

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, March 22, 2023
9:15 a.m.

Minutes of a regular meeting of the Dundurn Rural Water Utility held at the Dundurn Rural Water Utility office at 401 2nd Street, Dundurn, Sask. on Wednesday, March 22, 2023.

Present:

Resort Villages of Shields & Thode: - Corey Fernets
Town of Hanley: - Melissa Maddocks
Town of Dundurn: - Matt Jurkiewicz
R.M of Rosedale: - Harold Dyck

Elected Members at Large: - Murray McArthur
- Lloyd Gratrix

- Rosalind Arndt, Administrator
- Jason Bellina, Maintenance & Operations Supervisor

Attending via ZOOM:

Elected Members at Large: - Jerry Mulder - Michael Kuzma

Absent: R.M of Dundurn: - David Shortt

The Regular meeting was called to order by Chair, Lloyd Gratrix at 9:18 a.m.

1. APPROVAL OF AGENDA

14/2023 MCARTHUR) **THAT** the agenda be approved as presented.

CARRIED.

2. NEW BUSINESS – MAINTENANCE & OPERATIONS REPORT

Jason reviewed the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary for February, 2023 as attached.

Jason reviewed the annual inspection for South Floral Water Corp.

The Board reviewed the invoice from Tall Trenching for the water line break near Pump House #7.

- 15/2023 DYCK) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary for February 2023, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

4. REVIEW OF MINUTES FROM FEBRUARY 22, 2023

- 16/2023 MADDOCKS) **THAT** the minutes from the February 22, 2023 Board meeting be approved as circulated.

CARRIED.

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

5.a. Motion # 11/2023

- 17/2023 KUZMA) **THAT** Motion # 11/2023 be revised by adding the words “in the name of Chantel Hendry” to the end of the motion.

CARRIED.

6. NEW BUSINESS – CORRESPONDENCE

a. SGI – Business Recognition Assessment

- 18/2023 JURKIEWICZ) **THAT** the Board approve the updated coverage in insurance at a cost of \$1,201 for our Office Building and Office Contents as per the valuation recently completed.

CARRIED.

- b. Prairie Credit Union – Inquiry on sub-division.
- c. SaskWater – Follow up on special meeting
- d. R.M. of Corman Park – Spring newsletter & Assessment Notice
- e. Lingard & Dreger – 2022 Draft Financial Statement and Audit Findings Report
- f. SaskWater – Customer Engagement Presentation
- g. Prairie Credit Union – Update on sub-division

At this time, Max Lingard joined the meeting.

3. 10:00 a.m. - DELEGATION: Max Lingard, Lingard & Dreger (via ZOOM)

Max reviewed the 2022 Financial Statement along with the Audit Findings Report to be signed by the Board.

Rosalind will check with Munisoft if each desk can have their own password for all Munisoft programs.

10:30 a.m. – Max Lingard left the meeting.

- 19/2023 KUZMA) **THAT** the Board accept the Dundurn Rural Water Utility Audited Financial Statement for the year ended December 31, 2022 for information purposes only along with the Audit Findings Report.

CARRIED.

In consultation with our auditor, Max Lingard, the 2022 AGM meeting has been set for: Wednesday, May 3, 2023 at 7:00 p.m. at the Dundurn Community Hall.

The Board resumed review of the Correspondence.

20/2023 FERNETS) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

7. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT

21/2023 MULDER) **THAT** the Administrator’s Report and Employee Payroll Report for the March 22, 2023 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael reviewed the complete Financial Report for February, 2023.

22/2023 MCARTHUR) **THAT** the Financial Reports for February, 2023 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

23/2023 KUZMA) **THAT** as per the recommendation of the Auditor, Five thousand dollars (\$,5000) will be the minimum material limit for expenses to be capitalized.

CARRIED.

9. NEW BUSINESS – COMMITTEE REPORTS

Policy Meeting – Wednesday, March 8, 2023

24/2023 DYCK) **THAT** the Board approve the Policy Minutes from March 8, 2023.

CARRIED.

10. ACCOUNTS PAYABLE REVIEW AND APPROVAL

25/2023 MADDOCKS) **THAT** the accounts from Cheque No. 4974 to Cheque No. 4984, along with other payments, a list of which is attached to and forms a part of the March 22, 2023 Minutes, be approved as presented.

CARRIED.

11. ANNUAL MEETING DISCUSSION

The AGM will be held Wednesday, May 3, 2023 at 7:00 p.m. at the Dundurn Community Hall.
Max Lingard will present the 2022 Financial Statement.

12. NEXT MEETING DATES

Until further notice, the Board has agreed to start the monthly meetings at **9:15 a.m.**

- a. **April Board Meeting** – Wednesday, April 26, 2023 – 9:15 a.m.
- b. **HR Committee** – April 19, 2023 – 4:45 p.m.
- c. **Maintenance Committee** – at the call of the Chair
- d. **Finance Committee** – at the call of the Chair
- e. **Policy Committee** – at the call of the chair
- f. **AGM** – Wednesday, May 3rd, 2023 – 7:00 p.m.

13. OTHER BUSINESS

Jason stated he will be attending the DAWWU Board meeting this afternoon. The Utility will be taking over administration soon.

14. ADJOURNMENT

26/2023 FERNETS) **THAT** this meeting be adjourned.
Time: 11:34 a.m.

Lloyd Gratrix, Chair

Rosalind Arndt, Administrator