

THE MUNICIPALITY OF THE COUNTY OF KINGS
Regional Sewer Committee
AGENDA
Thursday, March 28, 2024, 10:00 a.m.
Louis Millett Community Complex
New Minas

Item	Description	Required Action	Responsible	Page
1.	Roll Call, Welcome, Introductions		Chair	-
2.	Approval of Agenda	Decision	All	1
3.	Disclosure of Conflict-of-Interest Issues	Decision	All	-
4.	Approval of Minutes: <ul style="list-style-type: none"> February 22, 2024 March 7, 2024 	Decision	Chair / All	2 4
5.	Business Arising from the minutes	Discussion	All	-
New Business				
6.	Response from Partners re: 2024/25 Budget	Decision	Partners	6
7.	Capital Update - Aeration Upgrades	Discussion	Aaron D.	7
8.	Capital Update for the RG5 Forcemain	Discussion	Aaron D.	8
9.	Partner Updates	Discussion	Partner Updates	
10.	Round Table	Discussion	All	
11.	Other Business		All	
12.	Correspondence			
13.	Next Meeting	Decision	All	
14.	Adjournment	Decision	All	

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, February 22, 2024
MINUTES**

Meeting Date and Time	A meeting of the Regional Sewer Committee was held on Thursday, February 22, 2024 at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia.
1. Roll Call	In attendance were:
<i>Municipality of the County of Kings:</i>	Peter Muttart, Mayor Kevin Davison, Councillor (alternate voting member) Zobia Jawed, Director of ENV Brad Carrigan, Director of EPW Aaron Dondale, Manager of Operations Shivani Gilhotra, Manager of Treatment Plants and Compliance Mike Livingstone, Manager of Financial Reporting Susan Gray, Recording Secretary
<i>Town of Kentville:</i>	Cate Savage, Deputy Mayor and Deputy Chair (voting member) Sandra Snow, Mayor Jeff Lawrence, CAO Dave Bell, Director of EPW
<i>Village of New Minas:</i>	James Redmond, Commissioner (voting member) Tim Bouter, Clerk Treasurer/CAO
<i>PepsiCo Foods Limited:</i>	None present.
<i>Regrets:</i>	Councillor Joel Hirtle – Chair (excused) Scott Conrod, CAO
Call to Order	The Deputy Chair called the meeting to order at 10:10 a.m. Roll call was taken.
3. Approval of Agenda	The Regional Sewer Committee members concurred to approve the February 22, 2024 agenda as circulated.
4. Conflict of Interest	None.
5. Approval of the Minutes	The Regional Sewer Committee members concurred to approve the February 1, 2024 minutes as circulated. It was noted that FCM and Green Municipal Fund grant applications were not included in the previous minutes.
6. Business Arising from Minutes	None.

7. New Business**Budget Discussion**

Mike Livingstone, Manager of Financial Reporting, presented the Regional Sewer 2024/25 Operating and Capital Budget Request for Decision and responded to questions. The Committee concurred to refer the draft budget to the Technical Sub-Committee for review.

8. Partner Updates

A draft of the Regional Sewer Budget was discussed at a recent New Minas Village Commission meeting. The Commission raised items to be raised at the upcoming Technical Sub-Committee meeting.

9. Round Table

Items brought forward during the Round Table related to blowers at Cells 1 and 2 and FCM grants for greening the system.

10. Next Meeting

Thursday, March 7, 2024, at 10:00 am at the Louis Millet Complex Community Complex.

11. Adjournment

On the motion of Deputy Mayor Savage and Mayor Muttart, that the meeting stand adjourned.

Motion Carried.

The meeting adjourned at 12:02 p.m.

Approval:

Regional Sewer Committee

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, March 7, 2024
MINUTES**

**Meeting Date
and Time**

A meeting the Regional Sewer Committee was held on Thursday, March 7, 2024 at 10:00 a.m. at the Louis Millett Community Complex, New Minas, Nova Scotia.

