

## KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – April 26, 2017

Present:

Trustees and Administrator: Kevan Brehart, Joanne Hemphill, Richie Birch  
Debbie Anderson

Property Owners: Bill Blore  
Cam McGowan  
Dan Peiser  
Linda Niedzielski  
Trevor Emsley  
Heather Phillips  
Bob Phillips  
Paul Schoemaker  
James Gaston  
Rene Doerfler  
Rosemary Jorna  
Sid Jorna  
Ivan Harrison  
Roberto Diamond  
Ruby Diamond

Kevan called the AGM meeting to order at 7:30pm. He welcomed all and thanked them for attending. Kevan introduced the head table and asked all to introduce themselves. Kevan asked all to read over the minutes from the 2016 AGM meeting. Kevan asked if there were any questions or errors with the minutes. There were none. Sid Jorna motioned to accept the minutes as presented and Bill Blore seconded the motion. All in favour.

### TRUSTEE'S REPORT

- Kevan read over and discussed the Trustees Administration and Operating Annual Report. (see attached or website after the meeting.)

### FINANCIAL REPORT

- Kevan asked all to look over the auditor's report and asked if there were any questions. Bob Phillips asked if we have ever been questioned about our financial reporting. Kevan replied no and mentioned that the report is filed with the Ministry every year for their files and that Debbie works alongside with the auditors as well.
- Kevan asked all in attendance to have a look at our budget for the 2017 year and if there are any questions. There were none at this time.

### ELECTION OF TRUSTEE

- Kevan mentioned that Joanne Hemphill's term is up this year. Kevan asked if there are any nominations at this time. Heather Phillips nominated Joanne Hemphill, and Bob Phillips seconded the nomination. Kevan asked if there are any nominations a second time. Kevan

asked a third and final time. There was none therefore by acclamation Joanne Hemphill will run again for another 3 year term.

- Bob Phillips motioned to raise the honorarium for chair trustee up to 5,000.00 and both trustees up to 3,000.00. Rosemary seconded the motion. All in favour. Motion passed.

#### CRD CONNECTION

- Kevan started the discussion about the CRD connection with the district regrouping because the grants that were applied for on our behalf did not come through for us at this time. He shared that the reasons may have been because the district did not have the connection put in place and ready to go, or it could have been because we are an improvement district and not eligible.
- Kevan also shared that our operating permit has been given restrictions as well as a time line from VIHA. VIHA is forcing the district to quickly go forward with the connection as soon as possible or they may write an order to connect now.
- Kevan shared that the trustees are now going ahead with starting the process by talking with the engineer on cost, talking with the ministry on setting up borrowing money for expenses, as well as gathering all information to prepare for the open houses as well as package information for all property owners in the district boundary. Bob Phillips mentioned that he was talking with Mike Hick (regional director) and he mentioned something about borrowing with RBC bank. Kevan mentioned that the ministry has a process to follow.
- Kevan mentioned that he talked with Mike Hicks(regional director)and he has offered a grant of \$30,000.00 gas tax money to put towards the CRD connection project.

#### QUESTIONS

- Ruby Diamond mentioned that she was fairly new to the district and asked what the project is that everyone has been talking about. Kevan explained that the project all are talking about is that VIHA has asked the district to come up with an alternative way to supply water to all property owners in our boundary. One way was to buy water from the CRD as one large customer and stay a district. The district had an open house a few years ago and most in attendance were in favour of connection to the CRD water system. VIHA has pushed this to happen because long term Kemp Lake Waterworks will not be able to maintain the lake as a source of potable water unless they build a filtration plant and in the long run it would cost the district even more money to run. Ruby Diamond asked if the tolls and taxes rates will go up then and by how much. Kevan mentioned that they will need to go up to meet cost but at this time we are still working on cost of the project so we will know by our open houses.
- Kevan mentioned that the life cycle cost of either a plant or connection was discussed and the CRD connection was chosen by property owners at the first open houses the district held. In the long term it was the connection to the CRD water system that would be better for the district.
- Rosemary Jorna added that it is a regulation that the district is trying to meet not that our lake is unusable.
- Heather Phillips added that the point of view is good since Kevan Brehart has been chair.
- Rosemary Jorna added that if you like to check out the CRD water quality they hold tours of their water shed and I believe one is coming up.
- Trevor Emsley asked if the district still has to go to the CRD for approval to connect. Kevan replied that the district already has a go with them.
- Trevor Emsley asked if the district could still apply for more grants or gas tax money. Kevan replied that at this time no more grants and it would be up to Mike Hicks(regional director) if he

would like to give more gas tax money out to help our project but remember he has already mentioned that has filed a contribution to us already.

