

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING AGENDA  
March 22, 2017**

**In Attendance: Glen Desjardine, Dick Bartell, Russ Hay, Brent Ashby and Jennifer Brooke**

- 1) **CALL TO ORDER:** The meeting is called to order at 7:03pm.
- 2) **MINUTES-** (Trustees' to read their own copy)  
Motion to approve December 2016 Minutes  
**Motion to accept the December 2016 Minutes as presented**  
M/S- Hay/Bartell  
**Carried**
- 3) **RESIDENT FORUM** Nobody in attendance
- 4) **INTRODUCTION OF LATE ITEMS-**Nothing to report
- 5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
  - Policy Document- Email Tyrone to have completion of Policy document and Emergency Shut Down Sheets.
  - Rae Mor Agreement-Stat Right Away, Dick will try to contact City of Kamloops to see that this is completed. City of Kamloops is doing geo tech studies right now on the vacant river front lots.
  - Grant Application- True engineering has been contacted and study will commence in the spring. Beginning of April the assessment will begin.
  - Pump/Motor- Motor is ready to be installed. Administrator informed Tyrone that motor is ready to install. Motor should be installed a day after the pump has been installed.
- 6) **CORRESPONDENCE-** Nothing to report
- 7) **REPORTS/MAINTENANCE-** Cammeray Road was repaired again and will be finished when frost comes out of the ground. There was a concern of a waterline break on Cameron but turned out that it was not a leak.
- 8) **REVENUE & EXPENDITURE**
  - Financials  
**Motion to accept the December presented financial statements**  
M/S-Hay/Bartell  
**Carried**
  - **Motion to accept the January presented financial statements**  
M/S-Bartell/Hay  
**Carried**
  - **Motion to accept the February presented financial statements**  
M/S-Bartell/Hay  
**Carried**
- 9) **NEW BUSINESS**
  - Brent Ashby present draft financials for 2016-  
**Motion to accept the draft financials for 2016 as presented by Brent Ashby**  
M/S-Bartell/Hay  
**Carried**
  - 2017 Tax Bylaw-Budget was set for 30% rate increase which is \$25.20 each year. Trustees would like to see 25% increase to tax rate which is a \$21.00 each year  
M/S-Hay/Bartell  
**Carried**
  - Motion to pass administrator for benefits/wage  
**Motion to include the administrator in the benefits package retroactive January 1, 2017.**  
M/S-Hay/Bartell  
**Carried**  
**Motion to approve administrator to have a 2% increase**

**M/S-Hay/Bartell**

**Carried**

- Lawn mowing-This will be tabled for the time being. Will take measurements of the lawnmower and find a suitable trailer for transporting it. Operators may be instructed to do this in their tasks.
- Employee Phone Coverage-Contact Tyrone to schedule auto-dialer to go directly to the cell phone of however is on shift.
- Rae Mor Park Agreement- Administrator has been in contact with Jeff Putnam and will schedule a meeting to get the conversation going
- AGM Date- April 19th
- Motion for Dodge Pickup truck

**Motion to purchase a 2013 Dodge Truck.**

**M/S-Hay/Bartell**

**Carried**

Tires will be fine for summer. Tires will be purchased in the fall of 2017 for winter season.

Admin to call insurance company to see if flashing amber is required.

- Ford Truck-Money could be invested in it to repair it and then sell it.

**Motion to sell the Ford truck as is.**

**M/S-Hay/Bartell**

**Carried**

## **10) ADJOURNMENT**

**Motion to adjourn the meeting at 9:32pm**

**M/S-Bartell/Hay**

**Carried**