

AGENDA**Oil Spill Contingency Group
Area #4 & #5 Annual
Meeting****January 10, 2020
Time: 12:00 noon – 3:00 p.m.
Place: Taylorton Room
Days Inns
Estevan, Saskatchewan**

Meeting called by:	Executive Committee	Type of meeting:	Oil Spill Contingency Annual Meeting
Chairperson:	Jon Hutt	Note taker:	Sonja Bush (Secretary/Treasurer)

Agenda**12:00 Noon Lunch**

Welcome Members/Introductions Jon Hutt
Add any other agenda items:

Review Old Business 2019

		<u>MINUTES</u>
Review Minutes/Annual Meeting 2019	Jon Hutt	5
Custodian Update/Trailers/Equipment	Peter McFadden	5
Training Exercise Update	Peter McFadden/Jonas Fenn	5
Review Meeting Minutes from Areas Chairperson Meeting	Jon Hutt	5
Membership 2019 Update	Sonja Bush	5

New Business 2020

Web Site Review	Jon Hutt	5
Trailer Storage/Equipment Update	Peter McFadden	10
Purchase of New Equipment for Trailer #2	Chris Humphries	5
Review Contract Positions	All	5
Membership Dues for 2020	All	5
Budget Review	Sonja Bush	15
Volunteer Signing Authority – 3 Positions Required	All	5
Break		
Review Call-Out Sheet	All	5
Select Executive Committee	All	5
Redvers Oil Show Dates	Jon Hutt	5
Training Exercise Dates	Jon Hutt	5
Government Update – Regulatory Requirements	Randal Miiller	10
Roundtable	All	5
Closing Remarks	Jon Hutt	5

OIL SPILL CONTINGENCY GROUPS #4 & #5 AGM MINUTES JANUARY 10, 2020.

The meeting commenced at noon with a luncheon and introduction of attendees.

Jon Hutt acted as Chairperson in the absence of Laurel Mohl.

ATTENDEES:

- Jonas Fenn, MER
- Paloma Proszak, Matrix Solutions
- Qi Lin, Petro-Lin
- Ron Perkins, Burgess Creek
- Mark Hill, Tervita
- Cody Renz, Tundra Oil & Gas
- Jon Hutt, Matrix Solutions
- Sonja Bush, Secretary Treasurer
- Doug Giroux, Cardinal Energy Ltd.
- Albert D Verbeurgt, Ventura Resources Inc
- Sean Garagan, Torc Oil
- Chris Bayerle, Tervita
- Kelly Matt, Tervita
- Tim Buchanan, Corval Energy
- Vic Madge, Saturn Oil
- Kyran Palmer, Kingston Midstream
- Dave Burnett, Crescent Point
- Chris Hamel, Enbridge
- Dean Lemieux, NAL
- Parker Cameron, SteelReef
- Rhonda Knight, SteelReef
- Sam Bakala, Torc Oil
- Sheldon Schlapkohl, Ridgeback Resources
- Clint Schlapkohl, Ridgeback Resources
- Chris Humphries, Crescent Point
- Peter McFadden, Oil Spill Custodian
- Chuck Hignett, Enerplus Corporation
- Dwayne DeDecker, Federated Cooperatives Ltd.
- Gary Radtke, Enbridge

AGM OIL SPILL CONTINGENCY GROUPS #4 & #5 MINUTES JANUARY 10, 2020 (Con't)

Review Old Business 2019

- Trailer #2 which is used to store booms only has been moved to Carlyle and location is on the web site.
- Sonja asked Chris Humphries to forward the storage agreement as she does not have the updated Agreement.
- Equipment Agreement Policy has been modified as discussed at last year's meeting.
- Kevin Cooke's cell number has been corrected.
- Watergate Damn has been purchased.
- Call Out Sheet has been modified to have first Emergency contact listed as Peter McFadden and non-emergency contact as Sonja Bush.
- Laurel has emailed all executive members a soft manual of pertinent equipment and trailer information.
- Chuck Hignett made a motion to accept Kevin Firth's resignation dated March 31, 2019. Sonja to contact BMO to have his name taken off the signing authority.
- Gary Radtke seconded the motion. AIF

