

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
April 26, 2018**

In Attendance: Glen Desjardine, Brian Samila, Ben Pergent, Russ Hay, James Kowalchuk, Joe Matais, Tyrone, McCabe and Shelley Mathes

1) CALL TO ORDER

The administrator called the meeting to order at 7:52pm

2) ELECT CHAIRMAN FOR THE YEAR

Administrator asked if there is a trustee that would like to put their name forward to be Chairman. Glen Desjardine stated he would like to see another trustee become Chairman. James Kowalchuk said that he would step forward to be Chairman for the year. All trustees were in agreement to this for the year.

3) SIGNATURE AUTHORITIES THE YEAR

The RWWD will need to have two signing authorities for the year. James Kowalchuk will be the main signing authority as he is Chairman. Glen Desjardine will be the secondary signing authority for the year. The administrator will have the RBC documents in the office shortly for all to sign off on.

4) MINUTES-

Motion to approve February 28, 2018 meeting minutes

M/S- Desjardine/Hay

Carried

4) RESIDENT FORUM

There were no residents in attendance

5) INTRODUCTION OF LATE ITEMS

There were no late items to discuss

5) BUSINESS ARISING FROM MINUTES AND UNEFINISHED BUSINESS

➤ Rae Mor Agreement-Stat Right Away

This has still not been completed. The written proposal for the Rae Mor Agreement was submitted by the administrator for the City of Kamloops to renew the agreement. Administrator has not heard back from the city as of yet. The Hydrant Agreement remains expired also. There have been numerous meetings scheduled with the city all of which were cancelled. Administrator will schedule another meeting indicating it is high importance.

➤ Grant Application- In progress, TRUE was going to reassess the septic fields. Administrator would like to see it wrapped up within the next month.

8) CORRESPONDENCE – Sunlife Benefit Premiums-Premiums have increased for the year. 2018 will be \$682.96/mnth from \$550.87/mnth effective May 1st. It is very common to have an increase in premiums within the first year as the first year premiums are an estimate for the usage that the benefits will see. Next year the premiums should stay roughly the same or could even drop slightly.

9) REPORTS/MAINTENANCE- Corix- Tyrone McCabe informed the board that he will be no longer working for Corix. Joe will continue to oversee operations. The highlift pump has been pulled out and sent off. Staff have been working down at the river to get everything ready for the summer. Everything is moving along well.

10) REVENUE & EXPENDITURE

➤ December/January Balance Sheet

Motion to approve the December and January Balance Sheet as recorded and presented.

M/S- Samila/Pregent

Carried

➤ February Financial Reports

Motion to approve the February Financial Reports as recorded and presented.

M/S- Hay/Desjardine

Carried

➤ March Financial Reports

Motion to approve the March Financial Reports as recorded and presented.

**M/S- Samila/Hay
Carried**

11) NEW BUSINESS

➤ **Bylaw to implement allocations of funds for capital projects**

The Administrator suggests implementing a bylaw for the allocation of funds that are sitting in reserve. This enables for security of long term financial planning. If there were to be a drastic change in the board or the Administrator it ensures that the previous financial planning is secured, making it less likely for the previous financial plan to become lost. Even though a bylaw would indicate where the funds are to be allocated, the bylaw can be amended to allow access to funds to be utilized for another capital project. The bylaw provides a documented plan. For example, if septic were to have to borrow funds from the water reserve, that would be documented through a bylaw. If one utility were to ever have to borrow funds from the other a plan to pay it back would also be recorded so funds are never mixed up. It makes financial tracking of reserves clear with a paper trail.

➤ **Hydrant Agreement**

The hydrant agreement has now expired and will need to be renegotiated. The lawyer was able to send a response within the last week informing all the RWWD has in fact assumed ownership of the hydrants. She stated that not meeting fire protection standards is a liability for the district as well as trustees and the administrator. This must be should be disclosed to the City of Kamloops. It's important for ensuring there is not negligence on behalf of the district. Along with the Infrastructure Condition Assessment and informing the City perhaps this will open up a discussion for support in building a new reservoir. This will be discussed at the upcoming scheduled meeting with the City.

➤ **Rae Mor Park Agreement**

The Administrator has emailed a copy of the agreement for the 2018 year. It includes an increase the same as what the residents have received over the last two years. The same allowed annual consumption of 8500 m³ and any consumption over that will be at the 2018 metered rate. A 5% increase in the Tipping Fee Grant and the condition of the Stat Right of Ways to be registered on the Communal Septic Fields.

➤ **Lawn Mowing Applications-** Three lawn mowing applications have been submitted. Brian and James will be available to conduct brief interviews for the position. The interviews will be held on May 2nd beginning at 9am.

12) ADJOURNMENT

Motion to adjourn the meeting at 9:05pm

M/S- Samila/Desjardine