

MINUTES
of the
ANNUAL GENERAL MEETING
Of Wintergreen Woods Water Utility (WWWU)
April 27, 2011 Meeting

Location: Snowbirds Senior Centre, Bragg Creek, Alberta.

Attending: **WWWU Residents:** Mark Chidwick, Ralph Haist, Ron Lutz, Bernie Luft, Bev Dye, Marilyn Ledingham, Ken Wilson, Ryan Bird, Debbie Dunn, Bruce Fielding, Mark Brown, Tom Walker and David Deere
Rocky View County (RVC): Councilor Rick Butler, Byron Riemann and Jorie McKenzie
Resorts of the Canadian Rockies (RCR): Patrick Majer
Accountant: Cindy Wilson

TOPIC	DISCUSSION	ACTION	STATUS
Introductions & Welcome	<ul style="list-style-type: none"> a. David Deere (Acting Chairman and Secretary) welcomed participants. WWWU board members, RVC and RCR reps introduced themselves. b. Mission statement, roles and responsibilities were presented to membership. 		Info
1.1 2010 AGM Minutes Review & Acceptance	<ul style="list-style-type: none"> a. Bruce Fielding presented 2010 AGM Minutes. No issues raised; no discussion. b. The mandate approved at the AGM 2010 was presented as a reminder in advance of the RVC Status Update. <ul style="list-style-type: none"> • <i>To empower the WWWU board on behalf of the WWWU membership to evaluate the County of Rocky View proposals and make recommendations to enter into or reject an agreement with Rocky View County subject to a ratification vote by the membership.</i> c. Motion to accept minutes – Bev Dye, Mark Chidwick 2nd (PASSED) 		Info
1.2 Rocky View County Status Update	<p>David Deere summarized the Special Meeting that was held on July 28, 2010 and the two motions that were passed:</p> <p>BALLOT 1 (SERVICE AGREEMENT - SA): The Wintergreen Woods Water Utility shall enter into an agreement with Rocky View County to supply treated water to its current members. Wintergreen would remain the distributor.</p> <p>BALLOT 2 (MASTER TRANSFER AGREEMENT - MTA): The Wintergreen Woods Water Utility shall enter into an agreement</p>		Info

	<p>with Rocky View County to transfer the entire WWWU system and associated assets to the County (pending the results of an integrity assessment of our distribution system).</p> <p>Councilor Rick Butler commented that he hopes we can create a win/win agreement between WWWU and Rocky View County (RVC).</p> <p>Jorie McKenzie assisted in updating membership on the status of the WWWU-RVC Agreement including:</p> <ul style="list-style-type: none"> a. Local Councilor Rick Butler providing support b. Phase 1 (construction) of the County treatment plant will be complete this month with serviceable WTP. The 30-day commissioning period in progress. Performance trials are set for mid-May. Plant expected to produce treated water in June. c. County has approximately 1.2 million remaining after the completion of Phase 1 – to be determined after project costs are all accounted (June). First stage will provide a small truck fill-station capability only. d. Trout Farm License e. Service Agreement (SA) consultation to continue this spring: <ul style="list-style-type: none"> a. Progress delayed 2010 - RVC reply missing key information (fee structure). b. New pricing is being updated from original agreement. Previous estimate (\$1.46/m3) based on 2008 values so will be updated prior to final agreement. f. Principles of original agreement remain the same: <ul style="list-style-type: none"> a. In exchange for our WTP, RVC will repair our Raw Water Line. b. When necessary, RVC will reverse the flow to serve other consumers. g. Master Transfer Agreement (MTA) is presently on hold until the initial Service Agreements are in place. h. Master Utilities Bylaw Document – in progress – expected July 2011. This document provides guidance material on processes and fees regarding local utilities. <p>Further discussions and negotiations will continue with the new board 2011-2012.</p>		
<p>1.3 WWWU System Overview</p>	<ul style="list-style-type: none"> a. Overview of WWWU lines, buildings and infrastructure presented by Tom Walker. 		<p>Info</p>
<p>1.4 2010-2011 Activities</p>	<p>Activities reviewed and discussed included:</p> <ul style="list-style-type: none"> i. RVC Agreement Discussions ii. Contact List & 100% Fee Collection iii. Delinquent Account Policy* iv. RVC Special Meeting v. Curb Stop Information vi. Curb Stop Mapping 		<p>Info</p>

