

501 UTILITY AUTHORITY INC.
Board of Directors Agenda
Tuesday July 14, 2020
RM of Frenchman Butte No. 501
BOARDROOM and Via Teleconference

✓ Decision Item
*Discussion Item
**Information Only

MEETING AGENDA

Attendance:

Regrets:

Alternates:

Delegations:

SECTION A - REGULAR AGENDA

1. **Call to Order @** _____

2. **Agenda**

a. Additions/changes

b. ✓ *Motion to adopt* _____ Seconder _____

3. **June 9, 2020 Minutes**

a. Errors and/or Omissions

c. ✓ *Motion to approve* _____ Seconder _____

4. **Business arising from the Minutes**

a. Carrier Agreements 2020 – see attached update

b. Signage for Lagoon, Booster Station and Truck dumps (Galt/Fischer)

c. Sask 1st Call - register sewage pipelines submitted (Agreement/Membership)

- Database and IT contact is Marvin Loewen,
- General interim contact and Locate Request Notifications is Galt Resources
- Contact number for Damage Notification tickets and Emergency tickets placed after hours - Interim contact is Galt Resources – 1 (306) 227-9717

All datasets require a buffer; Marvin Loewen, Associated Engineering recommends 3m buffer on each side of the line(s);

Motion to approve _____ Seconder _____

d. Maintenance Tasks – access to the St. Walburg truck dump

e. Maintenance & Inspection Records – templates ‘check lists’ (Marvin Loewen)

f. St. Walburg Fire Committee – Board to provide a tour of facilities for Chair/Chief

g. Website – update and discussion regarding Aerial and On-Site photos

SECTION B – FINANCIAL REPORTS, ACCOUNTING

a. Financial Statements - update:

- Asset transfer to the 501 Utility Authority Inc. – current status

b. Attached June Bank Statement, Bank Reconciliation, Balance Sheet, Receipts, Payments and Variance Report

✓Motion to Receive Reports _____ Seconder _____ Carried _____

Total Payables for Approval June 9, 2020 to July 14, 2020 \$ _____

✓Motion to approve _____ Seconder _____ Carried _____

- Will add “as attached to, and forming part of those minutes” to motion

c. Variance Report - Budget to Actual Operations to June 30 - performance to date and forecast

5. **Maintenance and Operations** – due diligence requirements from Water Security Authority process

6. **Old Business**

7. **New Business**

8. **Other Business**

9. **Correspondence**

10. **SECTION C – GOVERNANCE and POLICY DEVELOPMENT** – to Page 3

11. **Next meeting - Tuesday, August 11, 2020 @ 2:30 p.m.**

Motion to Approve _____ Seconder _____ Carried _____

12. **Adjournment @** _____

_____ Motion to Adjourn

SECTION C – GOVERNANCE and POLICY DEVELOPMENT – *Draft Itinerary*
July 14, 2020 Progress Report

1. Governance, Bylaws, Policies and Procedures

Galt Resources

- a. Maintenance Agreements – amended and approved. Signed file copies required
- b. Bylaw No. 01/20 Operating Agreement – signed copies required
- c. Bylaw No. 02/20 Board Procedures Policy – signed, copies to be circulated
- d. Bylaw No. 03/20 Communication Policy and Guidelines – signed
- e. Bylaw No. 04/20 Public Notice Policy - signed
- f. Bylaw No. 05/20 Financial Control Policy – to sign
- g. Bylaw No. 06/20 Disaster Recovery Policy – to sign

2. In Progress, Subject to Review and Approval

- a. Bylaw No. 12/20 Procurement Policy and Guidelines July
- b. Bylaw No. 13/20 Inventory and Asset Management Policy
- c. Bylaw No. 14/20 Board Mandate for Reserve Accounts.

- d. Bylaw No. 22/20 Issues Management Policy and Guidelines
- e. Bylaw No. 15/20 Tangible Capital Asset Reserve Policy August
- f. Bylaw No. 07/20 Investment Policy and Guidelines
- g. Bylaw No. 08/20 Professional Business Conduct Guidelines

- h. Bylaw No. 16/20 Maintenance Procedures Policy and Guidelines September
- i. Bylaw No. 17/20 Professional Services Policy and Guidelines
- j. Bylaw No. 18/20 Conflict of Interest Policy and Guidelines
- k. Bylaw No. 19/20 Oath of Office

- l. Bylaw No. 20/20 HR and Employment Policy and Guidelines October
- m. Bylaw No. 21/20 Harassment Prevention Policy
- n. Bylaw No. 10/20 Charitable Involvement Policy and Guidelines

