

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
June 15, 2016**

In Attendance: Dick Bartell, Glen Desjardine, Brian Samila, Tyrone McCabe, Shelley Mathes

- 1) **CALL TO ORDER**- Meeting called to order by Desjardine at 7:01pm.
- 2) **MINUTES**- (Trustees' to read their own copy)
Motion to approve April 13, 2016, April 27, 2016
Motion to accept April 13, 2016 Minutes
M/S-Bartell/Samila
Carried
Motion to accept the April 27, 2016 Minutes
M/S-Bartell/Samila
Carried
- 3) **RESIDENT FORUM** No Residents in attendance
 - RWWD has been in communication with the City of Kamloops regarding the septic fields. Shelley has contacted the real estate division and is still waiting to hear back about the Stat Right Away being applied to the fields. Dick and Shelley had a meeting with Jen Fretz. Jen informed as a "WAG" for cost to connect to City sewer would be around 19 million. IHA has not had any issues with the fields to date. There is another option of putting in a waste treatment plant. We will continue with fields at this time. We are waiting to see about the grant and have a report from the engineers regarding the fields.
- 4) **INTRODUCTION OF LATE ITEMS**
 - Swipe entry for Treatment Plant- A Company came out and looked at the system and will provide a quote for a card entry system by weeks end. Quote will be passed along to trustees once received. This way entry to the system is more secure and entrance to different sections of the system have records. This also will have the option to add on the various parts of system in the future, ensuring that the utility system is secure.
- 5) **SUB COMMITTEE REPORT**- Deacon heard back to us with comments from the spokesperson for the Ombudsman. They will not do anything on our behalf. Deacon will give thought of going public with the complaint.
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Policy Document & General Health & Safety Policy- In Progress. Shelley was working on this with James Kowalchuk. Shelley will resend policies to trustees. Tyrone would like to see a training policy in place. Corix has two different views on training. Employee requested and Employer side. We ask that employees maintain in good standing with CEU's. There are many different areas for them to be able to get the training. Tyrone would like to see a clear policy in place so that it is clear that all employees are expected to maintain CEU's and are responsible to ensure that membership and requirements are met.
 - Emergency Shut down Sheets- Kowalchuk had come down previously and spoke to Paul. The sheets are out of date. Because the trustees are on the Emergency Response Plan it would be helpful should an emergency happen a trustee could have documentation to shut the treatment plant down. Corix is available to help also should an emergency occur. Trustees are looking for a simple laminated shut down sheet. Tyrone will work on having one completed.
- 7) **CORRESPONDENCE**- The repair by Mrs. Dack's property has been repaired. It was on the resident's side. Corix determined that it was on the resident side. Corix is currently investing in leak detection equipment to use in the future if need be.
- 8) **REPORTS**
Report from Corix - The sludge drives are done and repaired. Train 1 is refurbished to the original modification. Sludge 2 is the new design. The 2nd one was altered in the winter. The intent is to elongate the lifespan. In order to do the other Train like Train 2 at any time but can continue to run as is. Train 2 can be looked at in the winter and make a decision if Train 1 can be modified.

Sabiston Court was a road failure not a water break. Corix went out and started to dig to see if it was a water leak. The city should be forwarded the bill for the excavation to pay as it was poor road building. Sun Rivers has an employee for any excavation, water main installs etc. It would be good to have one contractor that everyone is made aware of to use or call.

The next maintenance project is going to be the winter intake. Before they pumps get silted up. Every year they pull them up. The pumps need to get pulled up and drop as the levels drop. It will take three people to get the job. PM's are next. The operators can go through and create SOP's as they go throughout their day duties.

Can the anniversary date for employees be January 1st? That will be something that is going to be in the CBA.

Coverage for vacation. Keith currently does not want to do any overtime and Mike wants overtime. Not sure about Shawn or Char as of yet. If the overtime is offered by availability and seniority and everyone say no, then what?

Trustees instructed Tyrone to call a Corix operator. There is also the possibility of having a relief operator. Tyrone has asked for everyone to submit their vacation for the year. It will be based on seniority and operational requirements. Shelley will make Time of Request Forms. Winter intakes will likely be getting worked on after the long weekend.

9) **REVENUE & EXPENDITURE-**

Balance Sheets for Jan, Feb

Motion to accept the January Balance Sheet

M/S-Bartell/Samila

Carried

Motion to accept the February Balance Sheet

M/S-Bartell/Samila

Carried

March & April Financials

Motion to accept the March Financial Statements as presented.

M/S-Samila/Bartell

Carried

Motion to accept the April Financial Statements as presented.

M/S-Samila/Bartell

Carried

10) **NEW BUSINESS**

Mini Ex- We don't have the staffing level to do major capital projects.

Is there any value in keeping the JD Excavator? Topic will be tabled for now.

Social Media Policy, Bullying & Harassment Policy- Social Media Policy has been presented and signed by employees. They are now in each personnel file.

Job Description for Operators- How many different classifications do you want for operators? If one person is on shift Tyrone would like everyone to be level 2. Will remove Confined Space Certification, Cross Connection Control and reword First Aid Level 1 to First Aid Training.

Will provide a couple copies to CUPE.

Grant Application- The formal letter of request was presented to City Council on June 14th. Shelley has now completed the grant application form and submitted it to the City along with the letter of support from Interior Health Authority and the TRUE Consulting quote. They have confirmed that it has been received and will continue with the process from their end. Shelley will follow up again nearing the end of the month to ensure it is submitted by the deadline.

Rae-Mor Park Agreement- Shelley has opened the lines of communication with Jeff Putnam regarding the Rae-Mor Park Agreement that is due to expire in the spring of 2017. At this time Jeff Putnam has asked if there are any concerns from RWWD. Shelley spoke with Jen Fretz to see if there was any change to tipping fees likely going to happen this fall and as of now she stated that she doesn't foresee an increase as of now.

In 2015 the tipping fees were \$10,704.35. There was the \$5800.00 Tipping credit that was issued as part of the agreement. To date tipping fees are at \$3780.40. We will look at the annual consumption payment. Currently they are paying at .72/m3

11) ADJOURNMENT

Motion to adjourn the meeting at 9:13pm

M/S- Bartell/Samila

Carried