DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, June 20, 2018
3:45 p.m.

Minutes of a regular meeting of the Dundurn Rural Water Utility held at the Dundurn Rural Water Utility office at 410 2nd Street, Dundurn, Sask. on Wednesday, June 20, 2018.

Present:

R.M. of Dundurn:	- David Aldred
Town of Hanley:	- Darice Carlson
Town of Dundurn:	- Michael Kuzma
R.M. of Rosedale:	- Harold Dyck
R.V.'s of Thode & Shields:	- Dwayne Heidt
Elected Members at Large:	- Lloyd Gratrix - Nelson Crowder - Darald Mischkolz
	- Rosalind Arndt, Administrator
	- Jason Bellina, Operations & Maintenance Manager
Absent:	- Michael Moncrieff, Elected Member at Large

The regular meeting was called to order by Chairman, Dwayne Heidt at 3:50 p.m.

1. APPROVAL OF AGENDA

67/2018 CARLSON) **THAT** the agenda be approved as presented.

CARRIED.

2. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT

Jason reviewed the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Samples Reports and the Maintenance Monthly Hours Summaries as attached.

68/2018 CROWDER) **THAT** the Board approve the purchase of a used mower from Brian McNutt for $50.00.

CARRIED.

Harold Dyck joined the meeting: 3:55 p.m.
The Board is requesting that a meter be installed at the Pump House #2 fire truck fill.

The Board discussed new installations that require an Isolation Valve and Flush-Out. This will be addressed when reviewing our next budget.

Declaring a conflict of interest, Mike Kuzma left the meeting.

69/2018 DYCK) **THAT** the 2018 Infill Project be awarded to Tall Trenching Ltd. of Saskatoon.

CARRIED.

Mike Kuzma returned to the meeting.

Discussion was held on Multi-Family Units on one parcel of land.

70/2018 KUZMA) **THAT** the cost to install water to a connected multi-family unit be actual cost plus the cost of a meter assembly and the Sustainability charge for each half gallon requested and **THAT** this be added to the Policy Manual.

CARRIED.

71/2018 ALDRED) **THAT** the Maintenance Operational Report, SRC Water Sample Report, Daily Water Sample Reports and the Maintenance Monthly Hours Summary which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3. REVIEW OF MAINTENANCE COMMITTEE MEETING MINUTES

Dwayne reviewed the minutes from the Maintenance Committee meeting held June 18, 2018.

Solar Panels – Lloyd reviewed the three proposals received for the installation of solar panels. Maintenance will meet next Monday or Tuesday to look at the set-up through Suncatchers Ltd. Rosalind will confirm this meeting.

Outstanding Invoice – The outstanding invoice for Greg Barry must be paid by June 30, 2018 or it will be forwarded to the R.M. and request to be added to the 2018 taxes.

Annual Tour – Jason and Rosalind reviewed the annual tour route with the Board.

Brian's truck – Discussion was held if a ¾ ton truck needs to be purchased due to the weight of the skid-steer and trailer. Finance will discuss when reviewing the 2019 Budget.

Subscriber Overflow Discussion

The Board reviewed the policy in place stating every subscriber must have an overflow installed.
Last fall, Maintenance staff started subscriber system checks. Since November, 55 inspections have been completed. The Committee is recommending that systems checks should continue.

5:20 p.m. – Darald Mischkolz joined the meeting.

72/2018 ALDRED) **THAT** the Board approve the following recommendation: **THAT** the Subscriber Water System Check be completed when any request for system maintenance is requested by our subscribers and **THAT** for new installations, water will not be turned on until the holding tank and overflow have been installed by the Subscriber.

CARRIED.

Auto-Cad

Jason will review what Auto-Cad program needs to be purchased to enable viewing of our engineered water line drawings and if there is an annual fee besides the initial purchase price.

Building Discussion

The Board held general discussion on a new office / shop to be built in the Town of Dundurn.

73/2018 DYCK) **THAT** a Building Committee be formed as follows:

Dwayne Heidt, Chair
Nelson Crowder, Vice-Chair
Lloyd Gratrix
Harold Dyck
Rosalind Arndt, Administrator

CARRIED.

74/2018 MISCHKOLZ) **THAT** the Maintenance Committee meeting minutes be accepted as presented.

CARRIED.

6:18 p.m. – Jason left the meeting.

4.a. REVIEW OF BOARD MEETING MINUTES FROM MAY 30, 2018

75/2018 CARLSON) **THAT** the minutes from the May 30, 2018 Regular Board Meeting be approved as circulated.

CARRIED.

5. BUSINESS ARISING FROM MINUTES (as stated on Agenda)

5.a. – Ratification of E-mail vote for New Office Building

76/2018 CARLSON) **THAT** the Board ratify the email vote to purchase Lots 19 & 20, Blk/Par 3 Plan 47454 Extension 0 in the Town of Dundurn for $62,000 plus $8000 for the capital water connection.

