

Minutes of the Annual General Meeting held on April 27, 2016
at the United Church Hall, Denman Island, BC

Present: Doug Bell Chairman
 Chris Page Trustee
 Michel Biermann Trustee

 Simon Palmer Manager, Secretary, Treasurer
 Grant Cyz Operator

19 members of the Graham Lake Improvement District

1. Doug Bell, Chairman called the Meeting to order at 7 pm.
2. The Agenda was approved as presented.
 Moved by: Michel Biermann
 Seconded by: Chris Page
3. The Minutes of the April 15, 2015 AGM were received
 Moved by: Peter Jackson
 Seconded by: Simon Palmer
4. Review and Approval of the 2015 Accounts and Auditor's Report
 Simon Palmer. Manager, reported –

“2014 Accounts & Auditor's Report

Financial Statements were circulated with the Agenda for this meeting about one month ago, giving all Members plenty of time to study them.

Highlights are

- An increase in Assets primarily due to the transfer of \$28,308 into the Renewal Reserve Fund which at the end of the year stood at \$189,000. This is the Fund earmarked for the eventual replacement of the pipeline.
- The Pumphouse Reserve, comprising prior years' surpluses net of any transfers to our Operating Account, stood at \$50,288 as of December 31 2015. This fund is to cover pumphouse repairs & maintenance and any equipment replacement that cannot be met out of the normal operating budget.

- Revenue for the year was down compared to 2014, the difference being the large GST rebate from prior years credited in 2014.
- Insurance costs were up in 2015 as was Repairs & Maintenance expenditure. This last due to work associated with the chloramination project.

The Financial Statements for the year ended December 31, 2015 were approved.

Moved by: Simon Palmer

Seconded by: Peter Jackson

5. Receive and Approve the Chairman's Report

“Welcome to the 2016 Annual General meeting of the Graham Lake Improvement District. I would like to introduce our Trustees, Michel Biermann, Chris Page and myself, Doug Bell acting as chair. Our manager is Simon Palmer, and our operator is Grant Cyz. Dave Cherry, Vancouver Island Health Authority is here to make a presentation and answer any questions you may have. I would ask that you hold your questions until after Mr. Cherry's presentation so that we can get through the necessary business in a timely fashion and allow Mr. Cherry time to catch the ferry back to the big island.

In March of 2015, while our test results were always good, and continue to be so under the new system, it was determined that our water delivery system was outdated and badly in need of updating. The new system chosen was chloramination which is suited to our size and water source, which is Graham Lake. With the help of a provincial grant the replacement work in the pumphouse was begun and is still ongoing, but nearing completion. We cannot give you final costs yet because we are still costing replacement of the sand filtration system and the UV system as well as some smaller items. Further information and technical details are contained in the manager's report and the operator's report, which are items 6 and 7 in the agenda. Dave Cherry's report will also contain pertinent information.

Michel Biermann is retiring as trustee and I want to thank him on behalf of the Board for his time and effort on our behalf. He is a great person to work with and I wish him well.”

6. Manager's Report

“When approving the 2016 budget & establishing the taxes & tolls for this year, Trustees acknowledged that there were too many technical unknowns connected with the chloramination project to enable Repairs & Maintenance and Operator costs in particular to be accurately budgeted, but that this was acceptable minding our \$50,000 Pumphouse Reserve and that a CVRD-accessed Provincial grant was paying for the majority of the work associated with the chloramination project.

The project, which was begun in March 2015, continues today & much remains to be done. Your Operator Grant Cyz will have much more to say on the technical challenges experienced & those still facing CVRD & GLID. Suffice to say it was a job that had to be done, we are required to deliver water containing no more than 100 parts per billion of

THMs or Trihalomethanes. There is no reason to doubt that we shall get there, thanks to the hard work and dedication of our Operator & to the continuing support of CVRD. Consequent on the successful completion of the project we should be able to return to previous water flow volumes and, subject to Ministry approval, provide water to our neighbours just South of McFarlane.

Finally, as said before, this year is likely to be an expensive one for GLID. Because although CVRD is paying for those costs directly related to the chloramination treatment system, there are others, some major, such as a new UV unit, for which GLID is responsible. It is quite possible therefore that, unless steps are taken, we could end the year with little or no Pumphouse Reserve, a condition that would be imprudent in even the short term. That said, whatever has to be done to maintain a responsible reserve, GLID members will be fully informed & consulted.”

Questions from Members followed:

Q. Could not some of the (Pipeline) Renewal Reserve Fund be used for pumphouse expenses?

A. Not advisable minding the pipeline is about 45 years old & well within the timeframe for needing replacement. Estimated upper cost is \$600,000 of which 50% should be paid out of the Reserve.

Q. Should the final chloramination system not be known by now, whereas it appears to be advancing based on continuing testing?

A. True that there was no comprehensive, initial plan. That said raw water quality changes throughout the year, requiring constant adjustment to treatment components & the addition of more components also.

Q. When will the final chloramination system & cost be known?

A. GLID is working with CVRD to establish this in the near future.

The Manager's Report was accepted.

Moved by - Sybil

Seconded by- Chris Page

7. Operators' Report

Grant Cyz reported that

- electrical work is almost completed & the pumphouse therefore in compliance with code
- commissioning of the CVRD-supplied equipment is ongoing
- the timeline for completion is uncertain in part due to seasonal fluctuations in water quality

The Operator's Report was accepted

Moved by - Brian Goldring

Seconded by - Craig Williams

8. Presentation by Dave Cherry, Environmental Health Office, VIHA.

In answer to questions Dave Cherry advised:

- though treated water quality is not consistent, tests show it to be safe & within Canadian drinking water standards
- at this stage in the commissioning of a new system it was expected that the Operator would be adjusting components on a daily basis
- VIHA engineer will be assisting GLID in selecting the optimum UV & filtration replacements but that more water testing would be required to inform that choice
- watershed protection was necessary to ensure that Graham Lake is not being contaminated by local, residential run-off
- CVRD is to install a neutralizing agent at the (flushing) end of the pipeline to ensure fish are not harmed by chloraminated water
- the Capital Regional District, 450,000 persons, is served by a water chloramination system that has been proved safe
- improved raw water filtration will optimize chloramination effectiveness
- the consumption of chloraminated water by persons with kidney problems will be investigated & reported accordingly to GLID

Members thanked Dave Cherry for addressing the meeting.

9. Election of Trustees

Upon the expiry of Michel Biermann's term as Trustee, Peter Jackson was nominated to replace him & being unopposed he was elected by acclamation.

Trustee terms expire therefore:

Doug Bell	at the AGM in 2018
Chris Page	at the AGM in 2017
Peter Jackson	at the AGM in 2019

9. Approve Michael Pinch as Auditor for 2016

Moved by:	Peter Jackson
Seconded by:	Craig Williams

12. A motion to adjourn the 2016 AGM of the Graham Lake Improvement District was made by Peter Jackson and the meeting adjourned at 8:15 pm.



 Simon Palmer - Secretary



 Doug Bell - Chairman