

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
March 16, 2016**

In Attendance: Glen Desjardine, Dick Bartell, James Kowalchuk, Ben Pergent, Shelley Mathes, Paul Barlow

1) **CALL TO ORDER**: Desjardine called the meeting to order at 7:04pm

2) **MINUTES**- (Trustees' to read their own copy)

Motion to approve January 20, 2016 Minutes as presented.

M/S- Pergent/Bartell

Carried

Motion to approve January 20, 2016 Septic Informational Meeting Minutes

M/S-Kowalchuk/Pergent

Carried

3) **RESIDENT FORUM** 8 residents in attendance.

Residents have heard rumors of the RWWD going to the City of Kamloops. That was brought up at the septic meeting. Currently there is no intention of RWWD turning over to the City of Kamloops. The septic meeting had a discussion surrounding the city taking RWWD over due to a financial concern of what it's going to cost to replace the fields. Currently right now we aren't even sure if the City of Kamloops would be interested. The intent of the septic meeting was an informal meeting. We are going to have a study done to assess the system as a whole to try and see where we are at regarding RWWD's infrastructure including the septic fields.

The septic meeting touched upon the septic fields but are there any concerns for other infrastructure? The infrastructure is aging and we are currently trying to get ahead to better be able to deal with tackling some of the needed capital projects. We are applying for grants to help with the cost in having an assessment of the system. Does the province have input in putting a sewer system in because the province made it necessary in another community because of health risks? We have not had any word from IHA currently that there is a concern of health risks.

Do all the fields have the ability to switch back and forth? Yes.

Because we are part of the municipality we can apply for grants through the city and we are currently working with the city to apply for a grant this year. In order to apply for future grants the initial assessment of the system needs to be completed.

A resident informed the board that she has seen on social media and heard in the local bar from a staff member that the RWWD should be turned over to the City. Is that going to happen? I'm opposed to joining the city. I like that we own our system and that we have some say in where our money goes. I don't feel that it is beneficial to join the city. It would be a referendum; however, the board right now is to act in the RWWD best interest. We are still meeting our payments that are required and things are continuing to move forward.

Is there other infrastructure that is going to need replacing?

The reservoir is undersized and aging. Part of this assessment will help clarify what financial needs will be required for the future of RWWD.

Isn't it a good idea to replace the infrastructure if the city is digging up the roads? The city ended up doing mill and fill and this ends up having very little impact on our infrastructure. The city informs us if they are going to work on the roads and to see if we can or will replace infrastructure at the time they do work. The infrastructure is old and has had silty water going prior to the treatment plant.

The initial cost would be burdened upon the residents to join with the city. RWWD does have assets but it also has aging infrastructure to take on.

A resident asked the city if it was in their ten year plan to bring city sewer out to Rayleigh and they stated that it wasn't. We are long term residents here and we don't want to see it change.

It is the last year for the WTP levy and so we are now trying to pay in advance for future projects.

What is the opinion for water meters? That would be something that goes back to the ombudsman, the City of Kamloops received funds from a gas tax grant for the city water meters but RWWD although included in the pop. Calculation didn't receive any of the funds. A resident stated she does not want them. She feels that educating residents is a better approach. The City now is finding that because residents are using less water because the meters have cost so much that revenue is down so they now need to increase the rates to get the revenue back. Unless the residents are wanting water meters the board is currently not looking at implementing them.

4) **INTRODUCTION OF LATE ITEMS-** Nothing to report.

5) **SUB COMMITTEE REPORT-** Barry has contacted the office to inform the administrator that the ombudsman has now contacted him. There has been a transition of directors and the previous director didn't want to get involved in two bodies of government having conflict. The new director may have a different opinion. The fellow dealing with the complaint stated that it is obvious that RWWD doesn't have anywhere else to turn. He will be contacting Barry on Friday to hopefully further discuss the complaint.

6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

- Policy Document- In Progress, it was sent out for the board to review. We should invite the employees to participate in it and see if they would like to see anything else to be added.
- Emergency Shut Down Sheets- They are outdated and need to be updated. The emergency shut down sheets should go to Paul to update. It is currently not up to date. The operators should be involved in ensuring that it is accurate and up to date. Desjardine asked Paul to update it and complete it.

7) **CORRESPONDENCE** – Nothing to report.

8) **REPORTS**

9) Maintenance Report- The bolts on the lid to close the hatch, is it something that can be welded? The bolts are on train 1.

How many confined space qualified people do we have? Four. The issue is having enough qualified people at one time to do the job. Do all areas where there is confined space require everyone? Some need two some need three. Train 2 hasn't been worked on for six weeks.