- o. Bylaw No. 11/20 Governance Policy and Guidelines
- p. Bylaw No. 23/20 Record Retention Bylaw November
- q. Property and Asset Inventory and Current Valuations

- 2020 - 2021 Itinerary – operations/governance development December
- Organizational Risk Management Review and Gap analysis

**Minutes of the 501 Utility Authority Inc. Board of Directors held June 9, 2020 Via
Teleconference**

Attendance: RM of Frenchman Butte No. 501	Owen Fischer Bonnie Mills Midgley
Town of St. Walburg	Virginia Mowery Don Nicholson
Village of Paradise Hill	Merle Bielecki Bernard Ecker
Administrator Policy/Governance Advisors	Galt Resources Strategy Group Alan Thomarat, Principal Elaine Unrau, VP Business Dev.

The meeting was called to order by Chair Mills Midgley at 2:34 p.m. Mae Rotsey acted as GT Meeting Co-ordinator and Recorder of the 'Go To Meeting' Teleconference. Don Nicholson joined the meeting at 2:43 p.m.

ADDITIONS/CHANGES TO THE AGENDA:

2020-06-09-01 Mowery/Bielecki: That the 501 Utility Authority Inc. Board approve adding a) Galt Administration Contract b) Booster Station c) Variable Frequency Drives to New Business #7 of this meeting's agenda.

Carried.

2020-06-09-02 Fischer/Mowery: That the 501 Utility Authority Inc. Board approve the revised agenda and use as a guideline for this meeting.

Carried.

MINUTES, MAY 5, 2020:

2020-06-09-03 Bielecki/Fischer: That the 501 Utility Authority Inc. Board approve the May 5, 2020 meeting minutes as presented.

Carried.

FINANCIAL REPORTS, PAYMENTS, RESOLUTIONS

2020-06-09-04 Ecker/Fischer: That the 501 Utility Authority Inc. receive the following reports: May Statements, Receipts & Payments, Bank Reconciliation & Balance Sheet.

Carried.

2020-06-09-05 Mowery/Fischer: That the 501 Utility Authority Inc. authorize payments from May 5, 2020 to June 8, 2020 in the total amount of \$12,910.20 as attached to, and forming part of these minutes.

Carried.

NEW BUSINESS

2020-06-09-06 Ecker/Nicolson: That the 501 Utility Authority Inc. Board approve to increase \$667.00 to \$800.00 per month billed quarterly to the Galt Administration contract.

Carried.

OTHER BUSINESS

2020-06-09-07 Mowery/Bielecki: That the 501 Utility Authority Inc. Board authorize signing of Overdrive Well Services Carrier Agreement.

Carried.

NEXT MEETING

2020-06-09-08 Nicholson/Ecker: That the 501 Utility Authority Inc. Board approve that the next meeting date is July 14, 2020, to commence at 2:30 p.m.

Carried.

ADJOURNMENT

2020-06-09-09 Ecker: That the 501 Utility Authority Inc. Board meeting now be adjourned 4:33p.m.

Carried.

Minutes Approved on July 14, 2020

B Bonnie Mills Midgley, Chair

Merle Bielecki, Vice-Chair

501 Utility Authority Inc.

Balance Sheet

As of 30 June 2020

	30 Jun 20
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CHEQUING	33,028.53
Total Chequing/Savings	33,028.53
Accounts Receivable	
11000 · *Accounts Receivable	33,285.00
Total Accounts Receivable	33,285.00
Other Current Assets	
1070 · GST RECEIVABLE	3,926.93
Total Other Current Assets	3,926.93
Total Current Assets	70,240.46
Other Assets	
2300 · CU PROFIT SHARES	5.00
Total Other Assets	5.00
TOTAL ASSETS	70,245.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2628 · GST PAYABLE	208.69
2700 · Deferred Income	15,000.00
Total Other Current Liabilities	15,208.69
Total Current Liabilities	15,208.69
Total Liabilities	15,208.69
Equity	
3600 · RETAINED EARNINGS	21,520.83
Net Income	33,515.94
Total Equity	55,036.77
TOTAL LIABILITIES & EQUITY	70,245.46

