

Rayleigh Waterworks District  
Trustees' Meeting Agenda  
August 23, 2021 (Monday) at 6:00 p.m. (Administration Office)

1. Call to Order: – Meeting called to order by Glen Desjardin at 5:47pm.

2. Additions or Amendments to the Agenda

1. Bob Obrien
2. AGM
3. Scada Software Upgrade
4. Capital Budget for Improvements

3. New Business

- Outside budget  
Unused funds available, can these funds be used towards
- Hydrovac expenses – the budget for cleaning solids was \$37,000, there are two fields that require cleaning. Joe is looking at a preventative maintenance plan.
- Water meter monitoring (system and rates) – There are 4 business's that are metered, The Rayleigh Pub, Petro-Can, City of Kamloops and the school.
- Lightship GIS software and Scada upgrade: we have received a free link to access Lightship which the Operations Team will utilize.
- CRM Platform: Trustees gave Tracy approval to proceed with the evaluation of computers and sourcing of network by Syncretly.
- Online safety training for staff: Trustees agreed to allow further online training for staff
- Davie Road Subdivision: The Trustees approved of the project
- 204 Chetwynd Service Connection: project is expected to proceed this fall
- Memcor Microfiltration System: Trustees agree of the sale. Joe to post on Facebook, Kijiji etc.
- Hydrants: Joe will provide the costs associated to main/flow test and set up meeting with C.O.K. and Trustees
- General Liability Insurance: Tracy confirmed with are sufficiently covered for consulting with Rivershore Golf Link; Insurance to be renewed in October
- Collective Agreement: Brian and Glen will prepare for the agreement renewal process
- Purchase of iPad: The Trustees agreed Tracy can purchase an iPad for the Operations Department
- Vehicles: F350 sold, and a Mazda 5 was purchased as a replacement vehicle
- Muniware/Sage: Tracy summarized the issues with Muniware/Sage and the errors made in 2020 with the Septic Upgrade payout amounts, general mistakes and Land titles not being transferred properly creating double billing for at least 14 month and explained the significance or the errors on both Muniware and sage. Tracy requested additional time to fix as much as possible prior to yearend. The Trustees approved additional time.
- The Rivershore contract is ready and awaiting approve of services and service fees

- Security Cameras: Tracy has requested security cameras due to the increased number of aggressive residents; the Trustees agreed to review some quotes
- EOCB has a new Annual due: \$500 per year for water treatment and distribution

Any other business (AOB):

- Bob O'Brien – water tax rate adjustment/reimbursement – Tracy will investigate this
- Scada Software quote – new quote of \$34,557.
- Capital budget for improvements – long term planning 10 years rather than 3 years which it currently is.
- AGM – set date.
- Bill Dhillon – Tracy reported on Mr. Dhillon's aggressive and threatening behaviour. Trustees agree the words are highly inappropriate and threatening behaviour must stop or Tracy will call the police. Trustees suggested Tracy keep the gate locked when she is at the office before or after hours and no operators are on site. They also suggest keeping the office door locked until 9:00am.
- AGM – time to start to plan the AGM. Tracy to set a date in October.
- Glen asked for a 4-6 bullet form weekly update.
- Joe spoke about the sludge hauling fees and cost this year; Joe spoke to alternatives and will report on options he finds.

Adjournment: 8:33 p.m.