

RAYLEIGH WATERWORKS

Minutes

June 12, 2024, 5:30 pm
RWWD Office

In Attendance: Ben Pregent, Brain Samila, Steve Hughes, Joe Matias, Heid Hansen

1) **CALL ORDER & INTRODUCTION** at 5:29 p.m.

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

Motion: To Approve April 3, 2024, Minutes as presented

Moved: Brian Samila

Second: Steve Huges

Carried:

3) **INTRODUCTION OF LATE ITEMS**

Added correspondence from resident re past billing issues

4) **PUBLIC FORUM**

Q) Do any of the Trustees have septic included in their honorarium?

A) Yes, Septic is included in the honorarium

The Septic will be discussed.

Q) Why has there been no communication or minutes posted on the website?

A) The website will be updated, and communications will improve.

Q) The 2021 Minutes indicate that there are billing issues, why are there still billing issues in 2024?

A) Due to software and staff changeover the billing issues have continued, however the billing issues should be straightened out this year.

Q) How is drought determined?

A) RWWD works together with the province and City of Kamloops and TOR Drought Response Team to determine what drought level is determined.

In the event of a Provincial Emergency Drought Level 5 Response or a temporary protection order under the Water Sustainability Act, this may supersede existing our water restrictions temporarily in order to achieve all measures of conservation sufficiently.

RWWD attends regular T.O.R. Drought Response Team meetings to determine the drought status in our region.

Q) Is there a stick in the river to determine water levels?

A) There is no level indicator at the river. However, there are markings at the river intake casing which is monitored every day.

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 corrosion control report is complete, and options are being reviewed to start the project in the fall.
 - The most cost-effective options have been highlighted.
 - Trustees to review the recommended option #1 on the stage 2 design report for approval.
- **The fire hydrant flow testing equipment has been ordered and has arrived.**
 - RWWD hydrant flow testing has been completed.
- **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.**
 - Have been installed and train #2 VFD's have been purchased and is scheduled to install early fall 2024 once seasonal water demand has rescinded.
- **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 been in contact with the CoK to determine the location of the signs. RWWD is still waiting for location approval from the CoK.
 - **Utilities Manager is also 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.
 - Still trying to determine if the standalone system with work for RWWD.

6) CORRESPONDENCE

- **City of Kamloops rezoning inquiry and response (attachments)**
 - The provincial government has mandated for an increase of secondary suites in Kamloops.
 - The first response was for a single suite, RWWD has asked for an extension as there may be a shortage of water capacity in Rayleigh, by adding secondary suites at this time RWWD may not have the capacity of water.
 - The application was to be presented on behalf of RWWD to the CoK council, however the meeting with the Cok was halted beyond RWWD's control.
 - RWWD has no way of policing current secondary suites but will be notified by COK of any future permits that are submitted.
 - Additional correspondence provided by a resident outlines the frustrations with residents' accounts.

7) REPORTS/MAINTENANCE

- **May Monthly reports (attachment)**
- The Utilities Manger presented the May Monthly report.
- All Monthly reports are posted on the website.

8) REVENUE & FINANCE

- **Cheque list**
- A list of all cheques issued for 2024 and a transaction record was provided to the Trustees.

- **Accounts Receivable update**
- AFO has assistance in getting the last of the accounts receivable reconciled due to the software changeover.
- Every account receivable will be verified, including account holders who have not contacted the RWWD office.

- **Update on 2022 audit**
- It is progressing, once the accounts receivable are reconciled the general ledger accounts will be balanced and submitted to the Auditor.

- **Minutes 2021 and 2022**
- Minutes on the website from 2021 are incorrect, new version will be sent to trustees for review.
- All Minutes will be posted up to date on the website

9) NEW BUSINESS

- Xeriscape Vs Landscaping- **move to “In Camera”**

- Bylaw 221 Water Restrictions approved

- Septic Flow totalizers are on order

10) ADJOURNMENT at 7:34 pm

Motion: To adjourn meeting

Moved: John Vandiemmen

Second: Jim Moorhead

Carried: