

RAYLEIGH WATERWORKS DISTRICT
TRUSTEE MEETING MINUTES
Sept 17, 2025, 5:30 pm
RWWD office

- 1) CALL TO ORDER & INTRODUCTION at 5:33
- 2) MINUTES – (Trustees to read their own copy)

Motion: To approve June 11, 2025, Minutes as presented.

Moved: Brian Samila

Second: Russ Hay

Carried:

3) INTRODUCTION OF LATE ITEMS

- No late items

4) PUBLIC FORUM

- No comments or questions

5) BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

- Septic Field flow totalizer meters- Capital project- Septic Field – **Update**
- Septic Field Flow totalizer meters are almost complete with two remaining
- Watermain isolation valve exercise program -**Update**
- The valve exercise program is complete for the distribution system except for the WTP buildings.
- City of Kamloops – BC Assessments Suite update (attachment)
- Move to December meeting.
- Billing sandwich board signs- **Update**
- Sandwich board have increase residents’ awareness of quarterly billings.

6) CORRESPONDENCE

- Resident correspondence
- Trustees reviewed the correspondence

7) REPORTS/MAINTENANCE

- Aug Monthly report (attachment)
- August Monthly report was presented by the Utility Manager.
- Follow up with CoK Hydrant invoicing.

Action

8) REVENUE & FINANCE

- **Current cash position (attachment)**
 - Trustees reviewed the current cash position.
- **Septic upgrade loan renewal**
 - The Septic Upgrade loan is up for renewal end of October 2025.
 - The Bank will be forwarding the renewal notice in the first 2 weeks of October to be signed by the Chair and Corporate Officer.
- **Bank meeting with new manager**
 - Option to open a high interest saving account.
 - Open a high interest savings account.
 - The RBC is trying to initiate a bill payment portal though online banking; this would provide all the backup required for incoming bill payments without additional portal from other financial institutions. The RBC bill payment portal is not fully operational will all financial institutions yet.
- **2nd quarterly 2025 income statement(attachment)**

Trustees reviewed to 2nd quarter financial statement.
- **Cheque list (attachment)**

Trustees reviewed the cheques list.
- **Update 2023 Audit (with Auditor)**
- **Update 2024 Audit**
 - Should be with Auditor in the next 2 weeks, as the split years continue to be an issue, we are attempting to complete all Adjusting Journal Entries in 2024. This would provide all years from 2025 on, will not be split.
- **Update 2025 Audit**
 - Should be submitted on time to the Auditor in Feb 2026.
- **Insurance (attachment)**
 - Cyber insurance to be added to RWWC coverage
- **AR listing (attachment)**
 - Proceed with water shut offs as indicated starting with commercial accounts.
 - Residents should be reminded by not paying their water bills they are taking from their own community.

Action

Action

➤ **2026 Rate/Toll increases (Attachment)**

Motion: To increase 2026 tolls and water taxes by 4 percent for the year 2026.

➤ **Moved:** Brian Samila

Second: Russ Hay

Carried:

➤ **Tax Certificates from 2021**

- Send an invoice to properties for the Septic Upgrade for past years of the two tax certificates in question.

9) **NEW BUSINESS**

➤ **Septic Field Permit Amendment (attachment)**

- The Ministry of Environment has increased criteria for Septic Fields.
- The Septic Upgrade funds may need to be utilized later to conduct a Hydrogeologist study and assessment for the disposal drainage fields to implement an Environment Monitoring program recommended from the Environmental protection officer.

➤ **River Intake Feasibility Study**

- Complete – RWWD is waiting for the grant funds for the project from CoK.
- All documents have been forwarded to the CoK for payment approval.

➤ **Bylaw- Pool (attachment)**

- Move to December meeting including bylaw 195.
- Make amendments as per discussion.

➤ **City of Kamloops Voyent APP (attachment)**

- Add to Newsletters and Website

➤ **Text Me App (attachment)**

- Add to Newsletter.
- Develop Privacy Permission letter.

Adjournment 6:40