

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
June 11, 2025, 5:30 pm
RWWD office**

In attendance: Glen Desjardin, Ben Pregent, Brian Samila, Jamie Brown, Joe Matias and Heidi Hansen

1) CALL TO ORDER & INTRODUCTION called to order 5:30 pm

- 2) MINUTES** – (Trustees to read their own copy)
Approve Dec 11, 2024, Minutes

Motion

To approve Dec 11, 2024, minutes as presented

Moved: Ben Pregent

Second: Brian Samila

Carried

3) INTRODUCTION OF LATE ITEMS

4) PUBLIC FORUM

No Public attendees

- One inquiry/comment per resident
- Add information regarding the procedure for public comments at meetings to website and Newsletter

5) BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

- Septic Field flow totalizer meters- Capital project- Septic Field - In- progress update to be provided
 - 5 flow totalizers remaining to be installed in the next couple months.
- Fire Hydrant Flow testing- **Update**
 - Fire Hydrant Flow Testing completed.
- Watermain isolation valve exercise program
 - Will be completed annually and will begin shortly after staff holidays are completed in the summer .

6) CORRESPONDENCE

No correspondence

7) REPORTS/MAINTENANCE

- May Monthly report (attachment)
The Utility Manager presented the May monthly report-all monthly reports are posted on the website
Is it possible to utilize field 2 again?
The problem would be with the compromised percolation through the layers of soil beneath the discharge laterals, a camera would only show the discharge laterals just below the surface which would not be a feasible determination to recover Field 2.

REVENUE & FINANCE

- Current cash position (attachment)
- The current cash position was presented to the Trustees.
- 1st quarterly 2025 income statement(attachment)
- Ensure Septic expenses are allocated on IS.
- Cheque list (attachment)
- Was reviewed by Trustees.
- Update 2023 Audit
- 2023 Audit almost complete .
- Update 2024 Audit
- A portion of 2024 will be completed with the 2023 Audit and will be completed as soon as possible.
- AR listing (attachment)
- AR accounts will now be subject to late penalties.
- Website
- Continually updating the website, billing responsibility and billing information are more easily accessible and user friendly.
- Migration from mail
- Due to the instability of Canada Post and rising cost, RWWD will be migrating from mail.

8) NEW BUSINESS

- Re Development Approval Form (attachment)
- The current redevelopment approval template was reviewed.
- Trustees reviewed the approved property redevelopments
- Current redevelopment approvals were presented.
- Application for works on private property in reference to Bylaw #195 draft for review(attachment)
- Create bylaw for filling pools

- Newsletter and website notification to support application for works on private property(attachment)

- Purchase critical spare AC transfer pump for the Water Plant (Quote to be provided) **Motion**

To approve the purchase of a critical spare AC transfer pump not exceeding \$ 25,000. Any cost overrun must be approved by the Trustee prior to purchases.

Moved: Ben Pregent

Second: Jamie Brown

Carried

- Sandwich board signs for invoicing-**Update**
- Sandwich boards have been produced to put on display for residents, to make them aware billing has been sent out.
- They will be displayed after the invoices have been received.

Late Item- Hydrant Maintenance Course

RWWD has been approached by Cloudburst water who are offering a fire hydrant maintenance course. The course will be performed on site, and the operators will receive a certificate upon completion.

Cost approximately \$1700.00

Agreed to proceed.

ADJOURNMENT 6:37