1. Roll Call

In attendance:

*Municipality of the County of
Kings:*

Peter Muttart, Mayor
Kevin Davison, Councillor (alternate voting member)
Scott Conrod, CAO
Brad Carrigan, Director of EPW
Zobia Jawed, Director of ENV
Aaron Dondale, Manager of Operations
Shivani Gilhotra, Manager of Treatment Plants and Compliance
Mike Livingstone, Manager of Financial Reporting
Stephanie Elliott, Recording Secretary

Town of Kentville:

Cate Savage, Deputy Mayor, and Deputy Chair (voting member)
Jeff Lawrence, CAO
Dave Bell, Director of EPW

Village of New Minas:

James Redmond, Commissioner (voting member)
Tim Bouter, Clerk Treasurer / CAO

PepsiCo Foods Limited:

Nicolette McCahill (voting member)

Regrets:

Councillor Joel Hirtle – Chair (excused)

Meeting Called to Order

The Deputy Chair called the meeting to order at 10:03 am. Roll call was taken.

2. [Approval of Agenda](#)

On motion of Commissioner Redmond and Councillor Davison, that the March 7, 2024 agenda be approved as circulated.

Motion Carried.

3. Conflict of Interest

None

4. Approval of Minutes

Deferred.

**5. Business arising from
Minutes**

None

6. New Business**Budget Discussion**

The Manager of Financial Reporting presented an updated draft of the 2024/25 operating and capital budget. The Manager noted that the input of the Regional Sewer Technical Committee was reflected in the presentation.

On motion of Councillor Davison and Commissioner Redden, that the Regional Sewer Committee recommend that the partner Councils, Village Commission, and PepsiCo approve the 2024/25 Regional Sewer operating and capital budget as discussed, with the understanding that the \$90,000 increase in maintenance expense is intended for one year only.

Motion Carried.

7. Partner Updates

None

8. Round Table

None

9. Next Meeting

Thursday, March 21, 2024, at 10:00 a.m. at Louis Millett Community Complex.

10. Adjournment

On motion of Commissioner Redmond and Councillor Davison, that the meeting stand adjourned.

Motion Carried.

The meeting adjourned at 10:25 a.m.

Approval:

Regional Sewer Committee

Regional Sewer Proposed Operating Budget

(in thousands) (,000)	2024/25 Budget Breakdown			Draft Budget 2024/25	Forecast 2023/24	Approved Budget 2023/24	2024/25 Budget to Forecast		2024/25 Budget to 2023/24 Budget	
	Capital Total	Operating Collection	Operating Treatment				\$	%	\$	%
Revenue										
Operating										
Town of Kentville	313.1	190.1	527.9	1,031.2	1,031.4	895.4	(0.2)	0.0%	135.8	15.2%
Village of New Minas	118.5	85.9	162.3	366.7	417.8	362.8	(51.1)	(12.2)%	3.9	1.1%
PepsiCo Canada	98.1	27.2	161.2	286.5	262.3	227.7	24.2	9.2%	58.8	25.8%
County of Kings	159.5	48.7	108.0	316.1	302.0	262.2	14.1	4.7%	53.9	20.6%
Total Revenue	689.2	351.9	959.4	2,000.5	2,013.5	1,748.1	(13.0)	(0.6)%	252.4	14.4%
Expenditures										
Operating										
Support Services	-	22.5	45.1	67.6	106.4	106.4	(38.8)	(36.5)%	(38.8)	(36.5)%
Insurance	-	8.7	17.3	26.0	22.3	22.3	3.7	16.6%	3.7	16.6%
Monitoring	-	8.9	4.4	13.3	19.0	7.8	(5.7)	(30.0)%	5.5	70.5%
Laboratory	-	-	5.8	5.8	-	-	5.8	0.0%	5.8	0.0%
Wages	-	98.0	195.9	293.9	232.5	187.8	61.4	26.4%	106.1	56.5%
Benefits	-	18.2	36.5	54.7	44.9	44.9	9.8	21.8%	9.8	21.8%
Power - Pumping	-	72.6	-	72.6	66.8	65.4	5.8	8.7%	7.2	11.0%
Treatment	-	-	72.6	72.6	31.8	83.5	40.8	128.3%	(10.9)	(13.1)%
Power - Treatment	-	-	380.7	380.7	350.8	338.1	29.9	8.5%	42.6	12.6%
Vehicle Expense	-	30.0	15.0	45.0	41.8	37.2	3.2	7.7%	7.8	21.0%
Maintenance	-	93.0	186.1	279.1	427.5	185.0	(148.4)	(34.7)%	94.1	50.9%
Total Operating	-	351.9	959.4	1,311.3	1,343.8	1,078.4	(32.5)	(2.4)%	232.9	21.6%
Non-operating										
Debenture - Interest	175.4	4.1	171.3	175.4	32.6	32.6	142.8	438.0%	142.8	438.0%
Debenture - Principal	249.8	71.0	178.8	249.8	271.0	271.0	(21.2)	(7.8)%	(21.2)	(7.8)%
Transfer to Depreciation Reserves	132.5	38.4	94.1	132.5	215.9	57.7	(83.4)	(38.6)%	74.8	129.6%
Consulting and Study Expense	-	-	-	-	-	170.0	-	0.0%	(170.0)	(100.0)%
Interest on Short-term Debt	131.5	-	131.5	131.5	150.2	138.4	(18.7)	(12.5)%	(6.9)	(5.0)%
Total non-operating	689.2	113.5	575.7	689.2	669.7	669.7	19.5	2.9%	19.5	2.9%
Total Expenditures	689.2	465.4	1,535.1	2,000.5	2,013.5	1,748.1	(13.0)	(0.6)%	252.4	14.4%
Surplus (Deficit)				-	-	-				

