

A G E N D A
REGIONAL SEWER COMMITTEE MEETING
March 15 2018, 10:00 am
ORCHARDS ROOM, MUNICIPAL COMPLEX, KENTVILLE NS

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| 1. General Introduction/Welcome | Chair |
| a. Additions to Agenda | |
| b. Approval of Agenda | |
| 2. Disclosure of Conflict of Interest Issues | All |
| 3. Review of Previous Meeting Minutes (February 15, 2018) | All |
| 4. Business Arising from the Minutes | All |
| 5. 2018/2019 Budget | All |
| 6. Operations | Thoren Pelly |
| a. Operations Update | |
| b. Compliance Update | |
| c. Timesheets | Karen |
| 7. Capital Updates | Tim Bouter |
| 8. Committee Terms of Reference Update | Chair |
| 9. Correspondence | |
| 10. Other | |
| Next Meeting Date | |

REGIONAL SEWER COMMITTEE MEETING MINUTES OF FEBRUARY 15, 2018

A meeting of the Regional Sewer Committee was held on Thursday, February 15, 2018 in the Council Chamber of the Town of Kentville, 354 Main Street, Kentville, NS.

In attendance:

Municipality of the County of Kings

Councillor Jim Winsor, Chair*

Thoren Pelly, Operations Supervisor, Public Works/Engineering

Karen Kluska, Financial Analyst

Scott Quinn, Manager of Engineering & Public Works, Lands & Parks Services; left at 10:15

Tanya Oickle, Recording Secretary

Town of Kentville

Councillor Cate Savage*; arrived at 10:10

Mark Phillips, CAO

Fred Whynot, P. Eng.

Village of New Minas

Commissioner Maynard Stevens*

Gerard Hamilton, Municipal Operations Manager

April Ernest

Pepsico Foods Canada

Cory Palmer, Technical Director*

Erin Gillis, EHS Manager

Regrets:

Tim Bouter, P. Eng., Public Works/Engineering

Scott Conrod, CAO

1. Call to Order

Chair Councillor Winsor called the meeting to order at 10:03 a.m. Councillor Winsor thanked the Town of Kentville for hosting the meeting.

1a. Additions to the Agenda

Scott Quinn had another meeting therefore item number 8 was moved up to item number 3.

Approval of the Agenda

**Commissioner Stevens moved for approval of the Agenda as amended; seconded by Cory.
MOTION CARRIED.**

2. Disclosure of Conflict of Interest Issues

There were no issues.

3. Committee Terms of Reference Update

Scott reviewed the changes made to the circulated draft policy. All changes were grammatical and/or punctual in nature.

Cory moved to approve the changes as amended; seconded by Commissioner Stevens. MOTION CARRIED.

4 Approval of the Previous Meeting Minutes

The minutes of the Regional Sewer Committee meeting held January 25, 2018 were circulated with the agenda package.

Councillor Savage moved that the Minutes of the January 25, 2018 Regional Sewer Committee meeting be approved as circulated; seconded by Commissioner Stevens MOTION CARRIED.

5. Business Arising from the Minutes

Councillor Winsor noted that the Municipal budget process approved by Council in December has been changed due to staff changes in the Finance Department and a new schedule should be out shortly.

6. 2018/2019 Budget Presentation

Karen distributed revised budget handouts for the Regional Headworks and Regional Forcemain.

Karen reported that the initial cost estimate was conservative at \$500,000. The official cost estimate from the consultant based on their design allowed a reduction in the budget to \$350,000.

Fred reported that during the bridge work in 2017 it was discovered that a section of pipe (70m) was in real bad shape and needs to be replaced. The material of the pipe could not be determined. It was estimated the pipe was pre 1973, possibly from the 1930's. The estimated cost was \$150,000.

The \$150,000 from Headworks has been shifted to the Forcemain budget. There is no increase to reserves or additional contributions from the partners.

Councillor Savage moved to approve the proposed amended Forcemain and Headworks budget as circulated; seconded by Commissioner Stevens MOTION CARRIED.

