

DUNDURN RURAL WATER UTILITY
Meeting Minutes

Regular Meeting 401 2nd Street Dundurn, SK
Wednesday, September 25, 2024
6:00 p.m.

Present:

Town of Dundurn:	- Matt Jurkiewicz
Town of Hanley:	- Melissa Maddocks
R.M. of Dundurn:	- David Shortt
R.M. of Rosedale:	- Harold Dyck
Division 1 Elected:	- Todd Grabowski
	- Sheldon Giesbrecht
Division 2 Elected:	- Mike Kuzma
	- Travis Remmen
Administrator:	- Jason Bellina
Resort Villages of Shields & Thode:	- Chad Pysden - ABSENT

1 Call to order

Chairman Matt Jurkiewicz called the Regular Board Meeting to order at 6:03 p.m.

2 Disclosure of Conflicts of Interest and Related Party Transactions

None

Resolution No: 3 Agenda – Additions/Deletions/Approval

42/2024

Moved By: Giesbrecht

THAT the agenda be accepted as presented.

CARRIED UNANIMOUSLY

- Resolution No:** 4 **Consent Agenda**
43/2024 Moved by: Shortt
- THAT** the consent agenda be accepted as presented and be attached to these minutes, including minutes from August 28, 2024, Correspondence, and List of Accounts for Approval.
- CARRIED UNANIMOUSLY**
- Resolution No:** Moved by: Grabowski
44/2024 **THAT** the 2025 Budget be accepted as presented and recommended by Mike Kuzma, Finance Chairman.
- CARRIED UNANIMOUSLY**
- 5 **Delegations**
None
- 6 **Business Arriving from Minutes**
None
- Resolution No:** 7.1 **Administrators Report**
45/2024 Moved by: Kuzma
- THAT** the Administrators Report, the Employee Earnings Report, the SRC Water Sample Reports and the Daily Water Sample Reports for the September 25, 2024, meeting be accepted as presented.
- CARRIED UNANIMOUSLY**
- Resolution No:** 7.2 Moved by: Shortt
46/2024 **THAT** Motion 40/2024 from the August 28, 2024 meeting be rescinded.
- CARRIED UNANIMOUSLY**
- 47/2024 7.2.1 Moved by: Grabowski
- THAT** the Dundurn Rural Water Utility will not accept any new applications for water connections going forward until we have met with SaskWater and have a clear understanding of when we will be at our contracted capacity with SaskWater or the contract can be amended to provide more water.
- CARRIED UNANIMOUSLY**

7.3 **Maintenance Committee and HR Committee meeting minutes**

Resolution No: Moved by: Grabowski

48/2024 **THAT** the Maintenance Committee prepare a Policy for Water Main Repairs due to breaks and Contractor strikes. This Policy should include the consideration for assignment of costs and restoration standards that may include an approved Contractor list and specifications for construction and inspection services.

CARRIED UNANIMOUSLY

Resolution No: Moved by: Dyck

49/2024 **THAT** the Maintenance Committee and HR Committee meeting minutes be accepted as presented.

CARRIED UNANIMOUSLY

8. **Policies**

Resolution No: Moved by: Maddocks

50/2024 **THAT** the Administrator review and update the Policy under Section 200 titled “Statutory Holidays” to include a listing of applicable days. This change to be reviewed against The Saskatchewan Employment Act to ensure compliance.

CARRIED UNANIMOUSLY

9 **Bylaws**

Bylaw No. 1-2025 Water Rate Bylaw – New Rates

Due to the increase in water costs occurring in January of 2025 from the City of Saskatoon and SaskWater the 2025 Budget required a rate increase of 3.39% for the Dundurn Rural Water Utility subscribers.

BYLAW NO. 1-2025 – FIRST READING

Resolution No:

51/2024

Moved by: SHORTT **THAT** Bylaw No. 1-2025, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a first time.

CARRIED.

BYLAW NO. 1-2025 – SECOND READING

Resolution No: 52/2024
Moved by: KUZMA **THAT** Bylaw No. 1-2025 be read a second time.

CARRIED UNANIMOUSLY.

BYLAW NO. 1-2025 – THIRD READING

Resolution No: 53/2024
Moved by: GRABOWSKI **THAT** Bylaw No. 1-2025 be given three readings at this meeting.

CARRIED UNANIMOUSLY.

BYLAW NO. 1-2025 – THIRD AND FINAL READING

Resolution No: 54/2024
Moved by: Remmen **THAT** Bylaw No. 1-2025, being a bylaw to fix the rates to be charged for the use and consumption of water, be read a third time, and finally adopted.

CARRIED UNANIMOUSLY.

10 Unfinished Business

11 New Business

11.1 The new Board representative for Shields and Thode will be Chad Psyden.

Elections were held for the Vice-Chair position

Melissa Maddocks nominated Mike Kuzma

Chairman Jurkiewicz called for other nominations once

Chairman Jurkiewicz called for nominations a second time

Chairman Jurkiewicz called for nominations a third time

Moved by: Shortt

THAT nominations cease.

Mike Kuzma was appointed as the Vice Chairman of the Dundurn Rural Water Utility.

CARRIED UNANIMOUSLY

Resolution No: 55/2024
11.2 Moved by: Dyck

THAT the documents provided are approved for shredding as per the Record Retention Policy.

12 **CLOSED SESSION**

Moved by: Shortt

THAT the Board meeting move into closed session as per the Local Authority Freedom of Information and Protection of Privacy Act III, for the discussion of HR matters and long-term economic planning at 7:00 pm.

Commented [JM1]: Should there be note of who made the resolution here to go in camera?

Commented [RA2R1]: Yes

CARRIED UNANIMOUSLY

Return to Open Session 7:29 pm

13 Business arising from Closed Session

13.1 Personnel Matters

Resolution No:
56/2024

Moved by: Shortt

THAT the HR Committee recommends a 2.5% General Economic Increase (GEI) for all staff effective January 1, 2025.

CARRIED UNANIMOUSLY

Resolution No:
57/2024

Moved by: Kuzma

THAT The HR Committee prepare a new policy and procedure, for Board approval, for performance increments based on annual performance reviews.

CARRIED UNANIMOUSLY

13.2 Restructuring

Resolution No:
58/2024

Moved by: Jurkiewicz

THAT Administration proceed with Restructuring and the information and discussion remain *In Camera* under LAFOIP.

14 Next Meeting

Regular Board Meeting October 23, 2024 at 6:00 p.m.

Resolution No:
59/2024

15 Adjournment

Moved by: Remmen

THAT this meeting be adjourned at 7:31 p.m.

CARRIED UNANIMOUSLY

Matt Jurkiewicz, Chair

Jason Bellina, Administrator