

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
February 28, 2018**

In attendance: Glen Desjardine, Dick Bartell, Ben Pregent, Brian Samila, Shelley Mathes, Tyrone McCabe

- 1) **CALL TO ORDER**- Meeting called to order at 7:03pm by Glen.
- 2) **MINUTES**-
Motion to approve November 29, 2017
Motion to accept the Minutes from November 29, 2017 as presented.
M/S-Samila/Pregent
Carried
- 3) **RESIDENT FORUM**- 3 Resident in attendance. Interested in the Huckleberry Place lots that there is currently discussion happening about within the community.
- 4) **INTRODUCTION OF LATE ITEMS**- AGM Date confirmation April 25, 2018. Dick Bartell has confirmed that he will not be running again this year as his term is completed. There will be one open seat available.
- 5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Rae Mor Agreement-Stat Right Away
Administrator has heard back from Dave Freeman. He will be meeting with Jeff Putnam and Greg Whitman to discuss the SRW's. It will then be brought forth to council and RWWD will be informed of what the City is willing to do.
 - Grant Application- The draft has been submitted for the infrastructure condition assessment for the Board of Trustees and Corix to review. Tyrone would like to see the assessment of the septic fields redone on field 2 in the spring to see if there is any positive outcome of how the field was treated with hydrogen peroxide in the winter.
- 6) **CORRESPONDENCE** – Email from Dave Freeman regarding the Huckleberry Place lots was received. Email was read to the board of trustees and will be filed with the minutes. The Administrator emailed Dave Freeman, Jen Fretz, Mark Bepple and Marvin Kwiatkowski and the IHA representative about the concern that RWWD has pertaining to the sale of the Huckleberry Place lots. RWWD has made it clear that they are concerned about the safety of our water source, lack of land for expansion of a new river intake, potential effluent leaking into our water source. The email was acknowledged and it was clarified that each lot that is placed for sale will require their own septic storage system. The City is open to discuss the potential of expansion on the river intake and the land that will be required.
- 7) **REPORTS/MAINTENANCE**-
One of the river pumps is acting up. Pump is frozen in the intake tubes and we are currently trying to thaw it out. They currently can't access the screen because of risk of slipping and falling down the river bank. The operators got another heater to attempt the job but it didn't work. The idea was to run the heater 24/7 but the machine shut off during the night and it continued to kick out. The heater was returned and the operators will attempt to resolve the issue again in the coming week. We currently have one pump running. The freezing of a river pump has been a yearly occurrence and will likely continue with the decrease in water levels each year. WCB came by and did an inspection. They are currently focusing on confined spaces this year. RWWD received one deficiency which was completing an annual rescue drill. Tyrone will be ensuring that the operators have one conducted. WCB also wanted to have a different retrieval harness. One that is more suitable for the confined space location with the WTP. The hydrogen peroxide seems to be working on the septic field. It didn't completely rejuvenate the field to be brand new but it does seem to be aiding in the condition of the fields.
A further Maintenance report will be provided by Tyrone and will be filed with the minutes.
- 8) **REVENUE & EXPENDITURE**
 - November
Motion to accept November 2017 Financial Statements as presented.

M/S- Samila/Bartell

Carried

➤ December

Motion to accept December 2017 Income Statement, and Check Registry as presented. December Financials will change slightly once the yearend adjustments have been applied.

M/S-Pregent/Samila

Carried

➤ January 2018 Financials

Motion to accept the January Financial Statements as presented.

M/S-Pregent/Bartell

Carried

9) NEW BUSINESS

➤ Bylaw Tax 190 2018- The 2018 Taxation Bylaw will indicate a 6% increase on annual tax. This amount to \$6.30 per resident each year.

