

TOWN OF KENTVILLE WATER COMMISSION

Meeting Minutes: March 26, 2025

PRESENT

Mayor Andrew Zebian
Interim CAO Kevin Matheson
Deputy Mayor Debra Crowell
Councillor Cathy Maxwell
Councillor John Andrew
Director of Finance Wanda Matthews
Director of Engineering Dave Bell
Kentville Fire Department, Chief Scott Hamilton
Manager of Environmental Services, County of Kings Martin Kehoe
Recording Secretary Carla MacDonald
No Citizen Member to date

Regrets / Absent:

County of Kings Councillor Doug Gates
Director of Planning Town of Kentville Darren Shupe
County of Kings Trish Javorek
County of Kings Engineer Brad Carrigan
Department of Environment Mike Allen

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 (as per Town of Kentville Policy G57 Committee of Council 4.14.1.2).

With a voice but no vote, the CAO, Director of Planning Town of Kentville, Director of Public Works Town of Kentville and representative from the Department of the Environment provide technical expertise (as per Town of Kentville Policy G57 Committee of Council 4.14.1.2).

1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 3:32 p.m.

Note: "Points from Discussion" 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

That the agenda for Wednesday March 26, 2025 Kentville Water Commission meeting be approved, moved by Councillor Cathy Maxwell, and seconded by Deputy Mayor Debra Crowell.

MOTION CARRIED UNANAMOUSLY

3. APPROVAL OF THE MINUTES

That the minutes for the Kentville Water Commission meeting on June 19, 2024 be approved as presented.

MOTION CARRIED UNANAMOUSLY

That the minutes for the Kentville Water Commission Annual Budget Meeting on June 19, 2024 be approved as presented.

MOTION CARRIED UNANAMOUSLY

4. NEW BUSINESS

(a) Operations Update

I. Financial:

o *Statements of Financial Operations*

- Operating Fund: Finance Department prepared the KWC's Statement of Operations for the period ending February 28, 2025. This puts KWC at 92% of the way through fiscal year. Operating Revenue is at 87.5% with metered sales at 81.9% and Public Fire Protection at 100%. Public Works and Finance anticipate the year end revenue to be at or near the full budgeted amount of \$1,965,350.00.

See Report

o *Write – Offs*

- Collections Officer, Charlene Brown submitted a summary of Water Utility accounts that are considered uncollectible and are recommended to be written off, totalling \$820.20. These accounts will be forwarded to a collection's agency for further attempts at collection.

See Report

RECOMMENDATION: That the Kentville Water Commission write off eight water utility accounts that are considered to be uncollectable totalling \$820.20.

Motion to write off eight non-collectable accounts as detailed in the report in the amount of \$820.20, moved by Deputy Mayor Debra Crowell and second by Councillor Cathy Maxwell.

MOTION CARRIED UNANAMOUSLY

II. Engineering Update

- Approaching fiscal year end for 2024-25, Capital Investment projects for this year are complete with only two significant projects were completed – first phase of the residential water meter replacement and the second which does not show on the completed capital project list at this time is the budgeted Water Distribution Analyzers which are a requirement of NS Environment and waiting delivery from supplier.
- Water Rate Study consultant has all the requested information from both the Finance and Engineering Departments. Hopefully by Fall of 2025 a Rate Hearing is put before the NSUARB.
- Donald E. Hiltz Connector Road: Council members are aware that Public Works tendered Phase 1 of the project in February 2025 to attract the best pricing and interest from contractors. There are now accurate numbers to include when we present the Operating & Capital Budgets at the next KWC meeting.

See Report

Points from Discussion:

- After water area rate hearing with NSUARB new water rate would not be in effect until January 2026.
- The new water meters installed to 380 home this year 2025 and 50 or more each year and focusing on the residential size. Goal is to replace 3800 residential water meters. These new residential water meters are non mechanical and read with more accuracy. The new non mechanical water meters let the Water Commission read in less than two weeks.
- Kentville Water Commission plan to put in their Capital Budget for Leak Detection Gear.
- Regarding Phase 1 of the Donald E. Hiltz Connector Road, Director David Bell stated it will be complete this year 2025. This Phase 1 will see storm water and water retention ponds constructed. This is the 5.5 million of the Towns of Kentville's portions.
- One contractor is being awarded for the Donald E. Hiltz Connector Road.
- Water Commission applied for funding to keep cost under \$10,000,000.
- Phase 2 of the Donald E. Hiltz Connector Road will take at least five years. The old water tower will be removed in this Phase 2 and the cost of a new one will be a million dollars.

RECOMMENDATION:

That the Kentville Water Commission recommend to Council, to award Phase One of the "KWC Portion" of the Donald E. Hiltz Connector Road to Howard E. Little Excavating Limited for \$1,256,627 including non-recoverable⁴ HST.

Motion that the Kentville Water Commission recommend to Council to award Phase one of the "KWC Portion" of Donald E. Hiltz Connector Road to Howard E. Little Excavating Limited for \$1,256,627 including non-recoverable⁴ HST, moved by Councillor John Andrews and second Councillor Cathy Maxwell.

MOTION CARRIED UNANAMOUSLY

(b) Source Water Protection Advisory Committee Report

- Director of Engineering and Public Works for Town of Kentville David Bell gave a brief summary of what is taking place with SWPAG. A report is being written to Nova Scotia Environment as a new Source Water Protection Plan is due, the current one is from 2016.
- McGee Lake continues to be Town of Kentville's back up water source. There has not been an incident in 24 years where it had to be accessed for use.

(c) Next Meeting – *was discussed by committee members to wait for the results of the water rate study before scheduling next meeting.*

The next meeting will be held on _____ at 3:30 p.m.

5. ADJOURNMENT

Motion that the Kentville Water Commission be adjourned, moved by Deputy Mayor Debra Crowell and seconded by Councillor Cathy Maxwell.

MOTION CARRIED

Adjourned at 4:22 p.m.