

**MINUTES of the Annual General Meeting (AGM)
Of the Wintergreen Woods Water Utility
April 24, 2008 Meeting**

Location: Wintergreen Resort

Meeting Commenced at 7:10 pm

Attending: Kurtis Averill, Nancy and Dennis Stefani, Scott Illingworth, Derrick Jewlal, Len Stevens, Mark Brown, Jeff and Carrie Dunning, Mike and Carol Mertens, Michael Woertman,, Marilyn Luft, Stan and Gail Kopp, Albert Law, Alf Beaudry, Stefan Mundt, Carol Stefan, Scott, Grindal, Allan Kendrick (Corix), Mark Chidwick, Cindy Wilson, Tracy Boccabella, Bruce Fielding, Marilyn Ledingham, Tom Walker, David Deere, Mike Dumestre, Bev Dye

Regrets:

TOPIC	DISCUSSION	ACTION	STATUS
1. Initial Business			
1.1 Welcome, Introductions, AGM 2008 Minutes	<ul style="list-style-type: none"> a. David Deere, Chair of the Wintergreen Woods Water Utility, welcomed everyone and thanked Michael Woertman for donating the coffee. b. Each member of the board introduced him/herself (David Deere, Tom Walker, Gail Kopp, Kurtis Averill, Derrick Jewlal, Mark Brown, Dennis Stefani, Mike Dumestre. c. Other stakeholders / support for the co-op were also introduced – Corey and Andrew from Corix, Alf from RCR, Marilyn for the website, Cindy for Finance 		
2. WWWU Overview and AGM 2007 Minutes			
2.1 Overview	<p>David Deere showed a PowerPoint of the WWWU activities for 2007. Information highlights are as follows:</p> <ul style="list-style-type: none"> a. An organizational diagram of the WWWU committee was shown. (See PowerPoint,) b. A map was shown – waterlines, Our Lady Queen of Peace Ranch, Elkana, original AMC development area c. Water Leakage There was a discussion about the leak. A question was asked about whether the water leakage would increase. The answer given indicates that the water loss seems to be consistent. A liner is one of a number of options (originally suggested by AMC). Another option is to replace the line entirely but this would be expensive. Future development and possible cost sharing are considerations in this matter. Action Item: <i>New board is to look into this further, put out an information package, if appropriate and to provide an update in the Christmas letter.</i> d. Meters and Low-flow Toilets The question was asked about whether low flow at the river reduced the amount of water that the co-op can take out. The present low flow from the river has been temporarily resolved through localized pumping. The amount available to the residents is therefore not affected. However, it was suggested that judicious 	Board	Open
		Board	Open

	g. The website is one source of information. In case of important water-related information, email, the Blue Board, and phone call outs will also be used.		
4. Operations Report			
4.1. Operations Report	<p>a. Fred was unavailable to give the report, so Tom Walker and David gave the report. (See PowerPoint)</p> <p>b. A curbstop valve was replaced at the bottom of Tom Walker's driveway. If residents see an unusual flow of clean water, they should call the WWU.</p> <p>c. Because the river changed course, we had to place a pump to get the water to the WWU intake</p>		
5. Financial Report			
4.1 Financial Statement for May 2007- March 2008	<p>Cindy Wilson gave the financial report overview.</p> <p>a. Fixed costs for most operations and operational budgets are calculated based on what happened the year before. Stan Kopp mentioned that we might be able to spend less on chemical reagents if we reduce usage (less flow through)</p> <p>b. Repairs and Maintenance seems to be the only variable cost.</p> <p>c. Our segregated funds (reserves) had been depleted during the building of the new plant. These are now back up to their original value</p> <p>d. Everyone has paid fees (accounts receivable)</p> <p>e. Discussion around new residents paying. Action Item: <i>Some way is needed (perhaps the communications officer?) to contact realtors and ask them to pass on the names and contact information of new residents.</i></p> <p>f. Due to the Resort's reduction in budgeted consumption there was an overpayment from RCR which will be reimbursed.</p> <p>Bev Dye made the motion to accept the financial statement. Mark Chidwick seconded. Motion carried.</p>	Board	Open
4.2 Budget for May 2008- March 2009	<p>a. Water fees. Based on the operational costs of the previous year, there is a need for an increase in fees by \$200.00 per annum per household. In answer to Mark Chidwick's question about whether this would increase reserves or just balance the budget, this would only serve to balance the budget.</p> <p>b. Three pay options were presented:</p> <ul style="list-style-type: none"> • (Total = \$1440 per year) \$120.00 dollars per month paid monthly • (Total = \$1200 per year) ten post-dated cheques, each for the amount of \$120.00 • (Total = \$1100 per year) one time payment <p>Mark Chidwick moved to accept the budget with the increased water fees. Tracy Boccabella seconded the motion. All in favour. Carried.</p>		
6. Water License			