- Trevor Emsley asked if we could look into piggy backing with other utilities in the cost share when work begins. Kevan replied that would be a good issue to look into.
- Kevan shared a list of questions that Heather Phillips had emailed the district before the meeting. They were questions about the connection project. Attached to minutes.
- Sid Jorna asked what percentage of growth build out are we at. Joanne replied that sometimes the district does not get notification on property growths unless property owners apply which does not always happen but when we do our planning for the open houses we will have those figures.
- Sid Jorna asked if the district has to go to a referendum. Kevan replied that an alternative approval process is recommended.
- Ivan Harrison asked how come the district just did not have a referendum when we had the first open houses. Kevan replied that we did not because the first open houses were to inform property owners that this was going to happen and which one should the district go forth with.
- Heather replied that the districts AGM has a poor turn out for years so how is an open house any better.
- Trevor Emsley asked if we have any delays to the time line that all should be aware of. Kevan replied that we have started communication with the CRD, Engineers and VIHA is aware of what the trustees are doing at this time.
- Trevor Emsley mentioned that maybe the ministry of transportation could help out with the piggy back upgrades to the road as well when the work starts. Kevan replied that would be something to look into as well.
- Kevan mentioned that a bylaw is needed to borrow money and that takes time to process as well.
- Kevan mentioned that the work on the line is up for debate on the CRD or our people to complete the connection. We are looking at all angles to try and save money when it comes down to connecting.
- Richie Birch mentioned that the cost of the construction will have gone up as well.
- Kevan mentioned that is why we need to ask the engineer again for new upgraded new cost for the project.
- Kevan mentioned that the CRD had already contacted the property owners in between the connection if they would be interested in joining in on the cost and they could join that line as well but they have made other arrangement with their own subdivision. If they change their minds then we may be entitled to a late comers fee.
- Bob Phillips asked if all properties pay the same water taxes. Kevan replied that we have an assessment that shows a flat rate in all categories.
- Rosemary mentioned how appreciative she was for all the work that the board and administrator has done for the district.

Kevan asked if there are any more questions. Since there are no more questions at this time Kevan thanked all members of the board and the administrator and the maintenance team for all their time spent to keep this district working.

Meeting adjourned at 9:05pm

# **Kemp Lake Waterworks District Annual General Meeting 2017**

## **Trustee's Report for the Year 2016**

### **ADMINISTRATION**

**Taxes and Tolls.** There was no increase to the tax rates. Tolls were raised by \$.05 to \$0.75 per 100 gal. There was no increase to the Renewal Reserve Fund, the Connection Charge was raised to \$1,000 from \$600, and the Road Crossing deposit was increased to \$4,500 from \$4,000. Mileage was increased \$0.03 to \$0.53 per km. Tolls, taxes, and renewal reserve fund rates are assessed yearly in anticipation of upcoming needs - primarily infrastructure upgrades and renewals as well as capital planning.

**Insurance.** Aon Reed Stenhouse Inc. is providing coverage for August 2016 to August 2017 at a cost of \$ 9,261.

**KLWD Emergency Plan.** The Plan was reviewed and updated in accordance with Ministry guidelines.

**Workplace Bullying and Harassment Policy.** This policy was reviewed and re-adopted in 2016 per WorkSafe BC regulations.

**Environmental Health Officer/Water Stewardship.** We continue to maintain regular communication with our EHO (VIHA) and Ministry officials on a variety of issues: watershed environment and management, and water supply, water quality and testing.

- A Boil Water Order was issued on July 12<sup>th</sup> and removed on August 3<sup>rd</sup>.
- A precautionary Boil Water Advisory was issued on December 23<sup>rd</sup> and was removed on December 31<sup>st</sup>.

**VIHA 4-3-2-1 Drinking Water Treatment for Surface Water Policy and Connection to CRD Water.** The plan to connect to CRD water via pipeline along West Coast Road is the District's implementation strategy towards compliance with the Ministry of Health's "Drinking Water Treatment Objectives (Microbiological) for Surface Water Suppliers in British Columbia". The cost is estimated at over \$2M. In 2016 the District was waiting to hear the results of two grant applications submitted on our behalf by the CRD.

