

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, August 25, 2021
9:30 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. and via ZOOM Video Conferencing on Wednesday, August 25, 2021.

Present:

R.M. of Dundurn: - Jay Olyniuk
Town of Dundurn: - Andrew Servetnyk
Resort Villages of Thode & Shields: - Corey Fernets

Elected Members at Large: - Murray McArthur - Lloyd Gratrix

- Rosalind Arndt, Administrator
- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

Town of Hanley: - Melissa Maddocks
Subject Matter Professional: - Michael Kuzma

ABSENT:

R.M. of Rosedale: - Vacant

The regular meeting was called to order by Acting Chair, Jay Olyniuk at 9:32 a.m.

1. APPROVAL OF AGENDA

89/2021 GRATRIX) **THAT** the agenda be approved as changed.

CARRIED.

Jay added Office Policies under Other Business.

1. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL

90/2021 MCARTHUR) **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.

2. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT

Jason reviewed the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summaries as attached.

91/2021 SERVETNYK) **THAT** the Maintenance Operational Reports, the SRC Water Sample Reports, the Daily Water Sample Reports and the Maintenance Monthly Hours Summaries which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

2.f. MAINTENANCE & OPERATIONS COMMITTEE MEETING

Jason reviewed the minutes from the Maintenance Committee Meeting held August 16, 2021.

Lloyd requested that in the future, all tenders have to be approved for dewatering.

In early October, Lloyd, Corey, Jason and Brian will complete the annual safety audit.

10:00 a.m. – Melissa left the meeting.

From the Committee meeting the following recommendations will be approved:

92/2021 FERNETS) **THAT** from the recommendation of the Maintenance Committee, the Utility approves the purchase of 200 Badger end-points for installation in 2022.

CARRIED.

93/2021 OLYNIUK) **THAT** from the recommendation of the Maintenance Committee, the Utility approves the purchase of five 2” Badger meters for our reseller subscribers (Town of Dundurn, Town of Hanley, Resort Village of Shields, Resort Village of Thode and Riverside Estates).

CARRIED.

94/2021 GRATRIX) **THAT** from the recommendation of the Maintenance Committee, the Utility approves that a tender for Solar Panels at another pump house be sent out in early 2022.

CARRIED.

95/2021 MCARTHUR) **THAT** from the recommendation of the Maintenance Committee, the Utility approves that the FOB annual charge be changed to fifteen dollars (\$15.00) for 2022.

CARRIED.

96/2021 SERVETNYK) **THAT** the 2021 Infill project will be awarded to Tall Trenching Ltd. due to the value of the project, pending cost.

CARRIED.

2.h. REVIEW of INFILL PROJECT 2021 and DRWU POLICY

The Board reviewed the Opinion of Probable Cost received from SAL Engineering for the 2021 Infill Project. The total value is estimated under \$100,000.

The Board also reviewed Policy No. 444 – Contractors for New Water Projects
The following point will be added to Policy No. 444 – Contractors for New Water Projects:

If any project has a value of under \$100,000, the Board can choose a suitable contractor

Rosalind will request a current tender contract from SAL for review by the board.

10:39 a.m. – Jason Bellina left the meeting.

10:40 a.m. – Melissa re-joined the meeting.

3. NEW BUSINESS – MONTHLY FINANCIAL REPORT

Michael Kuzma reviewed the complete Financial Report.

97/2021 FERNETS) **THAT** the Financial Reports ending August 31, 2021 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

4. NEW BUSINESS – FINANCE MEETING – August 19, 2021

Michael reviewed the 2022 Draft Budget as presented and changed at the Finance Meeting. The Board agreed with the recommended changes as listed in the minutes.

Jay declared a potential Conflict of Interest regarding this next item: 11:14 a.m.

98/2021 MADDOCKS) **THAT** the Board approves the following recommendations from the Finance Meeting:

Dundurn Rural Water has been informed that we will receive a 4% increase in our water cost, however the water rate to our subscribers will remain the same for 2022.

Desk 2 (Barb Olyniuk) will have an increase of 18 extra days to be used when needed
Rent will be added back in and the amount of \$1,500 per month will be transferred back into our Investments each year.

All staff and Contractor will receive a 2% Cost of Living increase starting Jan 1, 2022.

CARRIED.