<p>5.1 Water License</p>	<p>a) Our WWWU license comes due in August 2009</p> <p>b) We will have to renegotiate. We want to keep the amount in the license, just change the use. Licenses can be cut off and these are very valuable. (For example, the MD of Rockyview just bought 300 acre feet from an upstream rancher.) A question was asked about what would happen to the snow-making license. The Board will have to justify a different use to keep the current license volume. Action Item: <i>The new board will be actively seeking to renew our license in accordance with the intent to avoid any claw-back in quantity as well as redistribute the snowmaking license to reflect future shared use.</i></p>	<p>Board</p>	<p>Open</p>
<p>7. RCR Report</p>			
<p>7.1 RCR Report</p>	<p>Alf Beaudry gave the report on behalf of RCR</p> <p>a. All lots have now been sold.</p> <p>b. Opening of the Golf Course has been delayed until May 9, 2008.</p> <p>c. There is nothing happening in development at the moment. RCR is considering 50-60 homes in the next 5-6 years.</p> <p>d. There is no chance the ski hill will open. One accountant put together a business plan and sent it to RCR, but has heard nothing back.</p> <p>e. The Ski Hill is presently not for sale.</p>		
<p>8. Future Requirements</p>			
<p>8.1 Future Requirements</p>	<p>a) Water License Renewal (Action item as per Section 6 above)</p> <p>b) UV Filters. Alberta Environment requires installation of an ultra-violet (UV) filter system by January 2012.</p> <p>c) Water Treatment Plant (WTP) – improved communications with automatic plant data capture.</p> <p>d) Cleanup and removal of the old system. We still have the old system but there are no toxicity issues with this.</p> <p>e) Water Leakage. (Action item as per Section 2 above)</p> <p>f) Low Flow Toilets and Water metering (consideration). (Action item as per Section 2 above)</p> <p>g) System Expansion</p> <ul style="list-style-type: none"> • High level gravity feed pumps • Emergency power back-up systems 	<p>Board</p>	<p>Open</p>
<p>Board</p>	<p>Open</p>	<p>Board</p>	<p>Open</p>
<p>Board</p>	<p>Open</p>	<p>Board</p>	<p>Open</p>
<p>9. New User Proposals</p>			

<p>9.1 New User Proposals</p>	<p>a) Alberta Mining Corporation (AMC). The original proposal was a 40 property development. The MD indicated that they had to install a whole sewage system. There was insufficient cost benefit and this proposal was withdrawn. (The current proposal is for 10 properties and talks are on-going.)</p> <p>b) RCR is considering the development of 40-60 units up on the hill, possibly in 5-6 years. In response to a question to RCR about where the effluent for the sewage treatment discharges, Alf indicated that it discharges to the bottom of the driving range, a distance from residential property lines.</p> <p>c) Our Lady Queen of Peace Ranch. They are currently using wells and these are not meeting their needs. Discussions have ensued about them becoming a “user” of the Wintergreen Woods Water Utility. They would not be members; we would simply be selling them water. They propose to join the WWWU with the same status as RCR – i.e., pay a percentage of use. They will also pay for the technical requirements to add lines and pump the water up to their property.</p> <p>An advantage to us is that this arrangement might give us uphill storage. The board has agreed in principle but this hasn't been budgeted because Corix cannot put in lines until Fall 2008.</p> <p>It was suggested that we might want to encourage them to become members to share in the maintenance but it might be more lucrative to go with the fees rather than membership.</p> <p>d) Elkana. We approached Elkana because they need a solution to their water problems. They are getting water from the river and they are under a 24 x 7 boil water order. They need a solution by November 2009 but presently do not wish to tie in to our system because of pipe costs. The Municipal District of Rocky View will be building a Water Treatment facility on the opposite side of the river to our collector tanks. Elkana is planning on tying in with that system. There still may be future opportunities to combine our resources but to date, discussions about these synergistic actions have not gone too far.</p>	<p>Board</p>	<p>Open</p>
		<p>Board</p>	<p>Open</p>
		<p>Board</p>	<p>Closed</p>
<p>10. New Board Members</p>			
<p>10.1 New Board Members</p>	<ul style="list-style-type: none"> • David Deere (WWWU Chair), Dennis Stefani (OH&S), and Gail Kopp (WWWU secretary) stepped away from their positions as board members. • Three new members volunteered – Tracy Boccabella, Stan Kopp and Stefan Mundt 		
<p>11. New Business</p>			
<p>11.1 Pressure Regulators</p>	<p>One resident mentioned that there seemed to be some kind of liability re: pressure mentioned on the website and that pressure, in some instances, seems too high. Mark Brown suggested that property owners should test their installed pressure regulators to</p>	<p>Board</p>	<p>Open</p>

	ensure the pressure is within the allowable limit. As this information is provided to the membership, there is no liability to WWWU co-op. Action Item: <i>Board is to review the documentation provided on the website to ensure its clarity and accuracy.</i>		
11.2 Master Plan	There was a discussion around the WWWU co-op having a master plan. David mentioned that we are with many factors that are dynamic, ever-changing and unpredictable. To make a long range plan may not be a realistic option. However, we will review this. Action item: <i>The board is to consider developing a master action plan and the implications of it.</i>	Board	Open
12. Conclusion			
	a) Motion to adjourn meeting by Tracy Boccabella. Seconded by Stan Kopp. Carried.		