

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING AGENDA
Dec 11, 2024, 5:30 pm
RWWD office**

1) CALL TO ORDER & INTRODUCTION 5:30

- 2) MINUTES** – (Trustees to read their own copy)
Approve Sept 18, 2024, Minutes

Motion

To approve Minutes of Sept 18, 2024, as presented

Moved: Braian Samila

Second: Steve Hughes

Carried

INTRODUCTION OF LATE ITEMS

- **Addition of letter from Property owner 242 Armour Place**
 - To be discussed in Public forum

- **Water Meter Pilot Program Grant**
 - Water meter implementation to reduce water demand, improve fairness and to conserve water – grant proposal eligible for water service areas between 300 – 5000 water connections. The application process is complex and will require numerous hours of research. It is due by Jan 30, 2025.

3) PUBLIC FORUM

Q) Will Rayleigh get water meters?

A) Rayleigh has the highest use per capital of water, there would be an advantage to getting water meters as RWWD could find abusers and leaks could be detected sooner. It would also conserve water for the community. RWWD must always remain at a minimum of 60 percent capacity for fire prevention. Most water demand takes place in the early hours between 12 midnight and 4 a.m. to which it reaches dangerous levels for water storage for fire protection protocol.

Q) Can residents ask to have water meters?

A) Yes, there may have to be a public request and approval, followed by a referendum to support the recommendation.

Comment) Rayleigh resident commented they would like a meter as they try everything to conserve and would like their bill to be reflected on their usage.

Q) If water meters were installed, would be an education period?

A) Yes, this whole pilot project could take up to two years, and there would be an implementation briefing period leading up to it.

Q) Is there an issue with water capacity?

A) As per True consulting's Conditional Assessment completed for RWWD in 2018, RWWD currently does not have enough storage capacity for water to sustain adequate fire protection storage levels without increasing the capacity.

Q) Why is the Conditional Assessment not on the website?

A) Due to the complexity of the document the Conditional Assessment is not on the Website, however, the Utility Manager is willing to meet by appointment and go over any questions or concerns with any resident regarding the Condition Assessment.

Q) Is there danger to fire protection?

A) RWWD's priority is fire protection safety for the community. As of May 2023, RWWD was informed by City of Kamloops that we are now responsible for the maintenance and fire flow testing of the fire hydrants under their Fire Prevention Bylaw 10-37. There is a maintenance schedule for the hydrants to meet the fire code, but we are waiting annual usage proceeds from the City of Kamloops before moving forward. All fire flow testing was completed by May 1, 2024 by RWWD Utility Operations.

Q) Do the current secondary suites put the system in danger?

A) RWWD applied for an extension on the Small-Scale Multi-Unit Housing Compliance in May 2023. This was approved by the Ministry of Housing in Sept 2024 and granted an extension until 2030 to address the deficiency and increase water storage capacity.

Q) Can the deadline be met by 2030?

A) RWWD is hopeful a grant will become available and gaining the support from COK, to increase reservoir capacity.

Q) Is the issue producing or storage of water?

A) The issue is a short fall storage capacity of water.

4) BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

- **The new variable frequency drives on Train #2 for the WTP Siemens Trident system have been installed and necessary programming .**
 - Complete.
- **Utilities Manager also obtaining and resourcing a dewatering and solids separation system for RWWD.**
 - This has been a challenging to find a system that will meet RWWD needs. Still in progress.
- **Bylaw 224- Redevelopment bylaw**

Ministry indicated that they would get back to RWWD about the Redevelopment bylaw and anti-harassment bylaw. There was a delay due to the provincial election, but RWWD has still not heard back from the Ministry
- **Septic Field flow totalizer meters- Capital project- Septic Field**
 - one complete out of six and the remaining 5 have been rescheduled for Spring of 2025 due to current priority maintenance
- **Stage 3 of the corrosion control for the water treatment plant tanks**
 - anodes order arrived and MX3 welding contract services have installed train #2 brackets and awaiting train #2 access in January to complete the second and final completion of welding. The project is 90 % complete

5) CORRESPONDENCE

- Zoning inquiries(attachment) moved to In-Camera”

6) REPORTS/MAINTENANCE

- Nov Monthly report (attachment)
Presented to trustees

7) **REVENUE & FINANCE**

➤ **Cheque list (attachment)**

- Additional items presented were the directors liability insurance, a refund was issued to a resident who overpaid his account.

➤ **AR Trial Balance – Muniware**

- A clean AR Trial balance was presented, and next steps were discussed In-Camera

➤ **Update 2022 Audit**

- 2022 is approx. 50% complete with the auditor
- The Spilt fiscal years have proven to be difficult for all Parties and it would be in the best interest to get the fiscal years back together.
- Anticipated next AGM Jan/Feb for 2025- depending on availability for all Parties

➤ **Update 2023 Audit**

- 2023 has been started, it will be continued with 2022 to try and alleviate the split years
- Once the adjusting J/Es are complete for 2022 they will be entered for 2023 and the 2023 will be provided to KPMG.
- AGM expected in spring 2025 for 2023

➤ **Update on software changeover/Muniware challenges- Year end**

- Muniware had fixed some AR sub control issues with apologies of the late timeline, there are ongoing issues that need to be corrected with Muniware software.
- Jan 2025 billing can proceed in Jan 2025 with a roll over process to be completed first.

➤ **Toll increase 2025(attachment)**

Motion:

To increase tolls 4 % for the year 2025

Moved: Russ Hay

Second: Brian Samila

Carried

8) **NEW BUSINESS**

➤ **Re Development Approval (attachment)- IN Camera**

➤ **New Residents and Current Resident Property/Billing Information(attachment)**

- Approved to send to new residents

➤ **Application for works on private property in reference to Bylaw #195 draft for review(attachment)**

- Reviewed

➤ **Newsletter and website notification to support application for works on private property(attachment)**

- Add to website with link

➤ **ADJOURNMENT**

Motion: To adjourn at 7:30

Moved: Russ Hay

Second: Steve Hughes

Carried