TO	Regional Sewer Committee
PREPARED BY	Aaron Dondale, Manager of Operations, EPW
MEETING DATE	March 21, 2024
SUBJECT	Regional Sewer Capital Update - Aeration Upgrades

ORIGIN

- [9 August, 2023; Regional Sewer Committee Supplemental Budget recommendation](#)
- [15 November 2022; award of Contract #22-21 Regional WWTP De-sludging and Aeration Equipment Installation](#)

RECOMMENDATION

That the Regional Sewer Committee receive the 21 March 2024 Regional Sewer Capital Update - Aeration Upgrades for information.

INTENT

To provide the Regional Sewer Committee with updated information pertaining to the Regional Aeration Capital project.

DISCUSSION

On the recommendation of the Regional Sewer Committee, Municipal Council approved a desludging and aeration related contract to Gary Parker Excavating Ltd (GPEL) on 15 November 2022. The related work was augmented through the adoption of a supplemental budget and the engagement of a second desludging contractor (GFL) and a disposal vendor in August of 2023.

IMPLEMENTATION

The following information reflects the status of the project as of 13 March 2024:

- The GFL desludging work is complete.
- GPEL estimates that the overall work scope (aeration and related yard works and infrastructure) is greater than 95% complete as of 12 March 2024.
- An onsite meeting scheduled for 14 March 2024 with Dillon, Atlantic Purification Systems (APS), Gary Parker Excavating Ltd (GPEL), and the Municipality to assess Substantial Completion.
- Formal Commissioning of the new aeration equipment and the installation thereof is currently scheduled for the week of April 1st; expected to take approximately 3 days to complete. Commissioning to be completed by Nexom and APS, and attended by Dillon, GPEL, and the Municipality.

FINANCIAL IMPLICATIONS

- An accounting of the project will be reported to the Committee post substantial completion/commissioning.

APPENDICES

- None

APPROVALS

Brad Carrigan, Director of Engineering & Public Works March 13, 2024

Scott Conrod, Chief Administrative Officer March 14, 2024

TO Regional Sewer Committee
PREPARED BY Aaron Dondale, Manager of Operations, EPW
MEETING DATE March 21, 2024
SUBJECT Regional Sewer Capital Update – RG5 Force Main

ORIGIN

- [20 October 2023; Regional Force Main Briefing](#)

RECOMMENDATION

That the Regional Sewer Committee receive the March 21, 2024 Regional Sewer Capital Update – RG5 Force Main Briefing for information.

INTENT

To provide the Regional Sewer Committee with updated information pertaining to ongoing Regional force main breaks; along with updates to the RG5 to Eaves Hollow - Regional Force Main Replacement Project.