CARRIED.

5.b. – 6.d – RBC Dominion Securities – Attending Finance Meeting in July
The Finance Committee meeting is set for July 4th at 9:30 a.m.

6. NEW BUSINESS – CORRESPONDENCE, ADMINISTRATOR, FINANCIAL, ANNUAL MEETING AND COMMITTEE REPORTS

6.a. CORRESPONDENCE

1. Crosby Hanna & Associates – new development near Gemini Arena
2. SaskWater – 2018 Rate Adjustment
3. SaskWater – Service Bulletin

77/2018 CROWDER) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

6.b. ADMINISTRATOR REPORT

78/2018 MISCHKOLZ) **THAT** the Administrator's Report and Employee Payroll Report for the June 20, 2018 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6.c. MONTHLY FINANCIAL REPORT

79/2018 CROWDER) **THAT** the Financial Report ending May 31, 2018 which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6.d. COMMITTEE REPORTS

Finance Committee – June 4, 2018

Michael reviewed the minutes from the Finance Committee meeting held June 4, 2018. The Board also reviewed the report that will be sent to all Corporate Partners.

80/2018 MISCHKOLZ) **THAT** the minutes from the June 04, 2018 Finance Committee Meeting be approved as circulated.

CARRIED.

Maintenance Committee – June 18, 2018

These minutes were reviewed under the Operations & Maintenance Report.

HR Committee – June 7, 2018

Nelson reviewed the minutes from the HR Committee meeting held June 7, 2018.

81/2018 ALDRED) **THAT** the Board approves the HR Committee recommendation **THAT** the increase of $1.00 per hour for Chantel Hendry that was to be implemented November 16, 2018 be changed to July 1, 2018.

CARRIED.

82/2018 MISCHKOLZ) **THAT** the Board approves the HR Committee recommendation **THAT** the following wage increases be implemented January 1, 2019:

Chantel Hendry - $1.00 per hour
Barb Olyniuk - $1.00 per hour
Jason Bellina - $1.00 per hour
Trevor Richmond - $1.00 per hour
Donald Suttie - $2.29 per hour

CARRIED.

83/2018 MISCHKOLZ) **THAT** the Board approve the HR Committee recommendation **THAT** for employees that are working more than 20 hours per week, a Family Day Program be implemented as follows:

Each employee working more than 20 hours per week will be given three (3) family days per year.
No family days can be carried forward to the next year.
Family days are not to be combined with holidays or statutory holiday days.
Family days are to be taken 1 day at a time.

Part time employees:
Family Days will be pro-rated based on the number of hours worked the previous year rounded up to the nearest percentage. This percentage may change from year to year.

CARRIED.

84/2018 ALDRED) **THAT** Sick Days for part-time staff will be pro-rated based on the number of hours worked the previous year rounded up to the nearest percentage. This percentage may change from year to year.

CARRIED.

85/2018 ALDRED) **THAT** the Board approve the HR Committee recommendation **THAT** Barb Olyniuk be paid 80% of 2018 sick days to date.

CARRIED.

86/2018 KUZMA) **THAT** the Board approve the HR Committee recommendation **THAT** Arndt Consulting Inc. (Rosalind Arndt) be given a 1.5% increase for 2019.

CARRIED.

87/2018 DYCK) **THAT** the minutes from the June 07, 2018 HR Committee Meeting be approved as circulated.

CARRIED.

Policy Committee

No Policy Committee meeting was held this past month.

7. ACCOUNTS PAYABLE REVIEW AND APPROVAL

88/2018 KUZMA) **THAT** the accounts from Cheque No. 3712 to Cheque No. 3725, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the June 20, 2018 Minutes, be approved as presented.

CARRIED.

89/2018 CARLSON) **THAT** the Board move into in-camera.
Time: 7:02 p.m.

CARRIED.

90/2018 KUZMA) **THAT** the Board move out of in-camera.
Time: 7:15 p.m.

CARRIED.

8. NEXT MEETING DATES

a. **Finance** Committee Meeting – Wednesday July 4th 9:30 a.m.
b. **HR** Committee – at the call of the Chair
c. **Maintenance** Committee – at the call of the Chair
d. **Policy** Committee – at the call of the Chair.
e. Annual Tour – Wednesday, July 25, 2018 at noon.
f. **August regular Board Meeting –** Wednesday, August 22, 2018 – 5:00 p.m.

9. ADJOURNMENT

91/2018 KUZMA) **THAT** this meeting be adjourned.
Time: 7:19 p.m.

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Dwayne Heidt, Chairman Rosalind L. Arndt, Administrator