

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday February 27, 2019,
5:00 p.m.

Minutes of a regular meeting of the Dundurn Rural Water Utility held at the Dundurn Rural Water Utility office at 410 2nd Street, Dundurn, Sask. on Wednesday February 27, 2019.

Present:

R.M. of Dundurn: - David Aldred
Town of Dundurn: - Michael Kuzma
R.M. of Rosedale: - Harold Dyck
R.V.'s of Thode & Shields: - Dwayne Heidt (by phone)

Elected Members at Large: - Lloyd Gratrix
- Jason Bellina, Operations & Maintenance

Absent:

- Darald Mischkolz, Elected Member at Large
- Michael Moncrieff, Elected Member at Large
- Ros Arndt, Administrator
- Nelson Crowder, Elected Member at Large
- Darice Carlson, Town of Hanley

1/2019 HEIDT) **THAT** Michael Kuzma be appointed to Chair the meeting.

CARRIED.

2/2019 HEIDT) **THAT** Jason Bellina be appointed as Acting Administrator.

CARRIED.

The regular meeting was called to order by Michael Kuzma at 5:06 p.m.

1. APPROVAL OF AGENDA

3/2019 GRATRIX) **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 the Maintenance Monthly Hours Summary as attached. Jason also reviewed the Drinking Water Quality and Compliance Annual Notice to Consumers, and the Maintenance Budget vs Actual report.

4/2019 DYCK) **THAT** the Maintenance Operational Report, SRC Report, Daily Sample Report, the Monthly Hours Summary, the Drinking Water Quality and Compliance Annual Notice to Consumers, and the Maintenance Budget vs Actual which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3. REVIEW OF BOARD MEETING MINUTES FROM DECEMBER 19, 2018

5/2019 HEIDT) **THAT** the minutes from the December 19, 2018 Regular Board Meeting be approved as circulated.

CARRIED.

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

- a. SGI file no. SGSK 3904499 update – An email was sent to SGI but the case worker is not back until April 8th
- b. List of Available Contractors – A list of contractors was presented
- c. Ratification of E-mail vote for Motion for Signing

6/2019 HEIDT) **THAT** the Board ratify the email vote to appoint Chantel Hendry as an Administrative Assistant with signing authority.

CARRIED.

5. NEW BUSINESS – CORRESPONDENCE

- a. RM of Corman Park – Comment Sheet
- b. Town of Hanley – Appointment to the Board
- c. Mark Gress – Building drawings

7/2019 KUZMA) **THAT** the Board approve for Robb Kullman Engineering to send out the tender for bidding for the new office building after a meeting is held with the Building Committee.

CARRIED

- d. SaskWater Rate Adjustment
- e. Digitex – New 2020 photocopier Lease Proposal

8/2019 DYCK) **THAT** the Board approve a new lease agreement with Digitex for the Canon imageRUNNER C5235i II.

CARRIED

- f. Town of Dundurn – Permit Application
- g. Water Security Agency – PDWA
- h. Greg Barry Letter – Demand Letter
- i. Corix – Water Meter & Meter Reading Forum

9/2019 DYCK) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

6. NEW BUSINESS - ADMINISTRATOR REPORT

The Sunset Clause will be deferred to the next Board meeting.

10/2019 KUZMA) **THAT** the Administrator's Report and Employee Payroll Report for the February 27, 2019 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

7. NEW BUSINESS - MONTHLY FINANCIAL REPORT

11/2019 ALDRED) **THAT** the Financial Report for December, 2018 and January, 2019 which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS - COMMITTEE REPORTS

No HR, Maintenance, Policy, Finance and Building Committee meetings were held.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

12/2019 DYCK) **THAT** the accounts from Cheque No. 3871 to Cheque No. 3927, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the February 27, 2019 Minutes, be approved as presented.

CARRIED.

10. ANNUAL MEETING DISCUSSION - Deferred to next meeting

11. NEXT MEETING DATES

- a. **March 2019 regular Board Meeting** - Wednesday, March 27, 2019 – 5:00 p.m.
- b. **All Committee meetings** – at the call of the Chair

12. OTHER BUSINESS

13/2019 KUZMA) **THAT** the Board move into in-camera.
Time: 7:08 p.m.

CARRIED.

14/2019 KUZMA) **THAT** the Board move out of in-camera.
Time: 7:25 p.m.

CARRIED

13. ADJOURNMENT

15/2019 HEIDT) **THAT** this meeting be adjourned.
Time: 7:27 p.m.

Dwayne Heidt, Chairman

Rosalind L. Arndt, Administrator