

Wintergreen Woods Water Utility

Annual General Meeting

May 13, 2015 7 PM Wintergreen(Bragg Creek)

Present: Ron Lutz, Patrick Majer, Mark Chidwick, David Deere, Duncan O’Nions, Marilyn Ledingham, Jeremy Gizen, Ralph Haist, Chantel Yarema, Joey Wadne, Dan Bugera

1. Introductions – Mark Chidwick
 - Introduced the board

2. AGM minutes – Mark Chidwick
 - Motioned to be accepted by David Deere
 - Seconded by Mark Chidwick
 - Passed Unanimously

2015 Accomplishments

1. Operational Update – Ron Lutz (Operations)
 - Updated as per the power point
 - There was a question from the floor about the extra consumption in July, 2015 we are uncertain of the cause.
 - There was a question from the floor about the capacity, we are using half of the current license; we could not support the RCR development. 20,000 cubic meters were used and we are licensed for 46,000 cubic meters
 - There was a question from the floor about our restrictions on capacity. The response from the board was that it was from our water license and not the size of the plant. The board responded that with the ski hill development, we will have to make changes to the plant.

2. Re-evaluation of the System - David Deere (Treasurer)
 - Presented as per the power point
 - There was a question from the floor, if this was replacement value; David responded that it was
 - There was a question from the floor, about to tie in fee and by having it \$25,000 rather than what our formula was set to which is \$60,726. The board responded that this was an interim measure and set to encourage any potential users to tie in rather than using wells. Along with other past policies and agreements, the tie-in fee formula will be reviewed and reassessed to include projected future valuations, partnerships and planned expansion.

3. Tie in Fees - David Deere (Treasurer)
 - Updated as per the power point
 - Motion to accept the \$25,000 fee by Duncan O’Nions
 - Seconded by Jeremy Gizen

- Unanimously passed
4. Reserves - David Deere (Treasurer)
 - Updated as per the power point
 - There was a question from the floor about historical capital spend from reserve. Cindy provided the historical information that was just over \$100,000 for 7 years ranging from 2 to 20,000. A commitment was made to post this data on the WWWU public Website.
 - There was a question from the floor about the difference between repair and maintenance or capital. Capital was clarified as an asset increase vs. maintenance. Maintenance includes parts and services that are planned and budgeted.
 - There was a question from the floor about what kinds of cost we can anticipate to have. David responded that there isn't a guideline as to what we can expect to have.
 - There was a questions from the floor about the diversion of the river. Ron responded that the government paid for all the previous repairs, we hope to recover that. If not it will come from capital.
 - There was a question from the floor about the reserve and what will be done if we don't have enough funding in reserve in the future. David responded with the board's intent to continue to replenish the reserves from new users. Options to top up reserves include increased fees and a cash call neither of which are in the immediate plans.
 - There was a question from the floor about new tie ins and if they damage the system, do they have to fix it. The response from the board was that they have to have insurance to cover that.
 - Motion to accept the minimum reserve of 3.5% by Dan Bugera
 - Seconded by Marilyn Ledingham
 - Unanimously passed
 5. Financial Statements – Cindy Wilson (WWWU Accountant)
 - Presented as per the powerpoint
 - Deferred contributions question from the floor, Cindy responded that it is because we are not calendar year based
 - There was a question from the floor, if receipts were good. Cindy stated that the change between the years is due to people choosing different methods of paying.
 - Motion to accept the financial statements by Mark Chidwick
 - Seconded by Duncan O'Nions
 - Unanimously passed
 6. Budget for 2015/2016 – Cindy Wilson (WWWU Accountant)
 - Presented as per the powerpoint
 - There was a question from the floor about disaster relief and insurance; Cindy responded that insurance was a very small payment.
 - There was a question from the floor about whether our insurance fees will go up. Cindy responded that we don't anticipate an increase.
 - There was a question from the floor about the leak repair and how much power savings we can anticipate. The board responded that we don't expect it to change our costs, but we will look to see if there may be reduced consumption.

- a. Fee Structure – Cindy Wilson (WWWU Accountant)
 - o Presented as per the powerpoint
 - o No plans to increase fees
 - o There was a comment from the floor that we have put 15% into reserves
 - o There was a question from the floor if we should be increasing fees to cover off the costs of a potential system repair. The response was that we are willing to do that if the community suggests it, as it's a co-op. There was a comment from the floor that it seems unusual that we have been able to hold the fees for the last 3 years. There was a comment from the board that we have been doing things for efficiency and that the increase from 2011-12 was substantial and expected to last for a number of years assuming no unexpected capital costs.

- 7. New Business – Mark Chidwick (president)
 - Presented as per the powerpoint
 - There was a questions about RCR's development. Patrick responded that it is a good thing for the co-op, a new plant, a new reservoir, new customers and lots of upgrades. He also clarified that additional users means more cost sharing and likely less individual costs.
 - There was a question from the floor about what RVC's tie in fee was. There was discussion that their tie in fees were \$12k - \$15k, we are uncertain about their cost for usage.
 - There was a question from the floor. Slapping tail pond update was provided. RVC has provided \$300k, Amec was hired for engineering, Scope did the construction. The pond is now 2 feet lower than last year to accommodate the 1 in 100 year flood. The spillways and weirs have been improved. Construction is just about finished.

- 8. Thanks provided to Marilyn Ledingham for maintaining the website

- 9. Volunteers
 - Two open spots, communications and Occupational Health and Safety
 - Duncan O'Nions volunteered to join the board
 - Chantel Yarema volunteered to join the board requesting to assist with financial matters as that is her background.
 - Next board meeting of new board is Tuesday May 19th

- 10. Adjourn
 - Motion to adjourn from Susan
 - Seconded by Ralph Haist