

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING AGENDA
November 29, 2017**

In Attendance: Russ Hay, Dick Bartell, Ben Pergent, Brian Samila, Joe Matias

- 1) **CALL TO ORDER:** Dick Bartell called meeting called to order at 7:01pm.
- 2) **MINUTES-**
 - **Motion to approve September 13, 2017**
M/S-Ben Pergent/Brian Samila
Carried
- 3) **RESIDENT FORUM-** One resident in attendance. A resident that is in the composting business that lives in Rayleigh is proposing to have various composting stations throughout Rayleigh. He has already proposed the idea to a couple of city councilors. He would like to have something typed into the RWWD newsletter to inform residents. Trustees agree that we could include a write up about it in the newsletter that will be going out in January.
- 4) **INTRODUCTION OF LATE ITEMS-** No Items
- 5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - **Rae Mor Agreement-Stat Right Away-** An email went to Jeff Putnam to ask for help in moving forward with ensuring that the stat right away are applied to land title where the city owns the property that the septic fields are on. Administrator will also send another email to Jen Fretz to help getting this moving as well.
 - **Grant Application-** In progress. A draft was created and there were a few items that needed to be addressed. Terry Underwood also requested some additional items be reviewed. Hopefully it will be completed soon and we will be able to address the concern with septic fields.
- 6) **CORRESPONDENCE** – Nothing to report.
- 7) **REPORTS/MAINTENANCE-** Corix- They are proposing that a \$22,000 upgrade be done to the septic fields. Daily rounds currently are \$7000.00 for the year. This would eliminate the operators from doing daily rounds. They would likely still have to do weekly checks on the systems but if any alarms went off they would be notified at the plant rather than the operators having to drive around to physically check the system. So it would take roughly four years to pay off this particular investment through septic. There is a field that currently has a bit of a slope so it is overloading the field beside it even though the valve is tampered back. The operators right now are using H2O2 on the fields to help break down material in the laterals to see if that helps with the fields. This would likely be an ongoing maintenance for the fields and operators will have to manually add this to the fields. Brian states that it really isn't a labor savings because the expense is there for the operators regardless, it is just being allocated somewhere else. There currently isn't funds in septic to pay for the \$22,000.00 expense as it shows septic in deficit. Tolls have to be significantly raised in order to just pay for operational expenditures.

The winter river intake east and west tubes are ready as of September 20th. Heat tapes are up and going. The summer intake has been cleaned. Strainer building has had a fan installed. Sprinklers have been turned off and lines have been blown. WTP, sprinkler lines are complete. Sludge tanks have recently been cleaned out. This year they used three trucks to speed up the process. They now have a sludge judge so they can monitor and stay on top of when they clean it out. Fire Hydrant by Petro Canada has been fixed. They replaced the valve stem and bottom on the hydrant. The hour meters weren't working so it needs to be replaced. Railing has been order and is scheduled to be installed early December so the mezzanine will meet safety regulations. Maintenance is needed to be done on the sheaves and cable. It's not something that you want to be down on maintenance with. Sheaves and cable are to be ordered and installed as soon as possible. Some of the manholes need to be replaced. One has currently been replaced and would like to replace another two lids. There are posts that have been order to install into the some of the septic fields so that they can try to protect some of the hatches. Russ suggests putting up a swing gate so that people aren't driving over the fields and doing damage to the infrastructure. The operators still need a tie off point to ensure WCB regulations are met.
- 8) **REVENUE & EXPENDITURE**
 - August, September & October Financials

- **Motion to accept August Financials as presented**
M/S-Ben Pregent/Russ Hay
Carried
- **Motion to accept September Financials as presented**
M/S-Brian Samila/Russ Hay
Carried
- **Motion to accept October Financials as presented**
M/S-Ben Pregent/Brian Samila
Carried

9) NEW BUSINESS

- Capital Development Charge Bylaw/Subdivision (supply of water) - The board would like to keep the capital development bylaw charge to be the same. There are upcoming expenses in the future that RWWD will have to face and the funds will be required. As per subdividing the administrator will contact True Engineering to confirm that the system can have two more connections added and inform the City of Kamloops with the results.
- Hydrant Agreement – The board thinks that RWWD shouldn't enter into another hydrant agreement. There will be a meeting scheduled in January. The agreement came to be because of a sliver of land that was required when the wtp was built. All trustee members present agree that they do not want to enter into another agreement with the city pertaining the hydrants. It is the cities infrastructure and RWWD does not want the responsibility or expenses that go along with them. The administrator will inform trustees of a meeting in the New Year.
- Ford Truck- if the current person that is interested then email the trustees otherwise the price will drop \$1000.00
- Water Rates for 2018/Budget- Water will receive a 2% increase. Sewer will receive a 15% increase.
- **Motion to read bylaw 188**
M/S- Brian Samila/Russ Hay
- **Motion to accept bylaw 188**
M/S-Pergent/Hay
Carried
- **Motion to read bylaw 189**
M/S- Hay/Samila
Carried
- **Motion to accept bylaw 189**
M/S-Samila/Pergent
Carried
- **Motion to above the 2018 provisional budget**
M/S-Hay/Samila
Carried

10) ADJOURNMENT

- **Motion to adjourn meeting at 10:05pm**
M/S-Pergent/Samila
Carried