

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING MINUTES (IN-CAMERA)  
May 5<sup>th</sup>, 2020 (Tuesday) at 4:00 p.m.**

**In Attendance: Russ Hay, Ben Pregent, Brian Samila, James Kowalchuk & Fe Villanueva.**

- 1) **CALL TO ORDER** – Meeting called to order at 4:02 p.m. by Ben Pregent.
  
- 2) **MINUTES**- (Trustees to read their own copy)  
**Motion to approve April 7, 2020 Minutes**  
**M/S- Hay/Samila**  
**Carried**
  
- 3) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
  - Huckleberry & IHA Formal Investigation – deferred to next meeting
  - Discussion on the next steps for the issue on fire hydrants  
James and Fe, as well as Russ, will check on someone from the City whom we can send the letter to raise the issue on fire hydrants' ownership and responsibility for maintenance. This matter is still in progress.
  - Commercial establishment water meter discussion  
Due to COVID-19, the trustees agreed to defer the commercial establishment water meter installation. The matter stays an unfinished business and will be revisited next spring, subject to COVID-19 condition.  
**Motion to approve late water meter installation for commercial establishments subject to COVID-19 condition.**  
**M/S- Pregent/Samila**  
**Carried**
  
- 4) **REVENUE & EXPENDITURE**

Motion to approve financials for

  - January 2020  
Compared to January 2019, revenue increased by \$4.5k which was mainly due to increase in tolls while expense net increase of \$7k was mainly due to increase in the capital expenditure (i.e. new billing system) offset against the overall decrease in other operational costs (i.e. chemicals, wages, etc). Cash increased by \$15k due to collections of \$57k and payments of \$42k, of which \$10k was paid to KLL for the septic field #2 work in December 2019.  
**Motion to approve the January 2020 financials.**  
**M/S- Hay/Samila**  
**Carried**
  - February 2020  
Revenue in February 2020 increased by \$6.2k mainly due to the increase in tolls and a further increase due to disconnection fees charged to residents for overdue bills during the period. Expense was increased by \$1.4k primarily due to the increase in capital expenditure (i.e. Siemens HMI) offset against the decrease in admin expenses. Cash increased by \$44k due to collections of \$116k and payments of \$72k which includes capital expenditure payments to TMoore of \$13k for the Siemens HMI and \$8.9k to MuniWare for the new billing system installation.  
**Motion to approve the February 2020 financials.**

**M/S- Kowalchuk/Samila**  
**Carried**

**5) NEW BUSINESS**

➤ **Sixth Assessment Bylaw 207**

Bylaw 207 repeals bylaw 200. Bylaw 207 includes the assessment roll for septic taxation. Section 4 groups 6 and 7 are maintained as two more residents are to complete their payments this year for the taxation on the water treatment plant. Read the first time. Reconsidered.

**Motion to adopt Bylaw no. 207.**

**M/S- Samila/Kowalchuk**

**Carried**

➤ **Septic Upgrade Taxation Bylaw 208**

The levies stated in Section 1 of Bylaw 208 are based on the revised cost estimate (after awarding the bid to KLL) of \$473,000 (from originally \$700,000) that RWWD is considering to borrow from the bank. Septic residents on single-dwelling properties will now be taxed \$405.69 annually as opposed to the previous amount of \$600. The cost is doubled for residents on multiple-dwelling properties, which is \$811.38 annually. An adjustment may be made to the resident's account once the actual cost of the project is obtained. Read the first time. Reconsidered.

**Motion to adopt bylaw no. 208.**

**M/S- Samila/Hay**

**Carried**

➤ **Update on the Septic Upgrade**

Sydney (TRUE Consulting) emailed earlier the proposed construction schedule which runs from the last week of May to sometime mid-August. A walkthrough will be conducted with the engineers and contractors before starting the project (pre-construction). The City will look after the traffic control service but could only be when the construction is crossing the road i.e. Field 2 and Field 5. A traffic control plan may be made available to the residents once the walkthrough or pre-construction meeting is done.

➤ **Update on new billing system**

The installation has been completed. Training is ongoing. We have been billed around \$25k for the software installation so far. No issues so far. We expect to get everything set up and ready before the billing schedule in July. Overall, there are two new main things: 1) RWWD can do eBilling now, and 2) the interest will now be systematically calculated daily on arrears and delinquent and will be calculated up to the payment date, as opposed to the previous monthly scheduled interest billing. An information letter on the new billing system and eBilling signup forms will be mailed out to the residents in preparation for the July billing.

➤ **Discussion on the calibration of lab instruments**

The annual calibration of lab instruments is a regulatory (public health) requirement.

**Move to approve the calibration of instruments this year and budget for it annually.**

**M/S- Pregent/Samila**

**Carried**

**6) ANY OTHER BUSINESS (AOB) – no other business.**

**7) ADJOURNMENT – Ben Pregent adjourned the meeting at 5:05 p.m.**