

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING MINUTES  
September 12, 2018**

**In Attendance: James Kowalchuk, Glen Desjardine, Brian Samila, Russ Hay, Joe Matais, Shawn, Shelley**

- 1) **CALL TO ORDER** Meeting was called to order at 7:05pm
- 2) **MINUTES**- (Trustees' to read their own copy)  
Motion to approve April 26, 2018  
**M/S-Desjardine/Samila**  
**Carried**
- 3) **RESIDENT FORUM**- 9 Residents present at the meeting. Which roads are to be paved by the City of Kamloops? Pump Track had the Grand opening on the weekend. Merrick and Owen would like to ask for assistance in getting water to the pump track because it maintains the track. The water helps to pack the track to help keep its shape. Could it be as simple as having an attached to hose? Who will be maintaining the track? The kids around Rayleigh are maintaining the track. The city currently checks the pump track. If the city is looking at revamping the pump track then they will likely look after it as well. It is worth having a conversation with the City about. We do not currently do infrastructure in the City of Kamloops Parks. We are happy to supply the water but the City will have to provide the infrastructure.
- 4) **INTRODUCTION OF LATE ITEMS**-Nothing to report
- 5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
  - Rae Mor Agreement-Stat Right Away-in progress with city. The septic right away are in process. I will have to go through historical documents regarding the fields and provide information around them in order to have the stat right away finalized. Discussions will be held there-after.
  - Condition Assessment- Finalized. Just waiting for the final copy from TRUE Consulting
  - Hydrant Agreement/Rae Mor Agreement-Greg contacted the office and recognized that RWWD hired a lawyer and there were some significant changes made to wording. As we have now consulted a lawyer they want their lawyers to read over the agreements for both the Hydrants and Rae Mor Park.
- 6) **CORRESPONDENCE** –
- 7) **REPORTS/MAINTENANCE**- Corix- Sean is the Operations Manager of BC. He has Level 4 Distribution, Level 3 Water Treatment & Level 1 in Collection. He previously did the position prior to Tyrone. When Tyrone left they asked Sean to come back and fill the role. Joe continues to be the liaison for Corix and is the one who is generally onsite and communicating with staff. Joe has been in the industry for about 22 years and with Corix for 2 years. He oversees the operations, consulting, mentoring etc.  
Joe has been working at getting familiar with the annual budget for capital expenditures etc. The facility continues to become further automated. They provide recommendations for improvements and further automation etc. Further automation of the plant allows the operators to focus their time in other areas of the system that have been neglected.  
-Hi Lift 3 was rebuilt, just waiting for VFD.  
-There is currently no back up power and it is something that this system should be looking at.  
-River Pump Purchased in order to have a spare  
-Chemical Feed pumps- One has been replaced to eliminate unreliable chemical feed pump.  
-Back up hypo dosing pump just arrived- pump doses the water to the clearwell.  
-Computer Hardware-Scada software is the program that runs the automation of the system. It is currently maxed out. It has no more capacity. In order to make further automation software will need to be considered. It is something that needs to be discussed and decided upon as it is an expensive investment but will allow to move forward with further automation and in turn freeing up the operators time to tend other areas. Moving forward it really should be a one time programming investment otherwise the cost is going to paying a programmer over and over again.  
-Lab equipment has currently not been purchased. A new computer has not been purchased either as this could affect the software.

-Update from ops staff- BC One calls 47, Backflow preventers were recertified, septic holding tank has been emptied out twice, the sludge tanks for the WTP pumped out in July and took 11 loads. It will be pumped again in the fall. 2 UV Lamps have been replaced this year. There was a water service relocation program that was initiated last year, there are currently in 105 valves so far but the operators are limited on time that they can spend on this. There have been a few service repairs this year. There was a vacuum issue with pumps 3 &4 but has since been fixed. The septic fields, there is a better grasp on how they are working. They have been sludge judging the fields to see what the levels are. Fields 4, 2 and 1 have been pumped. One of the fields has been jetted. It definitely cleaned them and the field recovered well. Hydrogen peroxide has been used as well to try and clean the laterals. There has been great success with that. The operators have made note that a lot of the main valves are filled with dirt etc. They have been working at cleaning them out and exercising the valves on a regular basis.

