

**A G E N D A**  
**REGIONAL SEWER COMMITTEE MEETING**  
**May 17, 2018, 10:00 am**  
**VINEYARDS 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 (March 15, 2018) | All          |
| 4. Business Arising from the Minutes                   | All          |
| 5. Fiscal Year end Status and Transfers to Reserves    | Karen Kluska |
| 6. Operations  | Thoren Pelly |
| a. Operations Update                                   |              |
| b. Compliance Update                                   |              |
| c. Timesheets  | Karen        |
| 7. Capital Updates                                     | Tim Bouter   |
| 8. Correspondence                                      |              |
| 9. Other   |              |
| 10. Next Meeting Date                                  |              |

## REGIONAL SEWER COMMITTEE MEETING

### MINUTES OF MARCH 15, 2018

A meeting of the Regional Sewer Committee was held Thursday, March 15, 2018 at 10:00 am in the Orchards Room, Kentville NS.

#### In attendance:

##### **Municipality of the County of Kings**

Councillor Jim Winsor, Chair\*

Karen Kluska, Financial Analyst

Scott Quinn, Director of Engineering & Public Works, Lands & Parks Services

Darlene Smith, Recording Secretary

##### **Town of Kentville**

Mark Phillips, CAO

John Andrew; arrived at 10:20

##### **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

Thoren Pelly, Operations Manager, Public Works/Engineering

Councillor Cate Savage\*

Fred Whynot, P. Eng. (no longer with Town of Kentville as of Feb 23, 2018)

#### 1. Call to Order

Chair Councillor Winsor called the meeting to order at 10:01 a.m.

##### 1a. Additions to the Agenda

There were no additions to the agenda.

##### 1b. Approval of the Agenda

Commissioner Stevens moved to approve the agenda as circulated; seconded by Cory.  
MOTION CARRIED.

#### 2. Disclosure of Conflict of Interest Issues

There were no issues.

**3. Approval of the Previous Meeting Minutes**

The minutes of the Regional Sewer Committee meeting held February 15, 2018 were circulated with the agenda package.

**Councillor Winsor moved that the Minutes of the February 15, 2018 Regional Sewer Committee meeting be approved as circulated; seconded by Cory.**

**4. Business Arising from the Minutes**

Councillor Winsor had a few questions regarding the operations update (7a) from the previous meeting. Had the concrete pads for the new blowers been installed? Scott Quinn indicated that the pads had been poured and the blowers are up and running.

Had the shut off valve for the water pipe that ruptured inside the building been located? Maynard indicated that he had spent some time investigating this and he had found some hot spots where the valve may be located but needed to do some excavating when the weather warms up. If the valve cannot be located, a pipe will be installed with an isolation valve.

Had a new solution been found in reference to the heater for the Regional Headworks? Scott Quinn indicated that there had been no update but CBCL was working on a solution.

**5. 2018/2019 Budget**

**Corey motioned to recommend the 2018/2019 capital & operation budget to Municipal Council. Seconded by Gerard.**

**MOTION CARRIED.**

**6. Operations**

**a) Operations Update**

Scott Quinn reiterated that the blowers had been installed and are up and running.

Spare Wheels for the drum screens at Regional were being fabricated by Heritage Machining. The cost from Heritage was approximately \$975.00 per wheel as opposed to buying them from a supplier (Baycor) which quoted \$2,000.00 per wheel. Two wheels have already been fabricated and installed. Two more wheels are required.

RG5 had issues Tuesday night when some fat and construction debris knocked out a float (level controller). This did not trigger an alarm which caused an overflow.

**b) Compliance Update**

Scott Quinn indicated that Thoren had said all test results were within limits.

**c) Time Sheets**

Karen distributed the time sheets and indicated we looked to be \$12,000.00 below budget and 300 hours below last year. We are currently training a skilled labourer to become a wastewater plant operator, supervised by millwrights which has caused his hours to jump. Councillor Winsor asked if this would be an ongoing issue and Scott indicated it would be until it's determined if the operator will be able to return.

Councillor Winsor asked how any surplus is dealt with. Karen indicated that by the next meeting in April, she would have close to final numbers for the fiscal year and that previously any surpluses were left

inside the system in the event of any unforeseen expenditures. The Provincial/Municipal standard for a surplus is generally 10% of the operating budget. Karen will bring information to the next meeting in regards to surpluses/reserves to be discussed by the committee.

**7. Capital Updates**

Scott indicated that Thoren had seen drawings for Headworks and had sent a couple small changes back. Karen asked how the Town of Kentville sewer alignment project was going (MOK was contributing \$70,000.00 to the project). The sewer pipe had to be shifted to avoid the new bridge footings. Mark indicated that the project was in process but could not guarantee its completion date. Mark to update Scott via email; to be distributed to the committee.

**8. Committee Terms of Reference**

Councillor Winsor indicated that some good work had been done however an amendment to Bylaw 102 is necessary and has turned into more than what was anticipated.

Scott indicated there is a workshop next week with council to discuss how best to go forward. Bylaw 102 has provisions that need to be change; in particular, the bylaw does not let it technical sub-committee be a standing committee, but the group could do it as an "ad-hoc" for discreet projects. Council is aware that these factors are holding up the process and an expedited method is being looked at.

It was asked if some agreements could be looked at without the Terms of Reference being resolved. Scott indicated that this is with the lawyers right now to sort through 20 odd years of MGA history for analysis. The MGA has also changed, putting parameters around what can and cannot be done. The cost of the legal review belongs to the Municipality.

**9. Correspondence**

There was no correspondence.

**10. Other**

PepsiCo has had some capital changes. Projects for this year are going ahead but two more phases to production increases are planned. There will be three increments to production. The letter needs to be looked at again due to these increases. There may be changes to the layout of the PepsiCo plant.

Councillor Winsor asked if any of the production plants had treatment facilities; everything from Kentville and New Minas goes to Regional.

Karen has a laminated map of the entire Regional system that is 6 feet wide and will be posted in the usually meeting room.

**11. Next Meeting**

The next meeting of the Regional Sewer Committee will take place Thursday, April 26, 2018 at 10:00 a.m. in the Orchards Room.

**Adjournment**

With no further business to discuss, the meeting was adjourned at 10:35 a.m. on a motion made by Cory.

Approved by:

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Councillor Jim Winsor  
Chairperson

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Darlene Smith  
Recording Secretary

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