

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
February 12th, 2019**

In Attendance: James Kowalchuk, Russ Hay, Brian Samila, Ben Pregent

1) **CALL TO ORDER** Meeting called to order at 7:10pm by Kowalchuk

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

Motion to approve December 12, 2018 Minutes

M/S-Samila/Pregent

Carried

3) **RESIDENT FORUM**- two residents in attendance. The resident would like to find out what is going to happen with the new water service that will be required for development of his lot. Previously a connection was done for a resident by hot tapping the main line. This should not have been done. This was only done because there historically should have been a water connection in place. RWWD has gone to the engineers to see what they have suggested. The real estate agent said there was water to the lot, however, rwwd was not contacted by the real estate agent or a lawyer. There is potential for future development on that side of the highway and the board needs to consider what is best for the district. The engineers may agree that hot tapping the line is okay but RWWD will require that they state that in writing. The engineers have said that the loop line is an option for \$410,000.00. There is a possibility of obtaining an easement through other areas of the neighbor's property. There is also the option of running the line under the highway as the current two service lines that are running under the highway. MOT drawings have given indication that they are cased and in a culvert so it is possible to address having a line run through the culvert. The board just wants to ensure due diligence is being done.

The city also may require fire hydrants to be installed which would change the size of the line required. The resident would like to have a water service to be done so that he can build his home. The focus for major infrastructure right now with the district is a new reservoir and a new water intake. So in terms of largely expensed expansions to adding one water service connection just isn't affordable at this time for the RWWD. In accordance to our bylaws, RWWD is not the one that is responsible for the cost associated with the installation of a new service connection. James informed residents in attendance that we will be waiting for the engineers to see what they say. RWWD cannot just go and tap into the reservoir lines if the engineers do not recommend that the water connection be done that way. Realistically the likely option is to go under the highway inside the culvert. The board just needs to ensure that they are making the right decision for the district's system. We have a lot of items on the agenda for this evening so the best that we as the board can respond at this time is that we are aware you want to have a connection and we are in contact with the engineers.

4) **INTRODUCTION OF LATE ITEMS** No late items to introduce

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

- Rae Mor Agreement-Stat Right Away-In progress
- Hydrant Agreement/Rae Mor Agreement-In Process
- Water Connection Bylaw198-

Motion to accept the first reading of the revised Water Connection Bylaw

M/S- Pregent/Samila

Carried

Motion to accept the second reading of the revised Water Connection Bylaw

M/S- Samila/Hay

Carried

- Website Update-

Motion to accept the cost associated with updating the website.

Hay/Samila

Carried

6) **CORRESPONDENCE** –There was nothing to report.

7) **REPORTS/MAINTENANCE**- Deferred to the next meeting as Corix was not in attendance.

8) **REVENUE & EXPENDITURE**

➤ November and December (prior to yearend adjustments) Financial Reports

Motion to accept the November Financials as reports and presented

M/S- Pregent/Samila

Carried

Motion to accept the December Financial Income Statement and Cheque Report prior to year-end adjustments as presented

M/S- Samila/Pregent

Carried

9) **NEW BUSINESS**

➤ Huckleberry Lots/ Engineering Report/ IHA- The formal letter to Interior Health Authority was sent in to open a formal investigation regarding the concerns for contamination for the water intakes due to the development of the lots on Huckleberry Lane. The Engineering report that was provided to RWWD from the COK didn't address the anything in regards to water intake contamination. It only addressed bank stability. IHA has responded and said it will take some time to go through the letter that was written and will be in touch with the office if he has any further questions to address.

➤ 2019 Provisional Budget-service station

It appears that the service station toll is very low in comparison to some of the other commercial properties. Samila will ask some of the other petroleum service stations how their water bill is in terms of rates. The item will be addressed in future meetings. Perhaps the tolls for the service station will have to be increased and the bylaw will have to be amended.

➤ Finalization on amount of sewer tax to be implemented- The sewer tax was previously looked at when the provisional budget was reviewed and passed. Sewer Tax was to be pushed to the next meeting. The Septic Communal meeting will be held on the 21st to address residents that are connected to communal septic. Septic Tax decision to be tabled until next meeting because we want to inform residents about the tax.

➤ **Taxation Water Bylaw 193 for 2019**

Motion to accept the first reading for the water taxation bylaw 193 for 2019

M/S-Pregent/Samila

Carried

Motion to accept the second reading for the water taxation bylaw 193 for 2019

M/S-Hay/Pregent

Carried

➤ Discussion regarding Latecomer Bylaw- Tabled until next meeting

➤ Hydrant Access Application/COK Water usage and access fee introduction of new Bylaw-

Administrator suggests that a bylaw reflect a metered rate for the city of Kamloops to utilize RWWD water. The City of Kamloops will pay the same metered rate as what is stipulated in the tolls bylaw. A permit will be required a couple days prior to connection of the RWWD system. COK will be required to use a meter wagon along with a backflow preventer at all times they are drawing for our system. This will be applicable for any such use except in the case of an emergency (fire).

Motion to accept the first reading of bylaw 197 to repeal bylaw 191.

M/S-Hay/Samila

Carried

Motion to accept the second reading of bylaw 197 to repeal bylaw 191.

M/S- Pregent/Samila

Carried

- Devick Water Service- Addressed during resident forum. The board of trustees would like the resident to receive a copy of the bylaws and application form so that they have all the information regarding the request for a water service connection.
- Future dates for Trustee Meetings- The board is open to no longer limiting meetings to only Wednesday. It needs to work with everyone's schedule and this will also allow for residents that cannot always make Wednesday meeting to be able to attend.

➤ **Bylaw 196 Miscellaneous Charges**

Motion to accept the first reading of Bylaw 196

M/S-Samila/Pregent

Carried

Motion to accept the second reading of Bylaw 196

M/S-Hay/Pregent

Carried

10) ADJOURNMENT

Motion to adjourn at 10:30pm

M/S-Hay/Samila

Carried

In Camera:

- Upcoming Septic Meeting February 21st- The meeting will continue for septic information regarding addressing the failing of field 2 and failing of field 6. The engineers have provided some information to discuss with the residents at the upcoming meeting.
 - Spring BBQ-The trustees agree that this would be nice to do for staff on a nice sunny day.
 - WCB Safety awareness week/Employee Birthdays- Cakes/lunches etc for staff- The board is in agreement that this is a nice gesture for staff.
 - Flashlights for staff-customized, will find out pricing for this item.
- **Motion to adjourn the meeting 10:40pm**
M/S-Samila/Pregent
Carried