

## **KEMP LAKE WATERWORKS DISTRICT**

Annual General Meeting – May 18, 2022

Present:

Trustees and Administrator: Kevan Brehart, Andrew Wheeler  
Amy Tiwana

Property owners: Paul Schoemaker  
James Gaston  
Rene Doefler  
Kate Phillips  
Betty Pdzansky  
Derek Bishop  
Brian Elrose  
Ev Petrie  
Trevor Emsley  
Daniel Hager  
Terry Cristall  
Louis Fruttarol  
Joanne Hemphill  
Maureen Hunter  
Judi Conwright

Visitors: Linda Kitchen  
Donald Kitchen  
Debbie Anderson

Kevan called the AGM meeting to order at 7:30pm. Kevan started the meeting by introducing the trustees and the administrator. Kevan also acknowledged the territory we are meeting on.

### **MINUTES FROM 2021**

- Kevan asked if all have read over the minutes that were posted on the website. He asked if there were any questions or errors. Rene Doefler motioned to approve. All in favour.

### **2021 FINANCIAL REPORT by Auditor**

- Andrew asked if all have read over the 2021 auditor's report in handout.
- Andrew advised the toll rate has been lowered from \$2.60 to \$2.50. Andrew also noted that the district was able to absorb a recent CRD \$0.05 increase.
- Andrew also announced a Lowering of the Tax rates by \$30. Andrew motioned to accept the auditors report as presented. All in favour.

### **Questions & Comments**

- Property owners were happy to see a reduction in both the tolls and taxes.

## TRUSTEE'S REPORT

- Kevan 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 announced that the trustees had an asset management review done.

### Questions & Comments

- Attendee asked if an asset management needs to be done every year or how often. Response: Nothing as big as this review, approx. every 5 years.
- Question regarding unbillable water usage. Do customers still pay for the loss of water? Advised we do still pay for any water that goes through meter. The trustees have been trying to get a bulk water rate from the CRD but so far they have said no.

## BUDGET

- Andrew shared the 2021 budget.

### Questions & Comments

- Kate commented that we should investigate an online billing option to save on office supplies and postage. Trustees noted that they are starting to look at a new system.

## ELECTION OF TRUSTEE

- Kevan mentioned that Richie Birch has decided to step down. Brian Elrose nominated Derek Bishop. No seconds. Paul Shoemaker was nominated by James Gaston, Sid Jorna and Joanne Hemphill and Rene Doeflur seconded the nomination. Kevan asked a second time if there are any nominations. Kevan asked a third and final time if there are any other nominations. Therefore, by acclamation Paul Shoemaker has replaced Richie Birch.

Special Presentation Made to Joanne and Debbie, thanking them for their service of 20+ years. Richie was also recognized.

## TRUSTEE'S HONORARIUM

- Betty Pdzasky motioned to keep honorarium the same this year. Rene Doefler, Joanne Hemphill and Kate Phillips seconded the motion. Motion to keep the honorarium the same as last year accepted. Derek Bishop would like to note that he opposed and stated there should be no honorarium.

### Questions & Comments

- Kate wanted to note that as nice as it is to volunteer, it is nice to be able to show appreciation for the work the Trustees do.
- Derek asked why we were not absorbed by the CRD. Just wanted to understand why.
- Derek has concerns about Anderson General Contracting LTD and potential conflicts of interest. – Would like to see a financial breakdown of CRD connection project. Trustees advised that they will look into and gather the information requested.
- Derek also had concerns that Anderson General Contracting was advertising leak detection for his business when the leak detection equipment is owned by the water district. Trustees advised they are unaware of any advertisements at this time but will investigate the use of the equipment outside of use for the district.

- Additional comment on our leak detection equipment by Trevor Emsley. Would like to figure out if there was a way for the district to offer a water detection service for private property or a cheaper rate for our residents.
- Discussion as to why we didn't push hard for bulk water cost to be lower from CRD. Trustees have been trying to negotiate a lower bulk rate since the project started. They learned from a third party that there was an option after the fact.
- Rene Doeflur inquired about the old pump station on Otter Ridge Dr and if its still in use. Advised Property is still used as a service building for parts and workstation.
- Brian Elrose suggested to the trustees that we look at using a different piping. Something longer lasting and more Durable. Trustees to investigate that.

