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**R.W.W.D. MEMORANDUM**

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**TO:** RWWD TRUSTEES

**FROM:** JOE MATIAS – OPERATIONS MANAGER

**SUBJECT:** MAY MONTHLY REPORT

**DATE:** JUNE.01/21

**CC:** TRACY WATTIE

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**INTRODUCTION**

This memo provides results of Rayleigh Water Works District operational events that have taken place during this past month, for all disciplines of the RWWD department.

**Water Treatment Plant:**

On May 03/21, I started the new role as Operations Manager for RWWD. On May 06/21, new licensed remote software for the SCADA was purchased to replace the previous Team Viewer corporate license under Corix's account and contract that was terminated. On May.05/21, 13 loads were removed and hauled away from the sludge vault outside the water plant. Due to the extensive costs and inefficient method in place, I am sourcing out other measures to minimize operational costs practiced prior to my arrival. On May.12/21 the RWWD 2004 Ford 350 truck was listed on Kijiji by RWWD Administration. On May.12/21, a monthly safety meeting was held for the RWWD operations. The Bi-annual site inspection of the WTP was conducted by Operations Manager and Charlene Richards on May.19/21. The monthly IHA April report was submitted by operations on May.10/21. A meeting with the trustees, operations staff, administration, and new Operations Manager was held on May.19/21 at 4:00 pm at the RWWD water plant. The overgrown shrubs behind the administrator's office were cut down by Randy and hauled away. May.28/21 TMoore mounted and powered up the new critical spare Variable frequency Drive for the Water plant and installed receptacle for the Operations Manager's desk in the upper mezzanine.

**River Intake:**

TMoore Electrical has completed one pump and is waiting on parts to complete the Ground Leakage Protection Filter capital project. One summer intake pump received a complete service early in the year and is expected to be put into operation by the first week of June.

**Water Distribution:**

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. We also verified that the commercial buildings consisting of Petro Can gas station and the Rayleigh Pub were completed as well. Consistent and regular weekly bacteriological testing on the distribution system has been conducted. Operations staff continues to conduct the Curb Stop relocation program and making progress. Two deficiency repairs which required excavation have been repaired for the month of May. After further clarification and research, it was found that the RWWD fire hydrants were redefined as Private hydrants under the City of Kamloops Bylaw 10-37 amendment backdated to Dec.03/2019. RWWD Management and staff are currently looking at further clarification on ownership of the 66 fire hydrants before following up more in regard to fire flow testing and inspection accountability.

**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. Septic fields 3 & 1 collection tanks had Cyclone Hydrovac services done to remove accumulated solids and grease for annual preventative maintenance. Septic fields 5 & 6 will be scheduled next at some point to be cleaned.

**BC One Tickets:**

There were 15 BC One tickets for the month of May that the RWWD operations addressed.

Yours truly,

Joe Matias

Operations Manager

Rayleigh Water Works District