

**RAYLEIGH WATERWORKS DISTRICT  
TRUSTEES' MEETING AGENDA  
February 21st, 2019  
Special Communal Septic Meeting Minutes**

**In attendance:**

**James Kowalchuk, Glen Desjardine, Brian Samila, Russ Hay, Shelley Mathes**

44 Residents in attendance

1) **CALL TO ORDER** The meeting was called to order at 7:01pm by James Kowalchuk

2) **Introduction-**

We hope tonight will inform you of a number of issues that are occurring with the septic fields. This meeting is a bit of a follow up to the meeting from 2016. The meeting will break down in three segments. We will have a question and answer period. We left a form for you to write any questions down that we can't answer tonight. We will consult with Corix and get back to you if we cannot answer any question for you this evening. The third segment will be discussing a couple different options that have been provided to us by our engineers. James gave a brief background on the Improvement District to residents. We assumed operational authority of six communal septic systems and seven fields. They were built by one or more land developers. The developers could develop smaller lots because the households would be connected to septic fields. The infrastructure for septic fields was put in by the developer. When RWWD began to maintain the septic fields, they were already ready to service households. The WTP came along in 2006 once IHA began to enforce the requirement for potable water. The discussion to either build a water treatment plant or have the city of Kamloops provide the potable water went to a referendum and the vote was in favor to build the water treatment plant. The district has revenue streams for water and for sewer. Now with further detailed accounting it is apparent that septic as a utility has not been self-sustaining. In previous years the general expenses were not allocated at all to sewer. Because those households on communal septic are receiving a second service that is provided by RWWD some of the general expenses should have been proportionately allocated to the septic utility. General expenses can range from office expenses such as telephone, postage and administration salary to insurance and payroll expenses for the operators. The percentage of what is to be expensed to sewer is based on the amount of sewer connections to the amount of overall connections within the district. This provides the most consistent allocation for long term projections. A resident felt that the numbers on the year end financial statements didn't match those that were posted to the public. The administrator clarified that the statement of operations is what will reflect what is posted to the public. The income statement will not include amortization. Desjardine clarified that if there are any further financial questions they can be directed to Brent Ashby of KPMG. KPMG does the annual audit and presents the year end financial reports. Over the years RWWD has been collecting a tax for water. Tax is to be collected for future infrastructure. RWWD has never collected Tax for sewer. Replacement costs for the infrastructure that is placed in the ground technically should begin at the time of installation, so when it comes time to replace the aged infrastructure there are funds to help assist with the cost. There is a smaller amount of household connections that are connected to communal sewer (145) than there is for overall connections in Rayleigh. New connections cannot be made to the septic fields. A few years ago, the administrator found a potential grant that RWWD could apply for. With communication with the city of Kamloops, RWWD was successful in having the city of Kamloops support our request for applying for the grant on our behalf. RWWD was awarded the grant. The infrastructure study grant cost roughly \$23,000.00 and the grant will be covering \$10,000.00. The study has provided the district with the starting point that will be required for any further grant applications. The district needed to have a professional document that gave an overview of the current state of the infrastructure. The study was mentioned in the 2016 meeting and it was decided by the residents in attendance that they would like to wait for the study to be completed to see what the engineers have to say about the state of the septic fields. Now that this has been completed, the report indicates that field 2 & 6 need to be repaired. Now over the course of the two years field 2, East and West has failed. The district has paid \$6000 in pumping fees over the last month and we do not expect that to change until

the field is addressed. The RWWD is required to rehabilitate the septic fields back to their original state should a piece of property no longer be utilized for communal septic fields. The cost to bring the field back to its original state would likely be the cost of replacing the field to become operational again. Costs continue to rise as time goes on. During these discussions in the past the city has informed RWWD that they are not interested in taking on the fields. When the water treatment plant was being discussed it was also discussed at that time if the city of Kamloops would bring city sewer out to Rayleigh. Since then there has been a few turn overs in the board of trustees and staff has changed. Since 2016 we have engaged in several mitigation efforts, hydrogen peroxide, hydro blasted the pipes, sent cameras down. The camera did not give indication of broken laterals. The operators reported significant improvement in the cleanliness of the laterals; however, it didn't resolve the issues that were occurring with the fields. A fellow resident offered to camera and jet the lines at no cost. Thank you to McCasall for providing that service to RWWD. The administrator is projecting that by 2021 the septic utility will be supporting itself. It will be covering its share of general expenses as well as operational expenses. Should operational expenses decrease, and a surplus be left over from operational expenses it will be put into a septic reserve for future capital infrastructure. Unfortunately, in the past there was not designated funds set aside to repair the fields and general expenses were not allocated correctly. It is a common problem right now that everyone is facing, the infrastructure went in the ground and it was never financially planned to replace. We are now in a position where we must deal with it. We can't go back to what happened in the past, we can only try to plan moving forward.

