

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING AGENDA
April 19, 2017**

- 1) **CALL TO ORDER** Administrator called the meeting to order at 8:00pm
- 2) **NOMINATION OF CHAIRMAN**- Glen Desjardine will be Chairman as voted by trustees, Dick Bartell will be vice Chairman
- 3) **MINUTES**- Minutes from the March 22, 2017 meeting.

Motion to accept the minutes from the March 22, 2017 meeting.

M/S-Pregent/Samila

Carried

- 4) **RESIDENT FORUM**: No residence in attendance
- 5) **INTRODUCTION OF LATE ITEMS**: No late items to report
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Policy Document- Completed. The collective agreement laid everything out regarding this.
 - Emergency Shut down Sheets- Tyrone has converted this to an SOP.
 - Rae Mor Agreement-Stat Right Away. Dick contacted Dave Freeman with the COK. he is meeting with Jeff Putnam on Tuesday. Dick acknowledged that RWD takes responsibility for the septic fields. The COK is hopeful that this will not have to go to council but a stat right of way will be put on land title. The agreement for Rae Mor Park will move forward with Glen, Dick and Shelley working in communication with the City.
 - Grant Application- True engineering has begun the condition assessment.
 - Pump/Motor- Completed. The pump and motor is now rebuilt and installed.
- 7) **CORRESPONDENCE** – Nothing to report
- 8) **REPORTS/MAINTENANCE**- Highlift pump 2 went in today. They did vibration tests everything is okay. The pump start up valve needs repair. There is no VFD's on this. The pump should be running around 800pm but is running around 700pm. The piloting for the valve was upgraded. The wtp had the absorption clarifiers installed. The programming is needing further automation. The Train 1 was put back together with modifications that were previously planned on. Sludge drive 2 is working. Sludge drive one is close to working. Winter Intakes are working really well. Reservoir has a new level transistor installed. The relays for the septic system are starting to fail. T. Moore will be providing a quote to get the alarms and pump run times to the plant will be sent to the plant. The wtp, would like to put railings on the platform that was built. It will be useful for storage. Either railings go up or it needs to be taken down because it is unsafe. The board agrees to price out the railings and make use of the platform. The cell phone is currently a flip phone. If they are able to go automated it would be a good idea for the operators to have smart phones. Shelley will look into the smart phones. The autodialer voice needs to be updated.
- 9) **REVENUE & EXPENDITURE**-Nothing to report
- 10) **NEW BUSINESS**
 - Ford Truck- The truck was discussed to sell as is. They vary from \$8000-\$12000. Post it for \$6000.00 and be willing to offers. Shelley will post it on kijiji and craigslist. Operators need to be given a heads up about driving the speed limit. Safety meeting item.
 - Lawn mowing/Lawnmower Trailer- Russ will go to look at a trailer for the mower. Will the operators be able to mow the lawn? They will have time to mow the lawn.

11) **ADJOURNMENT**

Motion to adjourn the at 8:45pm

M/S Samila/Pregent

Carried

