

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

**Wednesday, February 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 2<sup>nd</sup> Street, Dundurn, Sask. on Wednesday, February 22, 2023.

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Present:

Resort Villages of Shields & Thode:	- Corey Fernets
Town of Hanley:	- Melissa Maddocks
Town of Dundurn:	- Matt Jurkiewicz
R.M of Rosedale:	- Harold Dyck
R.M of Dundurn:	- David Shortt
Elected Members at Large:	Jerry Mulder
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

Attending via ZOOM:

Elected Members at Large:	- Michael Kuzma	- Lloyd Gratrix
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Absent: - Murray McArthur

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The Regular meeting was called to order by Vice-Chair, Matt Jurkiewicz at 9:22 a.m.

**1. APPROVAL OF AGENDA**

1/2023 SHORTT ) **THAT** the agenda be approved as presented.

**CARRIED.**

**1. OATH OF OFFICE**

The Oath of Office was read and signed by Harold Dyck.

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

Jason reviewed the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summary's for December, 2022 and January, 2023 as attached.

2/2023 KUZMA ) **THAT** the Board approves the reimbursement of \$958.67 to Account # 00029 0030 for the required repairs.

**CARRIED.**

3/2023 DYCK ) **THAT** the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summary's for December 2022 and January, 2023, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**3. 10:00 a.m. - DELEGATION: Ian Roswell, RNR Underground**

Ian joined the meeting and is requesting consideration for upcoming projects for new water line installations.

Ian provided a background of his company. The board asked specific construction questions.

10:19 a.m. – Ian left the meeting.

The Board will consider RNR Construction for future water installation projects.

**4. REVIEW OF MINUTES FROM DECEMBER 14, 2022**

4/2023 MADDOCKS ) **THAT** the minutes from the December 14, 2022 Board meeting be approved as circulated.

**CARRIED.**

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

5.a. Solar Panel Tenders

The Board discussed going ahead with the Solar Panel installation at Pumphouses 8 and 10.

5/2023 SHORTT ) **THAT** the Board awards the Solar Panel tender for Pump Houses # 8 and #10 to Copper Construction for a total value of \$101,691 plus taxes.

**CARRIED.**

**6. NEW BUSINESS – MONTHLY FINANCIAL REPORT**

Michael reviewed the complete Financial Report for December, 2022 and January, 2023.

6/2023 MULDER ) **THAT** the Financial Reports for December, 2022 and January, 2023 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**7. NEW BUSINESS – CORRESPONDENCE**

**Incoming Correspondence**

- a. Sask. Workers Comp. Board – 2023 Premium Rate Notice
- b. Water Security Agency – Compliance Inspection
- c. R.M. of Rosedale – New DRWU Representative
- d. Resort Village of Shields – Change in Representation
- e. Evolution & Training
- f. Greg Pohler, SaskWater – Customer Engagement Presentation
- g. Prince Albert Rural Water Utility – purchase of MXU’s, etc.
- h. R.M. of Dundurn – Tax Lien on 3 properties
- i. Lingard & Dreger – 2022 Engagement Letter
- j. Lingard & Dreger – 2022 Audit Plan
- k. SunCorp Evaluation

**Outgoing Correspondence:**

- l. Resort Village of Thode and Shields – Current Inventory Request

7/2023 JURKIEWICZ ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**8. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT**

8/2023 SHORTT ) **THAT** the Administrator’s Report and Employee Payroll Reports for the February 22, 2023 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

9/2023 FERNETS ) **THAT** the Board approves the attached listing of accounts to be paid through on-line banking.

**CARRIED.**

10/2023 GRATRIX ) **THAT** the Board approve to destroy the following records:

- 2013 General Ledger
- 2013 Monthly Bills
- 2013 Past Due Notices
- 2013 Final Bills
- 2013 Jan - Mar Utility Bills
- 2013 Apr – Jun Utility Bills
- 2013 Jul – Sep Utility Bills

- 2013 Oct – Dec Utility Bills
- 2013 Accounts Payable
- 2013 Month End (Recs/Statements)
- 2013 Cheque Stubs
- 2013 Accounts Payable Binder
- 2013 SRC Reports
- 2013 RBC Express Reports
- 2013 Payroll Working Papers
- 2013 Capital Loan Balancing
- 2013 Corporate Bylaw Working Papers
- 2013 Prepaid Manifold Reserve Listing
- 2013 Utility/General Receipts
- 2013 Accounts Payable Cheques

**CARRIED.**

11/2023 KUZMA ) **THAT** the Board approves the acquisition of an office credit card to a maximum value of \$1,000.00.

**CARRIED.**

**9. NEW BUSINESS – COMMITTEE REPORTS**

No Committee meetings were held since the last meeting.

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

12/2023 DYCK ) **THAT** the accounts from Cheque No. 4931 to Cheque No. 4973, along with other payments, a list of which is attached to and forms a part of the February 22, 2023 Minutes, be approved as presented.

**CARRIED.**

**11. NEXT MEETING DATES**

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

- a. **Policy** Committee – March 8, 2023 – 9:15 a.m.
- b. **March Board Meeting** – Wednesday, March 22, 2023 – 9:15 a.m.
- c. **HR** Committee – at the call of the Chair / April
- d. **Maintenance** Committee – at the call of the Chair / April
- e. **Finance** Committee – at the call of the Chair
- f. **AGM** – Wednesday, May 3<sup>rd</sup>, 2023 – 7:00 p.m.

**12. OTHER BUSINESS**

No other business was discussed at this meeting.

**13. ADJOURNMENT**

13/2023 DYCK ) **THAT** this meeting be adjourned.  
Time: 11:55 a.m.

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Matt Jurkiewicz, Vice-Chair

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Rosalind Arndt, Administrator