

DUNDURN RURAL WATER UTILITY
Regular Meeting
Minutes

Wednesday, May 26, 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, May 26, 2021.

Present:

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

ATTENDED via: ZOOM Video Conferencing:

Town of Hanley:	- Melissa Maddocks
Elected Members at Large:	- Lloyd Gratrix

ABSENT:

Subject Matter Professional:	- Michael Kuzma
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The regular meeting was called to order by Acting Chair, Jay Olyniuk at 9:30 a.m. Jay welcomed Melissa Maddocks as our newest Board member representing the Town of Hanley.

1. APPROVAL OF AGENDA

58/2021 GRATRIX) **THAT** the agenda be approved as presented.

CARRIED.

1. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL

59/2021 MADDOCKS) **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 Report, the SRC Water Sample Report, the Daily Water Sample Reports and the Maintenance Monthly Hours Summary as attached.

60/2021 MCARTHUR) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Reports and the Maintenance Monthly Hours Summary which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

2.f. UPDATED PERMIT TO OPERATE

Jason reviewed the updated Permit to Operate.

61/2021 OLYNIUK) **THAT** the Board approve the updated Permit to Operate received from Water Security Agency.

CARRIED.

9:45 a.m. – Jason Bellina left the meeting.

3. REVIEW OF BOARD MEETING MINUTES FROM April 28, 2021.

62/2021 SERVETNYK) **THAT** the minutes from the April 28, 2021 meeting be approved as circulated.

CARRIED.

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

4.a. Current Signing Authorities

The current signing authorities have been submitted to RBC – Royal Bank of Canada.

63/2021 FERNETS) **THAT** the following Motion be approved regarding Banking and Security:

RESOLVED:

1. That ROYAL BANK OF CANADA (“Royal Bank”) is appointed banker for the Customer.
2. That the Acting Chair, Chair or Vice-Chair, along with one of the Administrator or Administrative Assistant are authorized on behalf of the Customer from time to time:

- a. To withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
 - b. To sign any agreements or other documents or instruments with or in favor of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
 - c. To do, or to authorize any person or persons to do, any one or more of the following:
 - i. To receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - ii. To deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
 - iii. To instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
 - iv. To receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
4. That Royal Bank be furnished with:
- a. A copy of this Resolution; and
 - b. A list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;
Each certified by the (1) Acting Chair and (2) Administrator of the Customer; and
 - c. In writing, any authorization made under paragraph 2 c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

CARRIED.

4.b. Mutual Aid Agreement

The Town of Dundurn is the only municipality that has not forwarded the Mutual Aid Agreement. Andrew will follow up on this.

4.c. FCM Grant Information

Corey stated that the solar panels do not qualify for the FCM grant but he will check if the changeover to Badger meters would be eligible. Jason will be asked to check on the motors at the pump houses to see if they would qualify for the grant. Jason will review this with Corey.

4.d. Saskatchewan Consumer Price Index

Jay Olyniuk declared a conflict – 9:54 a.m.
The Board held general discussion on the Consumer Price Index for Saskatchewan.

Jay Olyniuk returned to the meeting – 9:56 a.m.

4.e. Maternity Relief Position

Rosalind and Jason will short list the applications for the Maternity Relief Position.

5. NEW BUSINESS – CORRESPONDENCE

- a. RBC Royal Bank – Annual Strategy Discussion
- b. RM of Dundurn – Assessment Notice
- c. Resort Village of Thode – Corporate Bylaw
- d. Town of Hanley – Appointment to Board

64/2021 DYCK) **THAT** the Correspondence, having been read, be accepted and filed.

CARRIED.

6. NEW BUSINESS – ADMINISTRATOR REPORT

65/2021 GRATRIX) **THAT** the Administrator’s Report and Employee Payroll Report for the May 26, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

6.c. SaskWater Draft Agreement

The Board reviewed the draft SaskWater Agreement. A meeting is being held Thursday, May 27th with our new SaskWater Account Manager. A ZOOM invite will be sent out to the Board and anyone will be able to join in.

6.d. Corporate Bylaw

The Board reviewed the draft Corporate Bylaw. The Board held general discussion on the bylaw.

10:46 a.m. – Harold Dyck left the meeting.

7. NEW BUSINESS – MONTHLY FINANCIAL REPORT

In Michael Kuzma’s absence, Rosalind reviewed the complete Financial Report.

66/2021 MADDOCKS) **THAT** the Financial Reports ending April 30, 2021 as presented by Rosalind Arndt, which are attached to and form a part of these Minutes, be approved as presented.

CARRIED.

8. NEW BUSINESS – COMMITTEE REPORTS

No Committee Meetings were held in the past month.

9. ACCOUNTS PAYABLE REVIEW AND APPROVAL

67/2021 OLYNIUK) **THAT** the accounts from Cheque No. 4515 to Cheque No. 4530, along with other payments, a list of which is attached to and forms a part of the May 26, 2021 Minutes, be approved as presented.

CARRIED.

10. OTHER BUSINESS

No other business was presented at this meeting.

11. NEXT MEETING DATES

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

- a. **June Board meeting** – Wednesday, June 30, 2021 – 9:30 a.m.
- b. **Annual Meeting** – postponed.
- c. **HR Committee** – at the call of the chair
- d. **Finance Committee** – at the call of the chair
- e. **Maintenance Committee** – at the call of the Chair
- f. **Policy Committee** – at the call of the Chair

12. ADJOURNMENT

68/2021 MCARTHUR) **THAT** this meeting be adjourned.
Time: 11:18 p.m.

Jonathan Olyniuk, Acting Chair

Rosalind Arndt, Administrator