### **3) Questions from residents-**

A resident would like to know what the cost will be for the city of Kamloops to have city sewer brought out. He thinks it should be brought forward to all residents to vote on. James clarified that even if the city were to bring out city sewer there would still be a cost associated with bringing the fields back to their original state, which likely will cost the same amount as it does to replace the fields. It is not the role of RWWD to gather votes to see if everyone would like to have community septic. RWWD is here to address the issue of field 2 and 6 needing replacement. If a resident is interested in gathering a petition to go forward to the city with then it will be their responsibility.

A resident that was involved before with the installation of a municipal system said it cost a lot of money, far more than what was initially projected. He stated that the installation of the municipal system happened only because it was mandated by IHA.

A resident that is also a realtor would like to know what the plan to move forward and address the situation of the failing fields is? We will be discussing that shortly, as we will have a conversation to inform every one of a few different options that have been provided to us from True Engineering.

Residents present asked why this is just now being addressed. Why this was never brought up with the residents before? It has been brought forward to residents in 2016. The decision at that time was to wait until the condition assessment was completed before deciding which direction to take in addressing concerns.

A resident in attendance felt that the meeting wasn't advertised well. RWWD has put out signs to notify the public, put it in the newsletter; it is on the utility statement and on the website. This information has gone out to all residents of Rayleigh. A resident stated that she would like it if people would read the newsletters because she finds them very informative. She finds that they discuss how to take care of the septic fields. A new resident didn't realize that they were not on city sewer. It was discussed that they felt there wasn't enough communication from the board to the residents. What type of action plan is in place to keep residents informed? Residents can come to the meetings and ask questions. There is also the AGM that residents can come to.

What's the projection of the lifecycle of the septic fields? If we were to go and replace the fields will we have to start to look at replacing the new one any time soon again? According to the engineers reports we have gotten to 50 years out of some of the fields. The engineer report indicated a 30-35 life span of an average septic field with a 50% failure rate thereafter.

Was there ever any planning to plan for replacement of the fields. The answer is no. There was no previous future infrastructure planning by previous boards.

The replacement of a private septic is roughly \$25,000.00. Pumping should occur annual or bi annually to maintain the fields. The cost to pump annually is roughly 300 each time.

### Costs associated with the replacement of the fields

There are a couple of different options that were provided to us by True Engineering. To replace field 2 it would cost roughly \$150,000.00. There is also an option to install a forced main to join in where field 5 forced main is and direct the effluent down to field 7. The cost of the force main will roughly be \$240,000.00. This doesn't include the potential cost of asphalt repair. The cost to replace field 6 is \$110,000.00. Currently field 6 is being diverted on a regular basis to field 7 so that it allows for field 6 to rest. Other fields within field 6 are no longer operational. The engineers also recommend putting effluent filters on each field as they are replaced. The cost for the effluent filters came in at \$20,000.00.

There will have to be a decision made sooner rather than later how we will be proceeding to address the current state of the fields.

How are the tanks in the fields? The tanks are in good condition according to the engineering report except for field 6 tanks which are not great, but the others appear to be in good condition.

If we decide to go with this, how do we pay for this? Payments would be set up like how the Water Treatment Plant Levy worked. Payments would be made in installments or a resident would have the option to pay the full amount owing up front. A resident mentioned that they would prefer the bill for the levy to be quarterly versus annually. That is something that could be investigated.

Field 7 can expand. We aren't using the entire property for field 7. Some of the residents felt that the forced main option appeared to be a good option. What happens if Field 2 doesn't become useable again do we lose the property? It would have to be replaced and costs associated with the replacement would have to be paid for by residents on septic. The field may have to be diverted for years so that it can dry out. Resident would like to have pricing on the option of having all the fields connected with a force main. That is an option that we can certainly look at presenting. Again, field 7 still has room to allow for further fields. Installation of a new field is less than it is in replacing the field simply due to having to deal with the disposal of contaminated soil. If fields expand in field 7 are we looking at another 30-35 years? That is possible; it depends on how we treat our fields and rest fields over time which lengthens the life cycle of the fields. If the decision is to do the forced main we don't have to pay for the restoring of field 2 right away. The cost per household will change depending on what the decision is on how to address the fields. If we get on a loop system, we have the ability to rest the existing fields and have new fields on field 7. This will cost more but it is an option to consider.

When will we have something coming to us so that a decision can be made? We will try our best to gather all the information as soon as possible so a decision can be made.

What will be the physical next steps? We will have to get quotes on the projects, numbers on having forced mains for the systems, expansion on field 7 etc. The jobs will go out to tender and the residents will have to vote on what direction they would like to go. Would it be fair to say that the residents will have numbers by the end of April? As soon as we have numbers, we will have information go out and have a meeting. Residents would like to have the information presented to them prior to the meeting so they have an opportunity to think about it first. RWWD will do their best to relay information once we have all the information and will do our best to inform residents.

Motion to adjourn the meeting

M/S-Desjardine/Samila

Carried

James Kowalchuk adjourned the meeting at 9:23pm.

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Administrator

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Chairman