Motion to give the first reading of Bylaw 190-

M/S- Bartell/Pregent

Carried

Motion to accept and pass Bylaw 190 Taxation for 2018

M/S-Pregent/Bartell

Carried

➤ City Lots on Huckleberry- There is a lot of discussion within the community about the potential sale of the Huckleberry Lots in Rayleigh. RWWD is aware of this and IHA, the City of Kamloops has been contacted to express RWWD'S concerns surrounding the development of these lots. At this time, RWWD has informed the City of Kamloops, and IHA of the concern for contamination to our water source, lack of land to build a new river intake and the potential of effluent reaching the North Thompson water source. The RWWD engineers have been contacted and it was confirmed that RWWD will not be able to provide flow that will meet the City of Kamloops requirements for fire protection. Future buildings would require an internal fire suppression system built within the home. RWWD will not have any of the final say of whether the land is sold or not as we can only inform the City of Kamloops if RWWD can provide water to those lots. The administrator has been informed that meetings pertaining to the Huckleberry lots will be in closed meetings. Pregent informed residents in attendance that if they have questions or concerns regarding these lots they will need to contact the city of Kamloops and have their item of discussion added to the upcoming agenda with council. The city of Kamloops will then be required to provide information to the residents and answer their questions. These lots are smaller lots that what the city requires for people to be able to build. This is going to open a can of worms because other residents have been told by the city that they can only subdivide their property to .5 of an acre. The lots on Huckleberry Place are smaller than that so how can the City sell them off smaller than what they would allow residents to subdivide by? That is a question for the City of Kamloops to answer. Right now the only thing that RWWD can do is inform the City of our concerns and answer questions pertaining to whether the district can provide water. Administrator mentioned that a certain percentage of the sales that the City of Kamloops makes on the land should be allocated to future infrastructure of the RWWD system.

➤ Hydrant Agreement- The hydrant agreement is due to expire March 1st of this year. It has been in effect for ten years and came about when RWWD needed a small parcel of land when the WTP was built in order to offset the building from the property line. Currently there is a concern about the city classifying the hydrants as "private" when they are located on "public" land and the city providing fire protection to the residents. Kevin Hall has informed RWWD that they do not want to provide flow testing any longer for the hydrants. The residents of Rayleigh pay for fire protection on their property taxes like everyone else within the city. It is not a bad position to be in if RWWD has to have the responsibility of maintaining the hydrants but the City of Kamloops will be required to pay for a "water access fee". This fee should include the cost of maintenance on the hydrants, annual flow testing by a contractor or in house operators, bi annual tear down of ½ of the hydrants, parts and materials, cost of permit when

the City of Kamloops requires access to a hydrant in a non-emergency situation. This way RWWD will be notified prior to the use of the hydrants and the operators will be able to ensure that the hydrant used is left in operational condition. The trustees currently do not want the responsibility of the hydrants. We are within the city of Kamloops boundaries, the city of Kamloops provides fire protection, the hydrants are located on the boulevard and the residents of Rayleigh already pay for the service of hydrants and fire protection through their property taxes. The trustees mentioned that they would like to confirm with legal counsel pertaining the hydrants.

➤ Rae Mor Park Agreement- In 2017 the Rae Mor Park agreement was rolled over for one year. It is now up for renewal. Jeff Putnam was informed that RWWD would be in agreement to rolling it for one year but that in 2018 the increase would reflect that of what the increase was for the residents and it would be applied in the renewal of the agreement. In 2017 the water increase was 5% and in 2018 the water increase is 2%, therefore in 2018 the increase of the annual rate for a maximum consumption of 8500m³ will be at an 8% increase and will reflect what is budgeted for in the upcoming 2019 year. Tipping fees will also be increased. The contract will remain for two years again. The administrator will provide correspondence to the city of Kamloops outlining the requirements of the new agreement.

➤ Ford Truck- Truck still has not been sold. It's in high demand if the head bolts were done. Because they aren't done nobody is interested. It's going to cost \$6000.00 to repair those. Tyrone suggested keeping the truck and having it around for a spare to run around Rayleigh with. The new truck can be used to go to town etc. Samila mentioned that there are a few people that are interested and that they will be contacting him within a week or two.

➤ Lawn care maintenance- The 2018 year lawn maintenance will be done by a newly hired laborer. The operators have a lot of tasks that need to be completed such as working valves. There is enough work to keep the part time operator busy doing direct work related to the system without having the operator mow the lawns. The board of trustees all agreed that a job posting will be placed in the upcoming newsletter to inform residents of the job position availability.

10) ADJOURNMENT

➤ **Motion to adjourn the meeting**

M/S- Bartell/Samila

Carried

Meeting adjourned at 8:29pm.