

KEMP LAKE WATERWORKS DISTRICT

Annual General Meeting – April 28, 2021, virtual conference

Present: via zoom

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

Virtual property owners: Trevor Emsley
Melody Vowles
Carol Davies
Sid Jorna
Rosemary Jorna
Evelyn Petrie
Cameron McGowan
Daniel Peirser
Bob Phillips
Heather Phillips
James Gaston
Paul Schoemaker
Ben Patterson
Andrew Wheeler

Virtual visitors: Linda Kitchen

Kevan called the virtual AGM meeting to order at 7:35pm. Connection to the meeting was held until 7:30pm for all to connect. Kevan welcomed all who have connected in at this time. Kevan started the meeting by introducing the trustees and the administrator.

MINUTES FROM 2020

- Kevan asked if all have read over the minutes that were posted on the website. He asked if there were any questions or errors. Heather Phillips asked for a revision to include the questions and answers that were posted on the website after the meeting to amend the minutes to have them added to the minutes. Bob Phillips seconded the motion. All in favour.

2020 FINANCIAL REPORT by Auditor

- Kevan asked if all have read over the 2020 auditor's report that was posted on the website. Kevan asked if there were any questions at this time. Andrew Wheeler asked why the tolls collected were different then the budget estimated. Kevan replied that the tolls collected were still on the old rate until May 1 then the new rate was charged. The budget was for the whole year on the new rate at that time. Andrew motioned to accept the auditors report as presented and Trevor Emsley second the motion. All in favour.
- Sid Jorna had questions about the net liability. He wanted to understand why the figure showed a negative number. Kevan mentioned that the district has now created a loan debt for the construction of the new replacement water source project, therefore it is a liability to the district.

TRUSTEE'S REPORT

- Richie Birch read over and shared the trustees report to all in attendance virtually. 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.

Questions & Comments

- Andrew Wheeler asked about the Chubb road pumphouse cost to keep it for emergency usage. Kevan mentioned that the costs were low, yearly license fee and hydro. Bob Phillips asked if there were any other costs. Kevan mentioned that this was all at this time.
- Heather Phillips asked the trustees if they knew that the community water shed signs on Kemp Lake Road and at the Chubb Road pumphouse have gone missing. Kevan was not aware but did mention that the Kemp Lake Waterworks is no longer a watershed now that our water source no longer comes from Kemp Lake. The Chubb Road pumphouse is now only for back up purposes.
- Andrew Wheeler asked why the CRD did not take over the District at time of the connection. First the CRD was not interested in that option and if the district went that way then a committee would have to be arranged and then only CRD maintenance can work on the district at the cost of the CRD rates and that would be way too expensive to maintain. At the public meetings this was all talked about and the public indicated to stay as an in-dependent district. Just the water source needed to be changed to meet the VIHA 4-3-2-1 Drinking Water Treatment Policy.

BUDGET

- Kevan shared the 2021 budget. He mentioned that the trustees will still look into a rate review. At this time the goal is to see if all possible to lower the cost but the CRD has just increased the rate per cubic meter as of 01/01/2021.

Questions & Comments

- Bob Phillips asked about a contingency fund. Kevan mentioned that the district has the Renewal Reserve Fund that is held for any major events that arise. As the district would write a bylaw that the ministry will pass to be able to spend from that fund.
- Bob Phillips mentioned that the ministry regulates the districts movements and they have a manual that the district has to abide by. Kevan mentioned the ministry is informed by the trustees with any issues of concern.

ELECTION OF TRUSSTEE

- Kevan mentioned that his term is up this year and handed the mic to Joanne. Joanne asked if there are any nominations at this time. Debbie Anderson nominated Kevan, Bob Phillips seconded the nomination. Joanne asked a second time if there are any nominations, Linda Kitchen nominates Andrew Wheeler, Joanne asked if there is a seconder there was none. Joanne asked a third and final time if there are any other nominations. There were none so Joanne turned to ask Bob Phillips what would be the next step. Bob mentioned that Linda Kitchen is listed as a visitor, Andrew Wheeler then withdrew. Therefore by acclamation Kevan Brehart will run again for another 3year term.

TRUSTEE'S HONORARIUM

- Bob Phillips motioned for an increase of 2% per honorarium this year. Sid Jorna and Andrew Wheelers seconded the motion. Heather Phillips would like to note that she opposed. All other in attendance are in favour.

