

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

**Wednesday, October 27, 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  
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:

Subject Matter Professional: - Michael Kuzma

ABSENT:

Town of Hanley: - Melissa Maddocks  
R.M. of Rosedale: - Vacant

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The regular meeting was called to order by Acting Chair, Jay Olyniuk at 9:06 a.m. Jay welcomed Matt Jurkiewicz as the new Town of Dundurn representative.

**1. APPROVAL OF AGENDA**

123/2021 MCARTHUR ) **THAT** the agenda be approved as presented.

**CARRIED.**

**1. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL**

124/2021 JURKIEWICZ ) **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. IN-CAMERA**

125/2021 OLYNIUK ) **THAT** the Board adjourn to an in-camera session.  
**Time:** 9:15 a.m.

**CARRIED.**

126/2021 MCARTHUR ) **THAT** the Board adjourn from the in-camera session and  
return to the regular meeting. **Time:** 9:37 a.m.

**CARRIED.**

**9:38 a.m.** – Jason Bellina joined the meeting.

**9:40 a.m.** – Michael Kuzma joined the meeting.

## **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.

127/2021 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.**

### **3.f. REVIEW of INFILL PROJECTS – 2020 and 2021**

2020 – Jason had the walk-through with Rod Kuiack at Elkwood Estates Phase 2. SAL Engineering will review the clean-up at the sub-division. KMS has completed one connection. They should be completing the second one this week.

2021 – Tall Trenching has completed 2 of their connections. We are still waiting on Government approvals for the 3<sup>rd</sup> connection.

**10:05 a.m.** – Jason Bellina left the meeting.

## **4. 10:12 a.m. – DELEGATION: DEREK NG, RBC DOMINION SECURITIES**

Derek Ng joined the meeting and discussed the Utility's current position with our Investments. He also talked about historic approach in managing investments, current market landscape, current cash position, etc.

The Utility is required to have principal-protection within the portfolio as per the Municipalities Act. We currently invest in laddered 1 – 5 year G.I.C.s within the primary and secondary G.I.C. market.

Derrick shared slides on Principal Protected Notes, Secondary G.I.C.s, and other current investment information.

The Board discussed briefly whether a need for further portfolio diversification exists to meet the Utility’s internal capital return requirements. Michael will provide his recommendations to the board before the November regular meeting.

**10:58 a.m. – Derek Ng left the meeting.**

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

Michael Kuzma reviewed the complete Financial Report ending September 30, 2021.

128/2021 FERNETS ) **THAT** the Financial Report ending September 30, 2021 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**6. REVIEW OF BOARD MEETING MINUTES FROM September 22, 2021.**

129/2021 JURKIEWICZ ) **THAT** the minutes from the September 22, 2021 meeting be approved as circulated.

**CARRIED.**

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

**Motion # 110/2021**

130/2021 OLYNIUK ) **THAT** the Board approves the following recommendations from the Hiring Committee:

THAT based on the recommendation of the Hiring Committee, the position of Temporary Maintenance & Operations Technician be offered to Brody Richmond with the following conditions:

1. THAT the starting date will be November 01, 2021.
2. THAT the starting wage will be \$22.00 per hour for 8 hours per day.
3. THAT holiday pay will be paid with each cheque.
4. THAT the Temporary Maintenance & Operations Technician will follow direction from the Maintenance Supervisor and Administrator.
5. And THAT acceptance of this offer must be received by Monday, October 18, 2021 at 4:00 p.m. signed by both the Maintenance & Operations Technician and the Administrator.

**CARRIED.**

## **5. SaskWater Update**

SaskWater had planned on having the new Water Supply Agreement for presentation at this meeting. It will now be reviewed at the November Board meeting.

### **7.a. Town of Dundurn Assessment**

The Board of Revision's decision on the appeal for taxes at our new office building was that our property shall be exempt.

## **8. NEW BUSINESS – CORRESPONDENCE**

- a. SaskWater – SaskWater Confidential New SaskWater Water Supply Agreement and Rate Plan
- b. Gord Krismer & Associates Ltd. – Tax Assessment Appeal
- c. Ministry of Highways – Saskatoon Freeway Functional Planning Study
- d. SARWP – Annual Seminar
- e. Town of Dundurn – Appointment to Board

131/2021 MCARTHUR ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

11:37 a.m. – Corey Fernets left the meeting.

## **9. NEW BUSINESS – ADMINISTRATOR REPORT**

132/2021 GRATRIX ) **THAT** the Administrator's Report and Employee Payroll Reports for the October 27, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

Jay declared a potential Conflict of Interest regarding this next item: 11:40 a.m.

133/2021 JURKIEWICZ ) **THAT** the Dundurn Rural Water Utility purchase one hundred dollar gift cards for all staff and Office cleaner as approved by the Board.

**CARRIED.**

Jay rejoined the meeting: 11:43 a.m.

## **10. NEW BUSINESS – COMMITTEE REPORTS**

No Committee meetings were held since the last Board meeting.

**11. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

134/2021 MCARTHUR ) **THAT** the accounts from Cheque No. 4606 to Cheque No. 4631, along with other payments, a list of which is attached to and forms a part of the October 27, 2021 Minutes, be approved as presented.

**CARRIED.**

**12. NEXT MEETING DATES**

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

- a. **November Board meeting** – Wednesday, November 24, 2021 – 9:00 a.m.
- b. **December Board meeting** - Wednesday, December 16, 2021 – 9:00 a.m.
- c. **Maintenance** Committee – November, 2021
- d. **HR** Committee – at the call of the Chair
- e. **Finance** Committee – at the call of the Chair
- f. **Policy** Committee – at the call of the Chair

**13. ADJOURNMENT**

135/2021 GRATRIX ) **THAT** this meeting be adjourned.  
Time: 11:51 a.m.

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Jay Olyniuk, Acting Chair

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Rosalind Arndt, Administrator