

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
August 19th, 2020 (Wednesday) at 2:00 p.m.**

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

- 1) **CALL TO ORDER** – Meeting called to order at 2 p.m. by James Kowalchuk.
- 2) **MINUTES** (*Trustees to read their own copy*)
Motion to approve May 5, 2020 Minutes
M/S- Pregent/Samila
Carried
- 3) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - **Huckleberry & IHA Formal Investigation**
Refer to the letter from Diana Tesic of IHA on April 7, 2020 regarding an investigation reported by AC Eagle Engineering Report about slope stability, which did not deal with pollution. There were also reports on “Source Water Assessment and Recommendation for the RWWD” and TRUE Engineering Report on “Infrastructure Condition Assessment for RWWD”. None of these reports addresses our concern which is to protect the water supply.
James to give Diana a phone call regarding matters such as what they (IHA) are going to do about contaminates that RWWD will come across in the future, updates to RWWD once the properties are sold and the next steps for RWWD. The trustees accepted the report pending phone conversation with IHA. A report on this conversation will be discussed in the next meeting.
 - **Discussion on the next steps for the issue on fire hydrants**
RWWD cannot do anything about this matter at this point. The City changed their bylaw on the fire hydrants, but they cannot force us to operate beyond our mandate which is to provide water and sewer services. Even if we hire a lawyer like we did before, we are using water funds; hence, we are doing something that we are not allowed to operate. We have 2 issues: one is that the fire department has not maintained the hydrants; another, is that RWWD reservoir does not have the sufficient volume of water for fire suppression. Ben suggested to write and address these issues to the Ministry or MLA (Peter Milobar). Trustees agreed to contact these authorities to get the conversation going.
- 4) **REVENUE & EXPENDITURE**
Motion to approve financials for
 - **March 2020** – March had a net deficit of \$1,271. Net results are lower by \$6.2k compared to February due to savings from lower septic expenses by \$3.6k (less pumping costs) offset by increase in project expenses of \$7.4k (Scada/PLC) and decrease in revenue of \$2.5k (Feb had Q1 penalty revenue, none in March).
Motion to approve the March 2020 financials.
M/S- Pregent/Samila
Carried
 - **April 2020** – April had a net deficit of \$6,942. Net results are lower by \$5.6k compared to March mainly due to savings from lower water expenses by \$1.3k (less Mike’s shift) offset by increase in admin expenses of \$1.4k (Trustee honorarium), increase in project expenses of \$1.2k (Billing & septic upgrade) and decrease in revenue of \$4k (March had \$4k capital charge from 4598 Spurraway subdivision).
Motion to approve the April 2020 financials.
M/S- Samila/Hay
Carried
 - **May 2020** – May had a net deficit of \$3,814. Net results increased by \$3.7k compared to April primarily due to savings from lower capital expenses by \$16k (April billing upgrade) offset by net increase in

admin and water expenses of \$10k (WTP & River intake labor, chemicals & utilities) and increase in septic expenses of \$2.6k (septic lawn maintenance and yard tank pumping).

Motion to approve the May 2020 financials.

M/S- Hay/Pregent

Carried

- June 2020 – June had a net deficit of \$279,390. Net results decreased by \$276k compared to May due to net increase in admin and water expenses of \$2k and higher capital spending mainly from septic upgrade project \$275k.

Motion to approve the June 2020 financials.

M/S- Pregent/Samila

Carried

- July 2020 – July had net income of \$293,974. Net results increased by \$573k compared to June due to net savings from increase in revenue of \$296k and savings from decrease in septic upgrade spending \$276k (June spending).

Motion to approve the July 2020 financials.

M/S- Hay/Pregent

Carried

5) **NEW BUSINESS**

- Annual Tax Sales Deferral Bylaw 209

Bylaw 209 to set out the deferral date of the annual tax sales for 2020 to September 21, 2021. A written notice will be sent within two weeks of the adoption of the bylaw 209. Bylaw 209 is in response to COVID-19 pandemic under the Emergency Program Act.

Motion to adopt Bylaw no. 209.

M/S- Pregent/Samila

Carried

- Update on the Septic Upgrade Project
 - Construction work – The major deficiencies included some bent piping in the construction process, new fields (8, 9, 10) were too rough for lawnmowing, and issues with connection to field 2. All deficiencies have been addressed. Shawn made sure they were rectified. Field 8 is functioning, but fields 9 & 10 have not been tested yet. Operators confirmed that everything is working right so far. We did not get any issues or complaints on the construction work reported by the residents.
 - Invoicing – 10% holdback is due on September 7th.
 - Final draw & loan finalization – KLL Invoice holdbacks have been considered, RWWD 5% contingency (\$22k) has also been factored in and TRUE Consulting additional invoice contingency. The RWWD 5% contingency will cover any unforeseen costs for required additional work in the process, eg. Operator's salaries, contractors, etc.

Motion to approve loan final draw of \$62,500.

M/S- Pregent/Samila

Carried

- Fencing to protect new fields – (bollards/fencing) for Septic Fields 7 & 1 protection
Fields 7, 8, 9, 10 have pipes on the ground. Suggest putting fence and gate to protect the infrastructure and prevent private vehicle access. We could use the \$22k contingency to protect the area. Immediate public access will have to be barred. We will approach some contractors and get quotes for fencing in the back and the front area.
- Basement suites – monitoring ads. Consider creating a bylaw for this
Some of the septic fields are surpassing daily allowable permit. Basement suites can increase the effluent levels. One way of knowing if there's basement is through advertising; however, it could still be difficult to track because the rental periods are not consistent. We will contact the City's department that deals with suites and see how we can approach this issue.

- Todd Moore WTP Lighting – There should be savings from this over time. Brian has similar lighting and it is proven to be reliable. Agreed to put lighting in the annual budget run.
- Todd Moore GFI protection – river intake – We are only allowed a certain amount of voltage to put in the river and our pumps certainly require higher than the allowable voltage, hence, posing an electrocution risk. This is a regulatory requirement. This is only for information and does not require approval from the trustees.

6) **ANY OTHER BUSINESS (AOB)** –

An inquiry was made by one of the residents on a feasibility of running an irrigation system through a property. This will require bigger lines and will require a water meter. RWWD can supply the water, the shortage can be coming from the reservoir. The capacity will have to be confirmed further with the operators. The trustees do not see any issues with new connections such as this.

7) **ADJOURNMENT** – adjourned the meeting at 3:53 p.m.

Administrator

Chair of Trustees