

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, December 14, 2022
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, December 14, 2022.

Present:

Resort Villages of Shields & Thode: - Corey Fernets
Town of Hanley: - Melissa Maddocks
R.M of Rosedale: - Nick Patkau
R.M of Dundurn: - David Shortt
Elected Members at Large: - Murray Mcarthur
- Michael Kuzma
- Lloyd Gratrix
- Jerry Mulder

- Jason Bellina, Maintenance & Operations Supervisor

Attending via ZOOM:

Town of Dundurn: - Matt Jurkiewicz

Absent:

- Rosalind Arndt, Administrator

The Regular meeting was called to order by Chair, Lloyd Gratrix at 9:21 a.m.

1. APPROVAL OF AGENDA

153/2022 GRATRIX) **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 November as attached.

154/2022 KUZMA) **THAT** the Board approves to submit the 2023 Summer Student application.

CARRIED.

155/2022 MULDER) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary for November 2022, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3. REVIEW OF MINUTES FROM NOVEMBER 23, 2022

156/2022 FERNETS) **THAT** the minutes from the November 23, 2022 Board meeting be approved as circulated.

CARRIED.

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

4.a. Solar Panel Tenders

The Board discussed going ahead with the Solar Panel installation at Pumphouses 8 and 10 and to wait with the Pumphouse #6 installation until we hear from the adjacent landowner.

4.b. Bora Insurance – Insurance Deductible

157/2022 SHORTT) **THAT** the Board approves to raise our Insurance deductible to \$5000 going forward for any insurance claims.

CARRIED.

5. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael reviewed the complete Financial Report for November, 2022.

158/2022 MADDOCKS) **THAT** the Financial Reports for November, 2022 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6. NEW BUSINESS – CORRESPONDENCE

- a. Prairie Law Group – Insurance reply
- b. DAWWU – Administrative Services
- c. SaskWater – Customer Inventory

159/2022 PATKAU) **THAT** the Administrative Services contract be accepted between Dundurn Rural Water Utility and the Dundurn and Area Waste Water Utility.

CARRIED.

160/2022 JURKIEWICZ) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

7.a., 7.b. and 7.c. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT

161/2022 MCARTHUR) **THAT** the Administrator’s Report and Employee Payroll Report for the December 14, 2022 meeting, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

162/2022 SHORTT) **THAT** the Board approve to destroy the following records:

- Bank Statements – 2014/2015
- Accounts Payable – 2014/2015
- Accounts Receivable - 2014
- Utility/General Receipts – 2014/2015
- Utility Billings – 2014/2015
- Past Due Notices/Final Bills – 2012/2014/2015
- GL Entries – 2014/2015
- Cheque Stubs – 2014/2015
- Year End Info – 2014/2015
- SRC Reports – 2014
- Meter Readings & Curbstops – 2014/2015
- Audit Trails – 2015 Jan-March
- RBC Express – 2014
- Payroll Working Papers – 2012/2014/2015
- Capital Loan Balancing – 2014
- Pre-Paid Manifold Reserve Listings 2012/2014
- Month End Working Papers – 2015
- Budget Working Papers – 2014
- Board Honorarium – 2015
- Daily Transactions – 2014
- Maintenance Hours – 2013/2014/2015
- Numbered Company Billings - 2015
- Moneris Monthly Statements – 2014
- Developer Summaries - 2015

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

No Committee meetings were held since the last meeting.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

163/2022 KUZMA) **THAT** the accounts from Cheque No. 4916 to Cheque No. 4930, along with other payments, a list of which is attached to and forms a part of the December 14, 2022 Minutes, be approved as presented.

CARRIED.

10. NEXT MEETING DATES

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

- a. **Policy** Committee – at call of the Chair
- b. **HR** Committee – at the call of the Chair
- c. **Finance** Committee –at the call of the Chair
- d. **Maintenance** Committee – at the call of the Chair
- e. **1st Meeting of 2023** – Wednesday, February 22, 2023 – 9:15 a.m.

11. OTHER BUSINESS

No other business was discussed at this meeting.

12. ADJOURNMENT

164/2022 FERNETS) **THAT** this meeting be adjourned.
Time: 11:35 a.m.

Lloyd Gratrix, Chair

Jason Bellina, Acting Administrator