

## KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting- April 27, 2016

Present:

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

Property owners: Bob Phillips  
Heather Phillips  
Rosemary Jorna  
Trevor Emsley  
Terry Cristall  
Sid Jorna  
Rene Doerfler  
Roy Anderson

Kevan called the AGM meeting to order at 7:30pm. He welcomed all and thanked them for attending. Kevan introduced the head table and chief operator. Kevan then asked if all could introduce themselves. Kevan then asked all to read over the minutes from the 2015 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 presented and Sid Jorna seconded the motion. All in favour.

### TRUSTEE'S REPORT

- Kevan read over and discussed the Trustees annual report. (see attached or website after the meeting.)

### QUESTIONS

- Bob Phillips asked if VIHA was ok with the delay in connecting to the CRD system. Kevan responded at this time the pressure to connect is high but we are working with them.
- Sid Jorna asked why the increase for the tolls was so high and if it will continue to increase. Kevan replied that all cost are increasing and when the connection does go forward the cost from the CRD will be higher per gallons so we need to prepare our users.
- Trevor Emsley asked if there was much feedback why we did not get the first grant. Kevan replied that they did not give any reason except that it looked good but at this time you do not qualify. We will be filing for another grant and hopefully this one will be accepted. Trevor asked when connection is accepted will we need to connect right away. Kevan responded with a yes.
- Heather Phillips asked does the district have people that can do the work to save cost or does the CRD have control on the connection work. Kevan responded with we hope that we can do the work but we will discuss that issue when application is accepted. Heather also asked if the time lines be faster if KLWD does the job. Kevan replied we hope so.
- Bob Phillips asked what causes leaks. Kevan replied that it could be many different things like old pipes, deterioration, old iron connections, and fractures in the pipe etc.

- Terry Cristall asked about water pressure difference when we connect. Kevan replied that we will still be using our reservoirs so we will still be maintaining the same pressure we use now. Bob Phillips asked how come each house may have different pressures. Kevan explained that each home may have a different altitude to their homes which can differ in pressure getting there.
- Terry Cristall asked what water quality is. Kevan explained treatment safety standards that VIHA has imposed to all water servers to follow to bring safe drinking water. At this time our system is monitored daily and water samples are taken about once a week and we are maintaining this safety at this time. A new policy standard called the 4-3-2-1 standard is a 4 stages of treatment that is now required per system that is why we need to either connect to CRD or build our own filtration station. At the public meetings that were held a vote to connect to CRD was the better option. When we connect to the CRD system our water quality will be different to what is delivered from Kemp Lake and that is what VIHA is after for us to do.
- Bob Phillips was wondering if we have increased the chlorine levels lately. Roy (Maintenance) explained the monitoring of the chlorine and the system to all in attendance.
- Kevan mentioned that the water quality has been better over the past 10 years. All the safety measures taken to protect the watershed around the lake has helped.
- Trevor Emsley asked is the pipe that we are connecting to going to be the same as our system. Kevan replied that it should be better.
- Sid Jorna asked do we have a program in place for upgrades and changes to our system to prepare before connection. Kevan explained some upgrades that have already been going on and the monitoring for water leaks has been happening with our new leak detection machine.
- Sid Jorna asked about growth to our district when we connect to CRD system. Do we have any idea on what that could be? Kevan explained that we did a study a few years ago on what growth could occur within our boundary but no further discussion to extend the boundary at this time.
- Terry Cristall asked if we connect to CRD will we still have access to our pumphouse at the lake. Kevan explained that we still would like to maintain the pumphouse so it could be used in case of an emergency or for a backup if the CRD fails.

#### FINANCIAL REPORT

- Kevan asked all to look over the audits report and asked if there were any questions. There was two questions asked by Heather and Bob Phillips. Debbie explained the differences from last year. Kevan asked for a motion to approve the audit's report. Bob Phillips motioned to approve and Terry Emsley seconded the motion. All in favour.
- The budget for 2016 was presented and discussed.

#### ELECTION OF TRUSTEE

- Kevan mentioned that Richie Birch's term is up this year. Kevan asked if there are any nominations at this time. Bob Phillips nominated Richie Birch, Sid Jorna 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 Richie Birch will run again for another 3 year term.
- Rene Doerfler motioned to keep the honorarium the same this year with no increases. Bob Phillips seconded the motion. All in favour.

