

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING Minutes
April 19th at 5:00 p.m.
RWWD Office**

In attendance; Ben, Glen, Steve, Joe Heidi

1) CALL TO ORDER & INTRODUCTION

Meeting called to order at 5:03

2) MINUTES

Motion to approve July 13, 2022, Minutes

Moved: Glen Desjardine

Second: Steve Hughes

All in Favour

3) INTRODUCTION OF LATE ITEMS

De -watering discussion

- Joe is looking for a stand-alone system to perform de- watering of the waste tank sludge. The estimated cost is around \$220,000 on a compact centrifuge system on recent quote.
- Joe will look into the possible rent-to-own option for the centrifuge dewatering stand-alone system.
- A similar unit in which a quote was provided on a stand-alone hydro cyclone of \$36,000, will not meet RWWD needs.
- Joe is researching all options.

4) PUBLIC FORUM- None Meet and Greet

- Typically, all meetings are public and sandwich boards are displayed with the meeting dates and on the website 7 days prior to all meetings

5) BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Fire Hydrants

- Initiate and confirm a date to meet with the City of Kamloops to discuss the Fire Hydrants and potential agreement to define the terms and operating grants for RWWD.
- Joe has tried to get a date from the City of Kamloops,
- Joe to ask the CoK which dates will work and present date options to the Trustees.
- There have been ongoing issues on the ownership of the Rayleigh Fire hydrants. There are deficient hydrants that need to be addressed and there will need to be clarification on how to fix the fire hydrants under whose costs.

Purchasing Water Meter Inventory for the new Davie Rd/Mattoch McKeague development lots in preparation of connections to RWWD Utilities.

- Joe indicated the Petro Canada meter had stopped working, and had the meter replaced, Bob O'Brien's has his meters in after a year long process. Rayleigh pub has not responded.
- The school board has ordered their meters and is awaiting installation by their maintenance staff.
- New lots requiring water meters is a long process, of up to 24-week delay.
- Joe is looking to purchase water meters in advance to avoid delays in the building process.

- Corix has 4 meters that are brand new that can be used by RWWD, at a cost of approximately \$300 a piece
- Look to amend the bylaw that as soon as a lot is sold, it will require to include the purchase of a water meter in which has a water service to the lot in excess of 1 inch. Reference to Bylaw 195- Section 5.
- Fire suppression may be required in some Rayleigh homes due to distribution pressures and water services in excess of 1 inch.
- Once approved 12 water meters will be ordered as inventory
- Give notice to Rayleigh Pub for water, send letter with 2 weeks' notice for water shut off

2022 AGM -Next Steps

- Sandwich board and website
- May/June for 2021 AGM
- Fall for 2022 AGM

6) CORRESPONDENCE

7) REPORTS/MAINTENANCE

- Updates and Safety Report regularly sent to Trustees

8) REVENUE & FINANCE

Correcting residents' billings – moving forward (attachments)

- Bill back to the time water turned on
- Correct all billings and give payment plans
- Correct all bills back to 2021
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Update on 2021 audit

- Expected the next couple weeks

Update on payroll audit

- Completed by CRA and will be forwarded to RWWD office

Sunlife- Benefit Plan

- Renew Benefit Plan

Asset capitalization

- \$1500.00 asset capitalization amount

Operation budget revision and projection

- Cost of chemicals/labour /licensing and raw materials will cost more

Capital budget plans

- Joe is putting together a 16-year budget and trying to spread out the costs for the WTP
- Look into Provincial /local government grants
- UBCM is a federal funding grant that may be available to RWWD
- All grant applications to go through CoK
- Identify what WTP purchases need to be prioritized
- Be transparent regarding the grant application with CoK

9) NEW BUSINESS

Review – bylaws, new bylaws for consideration

- **Amend bylaw 208** to add: Septic Upgrade for each property must be paid out at the time of the sale. Septic upgrades cannot be carried over to the New Property Owner(s)

Software discussion

- Possibly switch to Muniware in 2024, for further discussion

10) ADJOURNMENT

Motion to Adjourn Meeting at 6:41pm.

Moved: Steve Hughes

Second: Glen Desjardine

All in Favour