

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
January 8th, 2020, 7:00p.m.**

In Attendance: James Kowalchuk, Brian Samila, Glen Desjardine (Facetime)

1) **CALL TO ORDER** Meeting called to order at 7:01p.m. by Kowalchuk.

2) **MINUTES**- (Trustees' to read their own copy)
Motion to approve October 22, 2019 Minutes
M/S- Desjardine/Samila
Carried

3) **INTRODUCTION OF LATE ITEMS** – no late items

4) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

➤ **Stat Right of way** - in progress with COK, deferred to next meeting

➤ **Hydrant Agreement - in progress with the Fire Department**

Last time, Fire Chief mentioned he can help us to some extent and the board expecting a proposal from him. Later conversation with Fire Chief, he mentioned that he will let the board discuss on the cost during the trustee meeting and get back to him on what the board has come up with. Mike can do at least 3 hydrants an hour and is qualified to do it, which will cost us \$40 per hydrant. RWWD will charge \$120 per hydrant. City bylaw mandates that the hydrants be checked every year but during our meeting last time, one of the proposals to the Fire Chief was to conduct alternate maintenance: even-number hydrants will be tested in an even-number year, while odd-number hydrants will be tested in an odd-number year, half of the total number of hydrants will be tested every year. For example, even-number hydrants will be tested in 2020 while odd-number hydrants will be tested in 2021, so on and so forth.

RWWD could charge: \$120 maintenance cost per hydrant, \$130 per hour for labor, plus costs; even-year and odd-year maintenance cycles. No pay, no check; no check, no flow. The board will get this into a contract. A motion will be carried when the contract is ready to be accepted.

➤ **Huckleberry & IHA Formal Investigation** - in progress with COK, deferred to next meeting

➤ **Service Station Charges**

Commercial water rates for business establishments like service station, school, and pub will need to be established. Meter rate should consider the type of business. For instance, service station could put up a car wash and could potentially take a lot more water afterwards.

RWWD already has a commercial rate but such rate also has to be applied to a metered commercial rate. The business establishments will have to pay the cost of the metering. 2019 Quarterly commercial rates are: Petro Canada, \$240.26; Pub, \$1,140.57; and, School, \$3,841.98. 2019 Annual commercial tax rate is at \$146.09. 2019 residential water rate at \$133.63 quarterly; while, 2019 annual tax at \$116.87.

Inform the business establishment that RWWD will go with the meter and let the establishments know the RWWD will continue to monitor the usage and come up with a rate that somewhat matches their current rate.

If there is a significant change in the amount of usage, it will be reflected in the new metered rate. Start with the meter, figure out consumption, formulate annual cost based on the usage history, and create a meter rate from the established data. Send the information letter to include in the billing cycle mailing.

Motion to accept metering for commercial properties and connections.

M/S- Samila/Desjardine

Carried

➤ **Septic Tax** – Not to implement until 2021. Deferred.

➤ **Budget (including utility software)**

All items totaling \$105k in the budget discussion in the December in-camera meeting were included on page 3 of the budget report. These items are considered capital expenditure under water, no septic. The proposal is to increase taxes by 25%: from \$116.87 to \$146.09, or increase of \$29.22 annual. With the increase of 25%, there will be a surplus of \$1,394 after the budget capital expenditure. Another proposal is to increase tolls by 8%: \$133.63 to \$144.32, or increase of \$10.69 quarterly. With the increase of 8%, there will be a surplus of \$69k after the budgeted operating expenses. The newsletter for the first quarter will indicate that updated rates for this year 2020.

Motion to accept increase in taxes by 25% and tolls by 8% as presented in the budget.

M/S- Samila/Desjardine

Carried

➤ **Administrator bylaw**

The difference from previous officer bylaw only relates to some wordings to make it more appropriate and the applicable Section numbers in the Local Government Act which changed over the years when the Act was updated.

