

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, February 23, 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. and via ZOOM Video Conferencing on Wednesday, February 23, 2022.

Present:

Town of Dundurn:	- Matt Jurkiewicz
Town of Hanley:	- Melissa Maddocks
R.M. of Rosedale:	- Nick Patkau
Resort Villages of Thode & Shields:	- Corey Fernets
Elected Members at Large:	- Murray McArthur
	- Lloyd Gratrix
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via ZOOM Video Conferencing:

Elected Member at Large:	- Jerry Mulder
Elected Member at Large:	- Michael Kuzma

Absent: - Jay Olyniuk, R.M. of Dundurn

The regular meeting was called to order by Chair, Lloyd Gratrix at 9:15 a.m.

1. APPROVAL OF AGENDA

7/2022 KUZMA) **THAT** the agenda be approved as presented.

CARRIED.

2. OATH OF OFFICE

The Oath of Office was signed by Melissa Maddocks.

3. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT

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

8/2022 KUZMA) **THAT** the Maintenance Operational Report, 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.f. REVIEW of WATER SECURITY AGENCY – COMPLIANCE INSPECTION

This report was reviewed at our December Board meeting with Lee Reinhart from Water Security Agency.

RECOMMENDATIONS FROM MAINTENANCE COMMITTEE MEETING

9/2022 PATKAU) **THAT** as per the recommendation of the Maintenance Committee, the Utility will not move forward with pump house security but will install cameras where WIFI is available and to purchase signage for all pumphouses.

CARRIED.

10/2022 JURKIEWICZ) **THAT** as per the recommendation of the Maintenance Committee, the Utility will not move forward on purchasing generators for the pump houses.

CARRIED.

The Board discussed the solar panel tenders for 2022. Besides what the Maintenance Committee recommended, the Board also wanted to add:

What type of warranty will there be?

What is the installation schedule?

Signage will be allowed during construction, but when the project is complete, the signage will be limited to a 10" x 10" sign.

It will also be noted that the lowest tender is not necessarily accepted.

11/2022 FERNETS) **THAT** as per the recommendation of the Maintenance Committee, the Utility will request quotes for Solar Panel installation at Pump Houses #4 and to add a quote for Pump House #5 and **THAT** the request for tenders will be sent to the six (6) companies who submitted a quote for Pump House #2.

CARRIED.

12/2022 MCARTHUR) **THAT** as per the recommendation of the Maintenance Committee the Utility will set up a Regional/Contract Operator Program with South Floral Water Corp. and **THAT** South Floral Water Corp. will be charged a minimum of one hundred (\$100.00) per month based on 1 hour per month and if it is determined that the work to be completed is more than 1 hour per month, the cost will be reevaluated.

CARRIED.

13/2022 MULDER) **THAT** the minutes from the February 02, 2022 Maintenance Committee meeting be approved as circulated.

CARRIED.

Subdivision Developments over 35 lots

The Board reviewed the Policy for Sub-division Developments over 35 lots. It will be revised to include: Engineering designs will have to be reviewed and accepted by the Utility Engineering firm and the Utility (including the Utility Engineer) will manage the contractor. Rosalind will update the new policy and forward to Board.

10:57 a.m. – Jason Bellina left the meeting.

5.a. REVIEW OF BOARD MEETING MINUTES FROM DECEMBER 15, 2021

14/2022 MADDOCKS) **THAT** the minutes from the December 15, 2021 meeting be approved as circulated.

CARRIED.

5.b. REVIEW OF AGM MINUTES FROM JANUARY 26, 2022

15/2022 PATKAU) **THAT** the minutes from the January 26, 2022 Annual Meeting be approved for information purposes only as amended.

CARRIED.

There was a question from the audience questioning the new Capital Levy from SaskWater. This will be added to the AGM minutes.

5.c. REVIEW OF MINUTES FROM JANUARY 26,2022 FIRST ORGANIZATIONAL MEETING

16/2022 JURKIEWICZ) **THAT** the minutes from the January 26, 2022 First Organizational Meeting be approved as circulated.

CARRIED.

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

No business arising from December 15 minutes.

Michael Kuzma left the meeting. Time: 10:45 a.m.

