

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
June 28, 2017**

In attendance: Glen Desjardine, Dick Bartell, Brian Samila, Shelley Mathes

1) **CALL TO ORDER**- Meeting called to order at 7:08pm

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

Motion to approve April 19, 2017 Minutes

M/S-Dick Bartell/Brian Samila

Carried

3) **RESIDENT FORUM**- Three residents in attendance.

Employees unionized. Collective agreement went to mediation. This was suggested by the Board of Trustees in order to complete the collective agreement in a timely manner.

Taxation money is there to create a reserve for capital projects. What are the upcoming capital projects and what are expenses related to those projects? Currently the RWWD is undergoing a condition assessment study which will evaluate the infrastructure. The taxation is an ongoing bill that will always be getting put towards capital projects. How do you come up with the taxation amount? We need to be able to ensure that we are ahead of the game for what is up and coming. We know our infrastructure is aging and we need to make sure that there are reserves available to address infrastructure concerns.

Was there man hour reduction when Corix came in? Yes there has been a huge reduction in manning. We currently as of May have saved roughly \$25,000.00 in labor costs. The plant has now become more automated. It is beginning to run at its potential. The technology was there but it was not being utilized. There are further upgrades to come but it will be done over time.

Does the board have a good relation with the city? I think we do. Shelley has a good relation with Jen Fretz and Glen has good relations with some employees of the city. It is a relationship that has been improving over time.

From the AGM I recognized that cash flow is looking more positive. What happens to those funds? Are they invested? The funds go into GIC's. That's the only thing that RWWD can invest in is GIC's. Ministry governs where improvement districts can invest their monies.

In the 90's a resident had approached the city for sewer. At that time Rayleigh was polluting the river with waste water. As a resident he approached the board but didn't get too far with the board at that time. At that time the number presented to the city was 700 connections in order for the city to provide the cost per resident. The city spent the engineering money because there was access to a grant. If the residents of Rayleigh are interested in having the City of Kamloops bring sewer out then it is their decision. It is something that RWWD can look into but we are only responsible for those on communal septic. Back then there was going to be three lift pumps put in and have it tie into the Westside and flush through the City sewer system.

Right now RWWD represents water to all residents and septic to a portion of residents. As Trustees we are on the board to represent RWWD. It's difficult because the majority of residents are on private septic. There is also the possibility of the City saying that they won't be able to take on the extra sewer connections.

Have there been any official discussions with the City pertaining to City bringing out sewer? Nothing as of yet, however, it is something that we can discuss and see where the City is currently at.

There is extra irrigation for larger lots are there extra charge for pools? Pools don't tend to use a lot of water. It is something that RWWD can talk to a pool company about to see how much water is actually used.

4) **INTRODUCTION OF LATE ITEMS** – Water Restriction Enforcement- Residents are watering during off hours. Operators will now be doing generic notices to inform residents of watering infractions. Residents will receive two notifications and on the third offense water will be turned off and a turn on/off charge will be applied to the account as per what the bylaw states. Operators will be responsible for this. Door knocker notices will be provided to the operators.

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

➤ Rae Mor Agreement - Stat Right Away- Dick hasn't heard too much more from Dave. Dick will send him another email to try and get things moving.

➤ Grant Application- In progress- They are about half way through the assessment.

6) **CORRESPONDENCE** – N/A

7) **REPORTS/MAINTENANCE**-

Provided maintenance report via email. Will be included and filed with the minutes.

8) **REVENUE & EXPENDITURE**

➤ March, April, May Financial Reports

Motion to accept the March Financials as reported

M/S- Bartell/Samila

Carried

Motion to accept the April Financials as reported

M/S-Samila/Bartell

Carried

Motion to accept the May Financials as reported

M/S-Samila/Bartell

Carried

9) **NEW BUSINESS**

➤ Tax Sales- Oct.17/2017

➤ Water Turn Offs- Some residents have been turned off. Shawn contacted Glen about a resident being upset that the water was turned off. The administrator sends a letter out 45 days in advance giving a date in which the resident is required to contact the office by. If no contact has been made then a notice is placed on the resident's door and water is turned off. Tyronne, Shelley and Glen will have a further discussion about this to try and come up with a policy surrounding it.

➤ Water Connection on Devick Road- The Devick property had a previous agreement for three water connections to be included in exchange for the land for the reservoir. The agreement for the connections was not registered on land titles so the agreement does not carry forward to any new owners. The third connection is not able to be found. Do we charge for a connection fee? The connection has been installed.

Bob is willing to maintain the road going up to the reservoir so the board agrees that the connection fee should be waved. Administrator will inform Bob of the board decision.

➤ Ford Truck is currently listed at \$6000.00. There have not been any inquiries. Have Shawn provide an email that clarifies what was actually failing on the truck. Have the truck brought into a shop to get an estimate on what the cost would be to get the truck running again to be able to sell.

10) **ADJOURNMENT**

Motion to adjourn meeting at 8:25pm

M/S-Samila/Bartell

Carried