

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, August 26, 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 2nd Street, Dundurn, Sask. and via ZOOM Video Conferencing on Wednesday, August 26, 2020.

Present:

R.V.'s of Thode & Shields: - Dwayne Heidt
R.M. of Dundurn - David Aldred

Elected Members at Large: - Nelson Crowder - Murray McArthur
- Lloyd Gratrix
- Rosalind Arndt, Administrator
- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

Town of Hanley: - Darice Carlson
Town of Dundurn: - Eileen Prosser

Subject Matter Professional: - Michael Kuzma

Absent: R.M. of Rosedale: - Harold Dyck

The regular meeting was called to order by Chairman, Dwayne Heidt at 1:06 p.m.

114/2020 CROWDER) **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

115/2020 GRATRIX) **THAT** the agenda be approved as changed.

CARRIED.

The Financial Report will be presented before the Maintenance Report.

3. FINANCIAL REPORT

Mike reviewed the minutes from the July 21, 2020 Finance Committee meeting.

The Board discussed the letter to be sent to the Town of Dundurn regarding tax exemption.

1:56 p.m. Declaring a pecuniary interest, Eileen Prosser left the meeting.

116/2020 CARLSON) **THAT** a letter be sent to the Town of Dundurn requesting that under Section 208 of the Municipalities Act, the Utility's property be exempt pursuant to Clause 292(1) (I) and that this amendment be for the 2021 tax year.

CARRIED.

1:57 p.m. - Eileen returned to the meeting.

Mike reviewed the minutes from the August 19, 2020 Finance Committee meeting.

117/2020 MCARTHUR) **THAT** as per the recommendation of the Finance Committee the Board will purchase 70 Badger radios to be installed to all subscribers south of the Town of Dundurn who currently do not have a Badger radio.

CARRIED.

PURCHASE OF A NEW 2021 TRUCK

The Board is recommending that a new truck will be purchased in 2021 to replace the 2017 Dodge Ram. More information will be presented at the September Board meeting.

SALE OF SENSUS MXU's

Jason stated we have 46 Sensus MXU's on hand due to the Badger radio changeover. The Board is recommending selling the MXU's, that were removed when the Badger radios were installed, to another Utility Board.

REVIEW OF 2021 BUDGET

118/2020 CARLSON) **THAT** the Board accepts the following recommendations from Finance:

From the review of the 2021 Budget:

- Committee meeting honorariums will be adjusted to \$100.00 per meeting.
- Desk 2 hours will have an increase of 6 days to be used when needed.
- Rent will be added back in and the amount will be transferred back into our Investments each year.

CARRIED.

All Subscribers will be informed that there will be no water rate increase in 2021.

119/2020 CROWDER) **THAT** the Board accepts the 2021 Budget as presented.

CARRIED.

3. NEW BUSINESS – MONTHLY FINANCIAL REPORT

120/2020 CROWDER) **THAT** the Financial Report ending June 30th and July 31, 2020 as presented by Michael Kuzma, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

2:10 p.m. Michael Kuzma left the meeting.

2. 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 Summaries as attached.

Jason will contact local farmers informing them that they would be allowed to have access to the water that is being flushed if they want to set up a trough.

MAINTENANCE & OPERATIONS COMMITTEE – REVIEW OF MINUTES

121/2020 ALDRED) **THAT** the outstanding invoice for Mr. Dunst be paid in full and the Utility will extend the due date to May 21, 2021. A mutually agreed upon payment schedule will be worked out with Mr. Dunst. If the invoice is not paid in full, the outstanding amount will be forwarded to the R.M. and request that it be added to the current taxes.

CARRIED.

122/2020 GRATRIX) **THAT** Mr. Anderson will be notified that the curb stop on the original Lot 9 can be removed at an estimated cost of \$4,800.00.

CARRIED.

123/2020 PROSSER) **THAT** the Utility will inform Blaze Solar and Sundawg Solar that the advertising signs will need to be removed by September 15, 2020 or the Utility will remove the signs.

CARRIED.

124/2020 CROWDER) **THAT** the Utility will meet with the Dundurn & District Fire Commission to discuss the possibility of water supply for firefighting within the R.M. of Dundurn.

CARRIED.

BUILDING OF WATER METER ASSEMBLY BOARDS

Jason explained that the PSI at Pump House #3 is 100 PSI whereas the PSI at our shop is only 55 PSI. The higher PSI is needed when testing the new water meter boards.