(UPDATE for 2017) In March it was learned that the grant applications under the Small Communities Fund and the Clean Water and Wastewater Fund were unsuccessful. The District can no longer wait for further grant opportunities, the project must be started and funded by landowners. An Alternative Approval process will take place in 2017 to obtain landowner approval to authorize the District to borrow funds and to carry out the project.

## **OTHER**

April 2016. K Brehart met with students from RRU to tour them around the water district as part of their Water Resource Project which is conducting an Assessment of Water Resource Sustainability in Otter Point, Shirley and Jordan River on behalf of OPSRRA.

May 2016. K Brehart and R Birch attended the BCWWA Conference in Whistler BC.

February 2017. K Brehart attended an Open House in regards to the proposed Kemp Lake Foreshore Access Improvement Plan. This project is being proposed by Juan de Fuca Parks and Recreation in collaboration with the Freshwater Fisheries Society of BC.

April 2017. J Hemphill attended the Coastal Water Suppliers Association Annual Conference and AGM in Nanaimo BC.

## OPERATIONS

### Pump house:

- By the end of last year the district was supplying water to the equivalent of approximately 475[2015-465] residences through 228[2015-225] meters.
- We pumped approximately 26.8(26,884,998) million gallons last year versus approximately 24.1 million the year before, approximately a 12% increase. Much drier season last summer.

### Activities:

- Replacement of old meters continues.
- Installed 3 new service.
- Work continues on leak detection. The specialized leak detection equipment we purchased the year before has been paying off with a number of leaks located and repaired. Some minor water leaks and 2 major main breaks were repaired.

### Development completed within the district:

- There were no significant developments completed within the district this past year.

### Development under way within the district:

- There is currently no significant development underway within the district.

### Water Quality:

- A Boil Water Order was issued on July 12<sup>th</sup> and removed on August 3<sup>rd</sup>.
- A precautionary Boil Water Advisory was issued on December 23<sup>rd</sup> and was removed on December 31<sup>st</sup>
- We are continuing to take water samples into the lab for testing on a weekly basis.

### Operator Certification:

- Our operators continue to maintain their **Environmental Operators Certification** through on going education and training when available.

### In Closing

Thanks again to Roy Anderson and his crews for all their hard work this year. I'd like to thank my fellow board members, Joanne and Richie as well as our Chief Administration Officer, Debbie, for their support and efforts during the last year, and last but by no means least, thanks to our families for giving up family time and allowing us to be active in the district affairs.

## General Statistics for Year Ending December 2016

Properties on assessment roll:	310
Properties tax exempt (parks, waterworks):	8
Number of meters:	228
Domestic Units serviced by water:	474
Commercial Units serviced by water:	1
Estimated population:	474 x 3 = 1422

## Year End Pump House Statistics (Imperial Gallons)

Total:	26,884,998 (24,081,765 )
Maximum day: (Aug 22)	131,894 ( 158,171)
Minimum day: (Nov 29)	27,452 ( 26,090)
Daily average for year:	73,657 ( 65,977)

## Year End Distribution Statistics (Imperial Gallons)

Total distributed	14,065,860
Average per unit	29,612

- We distributed approximately 14.1(14,065,860) million imperial gallons of water last year, up approximately 10% from approximately 12.7(12,788,220) in 2015. (Diff = 1,277,640).
- Of the water pumped, 12,819,138 gallons (*year before 11,303,545 gallons*) was unaccounted for. This is an approximate 13% increase in water loss from last year as a result of two major breaks.

## 2016 Property Assessment Breakdown By Assessment Category

Category	Description	Number	Units
1	Single dwelling unit.	260	260
2	Two dwelling units.	17	34
3	Three dwelling units.	4	12
4	Four dwelling units.	3	12
5	15 Unit mobile home/trailer park.	1	15
6	32 Unit mobile home/trailer park.	1	32
7	105 to 110 unit Co-operative campground.	1	109
8	One business/commercial unit.	1	1
9	Two or more business/commercial units.	0	0
10	One industrial unit.	0	0
11	Two or more industrial units.	0	0
12	Vacant Lot.	14	0
13	Public agency.	8	0
15	Five dwelling units.	0	0
	<b>TOTALS</b>	<b>310</b>	<b>475</b>