

**Pembina Valley Water Cooperative Inc.**

**Board Meeting**

September 18, 2020 at 8:30 a.m.

Teams Conference Call

**Present:**

|                  |                                  |
|------------------|----------------------------------|
| Don Wiebe        | Municipality of Rhineland        |
| Curt Letkeman    | Town of Altona                   |
| Dennis Weiss     | Municipality of Emerson-Franklin |
| John Barnabe     | R.M. of Montcalm                 |
| Nancy Penner     | City of Morden                   |
| Mervin Dueck     | R.M. of Morris                   |
| Trevor Thiessen  | Town of Morris                   |
| Peter Froese     | R.M. of Stanley                  |
| Travis Reichert  | R.M. of Thompson                 |
| Marvin Plett     | City of Winkler                  |
| Brent Owen       | Town of Carman                   |
| Kristi Olson     | R.M. of Roland                   |
| Charles Scharien | R.M. of Grey                     |
| Greg Archibald   | PVWC                             |
| Edwin Barnuevo   | PVWC                             |
| Kirt Henry       | PVWC                             |
| Andrea Teichroeb | PVWC                             |

**Absent**

|             |                  |
|-------------|------------------|
| George Gray | R.M. of Dufferin |
|-------------|------------------|

**1. Call to order:**

Don Wiebe called the meeting to order at 8:32 a.m.

**2. Approval of Agenda:**

Don Wiebe moved to approve the agenda as presented. Charles Scharien seconded the motion. Motion carried.

**3. Approval of Minutes:**

- A motion was made by Don Wiebe, second by Charles Scharien to approve the minutes of the May 22, 2020 Board Meeting Minutes. Motion carried.
- Peter Froese made a motion to approve the minutes of the Executive Committee Meeting on September 10, 2020. The motion was second by Nancy Penner. Motion carried.
- A motion was made by Curt Letkeman, seconded by Peter Froese to, approve the minutes of the Audit Committee Meeting on September 10, 2020. Motion carried.
- Edwin Barnuevo reviewed the 2021 draft budget. **(Attached)**

A motion was made by Charlie Scharien to accept the 2021 draft budget, second by Marvin Plett. Motion carried.

- Edwin Barnuevo reviewed the proposed water rate increase of 2% (from \$9.16 per 1000/litres to \$9.34 per 1000/litres), approved by the Public Utilities Board for 2021.

A motion was made by Brent Owen to approve the water rate increase for 2021, second by Curt Letkeman. Motion carried.

**4. CEO Update – Greg Archibald**

As highlighted in the meeting package:

- The three water treatment plants and office have been in lockdown since March 17 due to the COVID-19 pandemic. Strict protocols are in place regarding disinfection & deliveries. New procedures have been developed for both the plants and office to ensure reliable water supply.
- Filter issues at LWTP resulted in a 3-day Boil Water Advisory back in July.
- We are currently looking for a new operator for both Morris and Letellier plants.
- We are looking for a new CFO as Edwin Barnuevo has given his notice.

**5. Operations Update – Kirt Henry**

**Letellier Water Treatment Plant**

- Arshad is completing his level 2 water treatment course.
- Tyler resigned and we are in the process of rehiring.
- We are in the process of extending our existing chemical RFP for all water plants.

### **Morris Water Treatment Plant**

- The first half of the year saw increased raw and treated volumes by approximately 10-11%. Production costs are down by 6% due to new chemical pricing with last Falls RFP, and optimization.
- We continue to work on cleaning up deficiencies and smaller details left over from the project. It was been slow going due to COVID but progress is being made.

### **Stephenfield Water Treatment Plant**

- Marsha will be completing her level 1 water treatment and water distribution this fall and will be taking on call soon.
- Greg S. will be completing his level 2 water treatment and water distribution this fall.
- Some flushing has happened on the Stephenfield system this fall. We are making an effort to coordinate this with the Carman reservoir project to minimize customer's inconvenience. The operators have done a good job with the manganese removal, as minimal discoloured water was observed during flushing.

### **Distribution System**

- Both Rhineland and Stanley booster station generators have been installed and plan to both be commissioned and operational by September 15, 2020.
- After some recent pressure testing it is believed there is a small leak on the new 14" line coming from MWTP gong to St. Jean. Plans are being made to repair this.

## **6. Capital Update – Jake Fehr**

- Jake shared a few pictures of the SWTP chemical room upgrade and provided an update on how the project is going. We hope to have this project completed by the end of November. **(Attached)**
- The Carman reservoir is progressing well. Completion date is March 2021.
- MWTP project: we are upgrading another microfilter. Jake shared the layout of the plant with the new filter. Equipment is scheduled to arrive in April 2021 and up and running by June 2021. Our new aeration system is also being installed this fall at Morris.
- LWTP: we are waiting for funding support on our \$9.3 million dollar project. The RFP for Letellier Engineering should be out by the end of the year.
- Design for a pipeline for the Roland to Stanley Corridor and Reservoir have begun.

## **7. Old Business**

### **\*Action Item\***

- **Water Planning Strategic Input: Greg highlighted the water planning input and asked each RM to confirm their usage per person, that occurred over the past year.** It ranged from 5 gallons per day per person to 53 galls a day per person. The Manitoba bench mark average is 38.3 per day and the Canadian bench mark average is 48 gallons per day per person. **(Attached)**

- PVWC water planning forecasting: Greg highlighted the key principles of water planning and pointed out the RM Projections for the next 20 years. **Greg asked the RM's to review the projected numbers to make sure they are aligned the PVWC forecast (the RM of Stanley and Winkler numbers are currently being reviewed and updated). (Attached)**

**8. New Business:**

- COVID-19 Update & Planning: Greg reviewed the PVWC COVID Recovery Plan included in the meeting package. Greg encouraged everyone to have procedures in place in regards to COVID.
- Auditor RFP for 2021: the term is up with our current auditor. Bidders have until November 9, 2020 to bid for this RFP.
- Manitoba Water Management Strategy: The Manitoba Government is requesting input to develop a provincial water management strategy through the Expert Advisory Panel. Greg provided input during the video call and by answering a list of engagement questions. **(Attached)**

**9. Next Meeting December 4, 2020 8:30 – 10:30 – (Location to be Determined)**

**10. In Camera:**

Marvin Plett moved to go “In Camera”, second by Mervin Dueck. Motion Carried.

Mervin Dueck moved to go out of “In Camera”, second by Nancy Penner. Motion carried.

**11.** Marvin Plett made a motioned to accept the recommendation for wage band increase, second by Charles Scharien. Motion carried.

**12. Adjournment:**

Charles Scharien motioned to adjourn the meeting, second by Nancy Penner. Meeting adjourned at 10:05 a.m.