

TOWN OF KENTVILLE WATER COMMISSION

Meeting Minutes: May 10, 2023

PRESENT

Mayor Sandra Snow, Chief Administrative Officer Dan Troke, Councillor Paula Huntley, Councillor Andrew Zebian, Councillor Craig Gerrard, Director of Engineering Dave Bell, Director of Finance Wanda Matthews, Clifford Hill and Recording Secretary Carla MacDonald.

Regrets / Absent:

Fire Chief Scott Hamilton
Kings County Scott Quinn,
Kings County Engineer Abdelkhalek Omar,
Councillor Kings Lexi Misner

*Voting members: The Mayor as chairperson, three (3) councillors, one (1) citizen representative, one (1) representative from the Kentville Volunteer Fire Department, and one (1) representative from the County of Kings. The CAO, Planning, Director of Public Works, and representative from the Department of the Environment provide technical expertise with a voice but **no vote**.*

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 3:29 p.m.

Note: "Points from Discussion" below show various comments made by individual members during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda of May 10, 2023 by Councillor Craig Gerrard and seconded by Cliff Hill.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

Motion that the minutes for the Kentville Water Commission meeting on January 25, 2023 be approved as presented.

MOTION CARRIED

4. NEW BUSINESS

(a) Operations Update

I. Financial:

Kentville Water Commission Income Statement for the year ending March 31, 2023 was prepared by Finance Department. A few invoices to be posted to the expenditure side of ledger but are minor. Operating Revenue is at 99.5% of the budgeted amount of \$1, 944, 682 and metered sales full billed out to water customers and Public Fire Protection to the Town and Municipality of Kings.

Write-Offs:

Collections Officer recommendation to Kentville Water Commission to write off three water utility accounts totally \$221.72 and considered uncollectable.

Motion that Kentville Water Commission approve a blanket resolution for a withdrawal from the KWC Operating Reserve in the amount of the current operating deficit once all year end transactions are quantified, approved by Councillor Craig Gerrard and second by Cliff Hill.

MOTION CARRIED

Motion to write off three non-collectable accounts as detailed in the report in the amount of \$221.72, approved by Craig Gerrard and second by Councillor Paula Huntley.

MOTION CARRIED

See Report

Points from Discussion

- Expenditure was more than anticipated, water treatment costs have risen because of the cost of chemicals used to treat water. Residential meter sales down and the Commercial/Industrial user meters are older and will record water use on the low end. Replacement of the Commercial/Industrial meters to medium size in this fiscal year. Depreciation account increased due to capital projects. Water rates have been same since 2016 and with increases in costs the current water rates cannot sustain expenses, a water rate increase will be recommended. Water Meter cost needs to be brought into water review to be sufficient as Town of Kentville grows in residential and commercial.

- Discussion on who is responsible for outstanding Utility bill when a landlord has a tenant who does not pay and moves from the address. It was suggested that Town of Kentville make it so that the owner of the residence/building be responsible for the outstanding utility bill.

II. Engineering Update: Commercial/Industrial Water Meter Replacement
Director Bell reported that several KWC customers that have high consumption and have aging water meters in need of replacement or recalibration. Director Bell reported that it is more cost effective to replace the medium size 3" to 4" meters than recalibrate as they wear out easily.

See Report

(b) Source Water Protection Advisory Committee Report: Water limits are high and well within the drinking water guidelines. Trish Javorek reported that Village of New Minas has recently updated their SWPP to be within the same guidelines as Town of Kentville.

(c) Next Meeting

The next meeting will be held on Wednesday July 26, 2023 at 3:30 p.m.

5. ADJOURNMENT

Motion that the Kentville Water Commission adjourn, Craig Gerrard

MOTION CARRIED

Adjourned at 3:56 p.m.