Doug Giroux accepted the minutes as read. Sean Garagan seconded the motion. AIF

Custodian Update

Peter McFadden gave a comprehensive report about the training and trailers. The trailers were not dispatched to any spills in 2019. There were a few stumbling blocks regarding the outboard engines not starting at each training session. When the engines were tested, prior to the training, they started well. In future the handling of the engines from the trailer will be done differently so that the oil will not leak back into the engines. Jonas will direct the removal of the boat motors in 2020 with the assistance of Peter McFadden.

Trailer #1 was cleaned and repainted and the water leakage problem has been resolved as the leakage was not from the roof but from the lateral side of the trailer. The seam was sealed and since then there has not been any indication of leakage. There was black mold growing on the walls, ceiling and shelving which has been cleaned; however, the mold issue is still there. Trailer #1 was taken to the Weyburn Oil Show. Peter to try and treat mold issues with peroxide and see if that will stop mold from coming back.

Inventory has been done in trailer #1 and redundant and obsolete items placed into Trailer #3 for storage. Trailer #3 requires a total cleanup which will be done in the spring. Presently there is an updated inventory list on the website regarding trailer #1. Chris Humphries had requested various items for trailer #2 in Carlyle and Peter will provide such items from trailer #3. Minor changes need to be resolved like storage of owner manuals in tubs. The hanging systems for the booms require parts to be ordered from Steward Steel and have the booms hung properly. Each set of booms has a different hanging system. The mud problem on the end gate has new covering installed. Hip wader storage has to be changed so there will be no mold. No gasoline can be stored in the trailer as it's against regulations when the trailer is being moved. Top Notch Towing provides excellent service; however, it's impossible to work in the compound. **Peter mentioned that he will contact Top Notch to request more room around the trailer.** At present Peter has been moving the trailer to his farm to do service work as there is power and water at the farm.

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Training Update

Jonas Fenn advised us that the Training Coordinator for 2019, Paloma Proszak from Matrix Solutions did an excellent job as the training coordinator. Heavy winds were a bit of an issue at a couple of the sessions. The Watergate Dam was shown off and will be used in 2020. One stipulation for the 2020 sessions will be no cell phones will be allowed to be on during the training. Paloma will not be able to be the training Coordinator for 2020, in her place Halle Roy from Matrix Solutions has agreed to be trained. Jon Hutt stated that Matrix Solutions has offered their services over the years as pro bono. Going forward consideration should be given to pay the Coordinator.

Dean Lemieux made a motion that Matrix Solutions is to charge \$60/hr and \$.90/km for the coordinator. Doug Giroux seconded the motion. AIF.

Chairperson Meeting Update

Jon Hutt reviewed the meeting minutes from the annual area chairperson meeting which are located on the website at www.saskoilspill.com.

Membership 2019 Update

Sonja Bush provided the membership update that in 2019 there was 103 invoices sent out of which 96 members paid. The Ministry of Energy and Resources Regina assisted in contacting and collecting payment for 11 delinquent companies from 2018.

The breakdown is as follows:

2019:	94 x 600 =	\$56,400.00
	2 x 350 =	\$ 700.00
2018	10 x 600 =	\$ 6,000.00
	1 x 400 =	\$ 400.00
	Late payment fees collected	\$ 800.00
	In total the revenue was:	\$64,300.00

There are only 5 delinquent companies for 2019. One company contacted me on Wednesday and payment is in the mail. The remainder unpaid members that MER is dealing with that are delinquent for 2019 are: Regent Resources, Tallahassee Exploration, Tetonka Resources, Fort Calgary.

Web Site Review

Jon Hutt provided the website review.

