

**LUND WATERWORKS DISTRICT
ANNUAL GENERAL MEETING
MINUTES April 20, 2024**

The Annual General Meeting of the Lund Waterworks District was held at the Northside Community Recreation Centre on Saturday, April 20, 2024.

RECEIVER PRESENT: Frances Ladret

STAFF PRESENT: Shelley Cherry, Administrator
Courtney Robertson, Water Operator

IN ATTENDANCE: Tom Kiddey, Richard & Ann-Katrin Clark, Charles Latimer, Jennifer White, Ted Winegarden, Chris Drummond, Greg Cran, Doug MacLean, Melise McKee, Mike Burge, Cheryl Walden, Dave Clark, Alan Burgess, Cindy Wong, Paula Rose, Jo Suche, Steve Suche, Ed Levy, Paul Mercs, David Pethick, William Sinclair, Jim Elliott, Kathryn Colby, Carly Aasen, Jan Uhlar, Harold Robertson

ITEMS OF BUSINESS:

1. Call to order:

The Annual General Meeting of the Lund Waterworks District (LWD) was called to order at 10:33AM, on Saturday, April 20, 2024.

2. Introductions:

Frances acknowledged that our meeting was being held on the traditional territory of the Tla'amin Nation in an area known as Klah ah men.

Frances then introduced Courtney Robertson, our Water Operator, and Shelley Cherry, as LWD's Administrator & Bookkeeper.

She also introduced our Advisory Committee members: Doug MacLean, Tom Kiddey, Ed Levy, Harold Robertson, who were present and acknowledged absent members: Laurie Chambers and Jason Lennox.

Frances gave a brief explanation of the Receiver position and how the receiver acts as the Board of Trustees when dealing with resolutions and bylaws.

3. Adoption of the 2023 Annual General Meeting (AGM) Minutes:

The minutes from the 2023 AGM were circulated. Frances asked for any questions or concerns arising from the minutes. No comments were put forward. Frances moved to adopt the minutes.

FRANCES LADRET DECLARED THE 2023 AGM MINUTES ADOPTED.

4. Business arising from Minutes:

Frances asked if there was any business arising from the 2023 AGM minutes. No comments were made. No further business was brought forward.

5. Correspondence:

a) **Receiver Appointment:** A copy of the letter from the Ministry of Municipal Affairs, to Frances Ladret, acknowledging her appointment as Receiver, was circulated in the agenda package. Frances shared that the Province approached her about assuming the position based on her local knowledge and many years' experience with the Regional District including managing the conversion of the Lund sewer system, which was in receivership, and overseeing a grant application in 2009 for a \$6 million upgrade to the Lund water system.

6. Reports:

a) **Operator Annual Report** – Courtney read the Operator's report included in the agenda package. Harry Robertson expressed his gratitude to Courtney for keeping the water system running. Everyone applauded her efforts. No further comments or questions were made.

b) **Receiver Report** – Frances read the Receiver's report included in the agenda package. No further questions or comments were made.

7. 2023 Financial Statements Review:

The 2023 Financial Statements, prepared by Duke & Co., were included in the agenda package. Frances reviewed the statements noting a small year-end surplus and the LWD's slightly improved financial position resulting from increased funds in reserves. No questions were brought forward.

FRANCES LADRET DECLARED THE 2023 FINANCIAL STATEMENTS ADOPTED.

8. 2024 Annual Budget:

Frances reviewed and explained the 2024 Annual Budget, included in the agenda package, with Revenues and Expenses totalling \$220,351. She noted

- o "other" expenses included costs for Kathy Day appointed as the assessor.

- o plans to access the Renewal Reserve Fund to finance two pump replacements.

She reviewed other planned Repair and Maintenance tasks, itemized in the agenda package, and commented on the difficulty of financing unexpected breakdowns. She shared that we have already had an unexpected expense for the Finn Bay booster station repair that already has us behind. Frances welcomed anyone who has any questions, to please email lundwaterdistrict@gmail.com.

