

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING MINUTES  
DECEMBER 14, 2016**

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

- 1) **CALL TO ORDER:** Desjardine called meeting called to order at 7:10pm
- 2) **MINUTES-**  
Motion to approve November 2, 2016 Minutes  
**Motion to accept the November 2, 2016 minutes**  
**M/S-Bartell/ Samila**  
**Carried**
- 3) **RESIDENT FORUM:** None in attendance
- 4) **INTRODUCTION OF LATE ITEMS:**
  - Leak at the end of Chetwynd and Cammeray. There is an excavator on site and will be repairing. There was another leak on the corner of Puett Ranch. The leak was on the residents' side and has been repaired.
  - Administrator suggests moving some funds to reserve accounts.  
**Motion to reallocated funds of \$10,560.00 to sewer, \$85,440.00 to water, and \$54,036.56 to Water Tax**  
**M/S-Bartell/Samila**  
**Carried**
- 5) **SUB COMMITTEE REPORT** Nothing to report
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
  - Policy Document- In Progress
  - Emergency Shut down Sheets- No update as of yet
  - Rae Mor Agreement-Stat Right Away- Admin to contact Bartell if gets nowhere with
  - Excavator-  
**Motion to have the John Deere Excavator \$47,000.00 & Trailer \$7,000.00 listed with asking price of \$54,000.00 on Craigslist and Kijiji. No offers below \$50000.00 will be accepted**  
**M/S-Hay/Bartell**  
**Carried**
  - Grant Application- True engineering has been contacted and study will commence in the spring. At that time they will complete the assessment on infrastructure. Something that always comes up is the reservoir. Building a new reservoir isn't going to save on labor costs because with technology they can monitor and observe things from a smart phone, however, the life of the reservoir is at its life expectancy and there is concern of fire protection. Communication with the City of Kamloops needs to be clear that future development on Devick road should not be approved any further because of the pressure concerns and supply and demand concerns. True Engineering will be able to tell us some information when they do their study on the system.
- 7) **CORRESPONDENCE-** Cupe agreement was emailed.
- 8) **REPORTS/MAINTENANCE-** Glen spoke with Tyrone, Nothing pressing at the moment. River intake has been blown out, sand removed and pieces of the tube are being put back together to drop the pump back in. The pump and motor have been lifted out and are off to be rebuilt. Everything went smoothly with the removal. The motor will be covered by insurance but the pump while the motor is down only makes sense to rebuild at the same time. A maintenance report will be emailed shortly and will be attached to the minutes.
- 9) **REVENUE & EXPENDITURE-**
  - October & November financials reports
  - **Motion to accept and pass the October Financial Reports as reported.**  
**M/S-Samila/Bartell**  
**Carried**

- **Motion to accept and pass the November Financial Reports as reported.**

**M/S-Bartell/Samila**

**Carried**

## **10) NEW BUSINESS**

- 2017 Provisional Budget-

**Motion to accept the amended 2017 Provisional Budget so long as the increases for septic is 5% for all upcoming years.**

**M/S-Samila/Bartell**

**Carried**

- 2017 Water Bylaw with a 5% increase to tolls

**Motion to read Bylaw 185**

**M/S-Bartell/Hay**

**Carried**

**Motion to accept Bylaw 185**

**M/S-Bartell/Samila**

**Carried**

- 2017 Sewer Bylaw with a 5% increase to tolls

**Motion to read Bylaw 186**

**M/S-Samila/Bartell**

**Carried**

**Motion to accept Bylaw 186**

**M/S-Samila/Bartell**

**Carried**

- 2017 Capital Projects-Capital Projects will be placed on hold until True Engineering completes the assessment. Administrator suggested having a specific meeting to discuss capital projects just prior to the summer.

- Billing software- Did an online demonstration of Vadim. It appears to be a great program; however, I am not convinced on the financial component of the program is necessary. The utility billing component is exactly what we need. Eliminating the financial software will bring the cost down. The cost for software without the financial component is roughly \$28,000.00. Item will be deferred for now.

- Damage from Power Surge/Motor/Pump-Pulled out on Dec. 6<sup>th</sup>. Kamloops Electric will send an analysis to the insurance adjuster. Hopefully we will hear from the adjuster shortly. Pump has been sent to Mearls.

- Employee Light Duties Policy- A light duty policy needs to be created for those that may become injured. RWWD thinks it is best to have the employee come back to work on light duty as soon as possible.

- Door Awnings- Scheduled to be installed Dec. 19<sup>th</sup>.

- Snow Removal- The snow plow that was purchased does pick up rocks and needs to be adjusted about 1" high so that it doesn't pick up rocks. There is a resident that is allowing RWWD to use a skid steer to move snow out of the way at the river. Brian and Glen will use the skid steer when it is needed. Bob mentioned that he would be able to plow the road up to reservoir. If he would like to have payment then RWWD is willing to pay him for the service.

- Devick Road- If there is interest of having a hydrant over where the houses are on Devick then the cost will be burdened by those that are building. No further development to happen on Devick Road.

- **Motion to give Gift Cards will be given to each employee for Charlene, Shawn, Shelley and Mike in the amount of \$75.00.**

**M/S-Bartell/Samila**

**Carried**

11) **ADJOURNMENT**

**Motion to adjourn the meeting at 9:56pm**

**M/S-Bartell/Samila**

**Carried**