Councilor Winsor asked the partners if they had met with their councils since the January 25 meeting and whether they had the go ahead to put forth an approval for a recommendation to Municipal Council from the group.

Commissioner Stevens and Cory reported they had. Mark and Councilor Savage reported that staff would be comfortable making a recommendation but it would not go to the Town Council until there is a recommendation from the group.

Commissioner Stevens moved to recommend the Regional sewer budget as amended. Seconded by Councillor Savage. MOTION CARRIED.

Karen will circulate a fresh copy of the budgets via email to the group.

7. Operations

a) Operations Update

Thoren reported that there are areas of fencing that need to be replaced to ensure the area is secure. Damaged caused from bank erosion, and snow removal.

The Blower House existing concrete pads have been broken out and new concrete will be poured as the weather permits as the old blowers will have to come off line for a week or more.

There was a water pipe rupture inside the building on Tuesday. There was no damage as the building was occupied at the time and the pipe has been repaired.

During the rupture staff were unable to locate a shut off valve. They will be exploring this and if they are unable to locate it, Thoren will be looking at installing one.

b) Compliance Update

E.coli levels were elevated throughout December/January. Contributing factors are thought to be the unusual high number of ducks on the ponds (300-400), and the severe temperature fluctuations.

Double testing in the Apple Valley, RG2 mains was done on January 31.

January 31 readings were:

	BOD mg/l	BOD lbs/d	TSS mg/l	TSS lbs/d
PepsiCo	945	1,323	1,177	1,647
Apple Valley	2,058	221	2,260	243

Cory asked is there was a way to obtain notification quicker when there is a problem so they can try and figure out what the problem is; they do testing 5 days a week.

Thoren and Karen agreed that more timely notice could be given to the respective partners in the event of an alert. Thoren or someone from Operations will send out any alerts by email to the respective partner.

Mark asked if there was anyway to get a report on the "tail pipe"; how do we get performance of what went out after being treated and what are the implications on the overall system.

Thoren reported those samples are taken as well and will notify when an alert is required.

c) Time Sheets

As requested at the last meeting Karen distributed the timesheet. It was noted that there was a substantial increase in the hours for the skilled labourer. The skilled labourer is learning the job requirements under the Millwrights supervision; which also had an increase of hours.

8. Capital Updates

Thoren reported that the original heater for the Regional Headworks was \$80,000, however once it came back it was too big and too costly for the space therefore, the consultant, CBCL is coming up with another solution that would be within budget.

Thoren's reference is from CBCL's Headworks building design.

Erin asked if there was a potential of over exposure regarding the H2S levels and asked if there were measures in place to minimize risk.

Thoren stated that yes there are measures put in place to minimize risks as much as possible, and stated he was willing to meet with Erin after the meeting to discuss in detail.

9. Partners Agreement Review Update

Councillor Winsor reported that the CAO, Scott Conrod sent it to legal for review and has not received any feedback, therefore the process is not complete and he was unaware of any timelines for completion.

Councillor Winsor will follow up with the CAO.

It was noted that process has been ongoing for quite a long time, it gets to the point where it's almost complete then the committee member's change, change in administration, and then the process starts again. One member stated it has been a long road.

Pepsico's legal group is working on the draft letter and it should be ready in a couple of weeks.

Councillor Winsor suggested that this item be deferred to a future meeting, consensus was agreement.

10. Correspondence

There was no correspondence.

11. Other

Councillor Winsor asked if the cattle in the area could be part of the issue. Thoren agreed, it could be a factor and once the fencing is fixed this would help this.

Cory said Pepsico has fencing that they no longer require. Thoren said there may be a section along the rail where elevations are higher and a higher fence could be used, he will be in contact if required.

12. Next Meeting

The next meeting of the Regional Sewer Committee will take place on **Thursday, March 15, 2018 at 10:00 a.m. in the Vineyards Room.**

Adjournment

With no further business to discuss, the meeting adjourned at 11:20 a.m. on a motion made by Cory.

Approved by:

Councillor Jim Winsor
Chairperson

Tanya Oickle
Recording Secretary