8) **REVENUE & EXPENDITURE**

➤ April, May, June, July, August Financial Reports

**Motion to approve the April Financial Reports as presented**

**M/S-Desjardine/Samila**

**Carried**

**Motion to approve the May Financial Reports as presented**

**M/S-Desjardine/Samila**

**Carried**

**Motion to approve the June Financial Reports as presented**

**M/S-Desjardine/Hay**

**Carried**

**Motion to approve the July Financial Reports as presented**

**M/S-Hay/Samila**

**Carried**

**Motion to approve the August Financial Reports as presented**

**M/S-Desjardine/Samila**

**Carried**

9) **NEW BUSINESS**

➤ Capri Insurance Renewal

Administrator to confirm that RWWD does have appropriate coverage for Corix. A separate certificate of insurance should be issued for them.

**Motion to approve the 2018/2019 Insurance Premium from Capri Insurance.**

**M/S-Hay/Samila**

**Carried**

➤ Revise Water Connection Bylaw to keep with expense of installation- Bylaw to be revised to become more current with today's expenses. Bylaw will be presented at the next meeting to be read and accepted.

➤ Septic Inspection Wells- decision to move forward or table-Joe feels that the wells will monitor the water table. Right now it doesn't seem to be a lucrative investment. The fields are old. An irrigation leak was found on field 2 which could be contributing to the saturation of the ground. The field on the east side of Cammeray Drive is underused. If there are separate zones for the fields you could potentially overload the field. There is also an option to add a pump to help aid in the transfer down to the field. As the fields fail the expense will be placed on the home owners that are currently connected to the community fields. There are a few different options to residents financially to ensure that a field won't just be left unusable. There is the bank for a loan, if there is money in water, sewer may borrow from water but there will have to be a plan in place in order to repay water contingency. Will RWWD address banning bio solids? It's up to the City to ban it just as they have round up etc.

**Motion to close the installation of the septic inspection wells. At this time all of the trustees agree to not move forward with the installation.**

**M/S- Desjardine/Samila**

**Carried**

- Top dressing Septic Fields in spring and thatching- have the person that is mowing the lawn do thatching in the spring. Top dressing still to be decided.
- Devick Road Lot-Lionel can install the waterline but it is required to be done as a contractor not a resident. Operators will do the final inspection on the lines prior to them being covered.
- Legal letter to city for lack of fire protection- Legal letter to be drafted to the city to inform them that the RWWD capacity for fire protection is not meeting requirements.
- Website updating- Will find out what it will cost and send email for approval to revamp website so it is mobile friendly and potentially has the ability for residents to view their bills online.
- Cammeray Drive breaks-Due to the cost of fixing the line breaks. There have been a few on Cammeray to date and all close together. Does it make sense to look at replacing the lines while we are digging things up to begin with? The past few breaks have been an emergency situation so it has been difficult to replace the whole line because of the need for permit and flaggers.
- WTP yard maintenance-The board agrees to bring Glen's brother in for a day and see how things go. If it goes well continue with the yard maintenance.
- Road Milling- Road milling has begun and Russ would like to see if there is a possibility of replacing the small lines on Montego? They are the only ones in Rayleigh that have a 2" line feeding their houses. They find lack of pressure to be a concern. Unfortunately, the City is only doing milling, not a full reconstruction of the road. We don't have the time now to address the city about this to try and have the schedules jive. Sean from Corix suggested checking the simple things first, valve open, water pressure, screens to be cleaned etc.

**10) ADJOURNMENT**

**Motion to adjourn the meeting**

**M/S-Samila/Huss**

**Carried**

**Meeting adjourned at 9:45pm**