DISCUSSION

Regional Force Main Maintenance Update

The following is a summary of the breaks since September 2023:

Date Break Observed Date	Date of Repair	Break Location	Comments
9/23/2023	9/28/2023	Vicinity behind 209 Main St, along the Harvest Moon Trail	Repaired w/ new pipe and dresser couplings
9/26/2023	9/27/2023	Vicinity of Eave's Hollow	Repaired w/ 18in Wrap
10/1/2023	10/4/2023	Mid-way between Curling Club and Eave's Hollow	Repaired w/ new pipe and dresser couplings
10/1/2023	10/3/2023	Mid-way between Curling Club and Eave's Hollow	Repaired w/ 18in Wrap
10/5/2023	10/5/2023	Vicinity of Eave's Hollow	Repaired w/ 18in Wrap
10/9/2023	n/a	Vicinity of Eave's Hollow	No leak found when pipe exposed
10/9/2023	10/9/2023	Vicinity of the Curling Club	Repaired w/ new pipe and dresser couplings
11/18/2023	11/19/2023	Vicinity of Eave's Hollow	Repaired w/ new pipe and dresser couplings

Date Break Observed Date	Date of Repair	Break Location	Comments
11/20/2023	11/21/2023	Vicinity of the Curling Club	Repaired w/ 18in Wrap
11/25/2023	11/26/2023	Upstream of Curling Club	Repaired w/ 18in Wrap
12/15/2023	12/15/2023	Vicinity of the Curling Club	Repaired w/ new pipe and dresser couplings
1/17/2024	1/18/2024	Vicinity of the Curling Club	Repaired w/ new pipe and dresser couplings

The Municipality has proactively taken steps to monitor for, and respond to subsequent breaks as follows:

- A staff member walks the Harvest Moon Trail each morning Monday – Friday, excluding holidays and storm days.
- The Treatment Plant Operator collects RG5 flow data daily, 7 days a week.
- RG5 flow data has been integrated with SCADA; an alarm notifies the on-call operator if there is a significant drop in daily flow.
- Materials for repairs (e.g. wraps, dresser couplings, sections of pipe) have been procured to have in Municipal stock.

RG5 to Eaves Hollow - Regional Force Main Replacement Project

The following information reflects the status of the capital project as of 13 March 2024:

- Director of EPW, Manager of Operations, CET, met virtually with the design engineer CBCL on 27 February 2024 to discuss items relating to the 2024/25 Regional Force Main replacement project design:
 - Section of force mains along the Harvest Moon Trail in the vicinity of the Regional Sewer Treatment Plant that should be replaced as part of this capital project.
 - Potential locations for an air release chamber required in the vicinity of, or on Klondike St, Kentville.
 - Potential storm drain infrastructure in the parking lot for the courthouse in Kentville which may impact the depth of the replacement force main in the vicinity.
 - Easements and existing agricultural fencing in the vicinity of the existing force main north of the Harvest Moon Trail, and East of the curling club in Kentville.
- Manager of Operations communicated pertinent information relating to the potential locations for an air release chamber on Klondike St, Kentville, and inverts and sketches of the storm drain infrastructure in the courthouse parking lot on 28 February 2024.
- 90% finalized field design was received from CBCL on 1 March, 2024.
- 90% finalized field design was shared with the Regional Technical Sub-Committee members on 1 March, 2024 with a request for feedback.
- 50% finalized tender form was received from CBCL on 6 March 2024.
- 90% finalized tender specification was received from CBCL on 8 March 2024.

- Manager of Operations, CET, and CBCL engineer performed a site visit to a section of the force main near the Harvest Moon Trail in the vicinity of the Regional Sewer Treatment Plant on 5 March, 2024, with follow-up surveying work performed and communicated to CBCL on 11 March 2024.
- Review of the 90% finalized field design and 90% finalized tender form is ongoing as of 13 March 2024. Feedback requested from regional technical committee members - to be returned to the Director of EPW and/or CET as soon as possible.

FINANCIAL IMPLICATIONS

- The cost of the force main replacement was included in the March 7, 2024 budget.
- Pending outcome of tender bids, a future supplemental budget may be required.
- The Municipality, Town, and Village collectively applied for cost-sharing under the Nova Scotia Municipal Capital Growth Program.

IMPLEMENTATION

- Release of tender by 31 March, 2024
- Construction contract award by 7 May, 2024
- Construction and Commissioning completed by 31 October, 2024

APPENDICES

- None

APPROVALS

Brad Carrigan, Director of Engineering & Public Works	March 13, 2024
Scott Conrod, Chief Administrative Officer	March 14, 2024