

KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – April 30,2013

Present:

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

Property owners: Bob Phillips
 Heather Phillips
 Sid Jorna
 Rosemary Jorna
 Rene Doerfler
 Paul Schoemaker
 James Caston
 Roy Anderson

Kevan called the AGM Meeting to order at 7:35pm. He welcomed all and thanked them for attending and introduced Roy Anderson as the districts head operator and replacing Jarvis Seabrook. Kevan asked all to take a moment to read over the minutes from the AGM Meeting held April 25, 2012. He asked if there were any questions or errors with the minutes. There were none.

TRUSTEE'S REPORT

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

FINANCIAL REPORT

- ◆ Kevan went over the audits report explaining the new accounting procedures. The District adopted Canadian public sector accounting standards as of January 1, 2012 so there were a few changes to the report that were not there last year. Kevan asked for a motion to approve the audit's report. Sid Jorna motioned to approve and Rene Doerfler seconded the motion. All in favor.
- ◆ The budget for 2013 was presented and discussed.

Questions

- ◆ Heather Phillips asked if there would be a new or different budget if we connect to the CRD Water System or Filtration System. Kevan replied that a different budget would be decided on when the project is in motion but for now this budget is to carry on as the way we are operating at this time. Sid Jorna asked that there are some expenses like engineering cost for this project in this budget. Kevan replied that those expenses are budgeted.

- ◆ Bob Phillip asked if the district would need some legal advice to go into an agreement with connection to the CRD Water System. Kevan replied that we are in communication with the Ministry on this issue so therefore they will advise the district if that is necessary.
- ◆ Rene Doerfler asked why the budget on bank charges is less this year then last. Debbie replied that at this time the bank account is set up to no longer be charged service fees for transactions except for NSF cheques or buying cheques. Therefore the budget need be less.

ELECTION OF TRUSTEE

- ◆ Kevan mentioned that Richie Birch's term is up this year. Richie has agreed to stand for another 3year term. 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 Richie Birch will run again for another 3 year term.
- ◆ Sid Jorna motioned to have the honorarium be increased by 2% rounded to the nearest \$5.00. Rosemary Jorna noted that the honorarium last year was increased by 2.5%. Bob Phillips suggested that at this time the Trustee's will be involved with a lot more duties due to the 4-3-2-1 compliance therefore an increase by 10% rounded to the nearest \$5.00 should apply and when this issue is completed at another AGM Meeting we can review at changing this increase at a later date. Debbie Anderson agrees with the 10% rounded to the nearest \$5.00 increase. Sid Jorna motioned to amend his motion of 2% up to 10% rounded to the nearest \$5.00. Rosemary seconded the motion. All in favor. Amend budget to adjust new increase.

Questions

- ◆ Kevan asked if there were any questions at this time. A question was asked will the district still be in control of running the district if we connect to the CRD system. Kevan replied that at this time the district would like to be come a customer of the CRD and still run as always.
- ◆ Heather Phillips asked what progress are we at with connecting to the CRD system. Kevan explained where the district process is at. He mentioned that it is moving at a slow pace. Kevan mentioned that he had talked with Mike Hicks (regional director) on this issue and Mike helped make a meeting happen and now the process is moving quicker.
- ◆ Rosemary Jorna asked if the district intends to still maintain the water license and pumphouse if we connect to CRD system. Kevan replied that the district would like to keep the license and pumphouse as back up for emergencies.
- ◆ Rene Doerfler asked if we connect to CRD system and the pressure is good do we still need the reservoirs. Kevan replied that these concerns are all on a list to be discussed before moving forward with connection to CRD system or building a Filtration system.

- ◆ Heather Phillips asked if we connect will growth happen. Kevan replied that it would be in the requirements at the time of hook up.
- ◆ Rosemary Jorna has offered to connect with property owners by email or telephone, any information that needs to be forward to the public

Kevan asked if there were anymore 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 2013
Trustee's Report for Year 2012**

ADMINISTRATION

- Taxes and Tolls. There was no increase to taxes, tolls were raised to \$0.55 per 100 gal. Renewal Reserve Fund. There was no increase.
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 at \$0.50 per km.
- Insurance. Aon Reed Stenhouse Inc. is providing coverage for August 2012 to August 2013 at a cost of \$ 9,564.
- 22-23 April 2012. One Trustee, one Operator attended the BCWWA Annual Conference in Penticton.
- KLWD Emergency Plan. The Plan will be reviewed and updated in 2013 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.
 - The KLWD hosted two meetings for KLWD landowners regarding achieving compliance with the 4321 objective and the options available. These meetings were held on Wednesday, 23 January 2013 and Saturday, 26 January 2013. Present at the meeting on Wednesday, 23 January 2013 were representatives from VIHA Health Protection and Environmental Services, and from Genivar Inc, the engineering firm used by KLWD. 35 people were in attendance on the Wednesday, and 18 on the Saturday. VIHA was unable to attend the Saturday meeting therefore the Wednesday meeting was videotaped and played back at the Saturday meeting so attendees could see the presentation made by VIHA.
 - 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 are now 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.

OPERATIONS

This past year saw our lead operator, Jarvis Seabrook, move on to other things. He was replaced by Roy Anderson as our lead operator. Roy has worked for the district as one of Jarvis Seabrook's operators for a number of years. With Jarvis' help and with Roy's experience in the construction industry, Roy was able to assume the lead operator position with a seamless transition.

Pump house:

- By the end of last year the district was supplying water to the equivalent of approximately 454[2011-450] residences through 218[2011-215] meters.
- We pumped approximately 28.3(28,305,910) million gallons last year versus approximately 30.7 million the year before, approximately a 7.8% decrease.

Activities:

- Minor water main repairs and replacement of old meters continues.
- Installed 3 new services.
- 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 Jarvis Seabrook and 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 2012

Properties on assessment roll:	296
Properties tax exempt (parks, waterworks):	8
Number of meters:	218
Units serviced by water (units – 1 well):	454
Estimated population:	454 x 3 = 1362

Year End Pump House Statistics (Imperial Gallons)

Total:	28,305,910 (30,744,056)
Maximum day: (Aug 11)	206,471 (191,464)
Minimum day: (Mar 07)	25,272 (30,634)
Daily average:	
Summer (Per 3):	110,159
Winter (Per 1):	62,184
Year:	77,550

Year End Distribution Statistics (Imperial Gallons)

Total distributed	15,801,261
Average per unit	34,804

- We distributed approximately 15.8(15,801,261) million imperial gallons of water last year, down about 23.6% from approximately 20.6 (20,683,932) in 2011. (Diff = -4,882,671).
- Of the water pumped, 44.2% -12,504,649 gallons (*year before 32.7% -10,060,124 gallons*) was unaccounted for. This is an increase in water loss to almost the same percentage as three years ago, 31.4%.

**2012 Property Assessment Breakdown
By Assessment Category**

Category	Description	Number	Units
1	Single dwelling unit.	242	242
2	Two dwelling units.	14	28
3	Three dwelling units.	5	15
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.	21	0
13	Public agency.	8	0
	TOTALS	297	454