

KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting- April 30, 2014

Present:

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

Property owners:	Shirley McFarlane	Visitor: John McCrea
	Wayne McFarlane	
	Murrey Watkinson	
	Neil Clark	
	Gerry Lt. Laurent	
	Barb Kerr	
	Chuck Kerr	
	Val Emmerson	
	Rosemary Jorna	
	Sid Jorna	
	Heather Phillips	
	Bob Phillips	
	Paul Schoemaker	
	James Gaston	
	Gunter Rieper	
	Janet. Southgate	
	Melody Vowles	
	Rene Doerfler	

Kevan called the AGM Meeting to order at 7:30pm. He welcomed all and thanked them for attending. Kevan asked Joanne to read over the minutes from the 2013 AGM meeting. Kevan asked if there were any questions or errors with the minutes. There were none. Bob Phillips motioned to accept the minutes as read and Rosemary seconded the motion. All in favor.

TRUSTEE'S REPORT

- ◆ Kevan read over and discussed the Trustees annual report. (see attached)

Questions

- ◆ Janet Southgate asked did we loose 20% of our water to leaks? Kevan replied that this water loss is also due to fire, flushing as well as leaks.
- ◆ There was a suggestion to flush your own line once a year by opening your taps outside your home for a few minutes or when you flush your hot water tank.

- ◆ Murrey Watkinson asked how the CRD Connection is progressing. Kevan asked that we discuss this issue in a few minutes after we move along with the other items on the agenda first.

FINANCIAL REPORT

- ◆ Kevan went over the audits report and asked Debbie if there were any new changes. Debbie replied that this audit report has no new changes from last year. Kevan asked for a motion to approve the audit's report. Sid Jorna motioned to approve and Bob Phillips seconded the motion. All in favor.
- ◆ The budget for 2014 was presented and discussed.

Questions

- ◆ Sid Jorna asked if there will be any more grant money like last year. Kevan explained what last years grant was for and mentioned that Mike Hicks (Regional Direct) had approached the district about grant money being available for water quality studies if needed.
- ◆ Bob Phillips asked the Trustee's to talk with Mike Hicks to see if another grant can help with a leak detection program. Kevan replied that the grants are only for water quality.

ELECTION OF TRUSTEE

- ◆ Kevan mentioned that Joanne Hemphill's term is up this year. Joanne has agreed to stand for another 3 year term. Kevan asked Joanne to give a brief job description. Kevan asked if there are any nominations at this time. Kevan asked a second time if there are any nominations at this time. Kevan asked a third and final time if there are any nominations at this time. There was none therefore Joanne Hemphill will run again for another 3 year term.
- ◆ Bob Phillips motioned to increase the honorarium by 1.25%. Rene Doefler seconded the motion. Rosemary Jorna motioned to amend the motion and motion to increase the honorarium up to 10% due to all the extra work the Trustee's will be doing to VIHA 4-3-2-1 Compliance Plan for our district. Rene Doefler seconded the motion to amend the motion to motion a new increase. All in favor.

Questions

- ◆ Sid Jorna asked about the new website that may be available to the district and maybe we could pay on line. Kevan shared the information and how user friendly that web site is that could happen. Alert notices could be posted through this site as well if emails could be forward for the districts files. This website also has a community library. Kevan is still looking into the possibility of using this website
- ◆ A question was raised if a drop box for payments of accounts could be arranged at the new CRD building on Otter Point Road.

CRD CONNECTION ISSUE

- ◆ Kevan shared the information of where the district is regarding the connection to the CRD water system. He has been in contact with Mike Hicks who has been pushing the connection issue for us. At this time the financial cost is the hold up in making this issue move forward to the next stage. We have pushed the terms of no cost to them to sell water to us. They are having trouble deciding whether or not to charge a CEC charge to join first. We would like to know the next stage so we can start negotiations to move forward.
- ◆ The district is just interested in staying as a district and just buys water from them as one customer.
- ◆ Murray Watkinson asked if the CRD could come and take over the district. Kevan mentioned that we looked into it but it would be more costly to operate so it would be more efficient to stay as a district. There is no grant money to help out though. At this time they could say no to a connection so we may have to look into another option. The quality of the lake is decreasing.
- ◆ Once all is done and we need to move forward a referendum will be necessary.
- ◆ The cost was broken down in the 2012 study we had done on this issue. If money is needed to borrow the Ministry has indicated that we must take a debenture from them.
- ◆ Sid Jorna asked don't we have a surplus. Kevan mentioned that the financial report shows the value of our assets already in the system.
- ◆ Heather Phillips asked if they could write letters to the CRD to help move the talks along on this issue.
- ◆ Bob Phillips suggested that maybe we should talk with John Horgan on this issue as well.

