

**Pembina Valley Water Cooperative Inc.**

**Board Meeting**

September 13, 2019 at 8:30 a.m.

Quality Inn, Winkler

**Present:**

Don Wiebe	Municipality of Rhineland
George Gray	R.M. of Dufferin
Dennis Weiss	Municipality of Emerson-Franklin
Ray Franzmann	R.M. of Grey
Peter Froese	R.M. of Stanley
Nancy Penner	City of Morden
Mervin Dueck	R.M. of Morris
Paul Gilmore	R.M. of Montcalm
Brent Owen	Town of Carman
Chris Hamelan	Town of Morris
Jordan Siemens	Town of Altona
Heather Imrie	R.M. of Thompson
Richard Hildebrand	R.M. of Roland
Jake Fehr	PVWC
Kirt Henry	PVWC
Greg Archibald	PVWC
Andrea Teichroeb	PVWC
Edwin Barnuevo	PVWC
Absent:	
Curt Letkeman	Town of Altona
Charles Scharien	R.M. of Grey
Marvin Plett	City of Winkler

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**1. Call to order:**

George Gray called the meeting at 8:40 a.m.

**2. Approval of Agenda:**

Mervin Dueck made a motion to approve the agenda as presented. Brent Owen seconded the motion. Motion carried.

**3. Approval of Minutes:**

A motion was made by Peter Froese, seconded by Richard Hildebrand to approve the Board Meeting minutes on May 24, 2019. Motion carried

**4. Executive Meeting Review:**

Greg highlighted a few topics from the Executive Meeting held on September 4, 2019.

-The Letellier Water Treatment Plant Treated Potable Water Storage project is now \$9.335 million for a new pumping system

-Morris to St. Jean Project: A new skid was installed at our Morris Water Treatment Plant on September 6

-Drought Planning: There will be a drought planning meeting held on October 22 at the Days Inn, in Winkler. Greg encouraged all the board members or municipal reps to attend if they would like to hire Landmark to help develop their drought plan.

-Stephenfield Update: The project has expanded to a \$4.75 million-dollar project. We plan to fund \$1.5 million. The remainder of the project will be funded by the Government of Canada and the Water Service Board. This project includes an upgrade for 40 to 60 litres/second at the plant, safety improvements, and a pumping system from the Stephenfield lake and potentially a pond at the plant.

-Zebra Mussels: They are getting worse. The rate of the zebra mussels plugging our screens is moving faster which makes us nervous. We hired a consultant to give us advice, they advised us to change screens and add chemical treatment. We will be making a decision in the next few weeks on plan of action.

-Boyne Valley Initiative: Looking into other water sources to get more water into the Boyne Valley

-Winkler/Morden/R.M. of Stanley Corridor: Greg reviewed the conversation he had with Dale Toews, CAO of the R.M. of Stanley. Dale would like us to write a letter to support them on this project. Greg suggested we add our \$675,000 (based on Stanley's application) from our Roland pipeline budget to their \$6 million-dollar project budget since they need to upgrade the Roland pipeline in order to complete their project.

Don Wiebe made a motion to support the Stanley \$9.350 million-dollar project (including our Roland to Winkler upgrade). Seconded by Brent Owen. Motion carried.

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**5. Audit Committee Minutes**

Ed reviewed the Audit Committee Minutes included in the meeting package.

Peter Froese made a motion to approve the increase of water rates charged to our customers by 2% starting January, 2020 (this was the amount approved by the public utilities board). Seconded Heather Imrie. Motion carried.

A motion was made by Jordan Siemens to approve the application (Investing in Canada), and planning on the Letellier project, contingent on funding for the \$9.335 million dollars. This was seconded by Paul Gilmore. Motion carried.

Paul Gilmore made a motion to approve the expanded Stephenfield project for \$4.75 million dollars, seconded by Peter Froese. Motion carried.

**6. Approval of Audit Committee Minutes:**

A motion was made by Mervin Dueck to approve Audit Committee minutes, seconded by Don Wiebe. Motion carried.

**7. CEO Update:**

Greg reviewed the CEO update.

**8. Operations Report:**

Kirt Henry went over operations, and some of the current projects that are going on. He also announced our new hire; Marsha Kindrat as our new operator at the Stephenfield plant.

**9. Capital Project Update:**

Jake Fehr reviewed the Morris to St. Jean pipeline project. On October 1 we plan to shut down the pipeline which means a precautionary boil water advisory. This excludes the town of Morris. This could be up to 7 days.

Stephenfield Project upgrade: Jake explained how we are working with the Manitoba Water Service Board in regards to an RFB for engineering services. We expect to issue in the next 3 weeks.

**10. New Business – Greg Archibald**

Greg briefly reviewed the updated Employment Guide, and new Code of Conduct.

Greg asked that the executive committee be able to approve changes to these documents in the future.

A motion was made by Paul Gilmore to approve the Employment Guide and Code of Conduct. Seconded by Heather Imrie. Motion carried.

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Peter Froese made a motion allow the Executive Committee to approve all future changes to the Employment Guide and Code of Conduct (the Authority Matrix will be updated). Seconded by Richard Hildebrand. Motion Carried.

**11. Accounting Policy Manual**

Ed reviewed the policy found in the meeting package.

**12. Reservoir/Storage Discussion**

Greg asked the municipalities to talk with their counsels about the need for water storage in the future.

**13. Other topics**

Ray Franzmann explained the challenges they are experiencing with the Drinking Water Office with some of the equipment they are using.

Heather asked about our aeration systems and how we use them. Jake explained the importance of keeping our water fresh and keeping the algae down.

**14. In Camera**

Mervin Dueck made a motion to go "In Camera", seconded by Brent Owen. Motion carried.

Nancy Penner made a motion to go out of "In Camera", seconded by Heather Imrie. Motion carried.

A motion was made by Merin Dueck to approve wage band increase, seconded by Peter Froese. Motion carried.

Brent Owen made a motion to approve Greg's wage increase, seconded by Richard Hildebrand. Motion carried.

Heather Imrie made a motion to approve the Executive Meeting minutes, seconded by Don Wiebe. Motion carried.

**15. Adjournment**

Paul Gilmore adjourned the meeting at 10:30 a.m.