

## KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – May 15, 2024

Present:

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

Property owners: James Gaston  
Rosemary Jorna  
Sid Jorna  
Heather Phillips  
Bob Phillips  
Shannon Moneo  
Daria Yu  
Mike Stadel  
Kelly Stadel  
Trevor Emsley  
Carol Davies  
Dorothy Davies  
Judy Conwright  
Rosemary Eardley

Visitors: Debbie Anderson  
Roy Anderson  
Mike Charles  
Al Wickheim  
Jody Hartley

Andrew called the AGM meeting to order at 7:31pm. Andrew started the meeting by welcoming all in attendance. Andrew introduced the trustees and administrator. Andrew also acknowledged the territory we are meeting on.

### MINUTES FROM 2023

- Andrew 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

- Andrew 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. Andrew noted that the trustees have been in contact with the CRD in regards to getting a bulk water rate with no success.

Questions & Comments

- Mike Stadel commented that when putting in the new meters, that a notice to resident would have been appreciated.
- Mike Stadel had a question regarding the Elrose mobile park meter if it is complete and if the size of the bulkhead that stands is staying. Roy Anderson answered this stating that Government requires that size (a person must be able to stand in the bulkhead) and that the landowner requested to do his own landscaping to save costs. Andrew stated that we can reach out to the landowner to see when he plans to complete this. Heather Phillips added that the trustees should make a policy for situations like this, where a deadline would be made.
- Shannon Moneo inquired about the new Carpenter Road Subdivision and how it is connected to KLWD. It is in KLWD and we are following the project. Heather Phillips wanted to ask if the subdivision is paying the water tax on the vacant land and once sub divided if they will pay for each lot. Yes, each property will have a water tax.
- Al Wickheim commented water rates will continue to go up over the next few years based on CRD long term plans in relation to ensuring clean water supply in the event of contaminants in reservoirs from events such as a wildfire in the watershed. Rosemary Jorna added that there are tours of the water shed that are very informative and recommends to all.
- Daria Yu inquired about the software upgrade plans. The trustees have been looking at upgrading the software and hope to move forward this year.
- Shannon Moneo asked why the toll rates recently went up. Andrew Wheeler explained that the CRD raised our rates last year but the trustees decided not to raise at that time with hopes of being able to absorb the increase. This year the CRD raised the rates again and at that time after financial analysis it was decided to raise the rate.
- Kelly Stadel asked if CRD would be taking over the KLWD. Currently no. Andrew and Kevan explained that back in 2020 when we decided to connect a cost analysis was done and it was decided it would be beneficial for residents to go this route long term.
- Shannon Moneo asked if customers are having difficulty keeping up with their water bills and if there are customers in arrears. Andrew explained we have been working hard in this area and have recently cut this outstanding amount in half. This is something we are continuing to work on in partnership with these accounts.
- Al Wickheim commented that KLWD could benefit from distributing water conservation information to our customers on a regular basis.
- Trevor Emsley made some suggestions to try to get Bulk water rates. The trustees explained that they had tried many avenues over the last year with no success. Andrew Wheeler suggested that if there are community members who want to start a committee that could continue to try to get bulk water rates that the trustees would support this. At this time the trustees have exhausted time and effort and will not be pursuing this further. Heather Phillips commented that residents can write to local government officials as well.

#### 2023 FINANCIAL REPORT by Auditor

- Andrew asked all to read over the auditor's report and asked if they have any questions. Kevan commented that any questions can be emailed to KLWD administrator. Kevan mentioned that it will be posted on the districts website for viewing along with the minutes from this meeting by next month end.

#### BUDGET

- Andrew Wheeler shared the budget for 2024. No questions.

#### ELECTION OF TRUSTEE

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

#### TRUSTEE'S HONORARIUM

- Bob Phillips motioned to increase the honorarium by 2.5%. Sid Jorna seconded the motion. Daria Yu Thirds the motion. All in favour. Bob Phillips would like to thank the trustees for all their hard work over the past year with special thanks to Kevan Brehart for his long-term service.

#### QUESTIONS & COMMENTS

- Heather Phillips commented that the turnout this year was exciting and very nice to see active members in the community.

