

## KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – December 16, 2020, virtual conference.

Present:

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

Virtual property owners: Trevor Emsley  
Steve Bishop  
Gail Bishop  
Melody Vowles  
James Gaston  
Daniel Peiser  
Cameron McGowan  
Burt Wams  
Brad Newmann  
Bob Phillips  
Heather Phillips  
Linda Niedzielski  
Jerry Frost

Virtual visitors: Linda Kitchen  
Jody Hartley  
Mick Rhodes

Kevan called the virtual AGM meeting to order at 7:30pm. Connection to the meeting was held from 7:00 to 7:30pm. Kevan welcomed all who have connected in at this time and mentioned that this is a new way to hold this meeting so please have patience. Kevan introduced the head table. Kevan asked all to remember this is a meeting for the year 2019.

### MINUTES FROM 2019

- Kevan asked if all have read over the minutes that were posted on the website. He asked if there were any questions or errors. There were none. Kevan asked for a motion to accept these minutes. Bob Phillips motioned to accept the minutes as read from the website, Brad Newmann seconded the motion, all in favour.

### 2019 FINANCIAL REPORT by Auditor

- Kevan asked if all have read over the 2019 auditor's report that was posted on the website. Kevan asked if there were any questions at this time. He then asked for a motion to accept this report posted. Bob Phillips motioned to accept the auditors, Gail Bishop seconded the motion, all in favour.

### ELECTION OF TRUSTEE

- Kevan mentioned that Joanne Hemphill's term is up this year and she has accepted to run again. The district did not receive any new nominations therefore by acclamation Joanne Hemphill will serve again.

#### TRUSTEE'S HONORARIUM

- Bob Phillips motioned to keep the honorarium the same at this time. Brad Newmann seconded the motion, all in favour.

#### TRUSTEE'S REPORT FOR 2019

- Kevan asked if all have read over the trustee's report that was posted on the website.
- He shared some new information about the Water Source Replacement Project costs. (2020 CRD Connection Update. In the spring of 2020, the CRD made the final connection at their end and installed their meter. The water was turned on. A Community Works Fund grant of \$200,000 was received from the CRD in support of the Source Replacement Project, which was used towards engineering costs.)  
(Project Costs: Original Estimate by Advicas Quantity Surveyors and CRD grant application \$3m+  
Original Estimates: \$3,794,000 (Advicas)  
Actual costs: \$2,484,300  
Savings: \$1,309,700 thanks to Anderson General  
Source of funds:  
Grants: \$ 230,000(Mike Hicks, JDF Regional Director – Gas tax)  
RBC loan: \$2,000,000  
Reserves: \$ 254,300  
\$2,484,300)
- He also mentioned that the district will be reviewing the rates in the New Year 2021.

#### QUESTIONS

- The district has two submitted questions and Joanne will read those questions to all in attendance and answer them. She also mentioned that those questions and answer will be posted along with the minutes from this virtual AGM meeting.
- Kevan mentioned that the floor is open to any new questions at this time. Gail Bishop noted that she was having a lot of trouble hearing what was being said, and others mentioned the same. Kevan apologized for any trouble on the Districts end, this is our first ever virtual meeting and hopefully if needed, next AGM the district will have a better set up.
- Heather Phillips thanked all the trustees for supporting the district and hanging in there through this tough year.
- Kevan mentioned that a website alert will be sent out thanking all who attended and if there were any questions that could not be shared due to technical issues please email the district and they will be posted and answered on the website.

Kevan thanked everyone for taking time out of their night to connect in.

Adjourned at 8:05pm

**Kemp Lake Waterworks District**  
**Annual Meeting 2020**  
**Trustees Report for Year 2019**

**ADMINISTRATION**

**Taxes and Tolls:** No change to tax rate. Tolls \$0.95 per 100 gal. There was no increase to the Renewal Reserve Fund.

- 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 2019 to August 2020 at a cost of \$ 11,025.

**KLWD Emergency Plan.** The Plan was reviewed and updated in 2019 in accordance with Ministry guidelines.

**Workplace Bullying and Harassment Policy:** This policy was reviewed and re-adopted in 2019 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.

