

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, February 24, 2021
9:30 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 24, 2021.

Present:

T own of Hanley:	- Darice Carlson
R.M. of Rosedale:	- Harold Dyck
Resort Villages of Thode & Shields:	- Corey Fernets
Town of Dundurn:	- Andrew Servetnyk
Elected Members at Large:	- Nelson Crowder
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

R.M. of Dundurn:	- Jay Olyniuk	
Elected Members at Large:	- Lloyd Gratrix	- Murray McArthur
Subject Matter Professional:	- Michael Kuzma	

The regular meeting was called to order by Chair, Darice Carlson at 9:31 a.m.

Prior to the Board meeting starting, the Board completed a Voyent Talk Mail test.

2. APPROVAL OF AGENDA

1/2021 CROWDER) **THAT** the agenda be approved as presented.

CARRIED.

2. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL

2/2021 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.

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 Summaries as attached.

3/2021 OLYNIUK) **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.f. REVIEW OF E-MAIL FROM WATER SECURITIES AGENCY - SAMPLING

Jason reviewed the email from Lee Reinhart of WSA stating that THM and HAA sampling will not be required for 2 consecutive years if our samples indicate the proper readings for 2 consecutive years as per the guidelines. It was noted that this change has been implemented in our Permit to Operate a Waterworks taking effect on the 15th day of February, 2021.

3.g. REVIEW OF DRINKING WATER QUALITY and COMPLIANCE ANNUAL NOTICE TO CONSUMERS

Jason reviewed the Annual Notice provided to all subscribers each January. This is a report that Water Security Agency says must be provided to all consumers. All required samples were submitted, and all our samples had adequate Chlorine and we had no Positive samples in 2020.

3.h. REVIEW OF WATER SECURITY AGENCY – ANNUAL INSPECTION

Jason reviewed the Annual Inspection report that was completed on December 15, 2020 with Lee Reinhart of WSA. Everything was good and all was in order.

3.i. REVIEW OF WATER FILL STATION

Rosalind reviewed the Water Fill Station FOB costs.

4/2021 MCARTHUR) **THAT** the cost to renew a FOB for the Water Fill Station be set at \$20.00 for 2021.

CARRIED.

3.j. REVIEW OF SPECIAL COMMITTEE MEETING – February 10, 2021

Jason and Rosalind reviewed the minutes from the Special Maintenance Committee meeting held February 10, 2021 with Travis Remmen of Blaze Solar. The quotes to

move the solar panels from Pump House #1 to Pump House #3 and install additional panels at Pump House #3 were also reviewed.

5/2021 OLYNIUK) **THAT** the Board approves the quote received from Blaze Solar to relocate 14.3 (excess) KW from Pump House #1 to Pump House #3 and to install an 8.8 KW solar panel system at Pump House #3 for a total cost of \$25,581.25.

CARRIED.

Travis will be asked to work with Jason on the installation of the solar panels.

Due to the savings on the solar panels, the Board is considering installing more Badger endpoints. Jason and Rosalind will work out the details to present at the March Board meeting.

10:05 a.m. – Jason left the meeting.

4. REVIEW OF BOARD MEETING MINUTES FROM December 16, 2020

6/2021 FERNETS) **THAT** the minutes from the December 16, 2020 meeting be approved as circulated.

CARRIED.

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

Motion # 137/2020 – September 16, 2020

7/2021 CROWDER) **THAT** Motion # 137/2020 be amended to add the words: “less trade allowance plus taxes for a total of \$19,111.59” after \$32,675.75.

CARRIED.

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

Motion # 184/2020

The subscriber who hit our water line, agreed to the findings of Building Inspector, Dwayne Williams and has now paid his outstanding bill in full.

Other Business – Mutual Aid Agreement

The Board reviewed Bylaw No. 1-2021, a bylaw of the Dundurn Rural Water Utility to provide for entering into an agreement with other municipalities for the provision of mutual aid for daily water sampling.

Rosalind will check with Lee Reinhart of Water Security Agency if they have a standard mutual aid agreement for all communities to use.

7. NEW BUSINESS – CORRESPONDENCE

- a. Water Security Agency – New Adopted Guidelines for THM and HAA
- b. Bora Insurance – Cyber Insurance cost
- c. SaskWater – Mandatory Water Restriction (at Christmas)
- d. Water Security Agency – Permit to Operate Alteration
- e. Lingard & Dreger – New Method for Audit
- f. Dept. of Highways – update on Freeway
- g. SaskWater – Chad Braun – set meeting with City of Saskatoon and SWC

Rosalind will request that we meet with SaskWater and the City of Saskatoon on Thursday March 4, 2021 at 2:00 p.m.

- h. Dept. of Highways – update on Freeway (2nd letter)
- i. Resort Village of Thode – Corporate Bylaw

Rosalind will reply to the Resort Village of Thode that the Board considers the revised Corporate Bylaw to be a Corporate Partners matter and should be dealt with at that level. Also, that the Board is now considering holding their annual AGM in Spring via ZOOM Video Conferencing.

8/2021 SERVETNYK) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

8. NEW BUSINESS – ADMINISTRATOR REPORT

9/2021 MCARTHUR) **THAT** the Administrator’s Report and Employee Payroll Reports for the February 24, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

The Board has requested that we continue showing SaskPower and Sask Energy charges for our new office each month.

Rosalind will contact Government of Saskatchewan – Provincial Archives of Saskatchewan and inquire if we can destroy closed Subscriber files.

9. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael reviewed the complete Financial Report.

10/2021 GRATRIX) **THAT** the Financial Reports ending December 31, 2020 and January 31, 2021 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

11/2021 CARLSON) **THAT** the Pre-paid Manifold Reserve account will be adjusted annually to match the outstanding deposit values in the General Ledger Manifold Reserve account.

CARRIED.

10. NEW BUSINESS – COMMITTEE REPORTS

The Maintenance Committee Special Meeting minutes were reviewed under the Operations & Maintenance Report.

No other Committee meetings were held since the last regular Board meeting.

11. ACCOUNTS PAYABLE REVIEW AND APPROVAL

12/2021 CROWDER) **THAT** the accounts from Cheque No. 4420 to Cheque No. 4478, along with other payments, a list of which is attached to and forms a part of the December 16, 2020 Minutes, be approved as presented.

CARRIED.

12. IN-CAMERA

13/2021 DYCK) **THAT** the Board adjourn to an in-camera session.
Time: 11:10 a.m.

CARRIED.

14/2021 OLYNIUK) **THAT** the Board adjourn from the in-camera session and return to the regular meeting. **Time:** 11:33 a.m.

CARRIED.

13. NEXT MEETING DATES

Until further notice, the Board has agreed to start the monthly meetings at **9:30 a.m.**

- a. **Special Meeting** with SaskWater & City of Saskatoon – Thursday, March 4 – 2:00 p.m.
- b. **Finance** Committee – Tuesday, March 9, 2021 – 9:30 a.m.
- c. **March 24, 2021** – Wednesday, March 24, 2021 – 9:30 a.m.
- d. **Maintenance** Committee – at the call of the Chair
- e. **Policy** Committee – at the call of the Chair
- f. **HR** Committee – at the call of the Chair

11:38 a.m. – Michael Kuzma left the meeting.

14. OTHER BUSINESS

No other business was presented at this meeting.

15. ADJOURNMENT

15/2021 FERNETS) **THAT** this meeting be adjourned.
Time: 11:41 p.m.

Darice Carlson, Chair

Rosalind Arndt, Administrator