

Director's Meeting of Pete's Lake Water Users Society
May 10, By ZOOM

Present: John Martin- President, Doane Grinnell – Vice President, Barbara Smith - Secretary, Neil Matheson – Treasurer, Directors: Patty Biro, Jayn Tyson, and Jonah Spiegelman
Assistant: Terry Theiss

Start: 9:31 am

1. MOTION to Approve the Director's minutes of July 21, 2022 – made by Barbara and seconded by John. APPROVED,
2. MOTION to Approve the Agenda- made by Jayn and seconded by Doane. APPROVED

3. OLD BUSINESS

a. Review of Resolutions Passed in January and February 2023:

MOTION: Made by Barbara and seconded by Doane: that the Members' Resolution and 2 Directors' resolutions be recorded in the minutes: APPROVED

i. **Members Resolution** dated January 13th that the PLWUS Board pursue an agreement with the qRD to install 10,000 gallons of water tanks behind the Fire Hall and 5,000 gallons of water tanks in the False Bay downtown area to a maximum cost to the society of \$15,000.

ii **Directors' Resolutions:** February 14th: to increase Carmen Stewart's bookkeeping fees from \$25 to \$35 per hour and her monthly retainer to \$100, and February 16th to purchase a 1-year term GIC in the amount of \$50,000.

b Update on fire safety/Emergency tanks/qRD – Doane

6 tanks have been ordered for fire and emergency use. 3 of those have already been delivered to beside the Firehall with another one more to be sited there. The final 2 will be placed downtown, the site to be determined. Ministry of Transport (MOT) permission needed. The qRD has installed tanks on Highways land in the past with success.

c. Joint Users Agreement with the Ministry of Transport (MOT)

After a year of multiple emails with the Operations Manager re the proposed Pete's Lake Joint Use Agreement, feedback was received on April 27 "that they are "not interested at this time". We determined that we need to pursue this despite their pushback and to understand their rationale for the refusal. The road is on our dam. Henceforth one director – John is the designated contact without involving the rest of us in the email communication. Neil reminds us that the BC Government emergency response requires access from one end of our Island to the other. A Joint Use Agreement has been specifically recommended by the Ministry of Forests too and this will be communicated to MOT.

d. Update on lots for the authorized water service area:

Our authorization to provide Water is controlled the Ministry of Forests Water Utilities Regulation Section. Yearly we file with the Comptroller of Water Rights our Rates, and Terms and Conditions for Water Service which sets out the terms and conditions, and approved rates the Society can legally charge and enforce. Recent correspondence from the Program Coordinator Water Utilities Regulation Section contained this information:

Director's Meeting of Pete's Lake Water Users Society
May 10, By ZOOM

"Going forward, additional changes to the water rate are to be submitted to the Comptroller for approval. An application should be submitted as soon as possible following an annual general meeting where a rate change is approved by members.

The Society should provide a reconciliation of the actual number of lots connected to the water system compared to the authorized service area described in the Certificates of Public Convenience & Public Necessity (CPCN) and provide a current listing of the lots with their legal description."

ACTION: Neil and John to work on this.

e. Update on membership fees – Terry

It has been an ongoing struggle, firstly to obtain membership agreements and then fees. Still no payments from 4 members. We discussed how to encourage prompter payment. Due date for turn-off of their water is May 1. Terry needs the completed membership agreement feedback before she can send out the fee request for the invoices. *ACTION: Neil and Jayn are available to further cajole.*

NEW BUSINESS

1. New requirement for Emergency Response Plan – John

Island Health authority wants to know what our position is on drought, wildfires or other catastrophes and our ability to provide water to our members. We just don't have any other options at this time although note that the primary use for the new tanks is for fire suppression but could be a water back-up. *ACTION- Barbara, John, and Terry to prepare our response to this request for feedback.*

2. Changes to Societies Act – Barbara

A summary was submitted on the new provisions. Right now, our Bylaws and operating procedures suffice. *ACTION: Jayn and Barbara to review and report back to the Board.*

3. Island Health water sample request – John

One of our samples is designated as "Martin residence", John asked Island Health if the test for "Martin Residence" could move from time to time to other households to test water at different locations. We made the case that it would help us better monitor our system and would provide an opportunity for educating our members. Island Health clearly said, "NO", and that it would be an impediment on our path to compliance. We have the funds to do additional testing ourselves, and Richard Smith has indicated an interest in possibly spearheading this effort. Patty says that there is a grant from the Regional District of Nanaimo but may be limited to water testing rebate for well water. *ACTION: Doane to pursue this with qRD to determine if there is a similar grant.*

4. PLWUS List Server – John

As Brian Pitt has withdrawn as the monitor, John has stepped up as manager.

5. 2023 AGM

a. Set date – John – **July 22 at 1:30pm. – Saturday** *ACTION: Terry to place on Lasqueti Community Calendar.*

All of us indicated that we would serve again.

b. Approval of the draft 2022 Financial Statements:

Director's Meeting of Pete's Lake Water Users Society
May 10, By ZOOM

MOTION by Neil to approve the 2022 financial statement as presented, seconded by John.
APPROVED

c. Approval of the draft 2024 budget

Resolution tabled for further feedback from Neil on the budget figures.

d. Proposed membership fees for 2024.

Consensus is to keep it at current rates.

e. Approval to top-up the Capital Improvement Fund by \$18,000 from the Operating Surplus
Tabled for the review on the draft budget by Neil.

6. Late fees for Membership Agreement and annual bill – John & Terry

A huge amount of time is wasted by John, Terry, and Carmen trying to get members to return their Membership Agreements, which must be signed each year. Membership Agreements will be sent out December 1 with the notice that they are due to be returned immediately. An equally huge amount of time is spent trying to get members to pay their bills on time.

MOTION Made by Doane and seconded by John to send out membership agreements on December 1. Failure by a member to send back the completed membership agreement by December 31 will incur a \$25 per month penalty fee starting January 1. APPROVED

MOTION Made by Doane and seconded by John that the Water bill invoice sent out February 1st is due immediately. Penalty of \$25 per month will start March 1. APPROVED

The annual water bill is sent out on February 1st. We have been very lenient with a long due date of April 31, and a paltry ½% interest per month. This is not working.

Draft MOTION: The water will be turned off May 1st by failure to pay all penalty assessments. Any interference with the water shut off will incur a further fine of \$100. Tabled for further discussion.

ACTION: A committee will be formed of John, Patty, and Terry to determine the policy for shut-off due to non-compliance.

7. Low pressure report from a member: There has been a low-pressure situation on the False Bay branch which is being investigated.

Next Director's meeting June 16 at 9:30 am by ZOOM.

Meeting adjourned: 11:28 am