

**RAYLEIGH WATERWORKS DISTRICT
TRUSTEES' MEETING MINUTES
Aug 30th at 5:00 p.m.
RWWD Office**

In attendance, Ben Pregent, Glen Desjardine, Russ Hay, Heidi Hansen, Joe Matias

1) CALL TO ORDER & INTRODUCTION

Meeting called to order at 4:57

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

Approve April 19, 2023, Minutes

Motion to approve April 19, 2023, Minutes, as amended (date correction).

Moved: Russ Hay

Second: Glen Desjardine

All in Favour

3) INTRODUCTION OF LATE ITEMS

- Add water plant spare upgrade RWWD still waiting for quote and looking at all options to avoid equipment failure.
- Est cost 8,000 – 10, 000 each train.
- Budget As a capital project complete one side first then the other side the next year.
- Utilities Manager will put together a proposal for Trustees to review

Communications

- Website to be used as the primary communication system.
- Critical communication has occurred as a door-to-door service.
- Residents are encouraged to sign up for announcements through RWWD website.

Add: Paragraph to Oct 2023 billing

In light of recent events, we encourage all residents to sign up for alerts

- Contact Raleigh Elementary to see if RWWD can use the outside board in emergency situations.
- Bigger sandwich boards are needed- with possible colour changes or flashing lights

4) PUBLIC FORUM

2 attendees

- AGM may be scheduled for Sept 2023, date to be determined and announced.
- New homes are to have water meter installed at a cost to the homeowner.

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

- **Vote on final annual COK Fee and complete Bylaw 215 amendment for Fire Hydrants**

Bylaw 215 Fire Hydrant and Usage Bylaw to be billed to City Of Kamloops for Fire Hydrant Usage at a rate of \$15,000 per annum.

Motion To vote in bylaw 215 for \$15,000.

Moved: Glen Desjardine

Second: Ben Pregent

All in Favour

- **Recommendation to amend existing Bylaw 182 to implement a 4 stage Outdoor Water use Restriction Guideline**
- Looking at implementing a 4 stage Watering Restriction Guidelines
- Concerned about Stage 3, as too much water may be utilized on one day, look at other options

To accept Stage 4 Water Restriction Guideline with an adjustment to Stage 3

- Software discussion- Decision on change over back to Muniware

To change billing software back to Muniware effective Jan 1, 2024

Moved: Russ hay

Second: Glen

All in Favour

- Purchasing Water Meter Inventory for the new Davie Rd/Mattoch McKeague development lots in preparation of connections to RWW Utilities – Complete
- **Welcome Package for Distribution**
- After small formatting changes the District Standards package can be sent to residents
- **2021 AGM- Procedures**
Sept 27, 2023
Election

6) **CORRESPONDENCE**

7) **REPORTS/MAINTENANCE**

Sent regularity to trustees

8) **REVENUE & FINANCE**

9)

- Billing Directory - (attachment)
Updated and Current
- Property Count for Rayleigh (attachment)

Updated and Current

- Update on 2021 audit

Estimated Sept 2023

- Update on 2022 audit

Estimated Early 2024

10) NEW BUSINESS

- Review – bylaws, new bylaws for consideration
To add: water shut off to water Restrictions after 2 warning
Motion to add water- not adding till we talk Joe

11) ADJOURNMENT

6.37 p.m.