

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
NOVEMBER 2, 2016**

**In Attendance: Glen Desjardine, Russ Hay, Dick Bartell, Brian Samila, Shelley Mathes
No Residence in attendance**

- 1) **CALL TO ORDER** Meeting called to order at 7:03pm
- 2) **MINUTES**- (Trustees' to read their own copy)
Motion to approve September 7, 2016 Minutes
M/S- Bartell/Samila
Carried
- 3) **RESIDENT FORUM**- No residence in attendance
- 4) **INTRODUCTION OF LATE ITEMS**-Nothing to be added
- 5) **SUB COMMITTEE REPORT** Nothing to report
- 6) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**
 - Policy Document- In Progress, this will be continued to be worked on with Tyrone in the upcoming year.
 - Emergency Shut down Sheets- No update as of yet. This also ties in with the policy documentation.
 - Rae Mor Agreement-Stat Right Away- Dave Freeman is currently looking into the stat right away on the septic fields. Administrator will follow up with Dave. Agreement expires at the end of March 2017. Review of the metered rate for the park. Trustees would like to know what the commercial rate is for those in Kamloops. A commercial rate and residential rate needs to be included with the Tolls Bylaw.
 - Excavator- To have the JD and Trailer is not needed. It will cost around \$1200.00 to have a machine and operator run it and we currently do not have the manpower to tackle capital projects where the machine would be useful. The Machine and trailer go together and have to go out to bid. The JD was used a lot for snow removal. A snow blower is sufficient.
Motion to sell the excavator and trailer once another appraisal has been submitted.
M/S- Pergent/Samila
Carried
 - Grant Application-We were approved for the grant. I have been in touch with TRUE engineering to see when they want to start the Infrastructure Study. We have until the spring of 2019 to complete the study. The study will likely begin this coming spring.
- 7) **CORRESPONDENCE** – Kamloops Electric Email, Vadim Software, Pika - Quotes
- 8) **REPORTS/MAINTENANCE**- Train 1 is currently down. The sludge drive got hung up. We ran in to personnel issues to complete the project. The sludge drive will be inspected shortly. The river pumps (east) have come up, no issues. The other pump is coming up slowly. There will likely be a need for an electrician.
Winterization is completed. Automation work is still occurring. We are on step two now. The reservoir level now controls the pumps on and off. Now we need to control how the wtp works, and clearwell when things go to back flushing. This will allow for the Trains to run with automation. 10 load of sludge were removed.
This year Tyrone is going to bring a sludge judge out and see exactly where things are with the fields. It will be measured and monitored and recorded. If it needs pumping Western 80 will be brought out do so. In the past they were pumped every 1 ½ years but he would like to have the fields recorded better so the operators do not have to spend time manually checking them daily. Field 5 had an alarm go off. Currently the alarms do not send notification to anyone. We are relying on residents. This is a liability and needs to be corrected. A radio signal could solve the issue. The company that did the fob system may be able to do that. Administrator will ask if it's something they can do and if so receive a quote. Field 1 needs some electrical work. We had Harrison out for the transformer but Summit Electrical came out and did some work for us on the fob system and treated us well. Door awnings are currently being quoted for the WTP. The truck needs to go in for servicing. The truck can go to Ford a courtesy vehicle can return the employee. A trailer is needed for the lawnmower. The road to the reservoir will have to be plowed on a need be basis. Touch base with Lyon's and a couple other companies to get quote. Inventory is currently

underway. They are finding a lot of items that are handy to have. Some items there isn't a need for but for the most part it is good and it is helpful to have it logged.

9) **REVENUE & EXPENDITURE**

➤ August & September financials reports

Motion to accept the August Financial Reports as presented.

M/S- Samila/Pregent

Carried

Motion to accept the September Financial Reports as presented.

M/S-Pregent/Samila

Carried

10) **NEW BUSINESS**

- Billing software- The billing program is very old and isn't a software program for billing. Doug that designed it is no longer available for "fixes". He has disconnected his phone and email address. It is unreliable. The last time that the computer was replaced it took Doug three days to have it jive with the computer. I have not done updates as I am concerned that it will mess the program up. It has been getting discussed for the last few years that a new software system needs to be installed. A quote from Vadim Software is included. Vadim services a large amount of people in BC. There is currently five or six improvement districts on the island that are all at the same place we are in deciding what they want to do. Training costs can be shared which would decrease the cost, if these districts decide to go with Vadim. Tyrone suggested Corix to take over the billing. The Vadim software has the capability to do just utility components and has the option to integrate financial software in the same program as well. The financial software would allow for a few options in payroll and budgeting that simply accounting doesn't current offer. Administrator would like to speak with Sun Peaks about how they like it as they are on Vadim also. Trustees would like administrator to see if a demo can be provided of the software and to speak to Sun Peaks about the software.
- Damage from Power Surge/Motor/Pump-Quotes for pump needed. Need the green light from Insurance for the motor. The insurance adjuster has recently been around. Pump rebuilds were in the capital budget a couple years ago so this is a good opportunity to deal with one pump while everything is down. Trustees agree that the motor and pump should be dealt with at the same time. Insurance is going to cover the motor, removal of motor and transformer costs. Quotes will be provided to the trustees for the pump.
- Employee Light Duties-A policy should be done so that employees are made aware that they are to report any type of injury right away within a 24 hour period so the proper documentation can be submitted. Also the employee should have something that they can take to the doctor that indicates that the employee does have a light duty options and the doctor can sign off at that time if employee can continue with light duty.
- Door Awnings- Quotes will be coming in and provided shortly and will be installed soon.

11) **ADJOURNMENT**

Motion to adjourn meeting

M/S-Samila/Hay

Carried

Meeting adjourned at 8:50pm