501 Utility Authority Inc.
STATEMENT OF OPERATIONS

June 2020

	Jun 20
Income	
8000 · INCOME - TOWN OF ST. WALBURG	22,365.00
8001 · INCOME VILLAGE OF PARADISE HILL	10,920.00
8002 · INCOME - RM FRENCHMAN BUTTE	1,715.00
	35,000.00
Total Income	
Expense	
8520 · ADVERTISING/PROMOTIONS/WEBSITE	1,189.29
8710 · INTEREST & BANK CHARGES	4.00
8810 · OFFICE SUPPLIES	18.40
8860 · PROFESSIONAL/ MANAGEMENT/GOVERN	4,650.95
8960 · MAINTENANCE AND REPAIRS	53.00
9218 · UTILITIES - GAS	241.10
9219 · UTILITIES - POWER	
9220 · SK POWER # 5100 0709 3626	529.81
9221 · SK POWER # 5100 0709 3659	431.07
9222 · SK POWER # 5100 0709 3634	63.78
9223 · SK POWER # 5100 0709 3394	1,065.15
9224 · SK POWER # 5100 0709 3618	155.25
	2,245.06
Total 9219 · UTILITIES - POWER	
9225 · SASK TEL (ALARM SYSEM)	191.10
	8,592.90
Total Expense	
Net Income	26,407.10

501 Utility Authority Inc.
STATEMENT OF OPERATIONS
January through June 2020

	<u>Jan - Jun 20</u>
Income	
8000 · INCOME - TOWN OF ST. WALBURG	67,095.00
8001 · INCOME VILLAGE OF PARADISE HILL	32,760.00
8002 · INCOME - RM FRENCHMAN BUTTE	5,145.00
	<hr/>
Total Income	105,000.00
Expense	
8520 · ADVERTISING/PROMOTIONS/WEBSITE	2,114.29
8690 · INSURANCE	21,894.00
8710 · INTEREST & BANK CHARGES	44.00
8760 · MEMBERSHIPS, DUES, TAXES & LIC	460.00
8810 · OFFICE SUPPLIES	222.30
8860 · PROFESSIONAL/ MANAGEMENT/GOVERN	21,870.73
8865 · ACCOUNTING - AUDIT FEES	3,008.90
8960 · MAINTENANCE AND REPAIRS	53.00
9218 · UTILITIES - GAS	2,763.61
9219 · UTILITIES - POWER	
9220 · SK POWER # 5100 0709 3626	3,342.95
9221 · SK POWER # 5100 0709 3659	4,472.27
9222 · SK POWER # 5100 0709 3634	915.25
9223 · SK POWER # 5100 0709 3394	7,520.06
9224 · SK POWER # 5100 0709 3618	533.04
	<hr/>
Total 9219 · UTILITIES - POWER	16,783.57
9225 · SASK TEL (ALARM SYSEM)	2,269.66
	<hr/>
Total Expense	71,484.06
	<hr/>
Net Income	<u>33,515.94</u>

11:42 AM

09/07/20

501 Utility Authority Inc.
Reconciliation Summary
1000 - CHEQUING, Period Ending 30/06/2020

	<u>30 Jun 20</u>
Beginning Balance	40,329.52
Cleared Transactions	
Cheques and Payments - 9 items	-9,015.99
Deposits and Credits - 1 item	1,715.00
	<u> </u>
Total Cleared Transactions	<u>-7,300.99</u>
Cleared Balance	<u>33,028.53</u>
Register Balance as of 30/06/2020	33,028.53
Ending Balance	33,028.53

501 Utility Authority Inc.
Reconciliation Detail
1000 - CHEQUING, Period Ending 30/06/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,329.52
Cleared Transactions						
Cheques and Payments - 9 Items						
Cheque	04/06/2020	45	CANADA POST	X	-19.32	-19.32
Cheque	05/06/2020	44	HARDES FENCING	X	-55.50	-74.82
Cheque	16/06/2020	52	SASK POWER	X	-2,351.12	-2,425.94
Cheque	16/06/2020	55	SASK ENERGY	X	-253.15	-2,679.09
Cheque	16/06/2020	50	SASKTEL	X	-200.65	-2,879.74
Cheque	18/06/2020	53	GALT RESOURCES...	X	-2,520.00	-5,399.74
Cheque	18/06/2020	54	GALT RESOURCES...	X	-2,363.50	-7,763.24
Cheque	18/06/2020	51	BEAGLE PRODUCT...	X	-1,248.75	-9,011.99
Cheque	30/06/2020	DM	PAPER STMNT FEE	X	-4.00	-9,015.99
Total Cheques and Payments					-9,015.99	-9,015.99
Deposits and Credits - 1 Item						
Deposit	16/06/2020			X	1,715.00	1,715.00
Total Deposits and Credits					1,715.00	1,715.00
Total Cleared Transactions					-7,300.99	-7,300.99
Cleared Balance					-7,300.99	33,028.53
Register Balance as of 30/06/2020					-7,300.99	33,028.53
Ending Balance					-7,300.99	33,028.53