9. **Bylaws:**

a) **Bylaw 56 – Taxation Bylaw, 2024**

Frances introduced and gave first reading to the Taxation Bylaw No. 56, regarding parcel taxes. She noted the basic parcel tax has increased \$50 for the year to \$350 for Groups 1 and 2, with proportionate increases applied to other groups set out in the bylaw.

This Bylaw will be adopted after the Court of Revision.

A question was asked whether the parcel tax is part of the property taxes from the qRD. Frances clarified that the Parcel Tax is sent out from LWD, mailed separately, and does not qualify for the Home Owners Grant.

b) **Bylaw 57 – 2024 Capital Works Renewal Reserve Fund Disbursement Bylaw**

Frances Ladret introduced and gave first reading to 2024 Capital Works Renewal Reserve Fund Disbursement Bylaw No. 57.

She explained that this bylaw will authorize the disbursement of up to \$6,400 from the renewal reserve to be spent only on two pump replacements. Upon adoption this Bylaw will go to the Inspector of Municipalities with the required backup documents.

Frances moved and approved adoption of Bylaw No. 57.

FRANCES LADRET DECLARED THE 2024 CAPITAL WORKS RENEWAL RESERVE FUND DISBURSEMENT BYLAW NO. 57 ADOPTED

10. **Other Business:**

a) **2024 Court of Revision**

Frances reviewed information included in the agenda package on the Court of Revision scheduled for May 28, 2024. She noted property owners may file a complaint with the Court of Revision about the classification, name, legal description, etc. included on their assessment notice; however, they may not complain about the amount of the parcel tax.

Frances encouraged owners to make sure that BC Assessment has their current mailing address as we are legally required to send the parcel tax notices to the address on file. Please ensure Shelley with LWD has it too as well as your email address.

b) **Announcements –**

Frances made the following announcements and reminders to those present:

- Ensure your visitors and guests are aware of the Water Quality Advisory.
- The parcel tax deadline will be September 30th, 2024
- Ensure your water lines are protected from freezing and that any pumps also have protection for low pressure, etc.
- Owners must not alter any water system lines or equipment that are not on your property.

c) **System Upgrade and Conversion – next steps**

Frances outlined the status of the conversion/upgrade process, noting we are not as far along as expected due in part to the delayed grant announcement. The qRD, LWD and engineers are conferring to finalize plans, update costs, etc. Frances reviewed some of the next steps from the System Upgrade and Conversion information sheet included in the agenda package. She highlighted the numerous administrative steps involved in conversion noting that we are currently at the shaded area – “assembling detailed system information for the qRD.”

There will be a community meeting in May or June to present updated information on the upgrade plan, costs, borrowing and tax implications.

Frances commented that the approved project has total eligible costs of \$15,024,380 with the grant to cover 73.33% of those costs or \$11,017,378. The local share will be the difference plus 100% of any non-eligible costs. The scope of work proposed by the most recent engineering plan done by MSR Solutions differs from the scope in the grant application so the qRD will have to apply for a change of scope. The goal is to complete the system conversion by the end of this year or early in 2025. The qRD will then oversee the construction which is expected to begin in 2025 and continue into 2026/27.

d) **Questions from the floor –**

Question re ground water exploration.

Frances advised that while groundwater is seen as a potential reliable future source, presently there are no funds available for exploration which is a rigorous and costly process when dealing with a community water system. There have been discussions with Tla’amin regarding groundwater and these will continue. However, our infrastructure is in poor shape and needs more immediate repairs and upgrading.

Suggestion that the proposed Finn Bay Loop should be looked at in conjunction with a sewer extension.

Frances commented that this option was too expensive at this time.

Kathryn Colby thanked Frances for keeping the water running and for all the hard work being put forward.

11. **Adjournment:**

The meeting was adjourned at 11:56AM