

KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – April 29, 2015

Present:

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

Property owners: Bob Phillips
Heather Phillips
Pat Thompson
Trevor Emsley
Rene Doerfler
Linda Niedzielski
Paul Schoemaker
Janet Southgate
Lynne Wormald
Melody Vowles
Roy Anderson
Ivan Harrison

Kevan called the AGM meeting to order at 7:32pm. He welcomed all and thanked them for attending. Kevan introduced the head table and chief operator. Kevan asked all to read over the minutes from the 2014 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 Rene Doerfler seconded the motion. All in favour.

TRUSTEE' S REPORT

- Kevan read over and discussed the Trustees annual report. (see attached or website after meeting).
- Harassment Policy has been readopted.

QUESTIONS

- Bob Phillips asked what is happening with the CRD Connection? Kevan replied that Mike Hicks (JDF electoral area director) called to let the district know that he thinks that this connection could qualify for a grant supported by the CRD. CRD talked with the Ministry and they said no grants can be applied for by improvement districts. Mike talked with the Ministry and convinced them that the CRD portion was eligible for a grant. The Ministry agreed and now is looking at it as a pilot project for other districts. We gathered up all information required and filed an application for the grant in the middle of February 2015. There will be large savings at the time of connection to the CRD system thanks to Mike Hicks. The Trustees are currently

putting together information to apply for money for our share of the cost when the grant money goes through.

- Heather Phillips asked if there were any grants that we could apply for. Kevan replied that there is no grants that we can apply for but we have CEC money saved and we will be applying for a loan for our share of the cost. We will have to write a spending bylaw that would have to be approved by the Ministry then we could file for preapproval before we can move forward with any public meetings.
- A good question was asked why Sooke District can't pay for some of the line extension. We have talked with Sooke and they have asked the property owner along the way of the line extension and they said that the owner does not need that usage. So we will look into a late comer's agreement if they change their minds or some other property is developed and wants usage.
- Heather Phillips asked when it comes to the approval process does the district need to distinguish who in the district is able to vote. Kevan replied that all names on title of property gets a vote.
- Bob Phillips asked if all agreement cost for when connected done at this time. Kevan replied that there is a draft agreement which includes customer retail rate for the district but the CEC charge and a buy in charge per dwelling has been waved.
- Ivan Harrison asked if the retail or bulk rates differ by a lot? Kevan replied that the CRD buy their water bulk so the district needs to be charge retail so the CRD can recoup their expenses.
- Ivan Harrison asked if we knew of other districts that are being forced to connect. Kevan replied that VIHA 4-3-2-1 requirements has not forced us to connect. We have an option to connect or buy land and build a filtration station and at the public meetings the public was for connection.
- Janet Southgate asked for an understanding of where the line needs to connect from and to our district. She also asked if our rates will need to be increased to cover that expense. Kevan replied, yes increases will be needed but at this time we need to have more information on total cost closer to our open house when finalization is near. Explain what a CEC charge is? Kevan replied that a CEC charge is a capital expenditure charge if a new lot is created or a new dwelling is developed and this charge covers any infrastructure needed to sustain this growth.

FINANCIAL REPORT

- Kevan asked all to look 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 if there were any questions or concerns. There were none. Kevan asked for a motion to approve the audit's report. Trevor Emsley motioned to approve and Melody Vowles seconded the motion. All in favour.
- The budget for 2015 was presented and discussed.

ELECTION OF TRUSTEE

- Kevan mentioned that his term is up this year and handed the floor over to Joanne. Joanne asked if there are any nominations at this time. Bob Phillips nominated Kevan Brehart, Rene Doerfler seconded the nomination. Joanne asked if there are any nominations a second time. Joanne asked a third and final time if there are any nominations at this time. There was none therefore by acclamation Kevan Brehart will run again for another 3 year term.
- Janet Southgate motioned to increase the honorariums at this time but is unsure by how much. Heather Phillips motioned that the increase be by amounts instead of %. Bob Phillips motioned to increase the honorarium by \$500.00 each. Rene Doerfler seconded that motion. Janet Southgate motion to amend the motion to increase the honorarium up to \$600.00 each. Rene Doerfler seconded the motion to amend to motion. All in favour.

