

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING AGENDA
January 20, 2016**

In Attendance: Rand Stromgren, Glen Desjardine, Dick Bartell, Ben Pergent, James Kowalchuk & Shelley Mathes

- 1) **CALL TO ORDER:** Desjardine called the meeting called to order at 8:25pm.
- 2) **MINUTES-** (Trustees' to read their own copy)
Motion to approve December 3, 2015 Minutes
M/S- Desjardine/Pergent
Carried
- 3) **RESIDENT FORUM-** No Residents
- 4) **INTRODUCTION OF LATE ITEMS-** No Late items
- 5) **SUB COMMITTEE REPORT-** Deacon has now been redirected to someone that can help with the ombudsman report. He is expected to hear from them in late January.
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - > Policy Document-will continue to be worked on.
 - > Allocation of funds for reserve purposes sewer/water- Spoke to Brent Ashby from KPMG and he said either a GIC or a savings account is fine. GIC is better if the funds are not going to be drawn on in the near future. Based on maintaining \$100,000.00 in the operational account and sewer accounting for 15% of revenue the amounts to be allocated to sewer reserve would be \$30,154.95 and water reserve would be \$170,878.05. Administrator will keep a separate spreadsheet to keep track of the funds.
 - > Emergency Shut Down Sheets- Kowalchuck was able to tour the septic fields with Charlene. The Emergency Shut down sheets are reported to be inaccurate, out of date and dangerous. Desjardine will inform Paul that this is to be included in the monthly safety meeting and is to be brought up to date and accurate asap. A laminated copy of the sheets are to be kept in the office.
- 7) **CORRESPONDENCE-** Documentation to show certification of CUPE unionization effective Dec 17, 2015. Filed.
- 8) **REPORTS**
- 9) **MAINTENANCE REPORT-** Is included in Trustee packages and will be included with the minutes.
- 10) **REVENUE & EXPENDITURE**
- 11) **Motion to approve November 2015 Financial Reports**
M/S- Pergent/Bartell
Carried
 - > A/R- Is currently at \$231,724.02. The first quarterly bills have been issued and are due February 15, 2016. Utilities are at \$166,792.41 and Tax is at \$64,931.61.
- 11) **NEW BUSINESS**
 - > Cell Phone Coverage- Employees would like clarification from the board regarding the cell phone/after hours call out phone. The trustees all agree that it doesn't matter if the employee carries the RWWD cell phone or forward the phone to their own phones so long as the service is being provided. Employees will be paid either way.
Motion to amend the document to state that employees will be compensated for the phone if it is carried or forwarded.
M/S- Bartell/Pergent
Carried
Motion to pay employees retro actively from October 2015 for the after hours service if they had been carrying the phone or forwarding the phone. Timesheet must indicate this in order to be paid. If they have provided continuous coverage the letter of reprimand will be removed.
M/S- Pergent/Desjardine
Carried

> 2016 Taxation Bylaw

Motion to increase the 2016 Taxation Bylaw to double the previous years' charges rather than implementing a fixed capital charge

M/S-Desjardine/Bartell

Carried

Motion to read the 2016 Taxation Bylaw with the increase of doubling previous years' charges.

M/S- Desjardine/Pergent

Carried

Motion to accept the 2016 Taxation

Bylaw M/S- Pergent/Bartell

Carried

> Sewer Tax Bylaw- Tabled until further studies have been done by engineers.

12) **ADJOURNMENT** –

Motion to adjourn the meeting.

M/S- Pergent/Bartell

Carried

Meeting adjourned at 9:04pm.