

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
September 20, 2017**

In Attendance: Glen Desjardine, Dick Bartell, Ben Pregent and Shelley Mathes

- 1) **CALL TO ORDER:** Meeting called to order at 7:02pm.
- 2) **MINUTES-**
Motion to approve June 28, 2017 Minutes.
M/S- Desjarine/Pregent
Carried
- 3) **RESIDENT FORUM-**
- 4) **INTRODUCTION OF LATE ITEMS**
-Tires on the truck for winter- Costco is a good place to buy them and they are on sale at now. Trustees will price tires out and have tires for the truck prior to winter.
- 5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Rae Mor Agreement-Stat Right Away- Freeman has been sent an email to discuss about the stat right but Dick hasn't heard back yet. Shelley suggested that we begin discussion with the City in the fall so that come spring everything is already completed and has had City Council pass a motion for the agreement.
 - Grant Application- In progress. Shelley will be meeting with Rob to discuss how things are looking financially for asset management. The information is being placed into starlight so that the operators in the future will be able to access the system while out working in the field. They will also be able to maintain maintenance records and have them at their convenience in the field to reference. The assessment continues to be ongoing.
- 6) **CORRESPONDENCE** – Capri Insurance yearly insurance renewal
- 7) **REPORTS/MAINTENANCE-** Is attached to the minutes.
- 8) **REVENUE & EXPENDITURE**
 - **Motion to accept the June Financial reports as presented.**
M/S-Pregent/Bartell
Carried
 - **Motion to accept the July Financial reports as presented.**
M/S- Bartell/Pregent
Carried
- 9) **NEW BUSINESS**
 - Tax Sales- All properties that were listed for tax sale have either agreed to a monthly payment plan or has been taken care of by the property financier.
 - Yearly Insurance Renewal-
Motion to accept the Capri Insurance Renewal
M/S-Pregent/Bartell
Carried
 - Capital Development Charge Bylaw- Now that the WTP levy is completed perhaps the bylaw should be revised and revisit the charge. Board will need to see the bylaw and city bylaw and will revisit the item at next board meeting for a decision. Although the levy is completed, the board still has to consider that our infrastructure is continuing to age when deciding what the charge will be.
 - Ford Truck- It came back repaired; the injectors were done again under warranty. The four wheel drive still isn't working. It needs to be listed on kijiji. Comparison trucks on kijiji right now are listing. Put it on kijiji for \$8500.00, includes the brand new winter tires. Glen has a buyer for it but not at that price. They are willing to pay up to \$5000.00 but we need to try and recoup some of the expenses on the truck.
 - Water Turn off policy- Operators and Shelley have been working together to ensure that everyone is on the same page. Tyrone to create the policy.

➤ Water Rates for 2018- Shelley presented a three year analysis of the revenue vs expenses for water and sewer. Water has now consistently covered the operational expenses. Therefore the administrator recommends about 1.5% increase on water to keep with inflation. Sewer has not shown a consistent trend of covering expenses from year to year. Depending on whether the septic fields were pumped that year has a large impact on the expenses. This year sewer is in deficit as there were some upgrades done. Over the last three years the sewer charge has not increased much. It continues to either be in deficit or barely have surplus at the end of the year. There are some large expenses coming up for septic users. The septic tax that was discussed with users will continue to be put on hold until the assessment is completed. The administrator recommends increasing sewer charges this year to try and begin to build come surplus to put towards the upcoming expenses. The board will further discuss rates at the next meeting and bylaws for tolls will be passed.

➤ Tax Revenue to GIC as of Sept.7/17 \$92, 546.49-

Motion to deposit water tax revenue in the amount of \$92, 546.00 to a GIC. GIC will be the same as the other current GIC's.

M/S-Bartell/Pregent

Carried

Motion to adjourn the meeting at 8:15pm

M/S- Pregent/Bartell

Carried

10) ADJOURNMENT