99/2021 SERVETNYK) **THAT** the Board approves the 2022 draft budget as presented.

CARRIED.

Jay returned to the meeting: 11:18 a.m.

5. REVIEW OF BOARD MEETING MINUTES FROM June 23, 2021.

100/2021 GRATRIX) **THAT** the minutes from the June 23, 2021 meeting be approved as circulated.

CARRIED.

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

6.a. Town of Dundurn Assessment

The Board reviewed the assessment notice received from the Town of Dundurn for our new office/shop. Rosalind submitted an appeal to the town as we are a controlled corporation formed through the municipalities. To date, we have not heard back from the Town. Rosalind will follow up on this.

7. NEW BUSINESS – CORRESPONDENCE

- a. SaskWater – Information Update
- b. Chantel Hendry – Maternity Leave
- c. Resort Village of Shields – Inventory Request
- d. SaskWater – meeting with City, SaskWater, DRWU & Resellers
- e. SaskWater – update on City Connection Fee & New Water Rates
- f. Email from Tristan Ziegler of SAL Engineering
- g. Email from Veranova Property Management

101/2021 SERVETNYK) **THAT** the Utility will not reduce the interest charges for Lot 3 Blk/Par 1, Plan No. 102105740 Ext 0.

CARRIED.

102/2021 FERNETS) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

8. NEW BUSINESS – ADMINISTRATOR REPORT

The Board has requested that the Staff put together a draft budget for our potential Grand Opening. The Board is recommending that the Grand Opening be held in Spring of 2022.

Jay declared a potential Conflict of Interest regarding this next item: 11:50 a.m.

- 103/2021 GRATRIX) **THAT** based on the recommendation of the Administrator and Maintenance Supervisor, the position of Full-time 1-Year Term Position for Maternity Relief be offered to Sara Ormerod with the following conditions:
1. THAT the starting date will be Thursday, August 5, 2021.
 2. THAT the starting wage will be \$18.00 per hour for 7.5 hours per day.
 3. THAT as this is not a full-time permanent position, Sara is unable to be enrolled into a benefit package.
 4. THAT sick days benefit will commence following the 6 month probationary period.
 5. THAT the temporary Administrative Assistant will follow direction from the Administrator.
 6. THAT the temporary Administrative Assistant will provide a minimum of 30 days' notice if submitting a resignation notice.
 7. And THAT acceptance of this offer must be received by Thursday, August 5, 2021 at 8:00 a.m. signed by both the temporary Administrative Assistant and the Administrator.

CARRIED.

Jay rejoined the meeting: 11:52 a.m.

- 104/2021 SERVETNYK) THAT the Board authorizes Account no. 00044 0010 be written off.

CARRIED.

Mike Kuzma left the meeting – 11:57 a.m.

- 105/2021 MCARTHUR) **THAT** the Administrator's Report and Employee Payroll Reports for the August 25, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

9. NEW BUSINESS – COMMITTEE REPORTS

Maintenance Committee meeting was reviewed under the Maintenance Report.
Finance Committee meeting was reviewed under Financial Report.

10. ACCOUNTS PAYABLE REVIEW AND APPROVAL

106/2021 FERNETS) **THAT** the accounts from Cheque No. 4556 to Cheque No. 4591, along with other payments, a list of which is attached to and forms a part of the August 25, 2021 Minutes, be approved as presented.

CARRIED.

11. OTHER BUSINESS

The board discussed policies regarding usage of the Utility office. This will be reviewed at a future Policy meeting.

12. NEXT MEETING DATES

Until further notice, the Board has agreed to start the monthly meetings at **9:30 a.m.**

- a. **September Special Meeting with City of Saskatoon and SaskWater** – Tuesday, September 21, 2021 – 9:30 a.m.
- b. **September Board meeting** – Wednesday, September 22, 2021 – 9:30 a.m.
- c. **Annual Meeting** – postponed.
- d. **HR Committee** – at the call of the Chair
- e. **Finance Committee** – at the call of the Chair
- f. **Maintenance Committee** – at the call of the Chair
- g. **Policy Committee** – at the call of the Chair

13. ADJOURNMENT

107/2021 FERNETS) **THAT** this meeting be adjourned.
Time: 12:18 p.m.

Jay Olyniuk, Acting Chair

Rosalind Arndt, Administrator