501 Utility Authority Inc.

A/R Aging Detail

As of 30 June 2020

Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current								
Invoice	09/06/2020	20-060...		VILLAGE OF PARAD...	Net 30	09/07/2020		10,920.00
Invoice	09/06/2020	20-060...		TOWN OF ST. WAL...	Net 30	09/07/2020		22,365.00
Total Current								33,285.00
1 - 30								
Total 1 - 30								
31 - 60								
Total 31 - 60								
61 - 90								
Total 61 - 90								
> 90								
Total > 90								
TOTAL								33,285.00

501 Utility Authority Inc. - Variance Report - 2020

Income:	2019	2020	2020	2020	2020	2020
	Audited	To May 31 2020	To June 30 2020	Approved Budget	Forecast	Variance
2019 Village of Paradise Hill (31.20% Share)	\$ 21,840.00	\$ 21,840.00	\$ 32,760.00	\$ 43,680.00	\$ 43,680.00	\$ 0.00
2019 Town of St. Warburg (63.90% Share)	\$ 44,730.00	\$ 44,730.00	\$ 67,095.00	\$ 89,460.00	\$ 89,460.00	\$ 0.00
2019 RM of Frenchman Butte (4.90% Share)	\$ 3,430.00	\$ 3,430.00	\$ 5,145.00	\$ 6,860.00	\$ 6,860.00	\$ 0.00
Loan proceeds \$ 5,000 each Partner						
Proposed Increase Levy						
Proposed Income						
Proposed Annual				\$ 140,000.00	\$ 140,000.00	
Total 501 Operating Income	\$ 70,000.00	\$ 70,000.00	\$ 105,000.00	\$ 140,000.00	\$ 140,000.00	\$ 0.00
Expenses:						
Administration		\$ 4,200.00	\$ 4,200.00	\$ 12,900.00	\$ 11,550.00	\$ 1,350.00
Amortization/TCAR/Op Reserve				\$ 18,000.00	\$ 18,000.00	\$ 0.00
Advertising / Promotions / Website		\$ 925.00	\$ 2,114.29		\$ 2,500.00	\$ (2,500.00)
Bank Charges/Interest	\$ 73.00	\$ 40.00	\$ 44.00	\$ 100.00	\$ 96.00	\$ 4.00
Board Meetings (Honorarium)						
Board Meetings expenses				\$ 500.00	\$ 0.00	\$ 500.00
Board Meetings mileage						
Education/Certification				\$ 1,000.00	\$ 1,000.00	\$ 0.00
Other Meetings				\$ 200.00	\$ 200.00	\$ 0.00
Accounting - Audit fees		\$ 3,008.90	\$ 3,008.90	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Postage/Box Rental				\$ 500.00	\$ 500.00	\$ 0.00
Legal Fees/Corporation Fees				\$ 3,000.00	\$ 150.00	\$ 2,850.00
Insurance fees	\$ 10,550.00	\$ 21,894.00	\$ 21,894.00	\$ 22,000.00	\$ 21,894.00	\$ 106.00
Professional/Management/Governance	\$ 23,067.00	\$ 13,019.78	\$ 17,670.73	\$ 23,000.00	\$ 23,000.00	\$ 0.00
Maintenance and Repairs			\$ 53.00	\$ 15,000.00	\$ 2,500.00	\$ 12,500.00
Membership fees/Dues/Licences / Taxes	\$ 70.00	\$ 460.00	\$ 460.00	\$ 600.00	\$ 600.00	\$ 0.00
Office Supplies	\$ 254.00	\$ 203.90	\$ 222.30	\$ 500.00	\$ 500.00	\$ 0.00
SaskEnergy		\$ 6,696.35	\$ 2,763.61	\$ 12,000.00	\$ 16,070.00	\$ (4,070.00)
Sask Power/Utilities	\$ 17,915.00	\$ 10,364.87	\$ 16,783.57	\$ 15,000.00	\$ 24,875.00	\$ (9,875.00)
Sask Tel (Alarm system)		\$ 2,078.56	\$ 2,269.66	\$ 6,000.00	\$ 4,995.00	\$ 1,005.00
Website Hosting Fees					\$ 400.00	\$ (400.00)
Total Operating Expenses	\$ 51,929.00	\$ 62,891.36	\$ 71,484.06	\$ 137,800.00	\$ 136,330.00	\$ 1,470.00
Operating Surplus/Deficit	\$ 18,071.00	\$ 7,108.64	\$ 33,515.94	\$ 2,200.00	\$ 5,245.00	\$ 3,045.00
Carry Forward Retained Earnings 2019		\$ 18,071.00	\$ 18,071.00	\$ 18,071.00	\$ 18,071.00	
Net Retained Earnings/Reserves		\$ 25,179.64	\$ 51,586.94	\$ 20,271.00	\$ 23,316.00	
Notes to Financial Statement:						
1) Amortization: determining start date						
2) Chart of Accounts under Review						