QUESTIONS

- Kevan mentioned that the district has purchased a leak finder RT2000 machine that will help keep the district on top of any leaks that may happen in our system quicker. Bob Phillips mentioned that it would be a good idea if property owners could asked the district to come out and help them find out where their leak would be at a small hourly fee for the service. Ivan Harrison mentioned that an hourly fee for the machine and time of the operator would be a good idea. The trustees will take that into consideration. All agree that the leak finder RT2000 will be a good investment.
- Bob Phillips asked how we could show our gratitude to Mike Hicks for all he has pushed for our district. Bob has made a formal motion for the Kemp Lake Waterworks Board to write a letter to Mike Hicks with our greatest gratitude. Heather Phillips second that motion. All in favour.
- The drop box for payment was brought up again and Debbie explained that she had looked into online payment and at this time it would be free to Coast Capital users but the district would have to apply to all other banks for an application fee, monthly fee, and a transaction fee and at this time the district is not large enough to make the cost reasonable. Therefore that request is not feasible for this district. Kevan mentioned that he did look into a drop box at the Regional districts office on Otter Point Road and they said yes but will not be responsible for anything dropped there, so at this time that is not feasible.
- Rene Doerfler asked if the district could mention again to all property owners to remember to flush their lines once a year by opening their taps outside their home for a few minutes or when they flush their hot water tanks.

Joanne took a moment to mention that it takes a team effort to run this district and she thanks all for their hard work. 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 8:55pm

Kemp Lake Waterworks District
Annual Meeting 2015
Trustee's Report for Year 2014

ADMINISTRATION

- **Taxes and Tolls.** Taxes were raised by \$10 per residential unit and \$15 per commercial unit. Tolls were raised by \$.05 to \$0.65 per 100 gal. There was a \$5 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 2014 to August 2015 at a cost of \$9549.00
- **KLWD Emergency Plan.** The Plan will be reviewed and updated in 2015 in accordance with Ministry guidelines.
- **KWLD website** was re-launched in November 2014 with a new format. Introduced through SIS (Sustainable Infrastructure Society) the service was designed specifically for community water suppliers. It gives water supply systems a customizable website that contains rich water-related content and features. The service increases efficiency and provides a powerful communication tool for the community.
- **Workplace Bullying and Harassment Policy.** Adopted in April 2014 by KLWD in accordance with Occupational Health and Safety (OHS) policies on workplace bullying and harassment in which the duties of employers, workers, and supervisors are to ensure or protect health and safety which includes workplace bullying and harassment. This policy is reviewed annually.
- **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. KLWD ratepayers supported requesting 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 as a means to achieve compliance to the 4-3-2-1 Objective. A detailed report on this process is attached separately.

- 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.
- 04-05 May 2014. One Trustee, the Administrator, and our Service Operator attended the BCWWA Conference/Trade Show and Operator Workshop in Whistler, BC.
- 19 June 2014. One Trustee and the Administrator attended a training session in Cedar, BC in regards to the software program Rightwater (Hippo Consulting).

OPERATIONS

Pump house:

- By the end of last year the district was supplying water to the equivalent of approximately 463[2013-461] residences through 222[2013-219] meters.
- We pumped approximately 27.0(27,015,428) million gallons last year versus approximately 25.0 million the year before, approximately an 8% increase.

Activities:

- A number of minor water main repairs, 1 major leak repair and replacement of old meters continues.
- Installed 3 new service.
- Working on leak detection. Very difficult without sophisticated equipment. This year we are purchasing our own specialized leak detection equipment.

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 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 2014

Properties on assessment roll:	306
Properties tax exempt (parks, waterworks):	8
Number of meters:	222
Units serviced by water:	463
Estimated population:	463 x 3 = 1389

Year End Pump House Statistics (Imperial Gallons)

Total:	27,015,428 (25,022,625)
Maximum day: (Aug 23)	142,455 (171,127)
Minimum day: (Feb 18)	25,080 (26,225)
Daily average for year:	74,014 (68,555)

Year End Distribution Statistics (Imperial Gallons)

Total distributed	14,584,380
Average per unit	31,500

- We distributed approximately 14.5(14,584,380) million imperial gallons of water last year, up about 6.3% from approximately 13.7(13,715,817) in 2013. (Diff = +868,563).
- Of the water pumped, 12,431,048 gallons (*year before 11,306,807 gallons*) was unaccounted for. This is an increase in water loss from last year.

2014 Property Assessment Breakdown By Assessment Category

Category	Description	Number	Units
1	Single dwelling unit.	250	250
2	Two dwelling units.	15	30
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.	21	0
13	Public agency.	8	0
15	Five dwelling units.	0	0
	TOTALS	306	463