

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, March 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, March 23, 2022.

Present:

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

ATTENDED via ZOOM Video Conferencing:

Elected Member at Large:	- Melissa Maddocks, Town of Hanley
Elected Member at Large:	- Michael Kuzma
Elected Member at Large:	- Murray McArthur

Absent: - Jerry Mulder, Elected Member at Large

The regular meeting was called to order by Vice-Chair, Matt Jurkiewicz at 9:19 a.m.

1. APPROVAL OF AGENDA

25/2022 GRATRIX) **THAT** the agenda be approved as presented.

CARRIED.

1. OATH OF OFFICE

The Oath of Office was signed by Jay Olyniuk.

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.

26/2022 FERNETS) **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.

11. NEW BUSINESS – COMMITTEE REPORTS

The Finance Committee meeting was held March 22, 2022.

27/2022 PATKAU) **THAT** as per the recommendation of Finance, **THAT** Dundurn Rural Water continue to obtain quotes to purchase gravel for Pumphouses 6,8,9 and 10 and to purchase 600X WV Geo 15 x 300' from Iconix for \$495.37.

CARRIED.

28/2022 OLYNIUK) **THAT** as per the recommendation of Finance, **THAT** Dundurn Rural Water will purchase Badger meters to replace the 143 Neptune meters that are now more than 17 years old and that this program will take place over the next 2 years.

CARRIED.

29/2022 JURKIEWICZ) **THAT** as per the recommendation of Finance, **THAT** Dundurn Rural Water purchase new tablets from FTS Business Solutions at a cost of \$2,924.72 for the Board of Directors and staff to be used at all meetings.

CARRIED.

The draft Financial Statement and the Audit Findings Letter will be reviewed with our Auditor, Max Lingard.

9:48 a.m. – Jason Bellina left the meeting.

10. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael Kuzma reviewed the complete Financial Report for February 2022.

30/2022 MADDOCKS) **THAT** the Financial Report for February 2022 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3. REVIEW OF 2021 FINANCIAL STATEMENT with Max Lingard, Lingard & Dreger

10:00 a.m. - Max Lingard joined the meeting via ZOOM video conferencing.

Max reviewed the 2021 Financial Statement along with the Audit Findings letter to be signed by the Board.

10:25 a.m. – Max Lingard left the meeting.

31/2022 MCARTHUR) **THAT** the Board accept the Dundurn Rural Water Utility Audited Financial Statement for the year ended December 31, 2021 for information purposes only along with the Audit Findings Report.

CARRIED.

IN consultation with our auditor, Max Lingard, the 2021 AGM meeting has been set for: Wednesday, May 4, 2022 at 7:00 p.m. at the Dundurn Community Hall.

10:28 a.m. – Melissa Maddocks left the meeting.

4. REVIEW OF NEW POLICY FOR SUB-DIVISIONS OVER 35 LOTS

The Board will review this new policy at the next Policy meeting.

5. 10:45 a.m. - DELEGATION: Darren Hagen, Edgemont East

Darren Hagen and Lee Warman (Delta Construction Group Inc.) joined the meeting to discuss connecting to Dundurn Rural Water for Edgemont East, just west of Pump House #1. Darren and Lee presented a concept for Edgemont East and discussed Utility plans for water and sewer.

11:09 a.m. – Darren and Lee left the meeting.

6. REVIEW OF MINUTES FROM FEBRUARY 23, 2022

32/2022 KUZMA) **THAT** the minutes from the February 23, 2022 meeting be approved as circulated.

CARRIED.

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

- a. Regional / Contract Operator Program with South Floral Water Corp.
- b. Policy – Subdivision Development over 35 lots
- c. Resort Villages of Thode and Shields – Customer Inventory

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

BYLAW NO. 1-2022 – THIRD AND FINAL READING

33/2022 GRATRIX) **THAT** Bylaw No. 1-2022, being a being a bylaw to set a fee for Residential Offsite Service Primary Watermain Levy, be read a third time and finally adopted.

Corey Fernets requested a recorded vote.

For: Nick Patkau, Matt Jurkiewicz, Lloyd Gratrix, Murray McArthur, Michael Kuzma, Jay Olyniuk

Against: Corey Fernets

CARRIED.

11:34 a.m. – Corey Fernets left the meeting.

7. NEW BUSINESS – CORRESPONDENCE

a. SaskWater – New Potable Water Supply Agreement

34/2022 KUZMA) **THAT** Rosalind forward the SaskWater agreement to our lawyer, James Ridgway, for review prior to signing.

CARRIED.

- b. Dept. of National Defence – Water Supply for CFB
- c. SaskWater – Payment of New City of Saskatoon Levy
- d. Crosby Hanna & Associates – Edgemont East – Open House
- e. R.M. of Corman Park – Spring newsletter & Assessment Notice
- f. Lingard & Dreger – 2021 Draft Financial Statement and Audit Findings Report
- g. Saskatchewan Municipal Board – Town of Dundurn Appeal (3 in total)
- h. Edgemont East Sub-division

35/2022 PATKAU) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

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

36/2022 OLYNIUK) **THAT** the Administrator’s Report and Employee Payroll Reports for the March 23, 2022 meeting, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

10. NEW BUSINESS – ANNUAL GENERAL MEETING FOR 2021

As discussed with our Auditor, the Annual General Meeting will be held Wednesday, May 4, 2022 at 7:00 p.m. at the Dundurn Community Hall. Information will be added to our web-site.

Corey Fernets re-joined the meeting. Time: 11:54 a.m.

11. ACCOUNTS PAYABLE REVIEW AND APPROVAL

37/2022 JURKIEWICZ) **THAT** the accounts from Cheque No. 4746 to Cheque No. 4759, along with other payments, a list of which is attached to and forms a part of the March 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. **April Board Meeting** - Wednesday, April 27, 2022 – 4:15 p.m.
- b. **Annual General Meeting** – Wednesday, May 4, 2022 – 7:00 p.m. at the Dundurn Community Hall
- c. **Policy Committee** - Wednesday, April 6, 2022 – 1:00 p.m.
- d. **Maintenance Committee** – Wednesday, April 6, 2022 – 2:00 p.m.
- e. **HR Committee** – beginning of June, 2022

15. GRAND OPENING for New Office / Shop

38/2022 MCARTHUR) **THAT** due to Covid-19 and the length of time since we have moved into our new building, the Board has decided to forego a grand opening for our new office / shop but will welcome any subscriber to stop in any time.

CARRIED.

39/2022 MCARTHUR) **THAT** the Board move into in-camera.
Time: 12:07 p.m.

CARRIED.

40/2022 FERNETS) **THAT** the Board move out of in-camera.
Time: 12:10 p.m.

CARRIED.

17. ADJOURNMENT

41/2022 JURKIEWICZ) **THAT** this meeting be adjourned.
Time: 12:12 p.m.