501 Utility Authority Inc.
Account QuickReport
 January through June 2020

Type	Date	Num	Name	Memo	Split	Amount
9219 · UTILITIES - POWER						
9220 · SK POWER # 5100 0709 3626						
Cheque	29/01/2020	21	SASK POWER		1000 · CHEQU...	642.92
Cheque	21/02/2020	DM	SASK POWER		1000 · CHEQU...	545.65
Cheque	16/03/2020	35	SASK POWER		1000 · CHEQU...	517.95
Cheque	21/04/2020	37	SASK POWER		1000 · CHEQU...	542.44
Cheque	12/05/2020	47	SASK POWER		1000 · CHEQU...	564.18
Cheque	16/06/2020	52	SASK POWER		1000 · CHEQU...	529.81
Total 9220 · SK POWER # 5100 0709 3626						3,342.95
9221 · SK POWER # 5100 0709 3659						
Cheque	29/01/2020	21	SASK POWER		1000 · CHEQU...	1,555.03
Cheque	21/02/2020	DM	SASK POWER		1000 · CHEQU...	1,144.54
Cheque	16/03/2020	35	SASK POWER		1000 · CHEQU...	431.07
Cheque	21/04/2020	37	SASK POWER		1000 · CHEQU...	455.59
Cheque	12/05/2020	47	SASK POWER		1000 · CHEQU...	454.97
Cheque	16/06/2020	52	SASK POWER		1000 · CHEQU...	431.07
Total 9221 · SK POWER # 5100 0709 3659						4,472.27
9222 · SK POWER # 5100 0709 3634						
Cheque	29/01/2020	21	SASK POWER		1000 · CHEQU...	592.35
Cheque	21/02/2020	DM	SASK POWER		1000 · CHEQU...	67.74
Cheque	16/03/2020	35	SASK POWER		1000 · CHEQU...	63.78
Cheque	21/04/2020	37	SASK POWER		1000 · CHEQU...	63.82
Cheque	12/05/2020	47	SASK POWER		1000 · CHEQU...	63.78
Cheque	16/06/2020	52	SASK POWER		1000 · CHEQU...	63.78
Total 9222 · SK POWER # 5100 0709 3634						915.25
9223 · SK POWER # 5100 0709 3394						
Cheque	29/01/2020	21	SASK POWER		1000 · CHEQU...	1,308.04
Cheque	21/02/2020	DM	SASK POWER		1000 · CHEQU...	1,256.37
Cheque	16/03/2020	35	SASK POWER		1000 · CHEQU...	1,136.86
Cheque	21/04/2020	37	SASK POWER		1000 · CHEQU...	1,377.75
Cheque	12/05/2020	47	SASK POWER		1000 · CHEQU...	1,375.89
Cheque	16/06/2020	52	SASK POWER		1000 · CHEQU...	1,065.15
Total 9223 · SK POWER # 5100 0709 3394						7,520.06
9224 · SK POWER # 5100 0709 3618						
Cheque	29/01/2020	21	SASK POWER		1000 · CHEQU...	75.50
Cheque	21/02/2020	DM	SASK POWER		1000 · CHEQU...	75.57
Cheque	16/03/2020	35	SASK POWER		1000 · CHEQU...	75.57
Cheque	21/04/2020	37	SASK POWER		1000 · CHEQU...	75.58
Cheque	12/05/2020	47	SASK POWER		1000 · CHEQU...	75.57
Cheque	16/06/2020	52	SASK POWER		1000 · CHEQU...	155.25
Total 9224 · SK POWER # 5100 0709 3618						533.04
Total 9219 · UTILITIES - POWER						16,783.57
TOTAL						16,783.57