

**BEAVER FALLS WATERWORKS DISTRICT  
Agenda  
December 12, 2023**

**At Ellen Vallie’s Residence, 1113 Christie Rd,  
Holiday Get Together to Follow.**

**MEETING CALLED TO ORDER:**

**ACCEPTANCE OF PREVIOUS MINUTES**

Motioned \_\_\_\_\_ /Seconded \_\_\_\_\_ Motion carried. Yes \_\_\_ No\_\_\_

**CORRESPONDENCE:** None

**FINANCIAL REPORT – Wendy Allen, Secretary / Treasurer**

Balance Sheet, Income statement, Bank reconciliation.

Review and motion to accept proposed Budget 2024 with 10 % increase to Tolls only.

**Motion to accept Beaver Falls Water Works District Budget 2024 as presented.**

Motioned \_\_\_\_\_ / Seconded \_\_\_\_\_ / Motion carried. Yes \_\_\_ No \_\_\_

See Accounts payable at December 7, 2023

**Motion to pay bills.**

Motioned \_\_\_\_\_/Seconded \_\_\_\_\_ Motion carried. Yes \_\_\_ No \_\_\_\_\_

<b>Accounts Payable December 7, 2023</b>		
Heli-R Invoice 622738 (Waterline break 1520 Hwy 3B)		425.25
Passmore Laboratory NOV2023 ID3187		180.00
Telus 238191921 November 2023 (credit remains)	PAP	-34.72
<b>TOTAL</b>		<b>570.53</b>
<b>Paid by VISA Payable By the 23rd</b>		
Rock Island Tape Center (Switching to cell and SIM card)		89.60
Amazon.ca Protective cover for cell phone		12.98
<b>TOTAL</b>		<b>102.58</b>

<b>Prepaid at December 7, 2023</b>		
CRA Payroll Remittance for November 2023		894.14
<b>Total</b>		
		<b>894.14</b>
<b>Payroll Details November 2023</b>		
Allen, Wendy – pd EFT	November 6, 2023	783.68
Settle, Wendy – pd EFT	November 6, 2023	479.40
Allen, Wendy – pd EFT	November 20, 2023	652.50
Settle, Wendy – pd EFT	November 20, 2023	282.56
Steblyk, Dean – pd EFT	November 20, 2023	104.51
<b>Total</b>		
		<b>2302.65</b>

**OLD BUSINESS**

Administrator has reached out to LGIF to see if combining invoices is possible.

\*\*\*Update – It is possible but would be advised to check with ratepayers and accountants to see if there would be any unforeseen negative effects.

\*\*\*Cheque for **\$55,811.00** from ACERA Insurance has been deposited into Tax 3 Account, December 6, 2023.

Wendy Settle would like a letter sent out in the new year to inform ratepayers that there will be no new water connections available going forward.

**NEW BUSINESS**

Late payment Tax Penalty of 20% has been applied as per Bylaw.

Final transfer for 2023 from Tolls to Taxes accounts (see Transfer PDF for details.)

**Motion required to transfer \$28,579.55 from the Tolls Operating account to the Tax 3 Business account.**

Motioned \_\_\_\_\_/ /Seconded \_\_\_\_\_/ Motion carried. Yes \_\_\_ No \_\_\_

Will require some manual cheques to be signed please.

Choose 2 Trustees who will be signing for Grant Thornton.

Trustees questionnaire will be sent out and due back by January 15, 2024.

## Water Operators Report – W. Settle

Performance review for Dean Steblyk.

Motion to increase hourly to \$ \_\_\_\_\_ starting January 1, 2024

Motioned \_\_\_\_\_/ Seconded \_\_\_\_\_/ Motion carried. Yes \_\_\_ No \_\_\_

### Action Items

Prepare Year end for Grant Thornton.

Prepare WCB Report

Prepare T4's

January BCI applied.

Send off Tolls Bylaw 214 for approval to Ministry.

Website to be updated.

Inventory Submitted by January 15<sup>th</sup>?

Will be ordering office supplies beginning of January 2024.

Trustees to have questionnaire returned by January 15, 2024.

W. Settle to have inventory submitted by January 15, 2024.

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Adjourned \_\_\_\_\_ Next Regular Meeting: January \_\_\_??, 2024 @ 6:00pm at the Pumphouse.