## QUESTIONS

- Kevan asked if there were any further questions at this time. Terry Cristall asked who is responsible for the meters and if you have meters on your strata property who's responsible for them. Kevan replied that the meters that we read are the districts responsibility and any meters beyond that one meter is the responsibility of the owners.

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 8:48pm

**Kemp Lake Waterworks District**  
**Annual Meeting 2016**  
**Trustee's Report for Year 2015**

**ADMINISTRATION**

- **Taxes and Tolls.** Taxes were raised by \$5 per unit. Tolls were raised by \$.05 to \$0.70 per 100 gal. There was a \$3 increase to the Renewal Reserve Fund. Mileage remained at \$0.50 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 2015 to August 2016 at a cost of \$9,331.00
- **KLWD Emergency Plan.** The Plan will be reviewed and updated in 2016 in accordance with Ministry guidelines.
- **Workplace Bullying and Harassment Policy.** This policy will be reviewed and re-adopted in 2016 per Worksafe BC regulations.
- **VIHA 4-3-2-1 Drinking Water Treatment for Surface Water Policy and Connection to CRD Water.** 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. KLWD ratepayers support a connection 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 to achieve compliance to the 4-3-2-1 Objective. Results of round two of the Building Canada Fund infrastructure grant applications (submission deadline 28 April 2016) will hopefully be announced by the fall of 2016. This project was not selected for funding in the first intake of applications in 2015. The Fund works by making investments in public infrastructure owned by provincial, territorial and municipal governments, and in certain cases, private sector and non-profit organizations. Funding is allocated to each province and territory based on population. All projects funded through the Building Canada Fund are cost-shared. Municipal projects are cost-shared on a one-third basis—the maximum federal share is limited to one-third, with matching contributions from the province and municipality. The Building Canada Fund is made up of two components: the Major Infrastructure Component and the Communities Component. This project qualifies for inclusion under the Communities Component which targets projects in communities with populations of less than 100,000.

## OPERATIONS

### Pump house:

- By the end of last year the district was supplying water to the equivalent of approximately 465[2014-463] residences through 225[2014-222] meters.
- We pumped approximately 24.1(24,081,765 ) million gallons last year versus approximately 27.0 million the year before, approximately an 12% decrease.

### Activities:

- Replacement of old meters continues.
- Installed 3 new service.
- Repairs/maintenance on the main pumphouse included upgrades to the control panels, a new LMI chlorine pump and more accurate fault codes for our alarm systems.
- Electrical systems at the Carpenter Rd Reservoir were also upgraded.
- 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. Six minor water leaks and 3 major leaks repaired reduced our water loss by over 1 million gallons.

### 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:

- 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 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 2015

Properties on assessment roll:	306
Properties tax exempt (parks, waterworks):	8
Number of meters:	225
Units serviced by water:	465
Estimated population:	465 x 3 = 1395

## Year End Pump House Statistics (Imperial Gallons)

Total:	24,081,765 (27,015,428)
Maximum day: (July 5)	158,171 ( 142,455)
Minimum day: (Nov 6)	26,090 ( 25,080)
Daily average for year:	65,977 ( 74,014)

## Year End Distribution Statistics (Imperial Gallons)

Total distributed	12,778,220
Average per unit	27,480

- We distributed approximately 12.7(12,788,220) million imperial gallons of water last year, down about 12% from approximately 14.5(14,584,380) in 2014. (Diff = -1,806,160).
- Of the water pumped, 11,303,545 gallons (*year before 12,431,048 gallons*) was unaccounted for. This is an approximate 9% decrease in water loss from last year.

## 2015 Property Assessment Breakdown By Assessment Category

Category	Description	Number	Units
1	Single dwelling unit.	254	254
2	Two dwelling units.	14	28
3	Three dwelling units.	6	18
4	Four dwelling units.	2	8
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.	18	0
13	Public agency.	8	0
15	Five dwelling units.	0	0
	<b>TOTALS</b>	<b>306</b>	<b>465</b>