

KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – May 17, 2023

Present:

Trustees and Administrator: Kevan Brehart, Andrew Wheeler, Paul Schoemaker

Debbie Anderson

Property owners:

James Gaston
Gunter Rieper
Greg Jacobsen
Heather Phillips
Bob Phillips

Visitors:

Lenore Cook
Roy Anderson
John Brohmers
Gerry Niedermeiser

Kevan called the AGM meeting to order at 7:35pm. Kevan started the meeting by welcoming all in attendance. Kevan introduced the trustees and administrator. Kevan also acknowledged the territory we are meeting on.

MINUTES FROM 2022

- Kevan asked all in attendance if they had a change to read over the minutes that were handed out or off the website. He asked if there are any questions or errors. Bob Phillips motioned to approve. James Gaston seconded the motion. All in favour.

TRUSTEES REPORT

- Kevan read over and shared the trustees report to all in attendance. Report attached to minutes. Minutes and trustees report will be posted on the website after the following meeting. Kevan will then send out an alert to notify all.

Questions & Comments

- Bob Phillips asked about the percentage of water usage per household being up significantly. Trustees noted a calculation error in average usage, and it is only up slightly year over year. The annual report was corrected to reflect the lower usage year over year.

2022 FINANCIAL REPORT by Auditor

- Andrew Wheeler asked all to read over the auditor's report and he highlighted some areas for all to understand and if they have any

questions. Question on if the report can be emailed. Andrew mentioned that it will be posted on the district's website for viewing along with the minutes from this meeting by next month end.

- James Gaston motioned to accept this report as presented and Bob Phillips seconded and all in favour.

BUDGET

- Andrew Wheeler shared the budget for 2023. No questions.

ELECTION OF TRUSTEE

- Kevan Brehart mentioned that Andrew Wheelers term was up. Kevan asked if there were any nominations. Heather Phillips nominated Andrew Wheeler. Bob Phillips seconded the nomination. Kevan asked a second time if there are any nominations. Kevan asked a third and final time if there are any other nominations. Therefore, by acclamation Andrew Wheeler has accepted the three-year term at this time.

TRUSTEE'S HONORARIUM

- Bob Phillips motioned to increase the honorarium by 4%. Greg Jacobsen seconded the motion. All in favour. Bob Phillips would like to thank the trustees for all their hard work over the past year.

QUESTIONS & COMMENTS

- Gunter Rieper has a question on if it would be possible for the invoices be emailed and to make a bill payment at the bank. Kevan mentioned that they would look into this issue when a replacement system is found to use and maybe this can be added as a new service. At this time our system cannot produce this feature.
- Heather Phillips asked if there will be a bylaw meeting when the trustees are ready to make upgrades. Kevan mentioned that bylaws are the responsibility of the trustees and are sent into the Ministry for approval. Once approved then the trustees will post them on the website where the current bylaws are for viewing at this time.
- Greg Jacobsen has asked if when considering the connection bylaw is it possible to allow the resident/owner to complete the work instead of having it done by the district. Bob Phillips mentioned that this is put into place by the government that if the district which has certified operators do the work to make the system safe to all users. When Walkerton had that contamination years ago this changed all procedures in all water systems. Kevan asked Roy Anderson(district operator) his view on this issue. He explained that if an engineer stamp of approval was applied then they would take responsibility. But the district would still have to send out their certified operator to over see the job as well at the owners expense. Bob Phillips mentioned that the engineer needs to have

special certification in water systems before they could be used. Roy mentioned that this is correct.

- Gunter Rieper asked how to get alerts. Kevan mentioned that he needed to go to our website to sign up.

Kevan thanked all for coming out this evening. As well as all Trustees and their families as well as our administrator and family.

Adjourned _ 8:17pm

Annual report follows below.

