler, Man.

Present:

Paul Peters	Municipality of Rhineland
Don Wiebe	Municipality of Rhineland
Mike Rempel	Municipality of Rhineland
Denis Robert	R. M. of Morris
Mervin Dueck	R. M. of Morris
Rick Giesbrecht	R. M. of Morris
Dennis Weiss	Municipality of Emerson-Franklin
Dave Carlson	Municipality of Emerson-Franklin
Nancy Penner	City of Morden
Irvin Wiebe	City of Morden
Saisal Anwar	City of Morden
Brent Owen	Town of Carman
George Gray	R. M. of Dufferin
Paul Gilmore	R. M. of Montcalm
Jean Barnabe	R. M. of Montcalm
Curt Letkeman	Town of Altona
Tim Fast	Town of Altona
Peter Froese	R. M. of Stanley
Charlie Scharien	R. M. of Grey
Trevor Thiessen	Town of Morris
Huntley Knox	R. M. of Thompson
Bob Horsman	R. M. of Roland
Kim Philip	Office of Drinking Water
Melanie Betsill	Office of Drinking Water
Kirt Henry	PVWC
Trevor Hodgins	PVWC
Greg Archibald	PVWC
Edwin Barnuevo	PVWC
Jake Fehr	PVWC
Trudy Radford	PVWC

Call to Order:

Paul Peters called the meeting to order at 8:35 a.m.

Approval of Agenda:

Charlie Scharien made a motion to approve the agenda as presented. Denis Robert seconded the motion. Motion carried.

Approval of Minutes:

A motion was made by Mervin Dueck, seconded by George Gray to approve the minutes of the December 7, 2018 Board meeting. Motion carried.

Tim Fast made a motion to approve the minutes of the Audit Committee meeting on February 13, 2019. Brent Owen seconded the motion. Motion carried.

A motion was made by Irvin Wiebe, seconded by Mervin Dueck, to approve the Executive Committee meeting minutes of February 15, 2019. Motion carried.

Election of Board Members and Committees:

A list of PVWC Board Members for 2019 was provided in the meeting packages. Charlie Scharien made a motion to accept this list of names as official directors of the Pembina Valley Water Cooperative Inc. for 2019. Tim Fast seconded the motion. Motion carried.

Paul Peters reported that the nominating committee had nominated George Gray and Don Wiebe as Co-Chairs for 2019. He then called for nominations from the floor. As none were forthcoming, he called for nominations to cease. Huntley Knox made a motion, seconded by Denis Robert, to appoint George Gray and Don Wiebe as Co-Chairs of the PVWC for 2019. Motion carried.

Paul Peters said that Curt Letkeman had been nominated for the Secretary-Treasurer position for 2019. Paul called for nominations from the floor and seeing none, called for nominations to cease. Irvin Wiebe made a motion, seconded by Pete Froese, to appoint Curt Letkeman as Secretary-Treasurer of the PVWC for 2019. Motion carried.

The nominating committee had nominated Paul Gilmore, Mervin Dueck and Marvin Plett to make up the remainder of the Executive Committee for 2019. Paul Peters called for further nominations from the floor. There being none, Paul called for nominations to cease. Don Wiebe made a motion, seconded by Brent Owen to appoint Paul Gilmore, Mervin Dueck and Marvin Plett as Executive committee members for the PVWC for 2019. Motion carried.

George Gray, Curt Letkeman, Pete Froese and Don Wiebe were nominated to make up the Audit Committee for 2019. Paul Peters called for further nominations from the floor. As none were forthcoming, Paul called for nominations to cease. Tim Fast made a motion, seconded by Charlie Scharien, to appoint George Gray, Curt Letkeman, Pete Froese and Don Wiebe as the Audit Committee for PVWC for the year 2019. Motion carried.

Presentation of Audited Financial Statements:

Crystal Cruickshank from BDO Canada reviewed the audited financial statements. Irvin Wiebe made a motion, seconded by Tim Fast, to approve the audited financial statements for 2018 as presented. Motion carried.

Questions of Approved 2019 Budget:

Greg briefly reviewed the approved PVWC 2019 budget. There were no questions.

Approval of BDO as Auditors for 2019:

Tim Fast recommended we continue using BDO Canada as our auditors. George Gray made a motion, seconded by Pete Froese, that we appoint BDO Canada as PVWC's auditors for 2019. Motion carried.

Annual Report:

Greg Archibald thanked the outgoing board members and recognized their many years of service. He gave a special thank you to Paul Peters who has been a board member for 20 years and served as Co-Chair for 19. Paul responded with a short overview of his time with the Pembina Valley Water Coop.

Greg briefly reviewed the 2018 Annual Report and mentioned a few major initiatives from his "CEO Message", namely drought planning and capital planning (Morris – St. Jean pipeline, reservoir in Letellier, Stephenfield plant upgrade) and the Office of Drinking Water's request for a coordinated distribution system between the PVWC and its 14 municipalities. He also reported that our RFP for banking services resulted in good rates with the CIBC. Greg then pointed out the water treatment plant compliance reports provided in the Annual Report. A motion was made by Charlie Scharien, seconded by Brent Owen, to accept the 2018 Annual Report. Motion carried.

Operations/Capital Report:

Jake Fehr reported on budgeting and cost tracking for the Morris to St. Jean pipeline project which was included in meeting packages. Also included was a PVWC – 2019 Morris Water Treatment Plant Project Schedule which provided information on tender projects for booster stations.

Update from Drinking Water Office:

Kim Philip, Director, Office of Drinking Water, provided a power point presentation (see attached). Some of the issues she discussed included:

- Advisory notification plans
- Compliance plans
- Sampling plans
- Zebra mussels
- THMs
- Manganese
- Lead
- Standard operating procedures

New Business:

PVWC's Coordinated Distribution Improvement Plan – Greg referred everyone to the letter in their meeting packages from Kim Philip, Office of Drinking Water. He said this letter had been sent to all our member CAOs asking the municipalities and the Water Coop to come up with a coordinated way to look at advisory notification, compliance and sampling plans. Greg explained that PVWC will do most of the work on this for this year and will call a meeting in the next few months with all the CAOs to discuss this.

Approval of CIBC Capital Transfer – A motion was made by Tim Friesen, seconded by Denis Robert, to approve the CIBC capital transfer which will pay for the Morris to St. Jean pipeline project. Motion carried.

Next Meeting:

The next meeting will be held Friday, May 24, 2019 from 8:30 a.m. till 12:00 noon at the Quality Inn, Winkler, Man. This will be a Board meeting as well as discussions about water storage and planning for the future.

In Camera:

Charlie Scharien made a motion to have the meeting go “in camera” which was seconded by Pete Froese. Motion carried.

A motion was made by Huntley Knox, seconded by Bob Horsman, to have the meeting come out of “in camera”. Motion carried.

A motion was made to approve the February 25, 2019 Executive minutes which included a wage band adjustment. Moved by Irvin Wiebe and seconded by Mervin Dueck. Motion carried.

A motion was made by Denis Robert, seconded by George Gray, to place the capital project for manganese (Mn) filtration on hold till a Mn solution using aeration and chemical treatment can be explored. Motion carried.

Adjournment:

Charlie Scharien moved adjournment at 10:45 a.m.