

**MINUTES of the Annual General Meeting (AGM)  
Of the Wintergreen Woods Water Utility  
April 25, 2007 Meeting**

**Location:** Wintergreen Resort

Meeting Commenced at 7:10 pm

**Attending:** Rav Singh, Carol Stefan, Shawn Bond, Paul Starnino, Vic Pedenko, Michael Woertman, Mike Dumestre, Duncan O’Nias, Blaine Mitchell, Michael Jones, Darren Bitzer, James Kovatt, Ross Brown, Marilyn Ledingham, Bruce Fielding, Mark Chidwick, Heather Chidwick, Mark Crasdale, Nancy Stefani, Dennis Stefani, Alison Harle, Marilyn Luft, Bernie Luft, Carrie Dunning, Tom Walker, Kurtis Averill, Mark Brown, David Deere, Bev Dye, Gail Kopp, Fred Smith, Derrick Jewlal, Cindy Wilson, Tom Walker, Alf Beaudry

**Regrets:**

TOPIC	DISCUSSION	ACTION	STATUS
<b>1. Initial Business</b>			
<b>1.1 Welcome, Introductions, AGM 2006 Minutes</b>	<ul style="list-style-type: none"> <li>a. David Deere, Chair of the Wintergreen Woods Water Utility, welcomed everyone and thanked Michael Woertman for donating the coffee.</li> <li>b. Each member of the board introduced him/herself.</li> <li>c. Michael Woertman moved that the minutes of the 2006 AGM be accepted. Seconded by Heather Chidwick. Carried.</li> </ul>		<b>Closed</b>
<b>2. WWWU 2007 Activities</b>			
<b>2.1 Overview</b>	<p>David Deere showed a PowerPoint of the WWWU activities for 2007. Information highlights are as follows:</p> <ul style="list-style-type: none"> <li>a. <b>Board</b> responsibilities and constraints.</li> <li>b. An <b>organizational diagram</b> of the WWWU committee was shown.</li> <li>c. <b>New treatment plant</b> is up and running.</li> <li>d. <b>“New User” application</b> – Aspen Meadows (details later in the meeting)</li> <li>e. An <b>Occupational Health and Safety Policy</b> has been developed because we are an employer responsible for employees. The plan, which addresses possible liabilities, outlines responsibilities, and reduces risk, can be seen on the website.</li> <li>f. A <b>Property Damage and Repair Policy</b> was developed and this can be viewed on the website.</li> <li>g. The WWWU has a <b>new accountant</b>, Cindy Wilson.</li> <li>h. We now have an enhanced <b>website</b> (updated and current).</li> </ul>		

**3. Operations Report**

**3.1. Operations Report**

- a. We have an operating contractor which has undergone a number of name changes to the current "Corix". Corey and Al from Corix take care of the day-to-day operations of the plant. Thanks to these two for a terrific job.
- b. No boil water orders or call outs for 2007.
- c. In February, we had a freeze up of the river because of floods two years ago. The river channel changed leaving our pumps high and dry. Frazzle ice plugged the aquifer into our intake. As a result, we had to pump from the river to the pump house and then pump from the pump house to the treatment plant. The river has now moved back to its original position; hopefully everything will be back to normal. This was the biggest maintenance cost of the year.
- d. We had pressure reducing valves for pressure relief at the river pump house. We were running the pumps on and off but found that we were losing water in the pipeline. We then kept the pumps on for positive pressure in the line so that we did not have the same kind of infiltration that we had two years ago.
- e. Several other minor repairs included:
  - Chemical metering pump
  - Compressor starter
  - Leak in front of Tom Walker's place (repair of distribution system)
- f. We sent in environmental reports and found that the water quality met or exceeded all AE requirements for drinking water.
- g. Water leakage (4 years +) has been losing 25% of the raw water pumped into it. We are looking at the source of the leak now. New meters have been put in and recalibrated so that Morrison-Hirschfield can investigate.
- h. Mark Brown will be doing the locates for water shut-offs on each property. If you see Mark or another WWWU representative in your yard, that is what they are doing.
- i. Water is tested along the distribution system every day. There haven't been any problems with the water although there have been some minor glitches with the computer system.
- j. With respect to the new Water Treatment Plant, there are new regulations as of 2006, so we are trying to keep up using phases (new storage tanks, UV filters). Fred showed pictures and schematics of the new plant. Gravity is filtering the water.
- k. Capacity of the new plant is double (or more) of what we use right now, which is ~ 408 cubic meters per day.

