

A G E N D A
REGIONAL SEWER COMMITTEE MEETING
March 21, 2019 10:00 am
VINEYARDS ROOM, MUNICIPAL COMPLEX, KENTVILLE NS

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 21, 2019) All
4. Business Arising from the Minutes:
5. Update on comfort letter on System Capacity for PEPSICO Scott
6. Work Plan Items All
7. 2019/20 Operating & Capital Budget - recommendation All
8. Operations:
 - a. Operations Update Thoren
 - b. Compliance Update Karen
 - c. Timesheets Karen
9. Capital Updates Tim
10. New Business
11. Correspondence
12. Other:
13. Next Meeting Date - April 18, 2019

REGIONAL SEWER COMMITTEE MEETING MINUTES

February 21, 2019

A meeting of the Regional Sewer Committee was held Thursday, February 21, 2019 at 10:00 am in the Vineyards Room, Kentville NS.

In attendance:

Municipality of the County of Kings

Councillor Jim Winsor, Chair*

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

Tim Bouter, Manager of Engineering Services

Thoren Pelly, Manger of Public Works

Greg Barr, Director of Finance and IT

Kevin Wheaton, Financial Analyst

Karen Kluska, Financial Analyst

Lisa Amon, Recording Secretary

Town of Kentville

Councillor Gate Savage

Mark Phillips, CAO

Village of New Minas

Commissioner Maynard Stevens

Gerard Hamilton, Operations Manager

Greg Messom, Village of New Minas

PepsiCo Foods Canada

Cory Palmer, Technical Director

Regrets:

April Ernest, Clerk/Treasurer

Call to Order

Chair Councillor Winsor called the meeting to order at 10:00 a.m. The chair welcomed the new people attending the meeting (Greg B, Kevin and Greg M) and asked everyone to please introduce themselves.

Additions to the Agenda

There were no additions to the agenda but item number eight – Operating & Capital Budget was switched to item five.

Approval of the Agenda

Commissioner Stevens moved to approve the agenda as amended; seconded by Councillor Savage. MOTION CARRIED.

Disclosure of Conflict of Interest Issues

There were no issues.

Approval of the Previous Meeting Minutes

Councillor Savage moved that the minutes of the January 17, 2019 Regional Sewer Committee meeting be approved as amended; seconded by Commissioner Stevens.

Business Arising from the Minutes

None.

Presentation of the Operational and Capital Budget

Karen Kluska presented the budget to the Committee for consideration and discussion. In order to expedite the process, the Technical Committee reviewed and considered the budget in advance of its presentation to the committee this year. The proposed Operating and Capital budget with sharing formula for 2019/20 fiscal Year is as follows:

- Town of Kentville \$727,000 (50%)
 - Village of New Minas \$338,400 (23%)
 - PepsiCo Canada \$186,800 (13%)
 - Muni of Kings \$213,800 (15%)
- \$1,466,000

This is an increase of \$60,600 over the 2018/19 budget of \$1,406,400

2019/20 Capital Projects:

Regional headworks - \$250k funded from Depreciation Reserve:

Complete the replacement of the waterlines with non-metallic materials in Screen building - \$200k carryover

Rebuild the piping to and from the UV building to include manholes to remove trapped wildlife/debris - \$50k new

Aeration - \$1.05m funded \$300k Dep'n Reserve & \$750k LT-Debt

Complete the design phase - \$50k carryover

Replace the aeration equipment in Lagoon Cells 1 and 2 and desludge - \$1.0m new

Improve oxygenation, biologic activity, and energy efficiency

Regional sewer lines - \$200k funded from Depreciation Reserve:

Fund the replacement of the sewer line from River Street to RG5 estimated by the Town of Kentville - \$150k carryover

Design the replacement of the 8" and 18" sewer lines from the Curling Club to the Research Station - \$50k new

Regional Gate & Fence- \$125K funded from Depreciation Reserve

Install security gate and replace sections of fencing that have failed - \$125k new

Improve security given increased pedestrian traffic on the Harvest Moon Trail

The Regional Sewer Committee recommends that their respective organizations recommend the proposed 2019/20 fiscal Operating & Capital Budget to the partners for their consideration and approval. Motion Carried.

There was brief discussion on future capital projects regarding the replacement of Regional STP Drum Screens out of the 2023/24 Budget. Corey suggested that maybe the expense of replacing the 4 drums be over 2 budget periods instead of one. Thoren would like to look at better options for drum screens instead of replacing them with the same type of drums we have now because we would only run into the same issues as we are having now.

Update on Legal Review of Partners Agreements

Scott reported that PEPSICO has forwarded a letter to the County outlining the changes in their sewer requirements. There has been no update from the CAO or Legal on the review of this information.

Harmonization of Bylaws

The Committee assigned the Technical Subcommittee the project to review and compare the bylaws for each of the municipal units (Kings, Kentville and the Village of New Minas) to identify the variances between them on the operational level. (Administrative matters particular to each organization was not of concern.) The Committee has identified several variances with the New Minas by-laws. These variances with recommended amendments will be brought before the Village Commission for their consideration and hopefully approval. Upon approval Gerard will forward the revised By-Laws to Municipal Affairs.

Annual Work Plan

We generally discussed work plan items which Scott Quinn will consider and bring forward a plan for Committee Consideration at the next meeting. Items discussed include: Harmonization of Bylaws, Updating of Partners agreements (which will include review of capacity/cost allocation formulas), clarify/definition of systems capacity, define Reserve requirements, policy around financial matters, Regional sewer system tour for Regional Sewer Committee Members.

Committee Meeting Schedule

The Committee will continue to meet monthly with the exception of August and December but will give further consideration to the need for meeting once we catch up on the project items.

There would not be a need to meet on a monthly basis, once project items are complete and quarterly meeting may be sufficient.

Operations

a) Operations Update

Thoren reported Operations have been essentially normal with all partners being with assigned capacity and BOD loads. Operations cost are expected to be over budget by \$90,000 for the 2018/19 fiscal year. This is attributable to more than normal amount of one time maintenance expenditures as the systems age.

b) Compliance Update:

Karen reported she does not have all the data she requires to provide a compliance update so she will bring the report to the next meeting.

c) Time Sheets:

Karen reported she does not have all the data she requires to provide the time sheets so she will bring the report to the next meeting.

Capital Updates:

Tim reported that Baxter's Plumbing will begin capital work at the Regional Plant on Monday

New business

None.

Correspondence

None.

Other items

Karen asked that if anyone has any follow up questions to please email her before the next meeting.

Next Meeting:

The next meeting of the Regional Sewer Committee will be held on Wednesday, March 21, 2019 at 10:00 a.m. in the Vineyards Room.

Adjournment

With no further business to discuss, the meeting was adjourned at 11:40 a.m. on a motion made by Commissioner Stevens.

Approved by:

Councillor Jim Winsor
Chairperson

Lisa Amon
Recording Secretary

