

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

**Wednesday, November 24, 2021**  
**9:00 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, October 27, 2021.

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Present:

R.M. of Dundurn:	- Jay Olyniuk
Town of Dundurn:	- Matt Jurkiewicz
R.M. of Rosedale:	- Nick Patkau
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
Resort Villages of Thode & Shields:	- Corey Fernets
Subject Matter Professional:	- Michael Kuzma

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The regular meeting was called to order by Acting Chair, Jay Olyniuk at 9:05 a.m. Jay welcomed Nick Patkau as the new R.M. of Rosedale representative.

**1. APPROVAL OF AGENDA**

136/2021 MCARTHUR ) **THAT** the agenda be approved as presented.

**CARRIED.**

**1. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL**

137/2021 PATKAU ) **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 Report and the Maintenance Monthly Hours Summary as attached.

138/2021 GRATRIX ) **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.**

**2.f. REVIEW of SPECIAL MAINTENANCE MINUTES**

Jason read the minutes from the Special Maintenance meeting held on November 18<sup>th</sup>.

139/2021 GRATRIX ) **THAT** the Board approves Brody Richmond and Sara Ormerod to take the First Aid Course.

**CARRIED.**

140/2021 JURKIEWICZ ) **THAT** the minutes from the November 18, 2021 Special Maintenance meeting be approved as read.

**CARRIED.**

**2.g. REVIEW of SOUTH FLORAL WATER CORP. CORRESPONDENCE**

The South Floral Water Corp. has asked if Dundurn Rural Water Utility could take over some or all of the maintenance, billing, insurance, etc. for their Utility. The Utility provided the following options:

1. Hire a qualified Level one operator to take on the title and duties of waterworks operator for the South Floral Water Corp. The operator would be asked to meet with SaskWater representative once per year and guide the corporation members if there were issues with our water supply or a water break.
2. Duties as mentioned in option one and take a water sample twice per month to submit it for required testing.
3. Work to become part of the Dundurn Rural Utility. The South Floral Water Corp line runs alongside the Dundurn Rural Utility pump house located on 663 by the rail tracks. This would include taking over all billing, insurance, and costs related to repairing leaks if they should occur on the shared network of water pipes.

141/2021 MADDOCKS ) **THAT** the Board request the following information from the South Floral Water Corporation to be reviewed at the December Board meeting.

- Waterworks System Assessment
- Auditor’s Report and current financial information
- Sask Water monthly invoice
- How many hours did operator work
- Jason to meet with Denise to inspect system in home

**CARRIED.**

**2.h. MAINTENANCE MEETING IN DECEMBER**

142/2021 FERNETS ) **THAT** the next Maintenance meeting will be held Tuesday, December 14<sup>th</sup>, 2021 at 2 p.m.

**CARRIED.**

**2.i. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) MANUAL and EMERGENCY RESPONSE PLAN (ERP)**

All Safety documents including the Quality Assurance/ Quality Control Manual and the Emergency Response Plan are on the Drop Box and Jason has asked that all Board members review the information.

**2.j. MEETING WITH CORPORATE PARTNERS / MINI TOUR**

The Board stated that a meeting for Corporate Partners will be scheduled for Spring of 2022. Pump Houses and the Lagoon will be looked at.

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

**3. REVIEW OF BOARD MEETING MINUTES FROM OCTOBER 27, 2021**

143/2021 MCARTHUR ) **THAT** the minutes from the October 27, 2021 meeting be approved as circulated.

**CARRIED.**

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

**SaskWater Update** – To date, we still have not heard back from SaskWater regarding the new revised SaskWater agreement. Rosalind will follow up with Greg Pohler.

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

Michael Kuzma reviewed the complete Financial Report ending October 31, 2021.