Questions & Comments

- Bob Phillips mentioned that the trustees are not at fault for the rates.
- Andrew Wheeler asked if a review has been done. The answer is no. He also asked if the CRD does anything for the district. The answer is no.
- Rosemary Jorna liked that her neighbours showed interest in the district. She would like to meet them so Kevan introduced.
- Bob Phillips mentioned that it would be nice to open the meeting with a Territorial Acknowledgement maybe for next AGM meeting. Trustees will look into this.
- Heather Phillips mentioned that the district has leak detection equipment and was wondering if it is used by other companies. Kevan replied that he is unaware but will inquire. Andrew Wheeler mentioned that it would be a good idea to find where it is stored and who will only use it. Kevan will look into that as well.

Kevan thank everyone in attendance.

Meeting adjourned at 8:35pm

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ADMINISTRATION

Taxes and Tolls. No change to tax rate. Tolls remain at \$ 0.95 (operating costs) plus \$ 1.65 (CRD toll charge) per 100 gallons.

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.

Insurance. Aon Reed Stenhouse Inc. is providing coverage for August 2020 to August 2021 at a cost of \$ 12,595.75.

KLWD Emergency Plan. The Plan was reviewed and updated in 2020 in accordance with Ministry guidelines.

Workplace Bullying and Harassment Policy. This policy was reviewed and re-adopted in 2020 per Worksafe BC regulations.

Environmental Health Officer / CRD / Ministry.

We continue to maintain regular communication with our EHO (VIHA) and Ministry officials on a variety of issues including water supply, water quality and testing.

VIHA 4-3-2-1 Drinking Water Treatment for Surface Water Policy.

The connection to CRD water via pipeline along West Coast Road was required to achieve compliance with the Ministry of Health's "Drinking Water Treatment Objectives (Microbiological) for Surface Water Suppliers in British Columbia".

Kemp Lake Water Source Replacement Project (Connection to CRD water).

The project was completed in Spring 2020 with the CRD installing their meter and finalizing the actual connection at their end.

CRD. In 2020, our Regional Director, Mike Hicks, graciously provided another grant to the water district of \$200,000. This brings the total grants from Mike Hicks to \$230,000 over the last number of years to aid us with the CRD water connection. Many, many thanks to Mike.

OPERATIONS

Distribution:

- By the end of last year, the district was supplying water to the equivalent of approximately 481[2019-475] residences through 231[2019-230] meters. See below for statistics.

Activities:

- Completion of the CRD water connection project.
- The systems integration and automation for the pump houses and reservoirs completed.
- Both reservoirs cleaned.
- Flushing program completed prior to new CRD water connection coming online and is now only being done once per year as source supply is great.
- There were 51 meters replaced the last year.
- Upgrade of waterline on Kemp Lake was 50% completed in 2020, replacing all meters, boxes and connection up to AWWA (CRD) standards and the remaining 50% finished in 2021.
- There were 28 customer visits to deal with customer concerns.
- All hydrants serviced and tested as well as all zone and isolation valves exercised.
- 1 air valve replaced top of Carpenter Road.
- Reservoirs review of condition completed – no improvements required at this time.
- Chubb Road pump house decommissioned / dormant – but able to bring back online should it ever be required.
- Ongoing property maintenance completed.

Development completed or under way within the district:

- A couple of minor 1 and 2 lots subdivisions.
- There were no significant developments completed within the district this past year.
- There is currently no significant development underway within the district.

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 week.

Operator Certification:

- Our operators continue to maintain their **Environmental Operators Certification** through on-going education and training when available. Currently have 1 operator with a level 2 certification, 2 operators with a level 1 certification and 1 operator in training.

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 Hemphill and Richie Birch 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 2020

	2020	2019
Properties on assessment roll:	303	302
Properties tax exempt (parks, waterworks):	8	8
Number of meters:	231	230
Domestic Units serviced by water:	481	475
Commercial Units serviced by water:	1	1
Estimated population (3 per household):	1443	1425

Water Usage Statistics (Imperial Gallons)

	2020	2019
Total from source:	22,017,645	19,721,104
Daily average for year:	60,322	54,030
Total distributed	12,465,167	12,711,082
Average per unit per year:	25,915	26,760

- Of the water pumped, 8,019,805 gallons (*year before 7,010,022 gallons*) was lost. In the summer last year, significant leaks occurred along Kemp Lake Road which has the oldest pipe in the system. As well as leaks, we are cleaning and flushing the system more often per Vancouver Island Health Authority requirements. Cleaning a reservoir requires a lot of water. As well all hydrants were flushed and serviced. As water meters age, they get sloppy, water slips by and they under read.

2020 Property Assessment Breakdown By Assessment Category

Category	Description	Number	Units
1	Single dwelling unit.	260	260
2	Two dwelling units.	18	36
3	Three dwelling units.	3	9
4	Four dwelling units.	5	20
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.	12	0
13	Public agency.	8	0
15	Five dwelling units.	0	0
	TOTALS	311	482