

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
December 12th, 2018**

In Attendance: James Kowalchuk, Brian Samila, Glen Desjardine, Ben Pregent

1) **CALL TO ORDER** Kowalchuk called the meeting to order at 7:03pm.

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

Motion to approve October 24, 2018 In Camera Minutes

M/S-Samila/Pregent

Carried

3) **RESIDENT FORUM**- Two residents in attendance.

Waterline/connection installation on East side of Hwy- A property on Devick Road was purchased and it currently is not serviced with a water service line. There are two waterlines that run underneath the hwy. that are south of the property without the service. The resident would like to either see an easement across another resident's property in order to run the waterline to his home that he wants to build on 4170 Devick Road. Corix is not comfortable having lines hot tapped off of the reservoir line. If anything were to happen there is the potential of having the entire supply turned off to all the residents of Rayleigh. There is an option of having another line run down the east side of Devick Road with the installation of a 6" line. The service lines can then feed off of the 6" line. This would then give capabilities of abandoning the two further lines south that run under the hwy. There are still costs associated with this expansion. There will still be low pressure concerns unless a booster pump is to be installed. Some of the residents currently have booster pumps at their home but not all. Corix does not recommend doing another hot tap onto the reservoir line for another service.

If there is any more development in Rayleigh what will happen to the water system? We will need a bigger reservoir in order to service further development. We are currently working towards future planning of the system. There are funds being set aside to address future development, it just takes time to obtain the required amount of funds needed.

4) **INTRODUCTION OF LATE ITEMS** No Late items

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

➤ Rae Mor Agreement-Stat Right Away-in progress with COK

➤ Hydrant Agreement/Rae Mor Agreement-In Process with COK/Overview of meeting - James and Shelley met with COK. It again was confirmed that the COK will have to have their lawyers review the proposed agreement from RWWD. This is because we went and obtained legal advice for both the Rae Mor Agreement and the expired Hydrant/Water Access Agreement. RWWD still feels that the responsibility of the hydrants is that of COK for flow testing. Currently the COK firefighters flow test the hydrants that are currently connected to the COK water system. Our property taxes pay for the fire fighters wages from general revenue, therefore, residents of Rayleigh are essentially paying already for the flow testing to be done by COK. COK responded by stating that they do not break the expense of flow testing the hydrants down. Currently RWWD has 67 hydrants. The cost to flow test each hydrant is roughly \$90-\$100/each. RWWD and COK will have to agree who is responsible for this on an annual basis in order for the agreement to move forward. COK addresses the hydrants in Rayleigh as "Private" hydrants. RWWD disagrees that they are in fact "Private". The hydrants are located on Public Boulevard and are there to provide fire protection (provided by COK) to the public. If it does end up that the District is responsible for flow testing and maintenance then it is a service that we are providing to COK and there will be a cost associated with the service.

For the Rae Mor Agreement, it was discussed that COK should simply be paying for the service in accordance with RWWD Bylaws for the water service that is being provided. COK would like to eliminate the "Tipping Grant" that is currently included in the previous agreements. COK would like to begin to move on a different path and get away from all the back and forth of historical deals from the past. It was made clear that RWWD will not continue to be the "good neighbor" and continue with providing services when the bill is not being paid. If the utility bill is not paid they will be turned off.

➤ Water Connection Bylaw

First Reading of Bylaw 194

Motion to accept the first reading of Bylaw 194 “Water Connection Charge”

M/S-Pregent/Samila

Carried

Second Reading of Bylaw 194

Motion to accept the second reading of Bylaw 194 “Water Connection Charge”

M/S-Pregent/Samila

Carried

- Website Update- Trying to connect currently with a fellow out of Vancouver that Kevin from Wikads has recommended. He can give an overview of how to update our website taking into consideration our database for billing. Ben would like to see our billing system able to email residents as well as residents access the website from mobile phones and residents that would like to subscribe to the newsletter so that when the newsletter is completed it simply is distributed to those subscribed. This should be something that is very easy to do on Wikads end. If the cost to do this comes in too high then RWWD will look to go to another web developer. Shelley will look to see if the accounting software has the capability to do what we need it to do in order to integrate the accounts receivable into one program.

6) **CORRESPONDENCE** – Lidstone Company-Letter addressed to COK RE: Huckleberry Lots/Fire Protection. Received and Filed.