Trailer Storage/Equipment

Chris Humphries stated that Trailer #2 needs another Watergate Dam. He made a motion to purchase a Watergate dam for approximately \$3500. Cody Renz seconded the motion. AIF
Chris Humphries made a motion to purchase a winch for boom deployment for trailer #2 approximate value \$1500. Kyran Palmer seconded the motion. AIF

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Contract Positions

Chris Humphries made a motion to accept the Custodian contract as presented.
Chuck Hignett seconded the motion. AIF

Albert Verbeurgt made a motion to accept the Chairperson/Technician contract as presented.
Mark Hill seconded the motion. AIF

Sam Bakala made a motion to accept the Secretary Treasurer contract as presented.
Dean Lemieux seconded the motion. AIF

Membership Dues

Dean Lemieux made a motion for the membership dues to remain at \$600 plus GST.
Dave Burnett seconded the motion. AIF

Budget Review

January 1, 2019	Balance forward	\$47,548.13
	Income	\$64,300.00
	Mis	\$ 4,700.00
	Expenses	\$ 7,139.44
Bank Balance December 31, 2019		\$45,408.69
	BMO Investment	\$36,453.42
January 1, 2020	Balance forward	\$45,408.69
	Projected Income	\$57,000.00
	Projected Expenses	\$55,075.00
Bank Balance December 31, 2020		\$47,333.69

Dwayne DeDecker made a motion to reinvestment the BMO investment for another year. Sam Bakala seconded the motion. AIF.

Sean Garagan made a motion to accept the budget of \$55,075.00 as presented. Sam Bakala seconded the motion. AIF

Executive Committee

Sam Bakala (Torc Oil & Gas) volunteered to be on the Executive Committee and to be the third signing authority. The remainder to be the same. Sean Garagan made a motion to have Sam Bakala be the third signing authority. Sonja Bush will be in touch with Sam to arrange meeting with BMO to have this set up.

Call Out Sheet

Sam Bakala (cell 306-421-6894) is to be added to the list by Laurel Mohl.

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Training Exercises

Mainprize Park	May 12 & 13, 2020
Moose Creek	May 19 & 20, 2020

Redvers Oil Show

Jon Hutt stated that if enough people volunteer, the trailer will go to the Redvers Oil Show. Laurel will confirm Oil Show dates and will be emailing for volunteers.

Government Update

Jonas Fenn updated that Dean Pylypuk retired November 20, 2019. In his place Randall Miiller is acting until such time as a permanent replacement has been hired. Jonas stated that more scrutiny will be placed on spill responses. He highlighted the changes to directives 14, 16 and 33.

Meeting adjourned at 2:30 pm.

January 10, 2020 Oil Spill Contingency Groups 4 & 5 Approved Budget	
Caterory	Budget
Accounting	\$ 1,500.00
Advertising	\$ 2,500.00
Answering Service	\$ 3,500.00
Area Chair Meetings	
Contingency	
Custodian	\$ 6,000.00
Custodian Out of Scope	\$ 1,500.00
Custodian Mileage	\$ 500.00
Chairperson/Technician	\$ 7,000.00
Chairperson Mileage	\$ 500.00
Insurance	\$ 2,650.00
License Registration	\$ 775.00
Meetings	\$ 1,000.00
Office Supplies	\$ 600.00
Postage & Box Rental	\$ 550.00
Secretary Treasurer	\$ 7,200.00
Telephone (634-6277)	\$ 500.00
Trailer Storage	\$ 2,600.00
Training & Towing	\$ 8,500.00
Trailer Expenses	\$ 2,500.00
Website Maintenance	\$ 200.00
Capital Expenses	
Watergate Dam	\$ 3,500.00
Winch	\$ 1,500.00
	\$ 55,075.00
Bank Balance Dec 31/2019	\$ 45,408.69
Proposed Income	\$ 57,000.00
Investment	\$ 36,453.42
Anticipated 2020 Expenses	\$ (55,075.00)
December 31, 2020 Proposed Balance	\$ 83,787.11