

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, May 27, 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, May 27, 2020.

Present:

R.V.'s of Thode & Shields: - Dwayne Heidt
R.M. of Dundurn - David Aldred
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
R.M. of Rosedale: - Harold Dyck
Elected Members at Large: - Lloyd Gratrix
Subject Matter Professional: - Michael Kuzma

The regular meeting was called to order by Chairman, Dwayne Heidt at 1:37 p.m.

43/2020 ALDRED) **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

44/2020 CROWDER) **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.

45/2020 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.

3.a. REVIEW OF BOARD MEETING MINUTES FROM APRIL 22, 2020

46/2020 DYCK) **THAT** the minutes from the April 22, 2020 meeting be approved as circulated.

CARRIED.

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

4.a. 3.g. DAWWU Agreement

47/2020 GRATRIX) **THAT** the Waste Water Utility Maintenance & Operations Agreement be executed by Dundurn Rural Water Utility.

CARRIED.

4.b. Point #11 – Corporate Bylaw

Dwayne provided an update on the Corporate Bylaw from the Corporate Partner’s meeting held May 14, 2020.

5. NEW BUSINESS – CORRESPONDENCE

- a. Resort Village of Thode – Revised Corporate Bylaw
- b. Town of Dundurn – Assessment Notice for the Year 2020
- c. SaskWater – City of Saskatoon WSA Update
- d. Village of Kenaston – Water Connection
- e. City of Saskatoon – Fire Inspections
- f. SARWP – Spring Newsletter

48/2020 PROSSER) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

Rosalind will check into Sask. Alert and the procedure to join.

6. NEW BUSINESS – ADMINISTRATOR REPORT

49/2020 DYCK) **THAT** the Administrator’s Report and Employee Payroll Report for the May 27, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6.c. BYLAW NO. 2-2020

50/2020 CROWDER) **THAT** Bylaw No. 2-2020, being a bylaw to set a fee schedule, be read a first time.

CARRIED.

BYLAW NO. 2-2020 – SECOND READING

51/2020 ALDRED) **THAT** Bylaw No. 2-2020 be read a second time.

CARRIED.

BYLAW NO. 2-2020 – THIRD READING

52/2020 MCARTHUR) **THAT** Bylaw No. 2-2020 be given three readings at this meeting.

CARRIED UNANIMOUSLY.

BYLAW NO. 2-2020 – THIRD AND FINAL READING

53/2020 CARLSON) **THAT** Bylaw No. 2-2020, being a bylaw to set a fee schedule, be read a third time and finally adopted.

CARRIED.

6.d. DESTROYING OF RECORDS

54/2020 DYCK) **THAT** the Board approve to destroy the following records:

- Bank Statements – 2008-2012
- Accounts Payable – 2010-2012
- Utility/General Receipts – 2010-2012
- Utility Billings – 2010-2012
- Past Due Notices/Final Bills – 2010-2012
- GL Entries – 2008-2012

- Cheque Stubs – 2010-2012
- Year End Info – 2009-2010
- SRC Reports – 2009-2010
- Receipts Journal – 2010
- Meter Readings & Curbstops – 2010-2012
- Visa/Client Activity Statements & Bank Rec's – 2010-2012
- List of Proposed Payments & Payment Postings (Audit Trails) – 2010-2012
- RBC Express – 2010-2012
- Payroll Working Papers – 2010-2012
- Capital Loan Balancing – 2010-2012
- Pre-Paid Manifold Reserve Listings 2010-2012
- RBC Dominion Securities – 2010-2012
- Month End Working Papers – 2010-2012
- Budget Working Papers – 2010-2012
- Board Honorarium – 2010-2012

CARRIED.

7. NEW BUSINESS – MONTHLY FINANCIAL REPORT

55/2020 CROWDER) **THAT** the Financial Report ending April 30, 2020 which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

- Maintenance Committee** – No meeting held.
- Finance Committee** – No meeting held.
- HR Committee** – No meeting held.
- Policy Committee**

The Board reviewed all Policy Recommendations from the two (2) Policy meetings held in May.

