

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, October 26, 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. on Wednesday, October 26, 2022.

Present:

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

ATTENDED via ZOOM Video Conferencing:

- Melissa Maddocks, Town of Hanley
- David Shortt, R.M. of Dundurn
- Michael Kuzma, Elected Member at Large

Absent:

- Murray McArthur, Elected Member at Large

The Regular meeting was called to order by Chair, Lloyd Gratrix at 9:16 a.m.

1. APPROVAL OF AGENDA

120/2022 MULDER) **THAT** the agenda be approved as presented.

CARRIED.

2. NEW BUSINESS – MAINTENANCE & OPERATIONS REPORT

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

POLICY - #457 – DIGGING NEAR WATER LINES

121/2022 PATKAU) **THAT** Policy # 457, a policy for Digging Near Water Lines, which is attached to and forms a part of these minutes, be added to the Policy Manual .

CARRIED.

122/2022 SHORTT) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary for September, 2022, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

3. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael reviewed the complete Financial Report for September, 2022.

123/2022 FERNETS) **THAT** the Financial Reports for September, 2022 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

Matt Jurkiewicz joined the meeting: 9:46 a.m.

RECOMMENDATIONS FROM FINANCE FOR 2023

124/2022 MULDER) **THAT** the following recommendations be approved for 2023:

1. Mileage for Board and Staff will be increased from .50 / km to .65/km
2. Staff and Contractor will receive a 3% Cost of Living Increase
3. Office cleaner wage will be increased by \$1.00/hour
4. Suncorp Valuation will complete an appraisal for insurance placement purposes for our new office building at a cost of \$1,750 plus GST

CARRIED.

3.h. Bylaw No. 3-2022 Water Rate Bylaw – New Rates

BYLAW NO. 3-2022 – FIRST READING

125/2022 KUZMA) **THAT** Bylaw No. 3-2022, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a first time.

CARRIED.

BYLAW NO. 3-2022 – SECOND READING

126/2022 PATKAU) **THAT** Bylaw No. 3-2022 be read a second time.

CARRIED.

BYLAW NO. 3-2022 – THIRD READING

127/2022 GRATRIX) **THAT** Bylaw No. 3-2022 be given three readings at this meeting.

CARRIED UNANIMOUSLY.

BYLAW NO. 3-2022 – THIRD AND FINAL READING

128/2022 SHORTT) **THAT** Bylaw No. 3-2022, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a third time and finally adopted.

CARRIED.

129/2022 MADDOCKS) **THAT** the 2023 budget be approved which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

4.a. REVIEW OF MINUTES FROM SEPTEMBER 28, 2022

130/2022 KUZMA) **THAT** the minutes from the September 28, 2022 Board meeting be approved as circulated.

CARRIED.

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

4.a. Policy – Digging of Water Lines – Reviewed under Maintenance

4.b. Utility Procedures Bylaw – 3rd Reading

BYLAW NO. 2-2022 – THIRD AND FINAL READING

131/2022 MULDER) **THAT** Bylaw No. 2-2022, being a bylaw to regulate the proceedings of Dundurn Rural Water Utility Board of Directors and Utility Committees , be read a third time and finally adopted.

CARRIED.

10:31 a.m. – Matt Jurkiewicz left the meeting.

4.c. Bora Insurance – Landon Armstrong – ZOOM meeting to review Insurance

DELEGATION via ZOOM – Landon Armstrong, Bora Insurance

10:27 a.m. – Landon joined the meeting via ZOOM.

Landon explained replacement costs on our pump houses and our new office building. He also explained about events that are out of our control. Landon will check what our insurance costs will be if our deductible is raised to \$2,500 or more. What does our deductible raise by if we put in a claim? All Buildings are covered for replacement. Directors and Officers are covered and would not be held personally responsible. Landon recommended that a valuation be completed on all buildings every five years.

10:42 a.m. – Landon left the meeting.

6. NEW BUSINESS – CORRESPONDENCE

- a. Eastpoint Engineering – Analysis for water supply to 17 Wing Detachment
- b. Suncorp Valuations – proposal for Office Valuation

132/2022 FERNETS) **THAT** the Board accepts the proposal from Suncorp Valuation for \$1,750 plus GST to complete an appraisal for insurance placement purposes for our new office building located at 401 Second Street, Dundurn SK to be completed in January of 2023.

CARRIED.

- c. SARWP – Annual Seminar
- d. FieldForce4 – Management Company Proposal

133/2022 KUZMA) **THAT** the Board does not accept the Management Company Proposal from FieldForce 4.

CARRIED.

10:57 a.m. – Matt Jurkiewicz rejoined the meeting.

- e. Town of Dundurn – Consideration of Grant-in-lieu

The Board held general discussion on the Town of Dundurn’s letter asking for a consideration of Grant-in-Lieu of taxes.

Matt Jurkiewicz abstained from the vote.

134/2022 GRATRIX) **THAT** the Board authorize a payment of \$2,000 to the Town of Dundurn for a Grant-In-Lieu consideration for 2022.

CARRIED.

11:18 a.m. – Matt Jurkiewicz left the meeting.

- f. SaskWater – update on Grandfathering charges
- g. SaskWater – Reminder of 2023 Water Supply Rate

135/2022 SHORTT) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

7.a. and 7.b. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT

136/2022 MADDOCKS) **THAT** the Administrator’s Report and Employee Payroll Report for the October 26, 2022 meeting, which is attached to and form a part of these Minutes, be approved as presented.

CARRIED.

137/2022 KUZMA) **THAT** the Dundurn Rural Water Utility purchase one hundred dollar gift cards for all staff, Contractor and Office cleaner as approved by the Board.

CARRIED.

- 138/2022 MULDER) **THAT** the application deposit be increased to \$1,500 for new connections due to increased Engineering charges.

CARRIED.

Mike Kuzma left the meeting – 11:27 a.m.

8. NEW BUSINESS – COMMITTEE REPORTS

HR Committee Report

Melissa Maddocks reviewed the HR minutes from October 19, 2022.

- 139/2022 FERNETS) **THAT** the Board approves that the words: “Any employee receiving an internal promotion, will receive a 5% increase to the current salary or the bottom of the pay band as established by HR, whichever is greater” be added to Policy No. 216-12 Internal Hiring under the sub-heading Job Offers.

CARRIED.

- 140/2022 MADDOCKS) **THAT** HR recommends offering Jason Bellina the position of Administrator as per the Internal Hiring Policy with start date to be determined.

CARRIED.

Finance Committee Report

Reviewed under Finance Report.

11. ACCOUNTS PAYABLE REVIEW AND APPROVAL

- 141/2022 PATKAU) **THAT** the accounts from Cheque No. 4885 to Cheque No. 4902 , along with other payments, a list of which is attached to and forms a part of the October 26, 2022 Minutes, be approved as presented.

CARRIED.

12. OTHER BUSINESS

No other business was discussed at this meeting.

13. NEXT MEETING DATES

Until further notice, the Board has agreed to start the monthly meetings at **9:15 a.m.**

- a. **November Board Meeting** – Wednesday, November 23, 2022 – 9:15 a.m.
- b. **December Board Meeting** – Wednesday, December 14, 2022 – 9:15 a.m.
- c. **HR Committee** – at the call of the Chair
- d. **Finance Committee** –at the call of the Chair
- e. **Policy Committee** – at the call of the Chair
- f. **Maintenance Committee** – at the call of the Chair

14. ADJOURNMENT

142/2022 PATKAU) **THAT** this meeting be adjourned.
Time: 11:50 a.m.

Lloyd Gratrix, Chair

Rosalind Arndt, Administrator