**VIHA 4-3-2-1 Drinking Water Treatment for Surface Water Policy:** The connection to CRD water via pipeline along West Coast Road is required to achieve compliance with the Ministry of Health's "Drinking Water Treatment Objectives (Microbiological) for Surface Water Suppliers in British Columbia".

**Kemp Lake Water Source Replacement Project (Connection to CRD water):** The main line pipe outside of the KLWD boundary eastward toward Sooke was completed except for the CRD connection at their end. This included everything up to and including the new meter vault located just outside of the new KLWD pump house. Also completed was the pipe from the meter vault into the KLWD pump house.

The main line pipe within the KLWD boundary was also completed from the existing system into the new KLWD pump house.

In July, a 10-year term loan was signed with RBC for \$2M, at a rate of 4.010% per annum with a monthly loan payment of \$10,567.31.

## **OPERATIONS**

### **Pump house:**

- By the end of last year, the district was supplying water to the equivalent of approximately 475[2018-475] residences through 230[2018-230] meters.
- We pumped approximately 19.7 (19,721,104) million gallons last year versus approximately 22.6 million the year before, approximately an 4.9% decrease.

### **Activities:**

- Approximately 18 meters replaced the last year and 6 repaired(2 damaged by vandalism).
- Repairs/maintenance on the old main Chubb Road pumphouse including one of the pumps was rebuilt (new electric motor), the swing check on the lake side of the pump house was replaced, LMI pump replaced and pulse detector replaced
- Work continues on leak detection. Eight leaks were repaired, 5 on the customers side at the meter and 3 at locations on the system. Leak survey of the west end of the district was completed.
- There were 11 customer visits, mostly to help with leak detection on customer side, and some to discuss water usage concerns.
- The system was flushed 4 times in 2019 and all hydrants serviced - 2 torn down and rebuilt, all valves exercised, new flush assembly installed at Carpenter road.
- Regular maintenance of reservoirs and buildings, records converted to digital format, and locating of two water lines performed for Telus.

### **Development completed or under way within the district:**

- There were no significant developments completed within the district this past year.
- There is currently no significant development underway within the district.

### **Water Quality:**

- All our water reports for E-Coli during the last year have been good.
- We continue to take water samples into VIHA for testing approximately every week.

### **Operator Certification:**

- Our operators continue to maintain their **Environmental Operators Certification** through on-going education and training when available. Currently have 1 operator with a level 2 certification, 2 operators with a level 1 certification and 1 operator in training.

### **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 Hemphill and Richie Birch 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 2019

Properties on assessment roll:	303
Properties tax exempt (parks, waterworks):	8
Number of meters:	230
Domestic Units serviced by water:	475
Commercial Units serviced by water:	1
Estimated population:	$475 \times 3 = 1425$

### Year End Pump House Statistics (Imperial Gallons)

	2019	2018
Total:	19,721,104	22,613,571
Maximum day: (May 13)	145,450	135,760
Minimum day: (Nov 29)	14,500	27,441
Daily average for year:	54,030	61,955

### Year End Distribution Statistics (Imperial Gallons)

	2019	2018
Total distributed	12,711,082	17,061,265
Average per unit	26,760	35,994

- We distributed approximately 12.7(12,711,082) million imperial gallons of water last year, down about 25% from approximately 17.1(17,061,265) in 2018.
- Of the water pumped, 7,010,022 gallons (*year before 5,552,306 gallons*) was unaccounted for. As well as leaks, we are now cleaning and flushing the system more often per Vancouver Island Health Authority requirements. Cleaning a reservoir requires a lot of water. As well all hydrants were flushed and serviced. As water meters age, they get sloppy, water slips by and they under read.

**2018 Property Assessment Breakdown  
By Assessment Category**

<b>Category</b>	<b>Description</b>	<b>Number</b>	<b>Units</b>
1	Single dwelling unit.	262	262
2	Two dwelling units.	18	36
3	Three dwelling units.	3	9
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.	13	0
13	Public agency.	8	0
15	Five dwelling units.	0	0
	<b>TOTALS</b>	<b>311</b>	<b>476</b>