
R.W.W.D. ANNUAL SUMMARY

TO: RWWD TRUSTEES

FROM: JOE MATIAS – OPERATIONS MANAGER

SUBJECT: ANNUAL SUMMARY REPORT

DATE: DEC 02/21

CC: HEIDI HANSEN

INTRODUCTION

Outside of normal day to day operations this memo provides a brief summary of highlights for the Rayleigh Water Works District operations during this past year, for all disciplines of the RWWD department.

Water Treatment Plant:

On June 28/21, a dangerously low reservoir storage capacity of 35% incident took place. All applicable regulatory and emergency contacts were contacted, and emergency response protocol measures were accordingly put in place. No Irrigation” signage with “Water Restrictions in Effect” along with “For more information” with the webpage address was posted at both entrances to Rayleigh. Website announcements were made to include a friendly reminder of water conservation, lawn tips and to be mindful when using their water to avoid further serious repercussions of water shortage. Currently the RWWD Utilities staff are conducting their annual preventative maintenance on the water plant process which incorporates full tank inspections and necessary repairs during low peak water demands. On July 18/21 the RWWD Ford 2004 F350 fleet was sold and replaced on Aug 12/21 with a 2013 Mazda 5 for safety purposes and more cost-effective measures for the department. On June.21/21, all online water and in-house lab instrumentation was annually re-certified by Cleartech technician. Continuous efforts from Management, Administration, and operations are being made to optimize operational efficiency and cost saving measures for the RWWD Utilities.

River Intake:

T Moore Electrical completed the river pump Ground Leak Protection and we were not required to add the additional protection which resulted in the savings of \$4500. Seasonal preventative maintenance has been conducted to meet seasonal river level requirements and operational maintenance requirements. Continuous in-house lab analysis is conducted daily to capture water quality measures to ensure optimum process adjustments to the water treatment process. A full chemical analysis is conducted twice per year by an accredited lab to meet the conditions of permit and to access upstream influences.

Water Distribution:

Consistent and regular weekly bacteriological testing on the distribution system has been conducted. An annual report was submitted to the Interior health Officer to meet the Conditions of permit and it was posted on our community webpage. Operations staff have completed the Curb Stop relocation program and an assessment has been developed to include deficiencies. On May 04/21, all backflow prevention devices for RWWD were re-certified for their required annual service to meet the Conditions of Permit requirements. Davies Road development is in the process of finalizing the deficiency list from the final inspection by True Engineering, RWWD Utilities and City of Kamloops. The road is still closed until all legalities have been finalized between the developer and the City of Kamloops which will include proper road signage for public access. A new service connection to the RWWD water system was added to a newly developed lot at 204 Chetwynd in October. RWWD operations are in the final stages of processing a valve exercise program for 2022 for the water distribution system. This program is a systematic program to locate and exercise water valves to ensure that they function and operate properly. Every water system has valve devices that regulate, stop, or start the flow of water in the distribution lines. Being able to operate these valves at a moment's notice is extremely important. In an emergency, sections of a distribution system may need to be shut down without delay. However, if a valve is not used over a period of time, it can seize-up from corrosion and get stuck, making the valve inoperable. Typical valve exercising programs can help maintain the useful life and operation of water system valves.

Septage System:

Regular preventative maintenance and daily rounds are being conducted 7 days a week, including pump hours and effluent discharge volumes under the wastewater permit. Annual preventative maintenance was conducted for solids and grease removal for most of the septage fields in Rayleigh. Seasonal septic field rotations were made for all applicable fields. All the septic solids chamber outfall tees were cleaned and valve exercising as per regular maintenance. The new forced main sewage collection system has been working flawlessly with regular monthly field rotations.

Safety:

Monthly safety meetings were conducted for the RWWD Utility staff and regular site inspections were conducted to meet WorkSafe BC requirements. Continuous onboard training in progress with staff to ensure a safe working environment under all working conditions. Ongoing development of standard operating procedures and job hazard assessments for all tasks associated with utility operations.

Yours truly,

Joe Matias

Operations Manager

Rayleigh Water Works District