

RAYLEIGH WATERWORKS

**Minutes**

April 3, 2024, 5:30 pm

Rayleigh Elementary School

**In Attendance:** Glen, Ben, Steve, Brian, Russ, Joe Heidi

1) **CALL ORDER & INTRODUCTION** at 5:31 p.m.

2) **MINUTES** – (Trustees to read their own copy)

**Motion:** Approve Mar 13, 2024, Minutes as presented

**Moved:** Ben Pregent

**Second:** Russ Hay

**Carried:**

3) **INTRODUCTION OF LATE ITEMS**

None

4) **PUBLIC FORUM**

Q) Will the new invoicing system show balances?

A) Yes, the new system should show all balances once corrected.

Q) Why were the residents not made of aware billing issues?

A) The resident were made aware at the AGM on Oct 25, 2023, and on the Rayleigh Waterworks website.

Q) Is RWWD going to have metered water?

A) A referendum by the residents would be the deciding factor for water meters.

Q) Has Rayleigh Waterworks ever applied for grants?

A) Yes, RWWD has just applied and was approved for a grant, however all grant applications have to go through the CoK.

5) **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

➤ **In stage 2 (design) of the 3-stage corrosion control for the water treatment plant tanks as per recommendation under the Conditional Assessment.**

- The Utilities Manager approached a consultant to see how RWWD can undertake the corrosion control and is awaiting design report.

➤ **The fire hydrant flow testing equipment has been ordered and has arrived.**

- RWWD is classified as a private system, and the fire hydrants will be annually tested by RWWD operators.

- **The new variable frequency drives on train #1 for the WTP Siemens Trident system has been installed and necessary programming has been completed as of March 4th.**
- Due to equipment failure June 2023, the equipment has been replaced with ready on the shelf (schneider drive).
- **Utilities Manager has been working on new public roadside high visibility signage for the new water restriction stage notification to the public.**
- The Utilities Manger has sourced out high visibility signs that are much larger for all residents and will be providing trustees with proposed design and quotes.
- **Utilities Manager is also working on obtaining and sourcing a dewatering and solids separation system for the backwash tank to cut down operational costs associated with hauling sludge.**
  - The sludge tanks have huge costs associated with the use of hydrovac, RWWD is looking at a stand-alone dewatering system.
  - No timeline has been set for the stand-alone system and awaiting feedback and quote from distributor.

*Send Brian the Tipping fees*

**Action**

## 6) CORRESPONDENCE

- **City of Kamloops rezoning inquiry and response (attachments)**
  - RWWD can support a secondary suite, COK will update their bylaws.
  - Reach out to COK regarding policing the secondary suites concerning excessive flows from additional residents already on communal septage system.

**Action**

## 7) REPORTS/MAINTENANCE

- **Feb Monthly reports ( attachment)**
  - The Utilities Manger presented the February Monthly report.
  - The river levels are closely monitored.
  - Letter sent to residents on Strawberry Lane looking for excessive flow, the system went back to normal for a while, but now there is excessive overflow.
  - RWWD will be approaching a contractor to camera existing sewer collection line if possible.

## 8) REVENUE & FINANCE

### ➤ **Muniware update**

Much of the update is complete, there are still some glitches to correct, and the tax module needs to be set up  
All payments for 2024 need to be posted and any corrections from balance forwards before the April 2024 billing

### ➤ **Update on 2022 audit**

It is progressing, we are still missing the 2022 CIBC back up ,until the information is received, we can't move forward.  
There is still research to be completed on some property sales and other items.

### ➤ Accounts Receivable listing Dec 31, 2023 ( attachment)

#### **Main Take aways from 1<sup>st</sup> quarter invoicing**

- ✓ April and July 2022 have required the majority of the adjustments.
- ✓ Most adjustments stem from 2022 a few from 2021.
- ✓ Balance forward amounts continue to be paid by account holders.

## 9) NEW BUSINESS

### ➤ Bylaw - 222 – Tax Certificate Fee (attachment)

#### **Motion:**

To approve a toll, increase for tax certificates, each tax certificate shall be increased to \$50 for each occurrence and \$100 for rush tax certificates ( with 24 hours ).

### ➤ **Moved:** Ben Pregent

**Second:** Brain Samila

**Carried:**

#### **In Camera**

- CUPE – expires 2024 ( attachment)
- New Development 4420 Devick Road ( attachment)
- Office Assistant support

## 10) ADJOURNMENT at 7:34 pm