

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING MINUTES  
January 26, 2021 (Tuesday) at 2:00 p.m. (WTP)**

**In Attendance: Ben Pregent, Brian Samila, Glen Desjardine, Russel Hay, Steve Hughes, Fe Villanueva**

- 1) **CALL TO ORDER** – Meeting called to order by Ben Pregent 1:59pm.
- 2) **ADDITIONS OR AMENDMENTS TO THE AGENDA** – none.
- 3) **MINUTES** (*Trustees to read their own copy*)
  - Motion to approve January 6, 2021 Minutes.  
**Motion to approve January 6, 2021 Minutes**  
**M/S- Samila/Hay**  
**Carried**
- 4) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
  - **Discussion on Corix contract amendment**  
The trustees were notified in advance of Corix's plan to request a meeting with the trustees sometime in February. No other actions necessary at this point.
  - **Administrator hiring –**  
Fe may extend up to the first week of March and the trustees agreed to this. 15 resumes were received to date. Fe will conduct initial interviews for initial assessment, then create a shortlist to forward to trustees for decision on which candidates will be further interviewed.
  - **Discussion on \$5 paper bill charge**  
About 200 e-billing signups to date. Trustees were automatically signed up. No sufficient explanation was previously disseminated to the residents which created several complaints exacerbated by residents commenting on Facebook. In compliance with the Ministry's advice on the paper bill fee where the amount can only be charged if resident request both online and paper bill, RWWD will be amending its bylaws to indicate that the primary statement delivery method will be electronic and for those who request paper bill will be charged \$5. RWWD is going paperless and if resident do not want this, then they will have to come forward with their reasons why they are not signing up or why they want paper bill; otherwise, they will be migrated to the paperless system. We will create a waiver or exemption form that residents can fill out providing us the reasons for not signing up for e-billing. The form will indicate either exemption request or details to receive your paperless billing. Everyone will have to complete and return the form regardless they want to sign up or not; otherwise, they will automatically be migrated to the paperless billing. The information to be sent will also be indicating the e-billing does not have impact on accepted methods of payments.  
Due to the confusion over the e-billing, the trustees agreed to defer the implementation of the \$5 paper bill charge to the third quarter billing cycle this year.
- 5) **REVENUE & EXPENDITURE**  
**Financials for December 2020**  
The December 2020 financials presented were pre-audit. Pre-audit and prior to amortization income statement shows a net surplus of \$223k mainly due to the increased revenue by \$106k from increased tax and utility rates and the revenue from septic upgrade for the year, compounded by decreased overall expenses by \$116k mainly from savings from septic field 2 pumping compared to 2019 and other expenses such as the metering in Chetwynd Drive that was absorbed by RWWD. Cash increased by \$292k: receipts were around \$1.3m including the RBC loan proceeds \$298k; and payments were approx. \$1m, with main ones for the septic upgrade and the labor costs.  
**Motion to approve the December 2020 financials.**  
**M/S- Hughes/Samila**

**Carried**

**6) NEW BUSINESS**

- Bylaw 213 Miscellaneous Charges Amendment

First reading of Bylaw 213 Miscellaneous Charges Amendment.

Section 1. f of Bylaw 213 will be applicable to the initial delivery of statement or notice. If residents lost their bills subsequently, there will be no charge if they come into the office and request for a reprint without mailing the copy.

**Motion to accept first reading of Bylaw 213 Miscellaneous Charges Amendment.**

**M/S-Samila/Desjardine**

**Carried**

Second reading of Bylaw 213 Miscellaneous Charges Amendment.

**Motion to accept second reading of Bylaw 213 Miscellaneous Charges Amendment.**

**M/S-Hughes/Desjardine**

**Carried**

- Bylaw 214 Tolls Bylaw Amendment

First reading of Bylaw 214 Tolls Bylaw Amendment.

**Motion to accept first reading of Bylaw 214 Tolls Bylaw Amendment.**

**M/S-Hughes/Samila**

Second reading of Bylaw 214 Tolls Bylaw Amendment.

**Motion to accept second reading of Bylaw 214 Tolls Bylaw Amendment.**

**M/S-Desjardine/Samila**

**Carried**

**7) ANY OTHER BUSINESS (AOB)**

**O'Brien update regarding water metering** – Bob mentioned he will contact Shawn during the week to look at pipes and to understand the correct line to install the meter. Ben mentioned to ensure the operators log their time spent on this work.

**8) ADJOURNMENT**

**Motion to have the meeting adjourned at 3:05pm**

**M/S-Hughes/Samila**

**Carried**

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Administrator

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Chair of Trustees