

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

**Wednesday, November 25, 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, November 25, 2020.

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Present:

R.M. of Rosedale:	- Harold Dyck
R.M. of Dundurn:	- Jay Olyniuk
Town of Hanley:	- Darice Carlson
Resort Villages of Thode & Shields:	- Corey Fernets
Town of Dundurn:	- Andrew Servetnyk
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

Elected Members at Large:	- Lloyd Gratrix	- Nelson Crowder
	- Murray McArthur	
Subject Matter Professional:	- Michael Kuzma	

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The regular meeting was called to order by Chair, Darice Carlson at 9:35 a.m.

Andrew Servetnyk and Jay Olyniuk read the Oath of Office, attached and hereby forming a part of these minutes.

Darice asked for any conflicts of interest. None noted.

**1. APPROVAL OF AGENDA**

166/2020 CROWDER ) **THAT** the agenda be approved as presented.

**CARRIED.**

**2. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL**

167/2020 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.**

**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.

168/2020 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.**

**3.g. REVIEW OF SASKPOWER E-MAIL – SOLAR PANEL POWER**

Murray reviewed the email from SaskPower regarding power at the pump houses. Murray stated that we can actually sell power but we cannot transfer to any other pump houses. This will be discussed at a future Maintenance meeting.

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

Jason reviewed the entire situation of a subscriber who hit our water line. The Board is approving a reply to be sent to the subscriber.

169/2020 DYCK ) **THAT** the Board approves the reply, which is attached to and forms a part of these minutes, to be sent to the Darbyshire Subscriber who hit our water line.

**CARRIED.**

**3.g. REVIEW OF SECURITY FOR NEW OFFICE**

The office received 3 quotes for security at our new office/shop building.

170/2020 OLYNIUK ) **THAT** the Board approves the installation of a security system in our office and shop from Reed Security for \$51.80 per month.

**CARRIED.**

10:31 a.m. – Jason left the meeting.

**4. REVIEW OF BOARD MEETING MINUTES FROM October 28, 2020**

171/2020 FERNETS ) **THAT** the minutes from the October 28, 2020 meeting be approved as circulated.

**CARRIED.**

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

Motion # 158/2020 – The Water Forum special meeting was moved to November 26, 2020. The meeting is now being held via TEAMS Meeting. Darice, Michael, and Rosalind will attend on behalf of the Utility. Rosalind will forward the link to Board members who are requesting to attend as observers.

**6. NEW BUSINESS – CORRESPONDENCE**

- a. Robb Kullman Engineering – Warranty Inspection Report
- b. R.M. of Corman Park – Rezoning proposal
- c. City of Saskatoon – copy of letter to Honourable Bronwyn Eyre
- d. Town of Dundurn – Appointment to DRWU Board

172/2020 SERVETNYK ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**7. NEW BUSINESS – ADMINISTRATOR REPORT**

173/2020 CARLSON ) **THAT** the Administrator’s Report and Employee Payroll Report for the November 25, 2020 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**CHRISTMAS EVE CLOSURE for OFFICE**

174/2020 CROWDER ) **THAT** the office will close at 2:00 p.m. on Thursday, December 24<sup>th</sup>, 2020.

**CARRIED.**

**RESORT VILLAGE OF SHIELDS – PHASE 1 COST**

175/2020 MCARTHUR ) **THAT** the office will forward the Phase 1 costs calculated by administrator, Rosalind Arndt, to the Resort Village of Shields and the Resort Village of Thode and state **THAT** the Board is now considering this matter closed.

**CARRIED.**

**REVIEW OF INVESTMENT POLICY**

176/2020 GRATRIX ) **THAT** the Investment Policy as attached to and forms a part of these minutes, be added to the DRWU Policy Manual.

**CARRIED.**

**INFORMATION LETTER TO CORPORATE PARTNER’S COUNCILS**

177/2020 DYCK ) **THAT** the information package, as attached to and forms a part of these minutes, be forwarded to all Corporate Partners.

**CARRIED.**

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

Michael reviewed the complete Financial Report.

178/2020 OLYNIUK ) **THAT** the Financial Report ending October 31<sup>st</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**

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

**11. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

179/2020 FERNETS ) **THAT** the accounts from Cheque No. 4393 to Cheque No. 4405, along with other payments, a list of which is attached to and forms a part of the November 25, 2020 Minutes, be approved as presented.

**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. **Dec 2020 Regular Board Meeting** – Wednesday, December 16, 2020 – 9:30 a.m.
- b. **Maintenance** Committee – Wednesday, December 9, 2020 – 9:30 a.m.
- 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
- f. **1<sup>st</sup> Board Meeting of 2021** – Wednesday, February 24, 2021 – 9:30 a.m.

**13. ADJOURNMENT**

180/2020 SEVERNYK

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**THAT** this meeting be adjourned.  
Time: 11:38 p.m.

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Darice Carlson, Chair

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Rosalind Arndt, Administrator