	<p>vii. Accessory Dwelling Unit (ADU) Guideline Policy** viii. Internal Audit ix. Maintenance Contract Review x. Air Valve Meters xi. Raw Water Line Repair Assessment/Options xii. RVC Agreement Discussions (Councillor)</p> <p>*Delinquent Account Policy:</p> <ul style="list-style-type: none"> • 14 days PAST DUE = Letter. • 30 days PAST DUE = Letter plus a late penalty administrative fee of \$50. • 60 days PAST DUE = Water service shut-off process will be initiated. NOTICE OF DELINQUENCY - 72 hours notice. The WWWU Maintenance operator crew. <p>MOTION to approve Delinquent Account Policy – Ralph Haist (PASSED)</p> <p>**Accessory Dwelling Unit Policy</p> <ul style="list-style-type: none"> • ADU defined by municipality • WWWU Policy: <ul style="list-style-type: none"> ○ Members must apply in writing to WWWU ○ Additional Hook-up Fee = 50% buy-in fee. ○ Full additional annual water fee ○ Effective Date April 27, 2011 ○ Existing Dwelling – no change (grandfathered). <p>MOTION to approve ADU Policy – Mark Chidwick, Bernie Luft 2nd (PASSED)</p>		
<p>1.5 Operations Report</p>	<p>Mark Brown and Tom Walker presented the operational “events” that have occurred over the year which included:</p> <ol style="list-style-type: none"> a. Water & Curb stop valve replaced – Mountain Lion Drive b. Frozen Air Relief Valve on raw Water Line replaced – Wintergreen Road c. Additional Pump on standby ready to be placed in River in response to frazzle ice issues or low intake water levels from river flow shift. d. RCR meter installed in resort e. Raw water line leak – location(s) remains unknown 		
<p>1.6 Financial Report and 2011-12 budget</p>	<p>Cindy Wilson, accountant for the WWWU, presented the Financial Statements as of December 31, 2010. Cindy explained a number of entries to the Statement of Operations with an increase in operating expenditures noted.</p> <p>MOTION: by Bev Dye, seconded by Mark Chidwick to accept the financial report as presented. (PASSED).</p> <p>Cindy also presented the budget for 2011/2012 based on the actual expenses of the previous years. The following fee structure is proposed for the upcoming year:</p> <p>For the period July 1, 2011 – June 30, 2012</p>		

	<ul style="list-style-type: none"> ◆ \$ 137.50 / month for 12 months (\$1650) with payments due on the 1st day of each month. ◆ \$ 137.50 / month for 10 months (\$1375) with post dated cheques made out for the 1st day of each month. ◆ \$ 1250 / year as a one time payment due by July 15, 2011. <p>MOTION: by Bruce Fielding, seconded by Debbie Dunn to accept the budget and fee structure as proposed. (PASSED).</p>		
1.7 RCR Report	Patrick Majer, representative of the Resorts of the Rockies (Wintergreen Golf & Country Club) briefly advised that there have been no significant changes to report. RCR is still reviewing the potential development of approximately 80 residential lots on the former ski hill.		
1.8 2012 Planned Activities	David Deere suggested that the following activities will be considered by the new board of directors: <ul style="list-style-type: none"> a. RVC Proposal b. Raw Water Leak Investigation & Repair c. Curb stop Mapping d. WWU Board Reorganization – IAW original Bylaws 		
1.9 Election of New Officers	<ul style="list-style-type: none"> a. RESIGNING BOARD MEMBERS: Michael Woertman, Tom Walker, Bruce Fielding, Bryan Neubeker and Debbie Dunn. b. REMAINING BOARD MEMBERS: David Deere, Susan Norrie and Mark Brown. c. NEW VOLUNTEER BOARD MEMBERS: Mark Chidwick, Ron Lutz, and Gertie Griffiths. d. NEW VOLUNTEER RVC SUB-COMMITTEE: Ryan Bird 		
1.10 Open Discussion	<ul style="list-style-type: none"> a. Add statement on fire suppression capability and fire hydrant use in RVC MTA Agreement b. MTA written with contingencies in mind. 		
	Meeting adjourned at 9:00 Minutes recorded by David Deere and Debbie Dunn		