

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

**Wednesday, February 26, 2020**  
**5:00 p.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 26, 2020.

---

---

Present:

R.M. of Dundurn: - David Aldred  
Town of Hanley: - Darice Carlson  
Town of Dundurn: - Eileen Prosser  
R.M. of Rosedale: - Harold Dyck  
R.V.'s of Thode & Shields: - Dwayne Heidt (via Telephone)

Elected Members at Large: - Nelson Crowder - Murray McArthur  
- Lloyd Gratrix

- Rosalind Arndt, Administrator  
- Jason Bellina, Maintenance & Operations Supervisor

Subject Matter Professional: - Michael Kuzma

Regrets: -

---

---

Nelson welcomed Eileen Prosser to the meeting.

The regular meeting was called to order by Vice-Chairman, Nelson Crowder at 5:04 p.m.

1/2020 DYCK ) **THAT** the Board appoints Michael Kuzma as Subject Matter Professional for this meeting only and **THAT** Michael will be reimbursed one hundred dollars for attending this meeting.

**CARRIED.**

**1. APPROVAL OF AGENDA**

2/2020 CARLSON ) **THAT** the agenda be approved as presented.

**CARRIED.**

**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 Summarys as attached.

**2.f. Review of Drinking Water Quality and Compliance Annual Notice to Consumers**

Jason reviewed the Annual Notice provided to all Subscribers via our web-site. This report is mandatory and must be sent in to Water Security Agency annually.

**2.g. Review of Maintenance Budget vs. Actual**

Jason reviewed the Maintenance Budget vs. Actual expenses for 2019. Mike reminded the Board that unknown/unexpected expenses are not to be part of this report in the future.

**2.h. Review of WSA – Annual Inspection**

Jason stated that Lee Reinhart of Water Security Agency completed his Annual Inspection. The inspection went well.

**2.i. Review of Water Fill Station**

3/2020 DYCK ) **THAT** the Dundurn Rural Water Utility proceed with the installation of a Water Fill Station at Pump House #2.

**CARRIED.**

The Maintenance Committee will review water fill station details (check off list for users to sign and agree to)

**2.j. Review of Maintenance Committee Meeting - February 18, 2020**

4/2020 CARLSON ) **THAT** the Dundurn Rural Water Utility purchase an AED machine for our office.

**CARRIED.**

**2.k. Safety Audit Review**

Jason, Lloyd and Rosalind reviewed the entire safety audit completed by Dean Del Frari of Arrow Safety Solutions. The Maintenance Committee will review in more detail at a future meeting.

**2.I. – Case No. 133-2019**

Court is scheduled for April of 2020. Dwayne, Jason, Brian and Rosalind will be attending court. A total of 6 witnesses will be present.

5/2020 CARLSON ) **THAT** the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summarys which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

6/2020 GRATRIX ) **THAT** the Dundurn Rural Water Utility will purchase one Solar Panel system for Pump House #2 and **THAT** this contract will be awarded to Sundawg Solar Inc. at a total cost of \$74,259.00 providing that Sundawg meets all safety requirements as requested by our Utility.

Darice requested that we look into the Federation of Canadian Municipalities for a possible grant and inquire if Public Utility Boards can be included.

**REVIEW OF DUNDURN & AREA WASTE WATER UTILITY MAINTENANCE & OPERATIONS AGREEMENT**

6:40 p.m. – Darice left the meeting

7/2020 PROSSER ) **THAT** a new point be added to the Waste Water Utility Maintenance & Operations Agreement stating that:  
d) The DAWWU agrees to pay DRWU a monthly fee of \$250.00 for administration and storage and **THAT** the agreement will be called Waste Water Utility Maintenance & Operations & Administration Agreement.

**CARRIED.**

6:49 p.m. – Jason Bellina left the meeting.

**3. REVIEW OF BOARD MEETING MINUTES FROM DECEMBER 18, 2019**

8/2020 HEIDT ) **THAT** the minutes from the December 18, 2019 meeting be approved as circulated.

**CARRIED.**

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

a. Motion No. 148/2019

9/2020 PROSSER ) **THAT** Rosalind Arndt be authorized to purchase dry-mounted maps for the new office map wall.

**CARRIED.**

**5. NEW BUSINESS – CORRESPONDENCE**

- a. Associated Engineering – Rezoning in RM of Corman Park
- b. Town of Hanley – Appointment to the Board
- c. RM of Blucher – DRWU Representative & Response
- d. Water Security Agency – (Annual) Waterworks Compliance Inspection
- e. RM of Dundurn – Snow Removal Agreement
- f. SaskWater – Rate Increase
- g. RM of Dundurn – Schedule A to Corporate Bylaw & Response
- h. RBC – Inactive Account

10/2020 ALDRED ) **THAT** Account no. 1001882 and Account no. 1003417 be closed effective immediately.