Kevan thanked everyone in attendance.

Meeting adjourned at 8:38pm.

**Annual Report next page**

**Kemp Lake Waterworks District  
Annual Meeting 2022  
Trustees Report for Year 2021**

**ADMINISTRATION**

**Taxes and Tolls.** There was no change to tax or toll rate in 2021. Tax rate was \$455 per domestic unit. Tolls were at \$ 0.95 (operating costs) plus \$ 1.65 (CRD toll charge) per 100 gallons for total toll rate of \$2.60 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 2021 to August 2022 at a cost of \$ 14,964.00.

**KLWD Emergency Plan.** The Plan was reviewed and updated in 2021 in accordance with Ministry guidelines.

**Workplace Bullying and Harassment Policy.** This policy was reviewed and re-adopted in 2021 per WorksafeBC 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.

**Asset Management/Capital Planning**

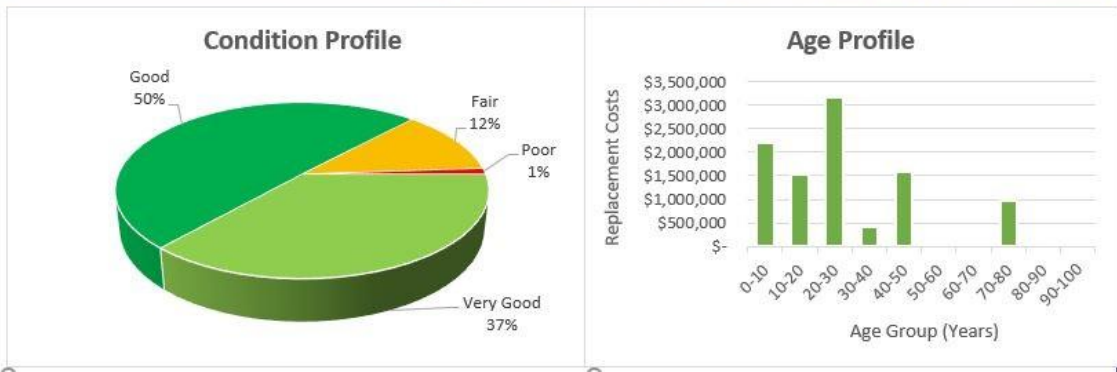
This last year a project was undertaken to have our engineers perform an assessment of all our infrastructure assets. A survey of conditions and future replacement needs resulted in a comprehensive Asset Management and Capital Expenditure plan to guide us into the future.

Below is the summary/overview of our assets and a timeline of anticipated costs.