56/2020 McARTHUR) **THAT** based on the recommendation of the Policy Committee, the Subscriber Agreement, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

57/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Application for a Single Water Service, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

58/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Application for a Multi-connection Bulk User, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

59/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Complaint Procedure Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

60/2020 CARLSON) **THAT** based on the recommendation of the Policy Committee, the Bigger Dole Flow Request Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

61/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Renter’s Deposit Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

62/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Renter’s Water Billing Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

63/2020 MCARTHUR) **THAT** based on the recommendation of the Policy Committee, the FOB Agreement Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

64/2020 MCARTHUR) **THAT** based on the recommendation of the Policy Committee, the following policies, as attached, be added to the Policy Manual effective May 27, 2020:

- Subscriber Agreement – Financing Agreement
- Miscellaneous Interest
- Request for Refund
- Contractors for New Water Projects
- Townhouse Connections
- Monthly Billing
- Request for Water Utility Services

CARRIED.

65/2020 CARLSON) **THAT** based on the recommendation of the Policy Committee, the Additional Connections Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

66/2020 MCARTHUR) **THAT** based on the recommendation of the Policy Committee, the Subscriber Requesting to Stop Service Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

67/2020 CROWDER) **THAT** based on the recommendation of the Policy Committee, the Water Consumption Beyond the Water Meter Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

68/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Overflow Pipe Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

69/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Donations / Sponsorships Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

70/2020 PROSSER) **THAT** based on the recommendation of the Policy Committee, the Petty Cash Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

71/2020 ALDRED) **THAT** based on the recommendation of the Policy Committee, the Commissioners For Oaths and Notary Public Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

72/2020 CARLSON) **THAT** based on the recommendation of the Policy Committee, the Lending Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

73/2020 MCARTHUR) **THAT** based on the recommendation of the Policy Committee, the Advertising From Third Party Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

74/2020 CROWDER) **THAT** based on the recommendation of the Policy Committee, the Office Services Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

75/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Purchasing an Existing Water Service Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

76/2020 DYCK) **THAT** based on the recommendation of the Policy Committee, the Public Utility Easement Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

77/2020 PROSSER) **THAT** based on the recommendation of the Policy Committee, the Bacteriological Samples Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

78/2020 ALDRED) **THAT** based on the recommendation of the Policy Committee, the Policy # 215-1 Office Building Lease from Motion # 31/2011 be rescinded.

CARRIED.

79/2020 CARLSON) **THAT** based on the recommendation of the Policy Committee, the Meetings by Electronic Means Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

80/2020 MCARTHUR) **THAT** based on the recommendation of the Policy Committee, the Board Remuneration Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

81/2020 CROWDER) **THAT** based on the recommendation of the Policy Committee, the Seminars & Travel Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

82/2020 GRATRIX) **THAT** based on the recommendation of the Policy Committee, the Board Chambers Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

83/2020 PROSSER) **THAT** based on the recommendation of the Policy Committee, the Credit Card Surcharge Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

84/2020 ALDRED) **THAT** based on the recommendation of the Policy Committee, the Office Cleaner Policy, as attached, be added to the Policy Manual effective May 27, 2020.

CARRIED.

85/2020 CARLSON) **THAT** based on the recommendation of the Policy Committee, that Motion # 99/2010 be rescinded.

CARRIED.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

86/2020 ALDRED) **THAT** the accounts from Cheque No. 4255 to Cheque No. 4280, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the May 27, 2020 Minutes, be approved as presented.

CARRIED.

10. OTHER BUSINESS

No other business for this meeting.

11. NEXT MEETING DATES

- a. **June 2020 Regular Board Meeting** - Wednesday, June 24, 2020 – 1:30 p.m.
- b. **Maintenance** Committee – Monday, June 15, 2020 – 1:30 p.m.
- c. **Policy** Committee – Tuesday, June 16, 2020 – 1:30 p.m.
- d. **HR** Committee – Tuesday, June 23, 2020 – 10:00 a.m.
- e. **Finance** Committee Meeting –Friday, July 17, 2020 – 10:00 a.m.

12. ADJOURNMENT

87/2020 DYCK) **THAT** this meeting be adjourned.
Time: 3:46 p.m.

Dwayne Heidt, Chairman

Rosalind Arndt, Administrator