**4. Financial Report**

<p><b>4.1 Water Fees</b></p>	<p>a) If the yearly water fees are received:</p> <ul style="list-style-type: none"> <li>• By July 15, 2007....\$900.00 is the cost</li> <li>• As ten post-dated cheques ....\$1000.00 is the cost</li> <li>• As month-by-month payments...\$1200.00 is the cost.</li> </ul> <p>There was discussion around late payers. It was indicated that the board will handle this.</p> <p>b) Budget is fairly standard. 90% of our costs are fixed and this includes insurance, testing, ops and maintenance.</p>		
<p><b>5. New Development Tie-in</b></p>			
<p><b>5.1 Aspen Woods</b></p>	<p>a. Winterhawk has now been renamed “Aspen Meadows”</p> <p>b. The new development has approached WWU for water and RCR for sewage treatment. Approval from the MD requires this to be set up.</p> <p>c. Any new user will not depreciate the value of the system for existing users.</p> <p>d. Any development costs incurred are paid by the developer.</p> <p>e. The new development will use essentially the same amount of water that is being lost by the leakage. Morrison Hirschfield will determine the technical requirements for the repair. There appear to be 3 options to fix the leak and recovering the water:</p> <ul style="list-style-type: none"> <li>a) Line a portion of the line</li> <li>b) Replace the line</li> <li>c) Add new liners in the water treatment plant.</li> </ul> <p>f. We know that Alberta Environment wants UV filters put in and the developer will pay for these and their installation. We're still at the talking stage but all is amicable at the moment.</p> <p><b>g.</b> Discussion around who makes the decision re: New Development. The board makes the final decision about whether or not they come into the WWU – i.e., the board will inform the members but not necessarily ask for an open vote. This will be based on a qualified engineering report. The board can only speak to the welfare of the WWU. It should be clarified that we <b>MUST</b> consider all reasonable requests for water. <b>Action item: we will put an information package together if and when required.</b></p> <p>h. Because our costs are fixed, dividing these by a greater number of people will likely result with our costs reduced. New water tests will be required to renew water licenses. This will result in an increase of cost from \$2500 to \$14000. New development will help share the costs. We are looking to put together material for a grant to help with costs.</p> <p>i. Risks might include:</p> <ul style="list-style-type: none"> <li>• Availability of water different from the predicted (However, the prediction is based on engineering studies of 4 years of usage</li> </ul>	<p>&lt;&lt;&lt;&lt;</p>	<p><b>Open</b></p>

	<p>and taking into account empty lots and resort usage.)</p> <ul style="list-style-type: none"> <li>• Incompetent installation. (However, Fred Smith has done a good deal of work on this in his capacity as engineer.)</li> </ul> <p>j. The University of Calgary has been study the river to see if there is decreased flow. Mark has the information but doesn't know if the board will be informed. <b>Action Item: Board is to find out about the flow and whether allotment is tied to flow.</b></p> <p>k. Discussion around conservation – meters and low-flow toilets. <b>Action Item. Board is to consider giving incentives for people who want to retrofit low-flow toilets for conservation.</b></p> <p>l. Discussion around writing “first rights” over the water usage into agreement. It was pointed out that we all belong to the co-op as equal partners. Also, if we ask for an amendment of our license with AE, it will change our priority number in the standing of water licenses.</p> <p>m. Things to consider:</p> <ul style="list-style-type: none"> <li>a) Does big equity and more users = more maintenance?</li> <li>b) Is limited water tied to supply because of Calgary development.</li> <li>c) Wintergreen residents are only using 65% of standards. Indicates water conservation if we can add 20 users without taking more water.</li> <li>d) We should look within our own home and ensure that our own homes are tight.</li> </ul>	<p>&lt;&lt;&lt;&lt;</p> <p>&lt;&lt;&lt;&lt;</p>	<p>Open</p> <p>Open</p>
<b>6. RCR Report</b>			
<p><b>6.1 RCR Overview</b></p>	<ul style="list-style-type: none"> <li>a) RCR is happy with the co-op and is working closely with the board members.</li> <li>b) They are in discussions with new developer and waiting for engineering studies as well.</li> <li>c) Looking at developing an additional 7 lots.</li> <li>d) Installing low-flow toilets and fixtures – huge gain in water conservation</li> <li>e) RCR is gearing up for the golf year with a drainage project to clean up all the waterways.</li> <li>f) Wintergreen is up for sale.</li> </ul>		
<b>7. Motions</b>			
	<p>Motion to accept the proposed budget by Mike Woertman. Seconded by Alison Harle. Carried.</p> <ul style="list-style-type: none"> <li>a) Motion to accept the proposed fee structure and the late fee protocol by Murray Luft, Seconded by Carol Stefan. Carried.</li> <li>b) Motion to include a fourth authorized signature by Alison Harle. Seconded by Mark Chidwick. Carried.</li> <li>c) Request for all operating updates to be put on website – not a hockey update, just milestones.</li> </ul>		

	d) Request for new volunteers – Mike Dumestre and Kurtis Averill stepped up		
<b>8. Conclusion</b>			
	a) Meeting adjourned at 9:05.		