Andrew thanked all for coming out this evening. Andrew wanted to take this time to thank Roy and his team for all the hard work this past year and his continued commitment to the KLWD. Andrew also thanked Trustees, the Administrator and their families for their continued support in operating the district.

Adjourned \_ 8:56pm

# **Kemp Lake Waterworks District**

## **Annual Meeting 2024**

### **Trustees Report for Year 2023**

#### **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 - The tax rate was held at \$425 per domestic unit and Tolls remained at \$2.50 per 100 gallons.
- Trustees have worked with our prior and current JDF Directors in an effort to obtain a lower bulk water rate from JDF Water Distribution Commission. Unfortunately, we were unsuccessful in our efforts to reduce rates.
- There was no increase to the Renewal Reserve Fund contribution rate.
- Insurance policies were reviewed and renewed. Renewal date adjusted to allow for renewal outside of fire season.
- Trustees are evaluating options to replace current software used to manage customer accounts and water consumption as current system is no longer supported.
- Trustees have updated and formalized the Leak Adjustment Policy. It is based on other water providers, like the CRD, but takes into account we are a small district and are unable to absorb losses greater than \$2,000.00.
- 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 488[2022-481] residences through 234[2022-231] 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.
- Service Main zone isolation valves have been cleaned of debris and exercised for smooth operation.
- Coordinated with Highways on the excavation of roadway at bottom of Kemp Lake Rd to replace collapsed culvert under roadway and relocate Aptos fire hydrant.

- Last group of residents on Kemp Lake Road connected to the 6” main. The old 4” water main on Kemp Lake Road has been taken out of service.
- Installation of Storz fittings on 17 hydrants to allow Otter Point Fire to more quickly connect to water supply in an emergency (~\$13k)
- Improvements to security of infrastructure is fully operational with the installation of fencing around the two WCR pumphouses and alerts for intrusion on pump houses is fully functional
- Chubb Road pumphouse setup for intake pump use only. It will now be kept only for emergency purposes.
- Motor Vehicle Accident on WCR took out one of our hydrants. Hydrant repaired and reinstalled by our water operator. Costs recovered from ICBC in 2024.
- Flushing program was undertaken on all mains and dead ends.
- Older Meters continue to be replaced with newer digital models that are wand readable.
- The new hand held meter reader has been purchased and implemented for use on the new digital meters improving accuracy of meter reading and decreasing time for reading of new meters ( eg; meter boxes do not require lids to be removed)
- All zone valves were exercised and cleared of any excess gravel, a few were raised up and a few were lowered down.
- Meter boxes have been getting replaced as required and when new meters are installed if required.
- Service Main line flushing completed and is now only done once per year as the source supply is exceptional quality ( CRD connection )
- Digital mapping ongoing as new connections are completed

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

- Early stages of subdivision on Carpenter Road in progress.
- 5 additional units added to Mobile Home Park

**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. The operator has 1 operators with a level 1 certification, 1 operator with a level 3 certification and 1 operator 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 Trustees, Kevan Brehart and Paul Schoemaker, as well as our Chief Administration Officer, Debbie/Amy for their support and efforts during the last year, our meter readers Trevor/Tammy 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

	2023	2022
Properties on assessment roll:	313	311
Properties tax exempt (parks, waterworks):	8	8
Number of meters:	234	231
Domestic Units serviced by water:	487	482
Commercial Units serviced by water:	1	1
Estimated population (2.8 per household):	1363	1349

### Water Usage Statistics (Imperial Gallons)

	2023	2022
Total from source:	19,814,300	17,666,610
Daily average for year:	54,285	48,401
Total distributed	13,330,346	13,290,947
Average per unit per year:	27,372	35,921

- Of the water pumped, 6,483,954 gallons (32.7%) were unaccounted for, compared to 4,375,663 (24.8%) the year before. As these numbers indicate, we have experienced a higher % of water loss in 2023. The water operator will continue to utilize our leak detection equipment and work to mitigate water loss. 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.

### 2023 Property Assessment Breakdown By Assessment Category

Category	Description	Number	Units
1	Single dwelling unit.	261	261
2	Two dwelling units.	18	36
3	Three dwelling units.	3	9
4	Four dwelling units.	5	20
5	20 Unit mobile home/trailer park.	1	20
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>313</b>	<b>488</b>