Officer Positions Establishment Bylaw 201

Motion to accept the first reading for the Officer Positions Establishment Bylaw 201

M/S- Samila/Desjardine

Carried

Motion to accept the second reading for the Officer Positions Establishment Bylaw 201

M/S-Desjardine/Samila

Carried

➤ **Residential water meter charge per m³** –

Fe is to check the city bylaw and collect the data necessary to come up with the private meter rate that closely matches with city's private meter rate. No property size necessary for meter rates. Flat rate applies until the meter rate is determined. Deferred in the next meeting.

➤ **Discussion of classification tolls or metered tolls** – no classification tolls or metered tolls at this point.

Deferred and will be discussed as part of commercial and private meter rates determined through collecting data from the city bylaw.

➤ **Referendum process**

Proposed calendar of activities:

Final information on the January 29th, Wednesday, with voting after adjournment; Jan 30th (Thursday) second voting night; and, Jan 31st (Friday) as the third voting night. Confirmed trustee attendees: James (available), Brian (not available), Ben (possible but yet to confirm), Glen (will be around but yet to confirm schedule); Russ, yet to confirm. If not enough trustees to attend, schedule can be set in the following week (starting Feb 1st) which is still alright with TRUE Consulting. This is yet to be confirmed.

➤ **Grants** – deferred

5) **CORRESPONDENCE** - none

6) **REPORTS/MAINTENANCE** –

Operators prepare a report on maintenance highlights to inform the trustees as part of regular trustee meetings.

- UV Reactor (Light bulbs at the far end of each train), parts issues have been resolved – this is up and running.
- East river intake tubes were obstructed by mud and branches over time as the screens have shifted. Inland Divers was contracted, screen was ratcheted in place and obstruction is not expected to happen.
- The first attempt to connect to the gravity main failed due to instructions based on outdated drawings. KLL had to come back and fixed it and so far, is working.
- Train #1 was disassembled as part of annual maintenance – this is in progress. When this is up and running, train #2 will follow. Less corrosion spots this time (20 spots in 2018, 5 spots in 2019).
- Sand separator is loaded into the intake shed where the sand filter is. The new centrifugal sand separator is sitting in place. This is in progress and it's not yet being used at this time of the year.

7) **REVENUE & EXPENDITURE**

Financials for October & November

October: Cash down by \$113k due to receipts from tolls about \$16k coming mostly from 3rd quarter utility bills. Payments during the month about \$129k with big ones out to TRUE for \$31k, Field 2 pumping \$5k, Mud pumping \$14k and insurance \$31k, the rest are utilities, wages and other operational costs.

Motion to accept the October Financials as reports and presented

M/S- Desjardine / Samila

Carried

November: Revenue in November 2018 \$8.7k Rae Mor in July, no revenue in November 2019 as this was generated in October for the last quarter of 2019. Cash is back up due to collections for the 4th quarter.

Motion to accept the October Financials as reports and presented

M/S- Samila / Desjardine

Carried

8) **NEW BUSINESS**

- All septic money of \$27k is sitting in GIC.

Motion to put septic funds back into water funds.

M/S- Desjardine / Samila

Carried

- Royal Flush indicates the proposed calendar as well, trustees are to look into it and get back on schedule issues. TRUE Consulting provided \$637k which includes contingency of 10% and engineering of 5%, totaling \$75k of contingency. GST 5% was added and rounded up to \$700k to cover some cost overruns. The

difference in the household quarterly cost is very insignificant if we drop the loan by \$25k. The GST 5% that's added to the cost estimate will be given back in 2021. This will provide a cushion and will be the start of the septic tax base. Additionally, the amount \$700k was presented to RBC, Ryan, and Lisa of Ministry in Victoria, initially approved such numbers. Overall, the \$700k includes the taxes, interests, and some contingencies which made the cost estimate higher than the previously discussed Class D estimate.

9) **ADJOURNMENT** – Kowalchuk adjourned the meeting at 8:20 p.m.

Administrator

Chairman