

**DUNDURN RURAL WATER UTILITY**  
**Regular Meeting**  
**Minutes**

**Wednesday, December 16, 2020**  
**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 2<sup>nd</sup> Street, Dundurn, Sask. and via ZOOM Video Conferencing on Wednesday, December 16, 2020.

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Present:

R.M. of Rosedale:	- Harold Dyck
R.M. of Dundurn:	- Jay Olyniuk
Resort Villages of Thode & Shields:	- Corey Fernets
Town of Dundurn:	- Andrew Servetnyk
Elected Members at Large:	- Murray McArthur
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

Town of Hanley:	- Darice Carlson	
Elected Members at Large:	- Lloyd Gratrix	- Nelson Crowder
Subject Matter Professional:	- Michael Kuzma	

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The regular meeting was called to order by Chair, Darice Carlson at 9:31 a.m.

**1. APPROVAL OF AGENDA**

181/2020 CROWDER ) **THAT** the agenda be approved as presented.

**CARRIED.**

**2. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL**

182/2020 GRATRIX ) **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.**

**3. 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 as attached.

183/2020 OLYNIUK ) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**3.g. REVIEW OF CORRESPONDENCE FROM DARBYSHIRE SUBSCRIBER**

184/2020 DYCK ) **THAT** the Board approves **THAT** the report from Building Inspector, Dwayne Williams be forwarded to the subscriber who hit the water line. The subscriber will be informed that due to the findings of the Inspector, no damage in the Subscriber’s Utility Room will be noted as the fault of the Utility. The outstanding invoice for hitting the water line must be paid as stated in the August 27, 2020 letter and that a mutually agreed upon payment schedule will be determined.

**CARRIED.**

**3.f. REVIEW OF MAINTENANCE MEETING MINUTES, December 9, 2020**

Jason reviewed the minutes from the Maintenance meeting held December 9, 2020. General discussion was held on the excess power at Pump House #1.

185/2020 FERNETS ) **THAT** the Minutes from the December 9, 2020 Maintenance Committee meeting be accepted as presented.

**CARRIED.**

10:02 a.m. – Jason left the meeting.

**4. REVIEW OF BOARD MEETING MINUTES FROM November 25, 2020**

186/2020 SERVETNYK ) **THAT** the minutes from the November 25, 2020 meeting be approved as circulated.

**CARRIED.**

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

The Water Forum special meeting was moved to November 26, 2020. Darice, Michael, and Rosalind attended on behalf of the Utility.

**6. NEW BUSINESS – CORRESPONDENCE**

- a. Town of Hanley – Appointment to DRWU Board
- b. R.M. of Dundurn – Appointments to ALL Committees/Boards
- c. R.M. of Dundurn – Request for Information on Infrastructure
- d. SaskWater – Questions Regarding the Recent Water Forum
- e. Ministry of Parks, Culture and Sport – Request to Increase Volume of Water

187/2020 MCARTHUR ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**7. NEW BUSINESS – ADMINISTRATOR REPORT**

188/2020 CARLSON ) **THAT** the Administrator’s Report and Employee Payroll Report for the December 16, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**7.c. AMENDMENT TO BYLAW 1/2016**

The Board reviewed the NSF Fee and the Declined Credit Card Transaction Processing Fee as listed in Bylaw 1-2016.

**BYLAW NO. 3-2020 – FIRST READING**

189/2020 CROWDER ) **THAT** Bylaw #3-2020, being a bylaw to amend Bylaw No. 1-2016 to change how the NSF and Declined Credit Card Transaction Processing Fees be charged, be read a first time.

**CARRIED.**

**BYLAW NO. 3-2020 – SECOND READING**

190/2020 GRATRIX ) **THAT** Bylaw #3-2020 be read a second time.

**CARRIED.**

**BYLAW NO. 3-2020 – THIRD READING**

191/2020 DYCK ) **THAT** Bylaw #3-2020 be given three readings at this meeting.

**CARRIED UNANIMOUSLY.**

**BYLAW NO. 3-2020 – THIRD AND FINAL READING**

192/2020 OLYNIUK ) **THAT** Bylaw #3-2020 being a bylaw to amend Bylaw No. 1-2016 to change how the NSF and Declined Credit Card Transaction Processing Fees be charged, be read a third time and finally adopted.

**CARRIED.**

**8. NEW BUSINESS – MONTHLY FINANCIAL REPORT**

Michael reviewed the complete Financial Report.

193/2020 FERNETS ) **THAT** the Financial Report ending November 30<sup>th</sup>, 2020 as presented by Michael Kuzma, which is attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**9. NEW BUSINESS – COMMITTEE REPORTS**

The Maintenance Meeting minutes were reviewed under the Operations & Maintenance Report.

No other Committee meetings were held since the last regular Board meeting.

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

194/2020 SERVETNYK ) **THAT** the accounts from Cheque No. 4406 to Cheque No. 4419, along with other payments, a list of which is attached to and forms a part of the December 16, 2020 Minutes, be approved as presented.

**CARRIED.**

**11. IN-CAMERA**

195/2020 MCARTHUR ) **THAT** the Board move into in-camera.  
**Time:** 10:45 a.m.

**CARRIED.**

196/2020 CROWDER ) **THAT** the Board move out of in-camera.  
**Time:** 11:07 a.m.

**CARRIED.**

**EMPLOYEES SUSPECTING THEY MAY HAVE CONTRACTED COVID-19.**

JAY OLYNIUK declared a Conflict of Interest.

197/2020 GRATRIX ) **THAT** If any employee suspects they may have COVID-19 and completes a COVID-19 test and the results come back negative, the employee will use any available sick time for time away from work. If the results are negative, the employee is expected to return to work as soon as possible. For 2020, if there is no available sick time, the employee will be paid the difference for 2020 and will not have to use personal days or holidays. If the results are positive, the employee will be able to use short-term disability. For any employee suspecting COVID-19 in 2021, the Board will consider each circumstance on a case-by-case basis.

**CARRIED.**

**12. NEXT MEETING DATES**

The Board discussed start time for future meetings. The Board has agreed to start the meetings at **9:30 a.m.**

- a. **1<sup>st</sup> Board Meeting of 2021** – Wednesday, February 24, 2021 – 9:30 a.m.
- b. **Maintenance** Committee – at the call of the Chair
- c. **Policy** Committee – at the call of the Chair
- d. **Finance** Committee – at the call of the Chair
- e. **HR** Committee – at the call of the Chair

11:03 a.m. - Nelson Crowder left the meeting.

**13. OTHER BUSINESS**

Andrew inquired if the local municipalities maintenance staff have an agreement in place to cover for each other if any employee contracts Covid-19.

Rosalind will work on a Mutual Aid Agreement. Darice will forward an agreement the Town of Hanley used.

**13. ADJOURNMENT**

198/2020 DYCK ) **THAT** this meeting be adjourned.  
Time: 11:19 p.m.