**CARRIED.**

- i. Government of Canada – Climate Action Incentive Fund
- j. Arrowhead Industrial – Request to use Truck Fill

11/2020 McARTHUR ) **THAT** Arrowhead Industrial Services be authorized to purchase water from the Fire Truck fill at Pump House #2.

**CARRIED.**

- k. DAWWU – Maintenance and Operations Agreement (reviewed under Maintenance)
- l. SaskWater – Saskatoon East Potable Grant – ICIP Grant

12/2020 DYCK ) **THAT** Dundurn Rural Water will provide a letter of support for a grant submission by SaskWater for the Potable Water Pipeline Replacement – Saskatoon East line.

**CARRIED.**

- m. Prairie Law Group – Representation re: Claim No. 133 of 2019

13/2020 McARTHUR ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**6. NEW BUSINESS – ADMINISTRATOR REPORT**

**CARRIED.**

**Harold Dyck left the meeting – 7:46 p.m.**

The Board is requesting that our new Office Building engineer be informed of the power and energy costs for the new building and to inquire on the status of the heating system issues.

14/2020 McARTHUR ) **THAT** the Grand Opening for our new Office/Shop will be held on Saturday, May 30, 2020 from 11:00 a.m. to 2:00 p.m.

**CARRIED.**

15/2020 ALDRED ) **THAT** the Administrator’s Report and Employee Payroll Reports for the February 26, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

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

16/2020 ALDRED ) **THAT** the Financial Report ending January 31, 2020 which is attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

Rosalind will review the amortization for 2019 with our auditor.

**8. REVISED 2020 BUDGET AND BYLAW**

**8.a.** Michael Kuzma reviewed an email he forwarded to the Board regarding budgeted rate increase and interest earned on investments. This will be discussed in more detail at a future Finance Committee meeting and the March board meeting.

**8.b. Review of 2020 Revised Budget**

Michael reviewed the revised 2020 Budget. The Board has not implemented a 2020 water rate increase as SaskWater informed the Utility in January that there would not be a rate increase for 2020 and 2021.

17/2020 HEIDT ) **THAT** the 2020 revised Budget be approved as presented.

**CARRIED.**

**8.c. Bylaw No. 1/2020 Water Rate Bylaw – New Rates**

**BYLAW NO. 1-2020 – FIRST READING**

18/2020 HEIDT ) **THAT** Bylaw No. 1-2020, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a first time.

**CARRIED.**

**BYLAW NO. 1-2020 – SECOND READING**

19/2020 GRATRIX ) **THAT** Bylaw No. 1-2020 be read a second time.

**CARRIED.**

**BYLAW NO. 1-2020 – THIRD READING**

20/2020 PROSSER ) **THAT** Bylaw No. 1-2020 be given three readings at this meeting.

**CARRIED UNANIMOUSLY.**

**BYLAW NO. 1-2020 – THIRD AND FINAL READING**

21/2020 McARTHUR ) **THAT** Bylaw No. 1-2020, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a third time and finally adopted.

**CARRIED.**

**9. NEW BUSINESS – COMMITTEE REPORTS**

- a. **Maintenance Committee** – Reviewed under Maintenance & Operations Report
- b. **Finance Committee** – No meeting held.
- b. **HR Committee** – No meeting held.
- b. **Policy Committee** – no meeting held.

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

22/2020 PROSSER ) **THAT** the accounts from Cheque No. 4153 to Cheque No. 4208, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the February 26, 2020 Minutes, be approved as presented.

**CARRIED.**

**11. ANNUAL MEETING DISCUSSION**

Once the new revised Corporate Bylaw is completely signed by all Corporate Partners, an annual meeting of the subscribers will no longer be held. The annual Financial Statement will be available on our web-site for all subscribers to view.

**12. NEXT MEETING DATES**

- a. **March 2020 Regular Board Meeting** - Wednesday, Mar 25, 2020 – 5:00 p.m.
- b. **HR** Committee – at the call of the chair.
- c. **Finance** Committee Meeting – at the call of the chair.
- d. **Maintenance** Committee – at the call of the chair.
- e. **Policy** Committee – at the call of the Chair.

**13. OTHER BUSINESS TO COME BEFORE THE BOARD**

No other business presented for this meeting.

**14. ADJOURNMENT**

23/2020 HEIDT ) **THAT** this meeting be adjourned.  
Time: 8:43 p.m.

\_\_\_\_\_  
Dwayne Heidt, Chairman

\_\_\_\_\_  
Rosalind Arndt, Administrator