144/2021 PATKAU ) **THAT** the Financial Report ending October 31, 2021 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**6. NEW BUSINESS – CORRESPONDENCE**

- a. R.M. of Dundurn – Discretionary Use Public Notice
- b. R.M. of Corman Park – Tax Enforcement Act
- c. R.M. of Rosedale – Appointment to Dundurn Rural Water Board
- d. South Floral Water Corp. – Future Consideration
- e. SaskWater – Upgrade to Pipeline
- f. Leland Kimpinski – Foreclosure of Accounts
- g. Town of Hanley – Board appointment
- h. Sask. Municipal Board – Appeal from the Town of Dundurn

145/2021 GRATRIX ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**7.a. and 7.b. NEW BUSINESS – ADMINISTRATOR REPORT / EMPLOYEE REPORT**

146/2021 MADDOCKS ) **THAT** the Administrator’s Report and Employee Payroll Reports for the November 24, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**7.c. SHREDDING OF PAST SUBSCRIBER RECORDS**

Rosalind explained that all Subscriber records (current or closed) have an electronic file. All information of the closed files has been checked and scanned. The office is inquiring if closed Subscriber files that are eight years or older be shredded.

147/2021 JURKIEWICZ ) **THAT** the Board authorize the office staff to shred past Subscriber Records as per the attached listing.

**CARRIED.**

**8. NEW BUSINESS – COMMITTEE REPORTS**

No regular Committee meetings were held since the last Board meeting. Maintenance held a special Committee meeting to review the annual Safety Audit. These minutes were reviewed under the Maintenance report.

**9. POLICY REVIEW**

The Board reviewed Policy No. 434 – Subscribers Requesting Temporary Stop of Service

The Board reviewed Policy No. 435 – Subscriber Home Destroyed by Fire or Other Disaster

The Board reviewed Policy No. 216-14 – Employees Leaving Work Due to Inclement Weather

Jay declared a potential Conflict of Interest regarding Policy No. 216-14 and left the meeting. Time: 11:09 a.m.

The Board reviewed Policy No. 216-14 and changed it to read as follows:

**Policy No. 216-14** will be as follows:

When an employee is given the option to leave work early due to inclement weather (any severe or harsh weather condition that makes it unsafe or impractical to travel, commute, or work outdoors) that employee will be given the option to take vacation time or banked time or make the time up at a later date to be worked out with the Administrator.

Melissa Maddocks left the meeting: Time 11:12 a.m.

Jay rejoined the meeting: 11:15 a.m.

148/2021 MCARTHUR ) **THAT** the Board approves Policies No. 434 and No. 435, which are attached to and form a part of these Minutes, be added to the Policy Manual.

**CARRIED.**

149/2021 PATKAU ) **THAT** the Board approves Policies No. 216-14 as changed which is attached to and form a part of these Minutes, be added to the Policy Manual.

**CARRIED.**

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

150/2021 GRATRIX ) **THAT** the accounts from Cheque No. 4632 to Cheque No. 4650, along with other payments, a list of which is attached to and forms a part of the November 24, 2021 Minutes, be approved as presented.

**CARRIED.**

**11. NEXT MEETING DATES**

Until further notice, the Board has agreed to start the monthly meetings at **9:00 a.m.**

- a. **December Board meeting** - Wednesday, December 15, 2021 – 9:00 a.m.
- b. **Maintenance** Committee – December 14, 2021 – 2:00 p.m.
- c. **HR** Committee – at the call of the Chair
- d. **Finance** Committee – at the call of the Chair
- e. **Policy** Committee – at the call of the Chair

Corey Fernets left the meeting: Time 11:23 a.m.

**12. OTHER ITEMS FOR DISCUSSION**

The Board discussed holding an Annual General Meeting. An AGM was not held in 2020 or in 2021.

151/2021 JURKIEWICZ ) **THAT** the Annual General Meeting for 2020 and 2021 will be held on Wednesday, January 26, 2022 at 7:00 p.m. at the Dundurn Community Hall.

**CARRIED.**

**13. ADJOURNMENT**

152/2021 GRATRIX ) **THAT** this meeting be adjourned.  
Time: 11:35 a.m.

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Jay Olyniuk, Acting Chair

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Rosalind Arndt, Administrator