

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, October 23, 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, October 23, 2019.

Present:

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

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

- Rosalind Arndt, Administrator

Regrets: - Darice Carlson, Town of Hanley

The regular meeting was called to order by Chairman, Dwayne Heidt at 5:10 p.m.

1. APPROVAL OF AGENDA

107/2019 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 along with the Subscribers Not Using Water Report as attached.

3. NEW BUILDING UPDATE

Jason reviewed the minutes from the New Building Committee meeting held October 22, 2019.

108/2019 ALDRED) **THAT** the Board approve the following Change Orders:
#5 – Change Order Directive – add receptacles for wall oven and microwave

- #6 – Change Order Directive – add sink in shop
- #7 – Add data drops in Office #13 and South wall of Shop
- #8 – Add shelving into data closet
- #9 – Install upper cabinets in 2 washrooms

CARRIED.

109/2019 CROWDER) **THAT** the Board approve the purchase of Board Room table and chairs along with Lunch Room Table and chairs along with Installation and Delivery from Source Office Furnishings for \$4,788.87.

CARRIED.

110/2019 GRATRIX) **THAT** the Board approve the purchase of a compact fridge for the Board Room for up to \$125.00 plus taxes.

CARRIED.

111/2019 GRATRIX) **THAT** the Board approve that Geransky's Moving & Storage be hired to move the office furniture, etc. to the new building for a cost of \$1,155.00 plus GST.

CARRIED.

112/2019 DYCK) **THAT** the Board approve Waylyn Signs to manufacture and install the sign for the new office building for a cost of \$2,480.00 plus taxes.

CARRIED.

Parking Curbs Along West Side of Building

Jason will check on prices for Rubber Parking Curbs for the west side of the new office building.

113/2019 KUZMA) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary along with the Subscribers Not Using Water Report which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

114/2019 DYCK) **THAT** the New Building Update be approved as presented.

CARRIED.

REVIEW OF FINANCE COMMITTEE MEETING MINUTES

Mike Kuzma reviewed the minutes from the Finance Committee meeting held Monday, October 21, 2019.

Rosalind will email all companies who had submitted a solar panel quote confirming their quote is still current.

The Board will review the Water Fill Station at the November Board meeting.

115/2019 KUZMA) **THAT** the Board approve the purchase of 54 endpoints in 2020 for subscribers connected through Pump House #5

CARRIED.

6:56 p.m. – Jason Bellina left the meeting.

7. NEW BUSINESS – MONTHLY FINANCIAL REPORT

116/2019 McARTHUR) **THAT** the Financial Report ending September 30, 2019 which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. IN-CAMERA

117/2019 HEIDT) **THAT** the Board move into in-camera.
Time: 7:02 p.m.

CARRIED.

118/2019 GRATRIX) **THAT** the Board come out of in-camera.
Time: 7:27 p.m.

CARRIED.

Mike Kuzma left the meeting: Time: 7:10 p.m.

119/2019 ALDRED) **THAT** the Dundurn Rural Water Utility purchase gift cards for all staff and Office cleaner as approved by the Board.

CARRIED.

3. REVIEW OF BOARD MEETING MINUTES FROM SEPTEMBER 25, 2019

120/2019 DYCK) **THAT** the minutes from the September 25, 2019 meeting be approved as circulated.

CARRIED.

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

- a. Motion # 96, 2019 – Talk Mail System
This motion will be tabled to the November meeting.

5. NEW BUSINESS – CORRESPONDENCE

- a. Operator Certification Board – Jason – Water Operator Certification
- b. Operator Certification Board – Brian – Water Operator Certification
- c. SaskPower – New Net Metering Agreement
- d. Saskatchewan Municipal Board – Approval Letter
- e. Town of Dundurn – Property Tax Abatement
- f. SaskWater – Strike has ended
- g. SARWP – Annual Seminar

121/2019 CROWDER) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

6. NEW BUSINESS – ADMINISTRATOR REPORT

122/2019 DYCK) **THAT** the Administrator’s Report and Employee Payroll Reports for the October 23, 2019 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

New Building Committee – reviewed under Maintenance Report

Finance Committee – reviewed under Maintenance Report.

HR Committee – October 16, 2019

Maintenance Committee – no meeting held

Policy Committee – no meeting held.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

123/2019 DYCK) **THAT** the accounts from Cheque No. 4078 to Cheque No. 4100, along with the Payroll listing and other payments, a list of which is attached to and forms a part of the October 23, 2019 Minutes, be approved as presented.

CARRIED.

10. OTHER BUSINESS

No other business presented for this meeting.

11. NEXT MEETING DATES

- a. **November 2019 Regular Board Meeting** - Wednesday, Nov 27, 2019 – 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.

12. ADJOURNMENT

124/2019 DYCK) **THAT** this meeting be adjourned.
Time: 8:12 p.m.

Dwayne Heidt, Chairman

Rosalind Arndt, Administrator