7. NEW BUSINESS – CORRESPONDENCE

Incoming Correspondence:

- a. SaskWater – Rate Adjustment
- b. Water Security Agency – Compliance Inspection
- c. R.M. of Corman Park – Rezoning Comment Sheet
- d. Greg Pohler SaskWater – 2022 City of Saskatoon Connection Fee
- e. Sask. Ministry of Highways – Saskatoon Freeway Functional Planning Study

Outgoing Correspondence:

- f. Resort Village of Thode – Current Inventory Request

General discussion was held on the new “Residential Offsite Service Primary Watermain Levy” Capital charge from the City of Saskatoon. We have not received the customer inventory listing from the Resort Village of Thode or the Resort Village of Shields. Rosalind will forward a letter to the Resort Villages requesting this information.

7.f. Bylaw No. 1/2022 Bylaw to Set a Fee for Residential Offsite Service Primary Watermain Levy

BYLAW NO. 1-2022 – FIRST READING

17/2022 JURKIEWICZ) **THAT** Bylaw No. 1-2022, being a bylaw to set a fee for Residential Offsite Service Primary Watermain Levy, be read a first time.

Corey Fernets requested a recorded vote.

For: Melissa Maddocks, Nick Patkau, Matt Jurkiewicz, Lloyd Gratrix, Murray McArthur, Jerry Mulder
Against: Corey Fernets

CARRIED.

BYLAW NO. 1-2022 – SECOND READING

18/2022 GRATRIX) **THAT** Bylaw No. 1-2022 be read a second time.

Corey Fernets requested a recorded vote.

For: Melissa Maddocks, Nick Patkau, Matt Jurkiewicz, Lloyd Gratrix, Murray McArthur, Jerry Mulder
Against: Corey Fernets

CARRIED.

BYLAW NO. 1-2022 – THIRD READING

19/2022 MCARTHUR) **THAT** Bylaw No. 1-2022 be given three readings at this meeting.

Corey Fernets requested a recorded vote.

For: Melissa Maddocks, Nick Patkau, Matt Jurkiewicz, Lloyd Gratrix, Murray McArthur, Jerry Mulder

Against: Corey Fernets

DEFEATED.

20/2022 MULDER) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

Michael Kuzma re-joined the meeting. 11:05 a.m.

6. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael Kuzma reviewed the complete Financial Report for December 2021 and January 2022.

Rosalind will create a new General Ledger account to move the new Capital Connection Fees from Operating to Capital.

21/2022 MADDOCKS) **THAT** the Financial Report for December 2021 and January 2022 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8.a. and 8.b. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT

22/2022 MADDOCKS) **THAT** the Administrator's Report and Employee Payroll Reports for the February 23, 2022 meeting, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

Matt declared a potential Conflict of Interest regarding this next item: 11:10 a.m.

8.d. – Town of Dundurn – Appeal Information

The Board reviewed all information regarding the Town of Dundurn – Tax Appeal to Sask. Municipal Board. The information has been forwarded to our lawyer. We will wait for further direction.

Matt rejoined the meeting: 11:31 p.m.

12:31 p.m. – Michael Kuzma left the meeting.

10. NEW BUSINESS – COMMITTEE REPORTS

Maintenance Committee meeting was held February 02, 2022. These minutes were reviewed under Operations & Maintenance Report. No other regular Committee meetings were held since the last Board meeting.

11. ACCOUNTS PAYABLE REVIEW AND APPROVAL

23/2022 MCARTHUR) **THAT** the accounts from Cheque No. 4671 to Cheque No. 4745, along with other payments, a list of which is attached to and forms a part of the February 23, 2022 Minutes, be approved as presented.

CARRIED.

12. NEXT MEETING DATES

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

- a. **March Board Meeting** - Wednesday, March 23, 2022 – 9:15 a.m.
- b. **Maintenance** Committee – at the call of the Chair
- c. **HR** 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

13. OTHER ITEMS FOR DISCUSSION

No other items were added.

14. ADJOURNMENT

24/2022 MADDOCKS) **THAT** this meeting be adjourned.
Time: 12:43 p.m.

Lloyd Gratrix, Chair

Rosalind Arndt, Administrator