

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, August 23, 2023
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, August 23, 2023.

Present:

Resort Villages of Shields & Thode: - Corey Fernets
Town of Hanley: - Melissa Maddocks
R.M of Dundurn: - David Shortt

Elected Members at Large: - Murray McArthur
- Rosalind Arndt, Acting Administrator

Attending via ZOOM:
Town of Dundurn: - Matt Jurkiewicz
Elected Members at Large: - Michael Kuzma
- Todd Grabowski
- Jerry Mulder

Absent: - Harold Dyck, R.M. of Rosedale
- Jason Bellina, Administrator

The Regular meeting was called to order by Vice-Chair, Corey Fernets at 9:24 a.m.

1. APPROVAL OF AGENDA

71/2023 MCARTHUR) **THAT** the agenda be approved as presented.

CARRIED.

2. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael reviewed the complete Financial Report for May and June, 2023.

72/2023 SHORTT) **THAT** the Financial Reports for May and June, 2023 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

2.h. REVIEW OF 2024 BUDGET / Finance Meeting August 17, 2023

Michael reviewed the 2024 Budget showing 3 different scenarios making adjustments with the City of Saskatoon and SaskWater potential increases. This will be reviewed in more detail at the September Board meeting.

Corporate Partner representatives will discuss Grant-in-Lieu with their respective councils and bring back to September board meeting.

4. REVIEW OF MINUTES FROM June 28, 2023

73/2023 MADDOCKS) **THAT** the minutes from the June 28, 2023 Board meeting be approved as circulated.

CARRIED.

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

Motion # 65/2023

74/2023 FERNETS) **THAT** Motion # 65/2023 be revised to say:

THAT the Board approves the recommendation to update Policy # 8.4 from the Employee Hand Book to include the change for part-time employees, which is attached to and forms a part of these Minutes.

CARRIED.

75/2023 JURKIEWICZ) **THAT** the Board approve the following recommendation from the HR Committee:

For 2024, all full-time employees will receive one half day off per month which must be taken off each month and cannot be carried over without management approval and that three days' notice will be required.

CARRIED.

76/2023 MULDER) **THAT** the Board approves the following recommendation from the Administrator:

THAT based on the recommendation of the Administrator, the position of Full-time 1-Year Term Position for Maternity Relief be offered to Daphne Buchanan with the following conditions:

1. **THAT** the starting date will be Monday, August 21, 2023.
2. **THAT** the starting wage will be \$22.00 per hour for 7.5 hours per day.
3. **THAT** as this is not a full-time permanent position, Daphne is unable to be enrolled into a benefit package.
4. **THAT** the temporary Administrative Assistant will follow direction from the Administrator.
5. **THAT** the temporary Administrative Assistant will provide a minimum of 30 days' notice if submitting a resignation notice.

6. And THAT acceptance of this offer must be received by Monday, July 17, 2023 at 8:00 a.m. signed by both the temporary Administrative Assistant and the Administrator.

CARRIED.

6. NEW BUSINESS – CORRESPONDENCE

- a. Lakeside Golf – Update
- b. Gabruch Legal Group

77/2023 GRABOWSKI) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

7. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT

78/2023 MULDER) **THAT** the Administrator’s Report and Employee Payroll Report for the August 23, 2023 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

79/2023 GRABOWSKI) **THAT** Policy No. 414, Miscellaneous Interest, be revised as attached.

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

The Finance Meeting minutes were reviewed under Monthly Financial Report.

The HR Meeting minutes were reviewed under Business Arising.

The Board reviewed the Special meeting minutes for the SaskWater, City of Saskatoon and Dundurn Rural Water Utility meeting regarding the water allocations for our Utility. Corey, Matt and Todd explained points discussed at that meeting.

80/2023 MCARTHUR) **THAT** the Board approve the Special meeting Minutes from August 16, 2023.

CARRIED.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

81/2023 SHORTT) **THAT** the accounts from Cheque No. 5008 to Cheque No. 5021, along with other payments, a list of which is attached to and forms a part of the August 23, 2023 Minutes, be approved as presented.

CARRIED.

11. NEXT MEETING DATES

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

- a. **Maintenance** Committee – Monday, September 11, 2023 at 9:30 a.m.
- b. **Finance** Committee – Tuesday, September 12, 2023 at 3:00 p.m.
- c. **September Board Meeting** – Wednesday, September 27, 2023 – 9:15 a.m.
- d. **HR** Committee – at the call of the Chair

12. ADJOURNMENT

82/2023 MADDOCKS) **THAT** this meeting be adjourned.
Time: 11:20 p.m.

Corey Fernets, Vice-Chair

Rosalind Arndt, Acting Administrator