

## NORTHERN MAPLE UTILITIES INC. – BOARD MEETING NO. 003 – MINUTES

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### *Meeting Information*

**Meeting Date:** July 08, 2025  
**Meeting Time:** 1:00 PM EST  
**Meeting Location:** Microsoft Teams only

**Attendees:** Gregg Davidson (Chairman, Board Member)  
Manny Baron (President, Board Member)  
Patrick Kelly (Treasurer, Board Member)  
Reeba Arif (Secretary, Board Member)  
Jamie Morgan (Board Member)  
John Mohle (Board Member)  
Rachel Carter (Attendee)  
Vincent Guan (Attendee)

**Regrets:** Lori Woodham (Board Member)  
Paul Douglas (Board Member)

**Distribution:** Board Members, President

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### *Review of Quorum & Proposed Agenda*

*Quorum was established with 6 board members present.*

Section 1: Call to Order  
Section 2: NMU Updates  
Section 3: Communications  
Section 4: Finance and Operations  
Section 5: Capital Projects  
Section 6: Other Business  
Adjournment

*The proposed agenda was adopted by the Board.*

The Board shall adopt the agenda at the beginning of the meeting, and may, upon agreement of a majority of those members present at the meeting, add or delete items from the agenda.

*Notes from the meeting have been added in italics; action items have been recorded in **bold**.*

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Item	Discussion:	Action By:
1	<b>Call to Order</b>	
1.1	<p><b>Call to Order</b>  <i>July 08, 2025: Meeting #003 called to order at 1:03PM.</i></p>	
1.2	<p><b>Approval of Agenda</b>  <i>July 08, 2025: Agenda approved by PK, seconded by MB, carried.</i></p>	
1.3	<p><b>Approval of Previous Meeting Minutes</b>  <i>July 08, 2025: Motion to approve minutes of June 10, 2025, by JM, seconded by PK, carried.</i></p>	
2	<b>Northern Maple Utilities (NMU) Updates</b>	
2.1	<p><b>Administration Procedures</b>  <i>July 08, 2025: Updates by Treasurer:</i></p> <ul style="list-style-type: none"> <li>• <i>Status of outstanding legal agreements</i> <ul style="list-style-type: none"> <li>a                             <ul style="list-style-type: none"> <li>○ <i>Novation of CIMA contracts</i></li> </ul> <p><i>Meeting scheduled for July 9<sup>th</sup> afternoon between Mapleton, CIMA, and legal. Same process as with OCWA, which is to move existing contracts from the Township to NMU</i></p> <p><i>The fees associated with the engineering and design for each of the projects will be different from years ago, hence update will be required based on the schedule of anticipated engineering and design fee as part of financial close. PK and MB will have the authority to sign off the contracts on behalf of the NMU board.</i></p> <p><b><i>PK to provide update once process is complete</i></b></p> </li> <li>b                             <ul style="list-style-type: none"> <li>○ <i>Grant funding transfer/payments</i></li> </ul> <p><i>No update from the ICIP and DMAF yet, as the team is currently focused on other top priorities, but there will be no issue in transferring the grant funding, as it is just the matter of whether the funding will flow through Mapleton first or directly to the NMU.</i></p> <p><b><i>PK to provide update once process is complete</i></b></p> </li> </ul> </li> </ul>	<p><b>PK</b></p> <p><b>PK</b></p>



Item	Discussion:	Action By:
2.2	<p><b>Insurance</b></p> <p><i>July 08, 2025: Updates by President/Treasurer:</i></p> <ul style="list-style-type: none"> <li>Insurance policy for NMU Board Members and Operator Insurance for NMU</li> <li>Sent to Intact for review - waiting to hear back. MB will follow up with Jeremy.</li> <li>PK and RC have met with Jeremy couple weeks ago to go through the questionnaire. Because NMU is a new organization, many of the questionnaire don't pertain to us.</li> <li><b>MB/PK to provide update once finalized.</b></li> </ul>	MB/PK
<b>3 Communication</b>		
3.1	<p><b>Logo</b></p> <p><i>July 08, 2025: INFO</i></p> <ul style="list-style-type: none"> <li>Trademark pending. Timeline: 6 months – 1 year.</li> <li>SV Law is leading the trademarking process. Estimated cost to complete the trademark is ~\$1000. Update will be provided when finalized.</li> <li><b>Item to be removed from minutes moving forward.</b></li> </ul>	INFO  RA
3.2	<p><b>Press Release</b></p> <p><i>July 08, 2025: Update by Secretary</i></p> <ul style="list-style-type: none"> <li>The Construction Source Magazine asked to feature the Mapleton Water and Wastewater Project in their upcoming issue.</li> <li>RA coordinating with the magazine to create a draft for review by President &amp; Treasurer before publishing</li> <li>Meeting with Construction Source Magazine scheduled for July 9<sup>th</sup> to go over in detail and put a draft together and to have it approved from the Township. (there will be no charges to be featured on the Construction Source Magazine)</li> <li><b>RA to circulate draft once prepared</b></li> </ul>	RA
<b>4 Finance and Operations – PLACE HOLDER</b>		
4.1	<p><b>Quarterly Financial Reporting</b></p> <p><i>This is a placeholder for future agenda, this is to let the group know that we will give an update of financial situation. No report to share.</i></p> <p><i>July 08, 2025: No updates</i></p>	