What is the plan for train 2? Paul stated that it is in the trustee hands now. You have changed my job now so I don't do hands on right now.

Is there a contractor that we can hire to come in and do it?

Why hire contractors when we have in house to do it?

Until the CUPE agreement is all settled we can get contractors in and just get it completed. LRB says anything over 40 hours of regular is then overtime. We would like the employees to come in and work the overtime. Then the board would have to amend the previous agreement. The only agreement that changed was the wage averaging agreement. Any other agreements continue with employees. It was Glen's understanding that employees would be paid at their "blended rate" of overtime if they came in for work on a day off.

A resident asked if the employees are union or have a collective agreement. This was a worker agreement between the trustees and employees.

Paul stated that the staff won't come in for any extras shift. There is only one other person he could call for the third required person and that would be Keith and he would likely not be available.

Desjardine would like Paul to ask the employees to come in for overtime prior to a contractor being brought in.

Minor blockage at the sewer: Insulation foam was pulled out but it was too big to flush down the toilette so it likely came from the when they punched a hole in the ac pipe and then sealed it with spray foam. You mentioned resurfacing is needed? Yes, there is a product that can be rolled on but it would have to be cleaned out and dried prior to application.

There is a lot of running and sinking in front of Helmken and the corner of Helmken and Aspen Park. They have had a look at it and it doesn't appear to be a leak.

- Safety Meeting Minutes- WCB still requires that there be an action plan with dates of completion put in place in order to meet standards. What have you been scheduling for safety minutes? They are being held monthly. I did have a contractor to look at the awnings so that needs to get completed. It will be for the office and the WTP entrance. The ladder at the reservoir is to go down into the valve chamber. It needs to be replaced. It

will be around 14' high. Will it require a fall cage? Paul states that he would have to look into that. Bartell asks administrator to contact WCB to see if one will be required. Is the use of ladders discussed in the safety meetings? Yes.

Is the river bank now unmanageable? It becomes slippery in the winter so there is a need to try and figure out a way to access it safely. Is an improvement for this in the planning process currently? Yes.

The truck was taken in yesterday. He felt that the universal was fine and did a replacement hub. It still won't currently unlock. I will take it in to another place and possibly have the universal replaced. It appears that it has been in an accident so things are not lining up. Who can do the axle movement if need be? A body shop may be able to straighten the frame. The first thing to do would be change the universals and see if that works. Four wheel drive isn't needed right now but it should still be done. Desjardine would like Paul to do some research to see what needs to be done and provide a quote and then make a decision from there.

10) REVENUE & EXPENDITURE

- Motion to approve January Income Statement as presented.

M/S- Bartell/Pergent

Carried

Motion to approve February Income Statement as presented.

M/S- Pergent/Bartell

Carried

- **A/R-** The receivables are currently at \$90,526.44. Utilities are \$31,999.17 and Taxes are \$58,527.27. Overdue letters will be getting sent out shortly.

11) NEW BUSINESS

- Sub Committee- Are we entertaining a subcommittee? Pergent thinks that we should wait to make a decision until after the study is completed. All trustees agree.
- Cell Phone Coverage/Call Centre-Currently RWWD pays for a call out center. Within the monthly package that is being paid for there are 50 calls per month. If calls go over it is .75 per call. Could the auto-dialer be programmed to the call center instead of employees having to carry the cell phone? Who would the call go to then? Employee would still have to carry a phone. The call could go to the manager, the manager could then decide if an employee is needed to come for extra work. Paul stated "that isn't going to happen". It's like paying for the same service twice. For now the cell phones will continue as is.
- Infrastructure Planning Grant Application- Administrator has been in contact with the City of Kamloops and had the go ahead to complete an application. TRU engineering has been contacted to ask for a quote regarding the cost for the assessment of the system to be completed. They also are experienced with the grant application process and suggested that they could do the grant application for us. The office is still waiting to hear back from TRU engineering for further information and will forward it on to trustees when she does receive it.
- Eyewash Station-Currently the administrator is waiting to hear back from WCB to see if a plumbed in eyewash station is required or just the portable ones and then a retro fit one on the faucet. The shower needs to be available for employees to be able to use in case of emergency.
- KPMG Financial Review meeting date April 13th Brent will be here to present the year end financials. Administrator will send out an email to confirm the date with everyone.
- AGM April 27th, 2016- Our Annual General Meeting is scheduled for April 27th and the room is available. Notices will go out in the paper.

12) ADJOURNMENT-

Motion to adjourn the meeting

M/S- Kowalchuk/Bartell

Carried

Meeting adjourned at 8:40pm

