

Annual General Meeting of Pete's Lake Water Users Society  
Saturday, July 22, 2023

**Location:** outside the Judith Fisher Centre

**Date:** Saturday, July 22, 2023, at 1:30 pm

**Directors Present:** John Martin, Doane Grinnell, Neil Matheson, Barbara Smith, Jayn Tyson, and Jonah Spiegelman. Patty Biro sent her regrets.

**Members Present:** Frank Buffam, Gary Kollmuss, Brian Pitt, Don MacDonald, Trudi Smith, Peter Steenbergen

**Proxies:** Gretje Lohmann, Diane Seaman, Lisa Johnson, Brenda Felker, Ben Seaman, Tolling Jennings, Shawna Karras, Don Watson, Jack Soule and Patty Biro

**Guests:** Terry Theiss, Anne Buffam, and Josie Martens

**1. Call to Order** by Chair John Martin and Opening Remarks:

Activities of the Board: The Board members have worked with the qRD who posted another sign at the Boat ramp to deter non members taking water. It was also noticed water withdrawal at the lake. Parts trailer repaired. The meters installed, monitored and by Winter end only one was working. Some Board members have joined online Water Associations – John advised that there are over 4,000 water systems, 400 or so are non-compliant. MOTI funded the safety barrier at the Lake. Spring flush successful and we continue to file all reports. We comply with all requirements given to us other than providing potable water, thus the monthly reminder to our members.

**2. Approval of Agenda**

MOTION: Made by John and seconded by Gary to approve the Agenda. APPROVED

**3. Approval of 2022 AGM minutes**

MOTION: Made by Barbara and seconded by Doane to approve the August 2022 AGM minutes. APPROVED

**4. Business Arising from 2022 AGM**

a. Water testing results: all reports filed with VIHA.

b. Update on upgrading the water system:

Water line is due for replacement, and has not been replaced. Burial of line across the two roads and church parking lot will require Telus to locate buried phone lines prior to replacement. Suggestion made that we should be consistent in the width of the pipe as 2" rather than 1 ½ or 1 ¼ " through-out. John: we try to co-ordinate the flushing and shut down of the line with its repair or replacement.

c. Tanks: Doane –The qRD agreed with our proposal to split the cost up to \$15,000 each. 4 Tanks have been purchased but it has been a slow process to get permission from the Firehall and Magic Mountain, but now received. Existing Berm by Firehall will need to be flattened for the tanks. Now work is on shut down due to the weather. Tanks would be for emergency storage – primary goal to “feed the Firetrucks”. qRD is determining where the 2 “town” tanks would be positioned. There was some discussion on using the water tanks as a back-up for the main water system, and, if so, there should be a procedure to flush the tanks of the expected stagnant water if not circulated.

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**5. Maintenance Report**

a. Spring flush- Successful and no surprises.

b. Poles at the Lake: Debris barrier- Bill Forbes provided 2 boom sticks to create a barrier. Culverts are becoming full of debris right now and Mainroad not diligent to clean out the debris. Best to have a work bee. At the meeting members were canvassed to review historical decisions on water usage. To clean the culverts, Mainroad has pushed a log through and also used a rope. Right now the water level is 8" below the lowest culvert. The danger point in the lake level is a further 24" from our present level. At this stage there has been no communicated water restrictions, rather, a strong request for water conservation. It was not known whether in the past there has been official rationing of water usage. However, it has become obvious that we need to need to record the water level rather than rely on the memories of the members.

MOTION: Made by Don and seconded by Barbara that the Society install a permanent measuring device/pole to keep track of water level. APPROVED

Action: John to form a committee with Don to carry out this task.

It was proposed that there be on file a list of volunteers to assist in the maintenance and improvement of the water system. John advises that we need to encourage a succession plan from the members and their families and to this end he intends to hold a one day workshop and approach the younger group to be called the "PL Irregulars" to provide them with a basic understanding of the system. We have money to pay them.

**6. Approval of 2022 Financial Report**

Neil: Revenue - \$ 29,236 and interest of \$ 505 and \$10719 expenditures and a healthy balance sheet. We are saving money as a result of relying on free volunteer labour. Reduction in contracted services costs is a result of scarcity of labour which adds work for the small pool of volunteers.

MOTION: Made: by Neil and seconded by Trudi to accept the Financial Statement for 2022. APPROVED

**7. Budget Discussion – Approval of 2023/2024 Budget**

a. 2024 membership & usage fees – The board recommends that the fees remain the same as 2023 at \$40 for membership and \$320 usage per household.

