

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, June 24, 2020
1:30 p.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, June 24, 2020.

Present:

R.V.'s of Thode & Shields: - Dwayne Heidt
R.M. of Dundurn - David Aldred
R.M. of Rosedale: - Harold Dyck

Elected Members at Large: - Nelson Crowder - Murray McArthur
- Rosalind Arndt, Administrator
- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

Town of Hanley: - Darice Carlson
Town of Dundurn: - Eileen Prosser

Elected Members at Large: - Lloyd Gratrix
Subject Matter Professional: - Michael Kuzma

The regular meeting was called to order by Chairman, Dwayne Heidt at 1:30 p.m.

88/2020 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.

1. APPROVAL OF AGENDA

89/2020 MCCARTHUR) **THAT** the agenda be approved as presented.

CARRIED.

2. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT

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

SunDawg has requested to install a sign for advertising at Pump House #2. Rosalind will ask them to receive RM of Dundurn approval and then inform the Utility of the RM’s decision.

SASKALERT

The Board has decided to not move forward with being a part of SaskAlert.

BUFFER ZONE for SASK 1ST CALL

90/2020 ALDRED) **THAT** the Buffer Zone for our Sask 1st Call lines will be set at 20 meters on all sides of our water line.

CARRIED.

MAINTENANCE STAFF – AFTER HOUR CALLS

The Maintenance staff requested to not take a lunch hour but will work over lunch and still be available until 5:00 p.m.

BUILDING OF WATER METER ASSEMBLY BOARDS

Jason explained that the PSI at Pump House #3 is 100 PSI whereas the PSI at our shop is only 55 PSI. The higher PSI is needed when testing the new water meter boards.

REVIEW OF POLICIES FROM MAINTENANCE MEETING – June 15, 2020

91/2020 GRATRIX) **THAT** based on the recommendation of the Maintenance Committee, the Frozen Water Line – Charge to Subscriber Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

92/2020 ALDRED) **THAT** based on the recommendation of the Maintenance Committee, the Frozen Water Line – Use of A Contractor Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

93/2020 DYCK) **THAT** based on the recommendation of the Maintenance Committee, the Contractors for New Water Projects Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

94/2020 McARTHUR) **THAT** based on the recommendation of the Maintenance Committee, the After-Hours Charges Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

95/2020 MCARTHUR) **THAT** based on the recommendation of the Maintenance Committee, the Safety Audit Procedure Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

96/2020 GRATRIX) **THAT** based on the recommendation of the Maintenance Committee, the Marker Post Procedure Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

97/2020 ALDRED) **THAT** based on the recommendation of the Maintenance Committee, the Directive to Subscribers for Installing a Water Line from the Curb Stop to the Home Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

98/2020 DYCK) **THAT** based on the recommendation of the Maintenance Committee, the Townhouse Connections Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

CULVERT AT PUMP HOUSE #1

Rosalind replied that DRWU is in favor of the RM of Corman Park’s recommendation.

ANNUAL TOUR

The Annual Tour for all Dundurn Rural Water Board Members and staff will be set for **Wednesday, July 22, 2020** starting at noon at the Resort Village of Shields Club House.

99/2020 CROWDER) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

2:36 p.m. – Jason left the meeting.

3.a. REVIEW OF BOARD MEETING MINUTES FROM MAY 27, 2020

100/2020 CROWDER) **THAT** the minutes from the May 27, 2020 meeting be approved as circulated.

CARRIED.

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

4.a. SaskAlert (reviewed under Maintenance)

5. NEW BUSINESS – CORRESPONDENCE

- a. Ministry of Highways & Infrastructure – Saskatoon Freeway Planning Study
- b. RM of Dundurn – Resolution to postpone AGM and Current Board to Remain
- c. Town of Dundurn – Resolution re: AGM and Current Board
- d. Town of Hanley – Resolution to postpone AGM and Current Board to Remain
- e. RM of Dundurn – Employment Contracts & Agreements – Letter 1
- f. RM of Dundurn – Employment Contracts & Agreements – Letter 2
- g. Government of Saskatchewan – Claim #133(2019)
- h. RM of Corman Park – Discretionary Use Comment Sheet
- i. Corporate Partners Governance Committee – Request of Information
- j. RV of Thode - Resolution to postpone AGM and Current Board to Remain
- k. Saskatoon North Partnership for Growth – District Official Community Plan

101/2020 PROSSER) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

6. NEW BUSINESS – ADMINISTRATOR REPORT

102/2020 CARLSON) **THAT** the Administrator’s Report and Employee Payroll Report for the June 24, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6.c. RECORDS TO DESTROY

103/2020 DYCK) **THAT** the Board approve to destroy the following records:

- Cheque Stubs – 2005-2009
- Deposit Books – March 2003 – Dec 2005
- Deposit Books – April 2006 – Nov 2013
- Year End Info – 2011-2013

CARRIED.

104/2020 CROWDER) **THAT** the Board accepts the Proposal for Consulting Engineering Services for Dundurn Rural Water Utility – Elkwood Estates Expansion / Infill Project 2020 from SAL Engineering and that the Consulting Agreement be signed.

CARRIED.

7. NEW BUSINESS – MONTHLY FINANCIAL REPORT

105/2020 CROWDER) **THAT** the Financial Report ending May 31, 2020 as presented by Michael Kuzma, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

- a. **Maintenance Committee** – No meeting held.
- b. **Finance Committee** – No meeting held.
- c. **HR Committee**

Nelson Crowder reviewed the minutes.

106/2020 ALDRED) **THAT** the Board approve the June 23, 2020 HR Minutes as presented.

CARRIED.

Policy Committee – Tuesday, June 16, 2020

The Committee reviewed Policies in sections 100, 200 and 300. Any policies referring to the Corporate Bylaw will be removed from the Policy Manual. Section 300 will be referred to the Finance Committee.

107/2020 McARTHUR) **THAT** based on the recommendation of the Policy Committee, the Unpaid Accounts Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

108/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Subscriber Accounts Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

109/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Visa Limits Policy, as attached, be added to the Policy Manual effective June 24, 2020.

CARRIED.

110/2020 DYCK) **THAT** the Board will review the Re-Keying Policy, at a future meeting.

CARRIED.

Rosalind will check into costs for new locks.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

111/2020 CROWDER) **THAT** the accounts from Cheque No. 4281 to Cheque No. 4296, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the June 24, 2020 Minutes, be approved as presented.

CARRIED.

10. OTHER BUSINESS

112/2020 CROWDER) **THAT** the Dundurn Rural Water Utility will postpone the Annual General Meeting due to the Covid 19 pandemic and **THAT** all current directors remain in their seats until further notice.

CARRIED.

MEETING w/SASK WATER – June 24, 2020

Dwayne Heidt and Murray McArthur explained what was discussed at the meeting.

4:20 p.m. – Michael Kuzma left the meeting.

4:24 pm – Lloyd Gratrix left the meeting.

4:25 p.m. – Harold Dyck left the meeting.

11. NEXT MEETING DATES

- a. **August 2020 Regular Board Meeting** - Wednesday, August 26, 2020 – 1:30 p.m.
- b. **Finance** Committee Meeting –Tuesday, July 21, 2020 – 10:00 a.m.
- c. **Maintenance** Committee – at the call of the Chair
- d. **Policy** Committee – at the call of the Chair
- e. **HR** Committee – at the call of the Chair
- f. Annual Tour – Wednesday, July 22, 2020

12. ADJOURNMENT

113/2020 ALDRED) **THAT** this meeting be adjourned.
Time: 4:25 p.m.

Dwayne Heidt, Chairman

Rosalind Arndt, Administrator