

**RAYLEIGH WATERWORKS DISTRICT**  
**April 24<sup>th</sup> 2019 54<sup>th</sup> ANNUAL GENERAL MEETING**  
**MINUTES**

The Rayleigh Waterworks District Annual General Meeting was advertised in the quarterly newsletter, quarterly utility statements, website and on the public sandwich boards.

**CALL TO ORDER**

The 54<sup>th</sup> Annual General Meeting was called to order by the Chair, James Kowalchuk at 7:02pm

**MINUTES:**

Approval of the minutes from the 2017 Annual General Meeting.

The administrator has read the minutes from the 2018 Annual General Meeting. There were no errors or omissions to record.

**May I have a motion to approve the minutes of the last AGM?**  
**Motion to accept the Annual General Meeting Minutes for 2018**  
**M/S-Bartell/Deacon**  
**Carried**

**BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS:**

There was no previous unfinished business from the 2017 Annual General Meeting to report on.

**REPORTS:**

- Chairman's Report- The 2019 Chairman's report was presented to residents by James Kowalchuk. The Chair's Report is attached to the 2019 AGM Minutes and will be made available to residents at the office or via email.

If there are no objections, the minutes will record that the report is received.  
Report was received and filed.

Residents had an opportunity to address some questions to the board of trustees based on the Chair report.

A resident asked who will be responsible for paying for the expenses related to the communal septic fields? Will it be all residents? No, the responsibility to pay for the communal septic fields will be only upon those connected to the communal septic system.

A resident would like to go back roughly ten years to see where septic currently is financially. KPMG had the ability to go back ten years and based on those ten years, septic is in deficit.

The mention of the \$6000/mnth for pumping expenses for the septic fields, where is the money to pay for that coming from? It is expensed to septic division. It is all being tracked and allocated to septic. It is a pressing matter and one that the trustees are working diligently on. The board recognizes that it is a large monthly expense for residents connected to the communal septic system. The engineers will be providing various options for residents shortly. Have the septic fields been getting treated with hydrogen peroxide? Yes, it was an attempt to try and improve the functionality of the field, however, it is not working on field 2.

When a new intake at the river is built will we have to divert away from the development of the huckleberry lots? No, the engineer has said that it is not necessary to do that. The Huckleberry lots and concerns of potential for contamination of the water intake are being addressed. The report that was provided to RWWD from the COK were directed to approve the stability of the river bank. They have not investigated to our satisfaction, so a formal investigation has been reported to IHA and COK to address the potential water contamination of our river intake.

Will we have to replace all the fields? RWWD has seven fields. One has failed and the other is limping along. It is currently being diverted to another field half of the year. At some point all the fields will need to be replaced, however, we don't want to be replacing them and spending that money now if they are working well. To replace all the fields, the cost is coming in around the 1-million-dollar mark.

We are governed by MOE which governs amount of effluent that can be disbursed in each field daily. We cannot go over that amount. Where is the school septic and are they connected to the communal septic system? The school district has their own septic field and are not connected to the RWWD septic system. It is located over by the soccer field. Did the Condition Assessment include Sewer as well as Water? Yes, it includes the entire system. Both Water and Sewer. It has already proven to be a very valuable document and is already being utilized and added too. It is now becoming a living document. Shelley was successful in applying for the grant that helped pay for \$10,000.00 of the study.

When are the AGM minutes available? They are available after they have been accepted at the next year AGM. Can the AGM minutes be made available prior to acceptance? No, they must be approved prior to releasing them.

Is there a requirement for an increase in financial hours necessary in order to be able to move forward with all the upcoming demands? It is something that the trustees will consider if necessary.

There are some upcoming capital expenses one of which will be the river intake. The river is changing course and levels are changing.

We are currently about half way financially to being able to address the river intake concern. Are we covering the deterioration of the wtp? This is where the Asset Management plan is required to be created and implemented. The Condition Assessment is the starting point to being able to create the Asset Management plan. The Asset Management Plan will provide the information for a long-term financial plan. This will

provide the information to assess where taxes need to be in the future and a scope of how we get there. A resident mentioned that they would like to be prepared for the future and contribute now rather than later. The entire board agrees with you on this matter.

How are the taxes set each year? Each year the need for Capital is reviewed. Corix provides their recommendations upon what they feel is required to improve the system. The board reviews these suggested items and decides on what is approved for the year based on a baseline of a 2% increase to taxes. This is discussed at meetings in the fall when the provisional budget is approved. The meeting is open to attend and if a resident would like the provisional budget, they can email the office. Our new website will also allow for subscribers to receive this type of information as well.

James called the meeting to recess for 2 minutes at 8:03pm so residents could stretch their legs.

James called the meeting back to order at 8:05pm.

### **REVENUE & EXPENDITURE:**

Financial report by Brent Ashby, KPMG.

Brent Ashby from KPMG presented the 2018 Audit findings and the 2018 Yearend Financial Reports. There have been some great finance questions that are being asked tonight. You can certainly see that there are some demands of capital moving forward. Secondly there was a comment about sewer and water, and it being run as one operation.

The general expenses were not allocated between sewer and water in the past. The demands for finances are changing. The system is requiring further detailed accounting. There is currently one part time person running the financial operations and it is becoming more in depth. The allocation of expenses will never be 100% perfect, but they will be very close. Upon discussion with management it was agreed that there will no longer be a general expense line. All general expenses (administration) will be allocated between water and sewer as there is not a specific revenue stream to allocate the expenses too. The majority of the general expenses will show as an 80/20 shared expenses.

The 2018 Year end Financial Report were received and filed.

Will the True report be an ongoing expense? The document will continually be added to as things change. It is becoming a Master Document for the district.

### **OPERATIONS FOR 2018**

Corix- An annual overview of operations was provided by Joe Matias from Corix Utilities. The report is attached with the 2019 AGM Minutes and was received and filed.

### **ELECTION:**

There is one Trustee seat up this year and is a three-year term.

There is one nominee for the available Trustee seat which is a three-year term. There is one nominee. The residents nominated Ben Pregent. Being that there is one nominee a vote was not necessary. Ben Pregent will fill the available Trustee seat as he won by

acclimation.

The Chair addressed the residents to ask for a motion to address the Trustee Honorarium for the year.

A resident would like to have an opportunity to discuss the honorarium. What is the amount of the honorarium? The honorarium is 1 single family water \$133.63, 1 irrigation \$35.73 and 1 sewer \$110.75 per quarter and the annual water tax is also part of the honorarium which is \$280.11.

So that works out to \$100 per meeting? Samila clarified that the board of trustees does not only meet for the trustee meetings. There is other business that they are involved with also such as meeting with the City of Kamloops, Cupe, IHA, Corix and dealing with emails daily.

A resident felt that it was a small price to have the trustees receive for the amount of effort and work that they put in for a volunteer basis.

**Motion to approve the trustee honorarium of 1 single family water use, 1 irrigation charge and 1 sewer charge per quarter and applicable water tax per year provided that each Trustee attends over 50% of meetings held throughout each year.**

**M/S- Glen/Olga**

**Carried**

**Motion to approve the Chair's Honorarium as double the trustee honorarium and an Annual Tax.**

**M/S- Bill/Dick**

**Carried**

### **ADJOURNMENT:**

The Chair James Kowalchuk called the meeting adjourned at 8:50pm.