MOTION: Made by Trudi and seconded by Jonah to keep the membership fee the same as 2023 being \$40 for membership and \$320 usage per household. APPROVED

b. Capital Improvement Fund & Replacement Reserve

Neil: The 2024 budget allocation in the Capital Improvement Fund is \$25,000 contained in the replacement reserve, with a further fund balance of \$35,000 to give the Directors flexibility to participate in funding opportunities that may arise for evolving projects.

MOTION made by Gary and seconded by Doane to accept the Capital Improvement Fund and Replacement Reserve. APPROVED with one person opposing

c. Budget for 2024

Made by Gary and seconded by Doane to accept the Annual Budget for 2024– APPROVED with one person opposing.

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**8. New Business**

a. 2024 membership & usage fees: Reviewed by John. The membership agreement provides the crucial information for filling out the invoices. These are sent out on December 1 with the due date December 31, thereafter the late fee (\$25 per month) is charged for failure to return a completed agreement. The invoices for the usage fees can be sent out, again with a corresponding late fee if not paid. It takes an inordinate amount of time to get back the agreement and fees paid. The fact is repeat offenders are few and most pay on time. Those that don't pay need this incentive to do so.

John read out the Late payment policy which is attached as an addendum to these minutes, and it will be followed starting in the 2024 billing year. He pointed out that this policy is set by the Board and does not require membership approval.

b. Improvements to the Water System: Trudi has water delivery concerns and possible solutions. The issue is the back flowing of water from a member's system to the PLWUS one. This is referred to as "cross contamination" and ideally there should be check valves on each connection. Only some are in place. Barbara suggested that members should have their own water cisterns for back-up. John suggested that a fire connection standpipe should go on a 2" system near False Bay at some stage.

**9. Thank You's: John**

Magic Mountain Land Co-op for allowing us to have the works and distribution system on their land.

And anyone whose property the pipes cross.

Bill Forbes for delivering the 2 boom sticks out to the lake and pulling debris from the lake.

Flush Crew – John, Doane, Don McDonald, and Ben Seamen, Mikaila and Pachiel Smith. Provisions providing lunch for the crew.

Mainroad Contracting

Carmen Stewart for bookkeeping.

All members who pay on time.

Patty Biro for picking up and delivering the water samples.

Mikaila and Pachiel for being on point for water repair.

The current Board for a co-operative year.

And Terry for her historical and clerical knowledge, and, for keeping us in line.

And from the Members: A rousing applause for John's presidential assistance and dedication.

**10. Election of Board of Directors and Officers:**

Board: Current board willing to stand for another year. These are:

President: John Martin

Vice President: Doane Grinnell

Secretary: Barbara Smith

Treasurer: Neil Matheson

Members at Large: Patty Biro, Jonah Spiegelman, Jayn Tyson

MOTION by Brian Pitt seconded by Don MacDonald to vote in the present Board for another term. APPROVED

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*Note: The election of the officers was not specifically approved, but the Board relies on the information contained in the June 29<sup>th</sup>, 2023, emailed notice of the AGM.*

11. Adjournment: 2:42 pm

**ADDENDUM**

**PETE'S LAKE WATER USERS' SOCIETY LATE PAYMENT POLICIES**

1. Annual billing invoices must be paid within six weeks of issue. A late fee of \$25 per month will be assessed for a total of two months.
2. If payment of all outstanding fees (related to the Membership Agreement and the annual invoice) has not been received three months following the issuing of the annual invoice, the water will be shut off and a \$75 shut-off fee will be assessed.
3. To reconnect after the water has been shut off, all outstanding fees must be paid in full (late fees, invoice, shut-off fee, etc.), as well as a \$75 reconnection fee.
4. If the water is turned on after shut-off without society approval, the member will be assessed a further \$75 disconnection fee. The water will be disconnected a second time until Item 3's requirements are met.
5. If the water is turned on a second time without society approval, the connection will be removed from the system permanently. The PLWUS Board of Directors will then seek expulsion of the member per the procedure outlined in the society's bylaws.
6. If all outstanding fees have been paid after the connection is permanently removed from the system, the ex-member may reapply for membership to the society, and all new member hook-up fees will apply (See PLWUS New Member & New Usage Policy & Procedure).
7. An annual fee is never pro-rated, regardless of dates of hook-up, reconnection, etc.
8. The PLWUS Board maintains the right to waive fees in cases of extreme hardship.