

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
April 10th, 2019**

- 1) **CALL TO ORDER** James called the meeting to order at 7:02pm
- 2) **MINUTES**- (Trustees' to read their own copy)
Motion to approve February 12th, 2019 Minutes and Special Septic Meeting February 21st Minutes
Motion to accept the February 12th Meeting Minutes as presented
M/S-Desjardine/Hay
Carried
Motion to accept the February 21st Meeting Minutes as presented
M/S- Hay/Desjardine
Carried
- 3) **RESIDENT FORUM**- N/A
- 4) **INTRODUCTION OF LATE ITEMS**
- 5) **KPMG Presentation of Audit findings and year end financials-**
Motion to accept the 2018 Financial Statements as presented by Brent Ashby of KPMG upon amendment of sewer reserve being transferred to capture sewer deficiency of expenses and capital for 2018 in the amount of approx. \$26,000.00.
M/S-Hay/Kowalchuk
Carried
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Rae Mor Agreement-Stat Right Away-in progress with COK
 - Hydrant Agreement/Rae Mor Agreement-In Process with COK/Overview of meeting
 - IHA Formal Investigation – A letter went to COK. Trawin did respond and has ensured that our concerns will be getting addressed.
 - Service Station Charges-Carry to next meeting
 - Septic Tax- The Governor General is the person that approves, One trustee feels that they don't want a parcel tax because it is ongoing. Septic Tax to be further discussed in future meetings.
 - Employee awards- Provide employees with their own flashlights. All trustees are agreeing.
- 7) **CORRESPONDENCE** –
- 8) **REPORTS/MAINTENANCE**- Corix- Meter wagon now in, river strainer is going to be worked on shortly. They need a custom piece to be made so it won't happen immediately.
- 9) **REVENUE & EXPENDITURE**
 - January Financial Reports
Motion to accept the January Income statement and Cheque report as presented
M/S-Desjardine/Hay
Carried
 - February Financial Reports
Motion to accept February Income Statement and Cheque report as presented
M/S-Desjardine/Hay
Carried
- 10) **NEW BUSINESS**
 - Acquisition of land for Reservoir- With the current problem of the septic fields should we be looking at what land will be needed for a new reservoir? Then at least we have the land figured out for when the construction takes place. How much land do we have around the current reservoir? Administrator will try to find how much current land we have access too. Will try to have the engineers inform us of the land that will be required for the new reservoir. Glen feels that the intake may be a priority over the reservoir.

- Devick Service Connection- The engineers have agreed that hot tapping off the main line is okay. The curb stop will be back at the main line. There will be a pit meter must be installed and the easement will be up to him and in his name. The approval is based upon obtaining a copy of the easement and his response to being required to install a rock pit meter.
- Distribution Bylaw
 - Motion to read the Distribution Bylaw**
 - M/S-Desjardine/Hay**
 - Carried**
 - Motion to second read the Distribution Bylaw**
 - M/S-Desjardine/Hay**
 - Carried**
 - Motion to accept the Distribution Bylaw**
 - M/S-Desjardine Hay**
 - Carried**
- Utility Software- Cost was previously presented at meeting in the past and decision was to not move forward with the purchase of new software. Trustees now would like to wait to see if the new administrator would like to have updated software.
- Public Tours - Everyone is in agreeance to host a few public tours to residents. Mike enjoys doing tours so we could have him come in on a Sunday. Trustees also would like to see a community appreciation day and BBQ burgers and hot dogs. August 24th 10:00 am - 2:00 pm. This will go out to all residents in the next newsletter.
- A couple of applicants have applied for the administration position. Applicants close April 15th.

Motion to adjourn 10:15pm

M/S-Hay/Desjardine

Carried