The Board is requesting that supplies and equipment be moved to the new shop. Jason will investigate purchasing a pump to allow for testing the new water meter boards when building them in the new shop.

SUBSCRIBER REQUEST

Jason reviewed the e-mail from Doug Bentham requesting a water connection from the curb stop before the meter. Rosalind will forward our policy to Doug that only one curb stop per parcel is allowed.

125/2020 ALDRED) **THAT** the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summaries which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3:40 p.m. – Jason left the meeting.

5. REVIEW OF BOARD MEETING MINUTES FROM JUNE 24, 2020

126/2020 CARLSON) **THAT** the minutes from the June 24, 2020 meeting be approved as circulated.

CARRIED.

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

- 4.a. Culvert at Pump House #1 – reviewed under Maintenance
- 4.b. 103/2020 – Records to Destroy

3:45 – Lloyd Gratrix left the meeting.

7. NEW BUSINESS – CORRESPONDENCE

- a. Provincial Court of Saskatchewan – Claim 133 - Notice to Withdraw
- b. Dundurn & District Fire Commission
- c. RM of Dundurn – Destruction of Documents
- d. Letter TO: R.M. of Dundurn – Response to E-mail re: Destruction of Documents
- e. Sundawg Solar – email showing RM Approval to install sign
- f. SAL Engineering – Bid Summary for 2020 Infill Project

- g. R.M. of Rosedale – Not approving Revised Corporate Bylaw
- h. Robb Kullman Engineering – Office furnace issues
- i. RM of Dundurn (x2) – Approval of Water Connections
- j. SAL – RM of Corman Park requesting Waterline Maps
- k. Resort Village of Shields – E-mail stating they will sign revised Corporate Bylaw
- l. Letter TO: SAL Engineering – thanking them for picture for new office

127/2020 ALDRED) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

8. NEW BUSINESS – ADMINISTRATOR REPORT

128/2020 Crowder) **THAT** the Administrator’s Report and Employee Payroll Reports for the August 26, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

9. NEW BUSINESS – COMMITTEE REPORTS

- a. **Maintenance Committee** – August 12, 2020 - Reviewed under Maintenance
- b. **HR Committee – August 12, 2020**

Nelson Crowder reviewed the minutes.

Rosalind confirmed with UMAAS that any employee of Dundurn Rural Water Utility who takes the Local Government Authority course will receive a certificate from the University of Regina only. UMAAS only deals with municipal administrators (to receive certification).

129/2020 CROWDER) **THAT** the Dundurn Rural Water Utility will set a new policy that we will always look at hiring within before going to external candidates.

CARRIED.

130/2020 CROWDER) **THAT** the Board will implement a policy to offer a 0% interest loan to employees desiring to obtain education classes relevant to the Utility as a whole but not required for their employment. If they cease employment before the agreed upon date to remain as an employee, the amount due will need to be paid back within twelve (12) months.

CARRIED.

131/2020 PROSSER) **THAT** the Board approve the August 12, 2020 HR Minutes as presented.

CARRIED.

c. **Finance Committee** – August 19, 2020 – Reviewed under Financial Report

A letter will be written to Minister Bronwyn Eyre requesting a meeting to discuss the potential implementation of a levy from the City of Saskatoon for any subscriber connected through our Utility but currently not receiving water.

A letter will be written to Developers and the new lot owners who have outstanding final bills (for lots sold) but have not paid the final bill.

d. **Policy Committee** – no meeting held

10. ACCOUNTS PAYABLE REVIEW AND APPROVAL

132/2020 CROWDER) **THAT** the accounts from Cheque No. 4297 to Cheque No. 4342, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the August 26, 2020 Minutes, be approved as presented.

CARRIED.

11. OTHER BUSINESS

No other business was presented at this meeting.

12. NEXT MEETING DATES

The Board discussed start time for future meetings. The Board has agreed to start the meetings at 9:30 a.m.

- a. **Sept 2020 Regular Board Meeting** - Wednesday, September 23, 2020 – 9:30 am
- b. **Policy Committee** – Wednesday, September 16, 2020 – 9:30 a.m.
- c. **Finance Committee Meeting** –at the call of the Chair
- d. **Maintenance Committee** – at the call of the Chair
- e. **HR Committee** – at the call of the Chair

13. ADJOURNMENT

133/2020 PROSSER) **THAT** this meeting be adjourned.
Time: 4:29 p.m.