7) **REPORTS/MAINTENANCE**- Corix

There were a few items that have to be carried over to 2019 from the 2018 budget. The high lift pump #3 is done and motor didn't require rebuild. VFD has been installed. Back up hydrochloric dosing this year was purchased and an anoxic pump has been replaced. All UV lamps were replaced in 2018. Hydrogen peroxide was again used on the septic field 2. Joe would like the other fields to be dosed with hydrogen peroxide for all fields. Septic 2 East is completely compromised. One of the fields had lines camera sent through and they were then jetted. It was then okay for a limited amount of time but it no longer is functioning properly. There is effluent surfacing. A core sample could potentially been done to see how the pit looks. 2019 would like to see a new strainer system down at the River Intake. Currently the one that is installed doesn't work well and keeps getting plugged. The recommended telemetry that was proposed for the septic in 2018 will be put on hold for 2019. Corix and Todd will look again at this in the future but would like to consider upgrades for Scada and current software should be done first as a priority before the telemetry is installed. The current look out system has sold off their business portion to another supplier and it is not a very common software system. Joe is waiting to get some numbers back from IITS for other software systems but there still would be a requirement to have a programmer in for three to four weeks and one week of working out the bugs. The reservoir needs cleaning because it has not been done since 2009. This will become an IHA concern if it is not done. They recommend it be done every three years at most. It can either be robotically done but the sides of the reservoir will not be done with the robot or inline divers out of Vancouver can come in and do it and this would ensure that the sides of the reservoir are cleaned too. The trustees feel that because it hasn't been done in such a long time it would be beneficial to have the divers do the job this time so that we have a good clean starting point to then do proper maintenance on it. The divers will provide a camera of what it looks like when they are in it cleaning it. Critical spare inventory, we can no longer order Hach brande for the Turbidity online analyzer. It is now obsolete. There are six to be replaced so they should slowly be replaced each year. The operators are currently looking to obtain new turbidity controllers from another source. Backup power is another item that should be addressed in order to meet with the Emergency Response Plan. To have the entire system running off backup generators the cost is out of our range. Another option is to have the wiring done just for the distribution room. The rebuild of another river pump in 2019 would also be great so that we have a critical spare. Curb stop location program has yet to be completed due to lack of free time for the operators. The priority has gone to locating and

cleaning the main valves. Resident curb stops can be done on a spare time basis and can be dealt with slowly. The operators have been identifying curb stops as they can, sometimes when a shut off is required. Concerns with curb stops have been getting recorded as they come across them.

8) **REVENUE & EXPENDITURE**

- September, October Financial Reports

Motion to accept the September Financial Reports as presented.

M/S- Desjardine/Samila

Carried

Motion to accept the October Financial Reports as presented.

M/S-Desjardine/Pregent

Carried

9) **NEW BUSINESS**

- Emergency Response Plan/Trustee Handbook pg.18/Liability on Trustees-Charlene has updated the Emergency Response Plan. If there is an emergency then the trustees need to direct the issue to Corix. This is why they were hired. They are responsible for overseeing the operations and if an emergency were to arise, they provide instruction to operators or they themselves will address the issue. If the situation is of catastrophic measure and a trustee were to follow the ERP and shut the system down that would be understandable.

- Huckleberry Lots/ Engineering Report- COK have provided the engineering report for the Huckleberry Lots. They don't discuss contamination, they discuss the slope and the rotational slippage; however, there isn't discussion regarding the risk of contamination of our watershed. Shelley will contact the IHA rep for the district and have a conversation about the concern of risk of contamination not being addressed in the report and see what the recommended way of dealing with this would be.

- 2019 Provisional Budget-service station/Septic Taxation-

Motion to accept 2019 Provisional Budget once Capital Expenditures have been updated to reflect what was approved and what was not approved.

M/S-Desjardine/Pregent

Carried

- Asset Management-Taxation Bylaw for 2019- Carried to the next meeting

- 2019 Septic/Water Tolls Bylaws

First reading of the 2019 Water Tolls Bylaw 191

Motion to accept Bylaw 191 which indicates a 2% increase in water tolls for 2019.

M/S-Pregent/Samila

Carried

Second reading of the 2019 Water Tolls Bylaw 191

Motion to accept Bylaw 191 which indicates a 2% increase in water tolls for 2019.

M/S-Samila/Desjardine

Carried

First reading of the 2019 Septic Tolls Bylaw 192

Motion to accept Bylaw 192 Septic Tolls Bylaw 192 which indicates a 15% increase in tolls for 2019.

M/S-Samila/Pregent

Carried

Second reading of the 2019 Septic Tolls Bylaw 192

Motion to accept Bylaw 192 Septic Tolls Bylaw 192 which indicates a 15% increase in tolls for 2019.

M/S- Pregent/Desjarine

Carried

- Introduction of Latecomer Bylaw-Carried to the next meeting

- Hydrant Access/COK Water usage and access fee introduction of new Bylaw-Carried to the next meeting

- Employee Safeway Gift Cards- Each year the board gifts \$75 to each employee at Christmas.

Motion to approve \$75 gift cards for each employee to be gifted for the 2018 year

M/S- Pregent/Desjardine

Carried

10) ADJOURNMENT

Motion to have the meeting adjourned at 10:45pm

M/S-Samila/Pregent

Carried

In Camera:

-Spring BBQ-Carried to next Meeting

-WCB Recognition/Safety Awareness week/Employee Birthdays- purchase of cakes/lunches-Carried to next meeting

-Flashlights for staff- Customize, Personalize-Carried to next meeting