Kevan asked if there were any more questions at this time. There were no more questions. Kevan thanked all in attendance for coming.

Meeting adjourned at 9:00pm

Kemp Lake Waterworks District
Annual Meeting 2014
Trustee's Report for Year 2013

ADMINISTRATION

- Taxes and Tolls. All categories of taxes were raised by \$5. Tolls were raised by \$.05 to \$0.60 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.
- Mileage remained at \$0.50 per km.
- Insurance. Aon Reed Stenhouse Inc. is providing coverage for August 2013 to August 2014 at a cost of \$9,596.
- KLWD Emergency Plan. The Plan will be reviewed and updated in 2014 in accordance with Ministry guidelines.
- 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 including VIHA 4-3-2-1 Drinking Water Treatment for Surface Water Policy. This treatment policy is a performance target for water suppliers serving greater than 500 people a day to ensure the provision of microbiological safe drinking water.
- VIHA 4-3-2-1 Compliance Plan.
 - The KLWD hosted two meetings for KLWD landowners in January 2013 regarding achieving compliance with the 4-3-2-1 objective and the options available. Representatives from VIHA Health Protection and Environmental Services, and from Genivar Inc, the engineering firm used by KLWD were in attendance to provide background information and to answer questions. A total of 53 people attended the two meetings. The two options presented to the landowners both involve major infrastructure projects - construction of a treatment plant at the lake, or connection to the Capital Regional District water system to purchase water from the Juan de Fuca Water Distribution Commission. Preliminary costing by Genivar indicates each project would cost approximately \$1M to put in place. At both meetings the attendees clearly indicated their support for connecting to CRD water which involves the construction of a water line along West Coast Road for approximately two kilometers to connect the two water systems.

- Discussions and meetings have since been underway between KLWD and the CRD. These discussions involve both engineering specifications and administrative approval and authority on the part of CRD water for the addition of KLWD to the CRD water system. At this time the KLWD is still awaiting word from the CRD on connection charges, specifically a capacity purchase charge.
- 03 April 2014. Two Trustees attended a Coastal Water Suppliers Association Administrative Workshop in Duncan, BC. One of the sessions detailed requirements to adopt a policy governing Workplace Bullying and Harassment in accordance with the new WorkSafeBC Prevention Policies for all workplace parties.
- 26 February 2014. One Trustee attended a community event to celebrate the completion of the Otter Point Heritage Project.

OPERATIONS

Pump house:

- By the end of last year the district was supplying water to the equivalent of approximately 461[2012-454] residences through 219[2012-218] meters.
- We pumped approximately 25.0(25,022,625) million gallons last year versus approximately 28.3 million the year before, approximately an 11.7% decrease.

Activities:

- Minor water main repairs and replacement of old meters continues.
- Installed 1 new service.
- Working on leak detection. Very difficult without sophisticated equipment. This year we are planning on bringing in a company that specializes in leak detection.

Development completed within the district:

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

Development under way within the district:

- There is currently one small development underway within the district.

Water Quality:

- All of our water reports for the last year have been good.
- We are continuing to take water samples into the lab for testing approximately every week.

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 their 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 2013

Properties on assessment roll:	302
Properties tax exempt (parks, waterworks):	8
Number of meters:	219
Units serviced by water (units – 1 well):	461
Estimated population:	461 x 3 = 1383

Year End Pump House Statistics (Imperial Gallons)

Total:	25,022,625 (28,305,910)
Maximum day: (Aug 07)	171,127 (206,471)
Minimum day: (Jan 16)	26,225 (25,272)
Daily average:	
Summer (Per 3):	83,795
Winter (Per 1):	55,941
Year:	68,555

Year End Distribution Statistics (Imperial Gallons)

Total distributed	13,715,817
Average per unit	29,752

- We distributed approximately 3.7(13,715,817) million imperial gallons of water last year, down about 13.2% from approximately 15.8(15,801,261) in 2012. (Diff = -2,085,443).
- Of the water pumped, 11,306,807 gallons (*year before 12,504,649 gallons*) was unaccounted for. This is a decrease in water loss from last year.

**2013 Property Assessment Breakdown
By Assessment Category**

Category	Description	Number	Units
1	Single dwelling unit.	245	245
2	Two dwelling units.	13	26
3	Three dwelling units.	7	21
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.	22	0
13	Public agency.	8	0
	TOTALS	302	461