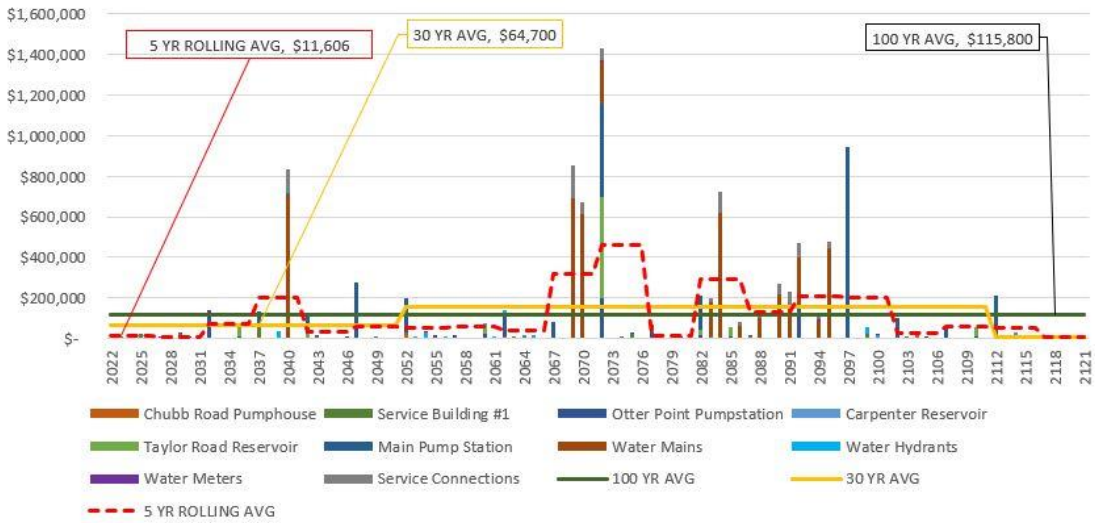
# Kemp Lake Water Service

2021

Asset Type	Quantity	Current Average Asset Age (yr)	Average Remaining Life (yr)	Average Asset Condition	Current Asset Replacement Cost	100 YR Average Per Annum Renewals Cost
Chubb Road Pumphouse	114 sqft	51	7	3	\$ 275,521	\$ 1,500
Service Building #1	200 sqft	40	9	4	\$ 122,482	\$ 2,840
West Coast Booster Station	278 sqft	21	27	2	\$ 291,879	\$ 9,140
Carpenter Reservoir	80,000 gal	28	43	2	\$ 1,046,327	\$ 16,010
Taylor Road Reservoir	52,000 gal	16	46	2	\$ 574,149	\$ 7,340
Main Pump Station	120 sqft	3	74	1	\$ 2,203,416	\$ 23,830
Water Mains	12,236 m	38	52	2	\$ 4,389,274	\$ 43,890
Standard Hydrant	32 ea.	30	31	2	\$ 159,552	\$ 2,840
Service Meter	188 ea.	36	17	3	\$ 24,996	\$ 500
Laterals	187 ea.	36	54	2	\$ 778,974	\$ 7,790
		<b>27</b>	<b>53</b>	<b>2</b>	<b>\$ 9,866,569</b>	<b>\$ 115,680</b>



## 100 Year Renewal Forecast



## **OPERATIONS**

### **Distribution:**

- By the end of last year, the district was supplying water to the equivalent of approximately 481[2020-481] residences through 231[2020-231] meters. See below for statistics.

### **Activities:**

- 6 -Fire hydrants serviced (tear down and reassembled)
- All hydrants serviced and valves exercised
- Flushing of entire system – mains and end of line
- 38 meters replaced with new
- 8 meters rebuilt (taken apart, parts replaced from other ones and cleaned)
- Digital mapping of entire district completed
- Upgrades to Kemp Lake Road completed – less 2 connections
- Customer service calls – 14
- 2 leaks repaired
- Regular grounds maintenance completed
- Leak survey completed on Kemp Lake Road – with leak detector
- Valve road markings done
- The new pump house and source supply has been excellent with no water quality concerns or health issues

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

- A couple of minor 1 and 2 lot 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, Richie Birch, Andrew Wheeler, as well as our Chief Administration Officer, Debbie Anderson, and later Amy Tiwana, 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 2021**

	<b>2021</b>	<b>2020</b>
Properties on assessment roll:	310	303
Properties tax exempt (parks, waterworks):	8	8
Number of meters:	231	231
Domestic Units serviced by water:	481	481
Commercial Units serviced by water:	1	1
Estimated population (3 per household):	1443	1443

**Water Usage Statistics (Imperial Gallons)**

	<b>2021</b>	<b>2020</b>
Total from source:	17,933,333	22,017,645
Daily average for year:	49,132	60,322
Total distributed	12,771,385	12,465,167
Average per unit per year:	26,551	25,915

- Of the water pumped, 5,161,948 gallons (28.8%) was lost compared to 9,552,478 (43.4%) the year before. As these numbers indicate, significant progress was made in the last year in reducing leaks within the district. 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.

**2021 Property Assessment Breakdown**

**By Assessment Category**

<b>Category</b>	<b>Description</b>	<b>Number</b>	<b>Units</b>
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	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
	<b>TOTALS</b>	<b>311</b>	<b>482</b>