Trademark pending

Item	Discussion:	Action By:
4.2	<p><b>10-Year Capital Plan</b></p> <p><i>July 08, 2025: No updates</i></p>	
<b>5 Capital Projects</b>		
5.1	<p><b>Mapleton Water and Wastewater Upgrades</b></p> <p><i>July 08, 2025: Updates by Secretary:</i></p> <ul style="list-style-type: none"> <li>• Mobilization commenced July 2<sup>nd</sup>, 2025 – Construction underway</li> <li>• Subcontracts are being executed week of July 08. Moorefield Excavating expected to start early next week for the work at the WWTP.</li> <li>• The subcontractor selection was done during the RFP process based on the Township, CIMA, and Graham Construction pre-qualification process to make sure local businesses are involved.</li> </ul>	
5.2	<p><b>Drayton Water Tower Inspection</b></p> <p><i>July 08, 2025: Updates by JM:</i></p> <ul style="list-style-type: none"> <li>• Drayton water tower will be out of service for warranty inspection and maintenance. No disruptions to water service are expected</li> <li>• There are still a couple of small deficiencies, nothing major. No full report yet, but will be filling the Water Tower backup starting July 7<sup>th</sup>, chlorination will then take place, and aiming to have it back online by the end of this week. (While the water tower is offline, the old system is being used to keep operations running).</li> </ul>	
<b>6 Other Business</b>		
6.1	<p><b>Next Meeting:</b></p> <p><i>July 08, 2025: Updates by Secretary</i></p> <ul style="list-style-type: none"> <li>• All in agreement for board meetings to be held quarterly moving forward.                             <ul style="list-style-type: none"> <li>○ Next meeting Sep 30, 2025 at 1:00pm EST</li> </ul> </li> <li>• <b>RA to send out new meeting invite for quarterly meetings</b></li> </ul>	<b>RA</b>
6.2	<p><b>Financial Workings of NMU</b></p> <ul style="list-style-type: none"> <li>• Board members showed interest in learning how the financing works for NMU and how debt will be paid back.</li> <li>• <b>Graham Capital will arrange the finance team to walk through the model with board members during a board meeting.</b></li> </ul>	<b>RA</b>



Item	Discussion:	Action By:
6.3	<p><b>Preconstruction Surveys</b></p> <ul style="list-style-type: none"> <li>As construction is beginning, pre-condition survey (this involves taking pictures of the existing roadway, structures, etc. to ensure they're restored to their original condition or better after construction) will be conducted on the Queen Street.</li> <li>A notice will be sent to the residents through the NMU Board to inform them of the upcoming survey work.</li> <li><b>RA will prepare a draft notice and circulate to the group for information.</b></li> </ul>	RA
6.4	<p><b>Updates to Existing Accounting Software</b></p> <ul style="list-style-type: none"> <li><i>The new software company for setting up the back-end accounting system and billing for the NMU Inc is cumbersome and taking longer than expected.</i></li> <li><i>As of right now, bills will still be going out to the residents with Mapleton's regular billing software until the new software platform is ready.</i></li> <li><i>PK will prepare a letter of communication for residents once the new software is ready for implementation and the transition is set to begin.</i></li> <li><i>In the future, there will be an RFP to find a more suitable software platform for NMU and the Township.</i></li> </ul>	
6.5	<p><b>Water Meter Reading</b></p> <ul style="list-style-type: none"> <li><i>Water meter reading is being updated to become automated.</i></li> <li><i>This will enable staff to conduct meter readings remotely, saving staff time. Additionally, this can help detect high usage or leaks early, allowing proactive communication with the residents and help them prevent large, unexpected bills.</i></li> <li><i>Tower antennas are expected to be installed shortly.</i></li> <li><b>JM to provide an update once process is complete.</b></li> </ul>	JM

Meeting Adjourned at 1:27PM.