

**DUNDURN RURAL WATER UTILITY**  
**Regular Meeting**  
**Minutes**

**Wednesday, April 22, 2020**  
**1:00 p.m.**

Minutes of a regular meeting of the Dundurn Rural Water Utility held at the Dundurn Rural Water Utility office at 401 2<sup>nd</sup> Street, Dundurn, Sask. and via ZOOM on Wednesday, April 22, 2020.

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Present:

R.V.'s of Thode & Shields: - Dwayne Heidt  
- Rosalind Arndt, Administrator  
- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

R.M. of Dundurn: - David Aldred  
Town of Hanley: - Darice Carlson  
Town of Dundurn: - Eileen Prosser  
R.M. of Rosedale: - Harold Dyck  
Elected Members at Large: - Nelson Crowder  
- Lloyd Gratrix

Subject Matter Professional: - Michael Kuzma  
Lingard & Dreger representative: - Max Lingard

Regrets: - Murray McArthur

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The regular meeting was called to order by Chairman, Dwayne Heidt at 1:13 p.m.

28/2020 DYCK ) **THAT** the Board appoints Michael Kuzma as Subject Matter Professional for this meeting and **THAT** Michael will be reimbursed one hundred dollars for attending this meeting.

**CARRIED.**

**1. APPROVAL OF AGENDA**

29/2020 CARLSON ) **THAT** the agenda be approved as presented.

**CARRIED.**

**2. NEW BUSINESS – MAX LINGARD, LINGARD & DREGER**

Max Lingard of Lingard & Dreger reviewed the 2019 Audited Financial Statement along with the Audit Findings Report, Independence to the Directors and Terms of Engagement.

30/2020 CARLSON ) **THAT** the Board accept the Dundurn Rural Water Utility Audited Financial Statement for the year ended December 31, 2019 for information purposes only along with the Audit Findings Report, Independence to the Directors and Terms of Engagement letters.

**CARRIED.**

1:30 p.m. - Max Lingard left the meeting.

**3. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT**

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

**3.f. Review of E-mail From RST Maintenance**

Jason reviewed the e-mail and other information regarding the installation of Solar Panels at Pump House #2.

The Board is requesting that SunDawg install the Solar Panels as close to the south property line as possible.

Rosalind will check with our Insurance Company what is covered for the Solar Panels.

**3.g. Dundurn and Area Waste Water Utility**

Rosalind and Dwayne reviewed the e-mail and the Maintenance & Operations Agreement received from DAWWU.

Rosalind, Eileen and Darice will review the agreement to be presented for signatures.

**3.h. Review of Water Fill Station Signs**

The Board reviewed the signs to be installed at the Pump House #2 Water Fill Station.

31/2020 DYCK ) **THAT** the Dundurn Rural Water Utility proceed with the purchase of 3 signs (as attached) for the Water Fill Station from Waylyn Signs.

**CARRIED.**

32/2020 CROWDER ) **THAT** the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summarys which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**4.a. REVIEW OF BOARD MEETING MINUTES FROM FEBRUARY 26, 2020**

33/2020 PROSSER ) **THAT** the minutes from the February 26, 2020 meeting be approved as circulated.

**CARRIED.**

**4.b. REVIEW OF BOARD MEETING MINUTES FROM APRIL 2, 2020**

34/2020 PROSSER ) **THAT** the minutes from the April 2, 2020 meeting be approved as amended.

**CARRIED.**

Harold Dyck will be the mover for Motion # 25/2020.

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

- a. Motion No. 7/2020
  - Reviewed under Maintenance Report
- b. Motion # 14/2020
  - Our Grand opening will be held at a later date (to be determined)

**6. NEW BUSINESS – CORRESPONDENCE**

- a. SGI – Business Recognition Assessment
- b. SE Corman Park Rural Water Corporation – New Water Connections
- c. Village of Kenaston – Cost Estimate for a new Water supply

Rosalind will write to the Village of Kenaston asking if they are willing to pay for all engineering costs from SAL Engineering to provide a cost estimate to supply the Village of Kenaston with water through Dundurn Rural Water and that Kenaston will be asked to provide a required supply flow rate in Litres per minute or Imperial gallons per minute.

- d. RM of Corman Park – Assessment Notice
- e. Elkwood / Rod Kuiack – New Water Connections
- f. Government of Saskatchewan – Re-schedule of Case No. 133/2019
- g. Sask Municipal Board – Approval of Change in Water Rate increase
- h. RM of Blucher – Appointment to the Board

- i. Warm n Cozy – Water Supply
- j. Town of Hanley – Waterworks Emergency Plan

35/2020 DYCK ) **THAT** the Board allow Dundurn Rural Water Operators to be added to the Town of Hanley Emergency Response Plan.

**CARRIED.**

- k. SaskWater – 2019 Annual Notification to Consumer
- l. RST Maintenance – Solar Panel Positioning (reviewed under Maintenance)

36/2020 CROWDER ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

### **7. NEW BUSINESS – ADMINISTRATOR REPORT**

37/2020 GRATRIX ) **THAT** SAL Engineering will be informed that the 2020 Infill Project go to invitational tender and **THAT** Tall Trenching, Tollifson Cable Service and KMS Construction will be asked to submit a tender with bonding. If the project construction costs will exceed \$200,000, the project will be submitted through The Government of Saskatchewan - SaskTenders as per the Guidelines to the Procurement Obligations of Domestic and International Trade Agreements.

**CARRIED.**

3:02 p.m. – Lloyd Gratrix left the meeting.

38/2020 CROWDER ) **THAT** the Administrator’s Report and Employee Payroll Reports for the April 22, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

39/2020 CROWDER ) **THAT** the Board authorize the purchase of a Lenovo IdeaPad S740 Lap top for \$2,100.34 to be used by the Administrator.

**CARRIED.**

### **8. NEW BUSINESS – MONTHLY FINANCIAL REPORT**

40/2020 ALDRED ) **THAT** the Financial Report ending March 31, 2020 which is attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**9. NEW BUSINESS – COMMITTEE REPORTS**

- a. **Maintenance Committee** – Reviewed under Maintenance & Operations Report
- b. **Finance Committee** – No meeting held.
- c. **HR Committee** – No meeting held.
- b. **Policy Committee** – No meeting held.

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

41/2020 DYCK ) **THAT** the accounts from Cheque No. 4209 to Cheque No. 4254, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the April 22, 2020 Minutes, be approved as presented.

**CARRIED.**

**11. OTHER BUSINESS - ANNUAL MEETING DISCUSSION**

Once the new revised Corporate Bylaw is completely signed by all Corporate Partners, an annual meeting of the subscribers will no longer be held. The annual Financial Statement will be available on our web-site for all subscribers to view. Information will be provided in the June newsletter.

**12. NEXT MEETING DATES**

- a. **May 2020 Regular Board Meeting** - Wednesday, May 27, 2020 – 1:00 p.m.
- b. **HR Committee** – at the call of the chair.
- c. **Finance Committee Meeting** – at the call of the chair.
- d. **Maintenance Committee** – at the call of the chair.
- e. **Policy Committee** – May 6, 2020 – 1:00 p.m.

**14. ADJOURNMENT**

42/2020 DYCK ) **THAT** this meeting be adjourned.  
Time: 4:03 p.m.

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Dwayne Heidt, Chairman

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Rosalind Arndt, Administrator