Kemp Lake Waterworks District

Annual Meeting 2023 Trustees Report for Year 2022

ADMINISTRATION

Activities:

Activities during the year include:

- 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.
- Taxes and Tolls - There was a reduction in both the tax and toll rate in 2022. The tax rate was lowered to \$425 per domestic unit. Tolls were also lowered to \$2.50 per 100 gallons.
- There was no increase to the Renewal Reserve Fund.
- Updated KLWD Website. In particular, the Frequently Asked Questions (FAQ) page has been greatly expanded based on questions we have been asked recently (including those at last year's AGM). Please check it out and send us an email if there are other questions you would like included on the page.
- Insurance policies were reviewed and renewed.
- Commenced work on reviewing and updating as necessary all policies, procedures and bylaws which is continuing in the current year.
- We continue to maintain regular communication with our Environmental Health Officer (VIHA), CRD Water and Ministry of Municipal Affairs officials on a variety of issues including water supply, water quality and testing.

OPERATIONS

Distribution:

- By the end of last year, the district was supplying water to the equivalent of approximately 482[2021-481] residences through 231[2021-231] meters. See below for statistics.

Activities:

Activities during the year include:

- Ongoing daily water quality / pump house checks – no issues, incoming CRD supply has been good.
- Software changes and upgrades have been made to the interconnected reservoirs and the pump house / booster station – changes were made to allow reservoirs to fill to capacity when dropping below 85% full, this was to allow for shorter run times on the pumps as opposed to longer run times, strictly to enhance the longevity of the pumps and keeping reservoirs full for firefighting.
- A new pump motor was installed at WCR booster station as the previous had failed.
- Flushing program was undertaken on all mains and dead ends.
- A review of the condition of Taylor Place reservoir was performed – checking fasteners, visual on the connecting seams, visual structural review of the concrete base looking for signs of any cracks, rust, or effervescence on the surface.
- A review of the condition of Carpenter Road reservoir was performed – visual structural review of concrete tank and base looking for signs of any cracks, rust, or effervescence on the surface.
- Meter replacements (6) were done and currently until meters become readily available again, we only replace when a meter is no longer repairable.
- All zone valves were exercised and cleared of any excess gravel, a few were raised up and a few were lowered down.
- New Meter boxes installed (8) - Meter boxes have been getting replaced as required and when new meters are installed if required.

Development completed or under way within the district:

- A couple of minor 1 and 2 lot subdivisions in progress.
- There were no significant developments completed within the district this past year.

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 two weeks.

Operator Certification:

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

In Closing

Thanks again to Roy Anderson and his crew for all their hard work this past year. Anderson General has been our water operator for many years now. For the level of daily service we receive, dedicated equipment to service the area, qualified personnel (EOCP Water Operator levels I & II), knowledge of our systems and equipment, and 24/7 availability for emergency responses we are very fortunate to have Anderson General in place as our operator.

I'd like to thank my fellow board members, Andrew Wheeler and Paul Schoemaker, as well as our Chief Administration Officer, Amy Tiwana 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 2022

	2022	2021
Properties on assessment roll:	311	311
Properties tax exempt (parks, waterworks):	8	8
Number of meters:	231	231
Domestic Units serviced by water:	482	481
Commercial Units serviced by water:	1	1
Estimated population (2.8 per household):	1349	1346

Water Usage Statistics (Imperial Gallons)

	2022	2021
Total from source:	17,666,610	17,933,333
Daily average for year:	48,401	49,132
Total distributed	13,290,947	12,771,385
Average per unit per year:	27,574	26,551

- Of the water pumped, 4,375,663 gallons (24.8%) were unaccounted for, compared to 5,161,948 (28.8%) the year before. As these numbers indicate, significant progress was made in the last year in reducing leaks within the district. The unaccounted-for water includes not only leaks, but also the water required for cleaning and flushing the system mains and hydrants per Vancouver Island Health Authority requirements. Cleaning the reservoirs requires a lot of water. Also, as water meters age, they get sloppy, water slips by and they under read.

**2022 Property Assessment Breakdown
By Assessment Category**

Category	Description	Number	Units
1	Single dwelling unit.	260	260
2	Two dwelling units.	18	36
3	Three dwelling units.	3	9
4	Four dwelling units.	5	20
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	1	109
8	One business/commercial unit.	1	1
9	Two or more business/commercial	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
	TOTALS	311	482