



Village of New Minas
New Minas Water Commission Meeting
Wednesday February 23, 2022 @ 7:00 PM
Online Videoconference
New Minas, Nova Scotia

Commissioners Present:

- James Redmond, Chair
- Dave Chaulk, Vice Chair
- Mary Munroe, Commissioner
- Bruce MacArthur, Citizen Member
- Maynard Stevens, Citizen Member

Staff Present:

- Gerard Hamilton, Operations Manager
- Ian Morrison, Clerk Treasurer/Chief Administrative Officer

Others Present:

- None

Call to Order:

Chair James Redmond called the meeting to order at 7:01 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the February 23, 2022 New Minas Water Commission meeting be approved, as presented.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

Approval of the Minutes from Prior Meeting:

THAT the Minutes for the January 26, 2022 New Minas Water Commission meeting be approved as presented.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

Business Arising from Minutes:

None

Presentations:**Budget 2022-2023**

The Clerk Treasurer/CAO and the Operations Manager presented the Operating Budget for 2022-2023. The budget was reviewed in detail. Elements of the budget include the following:

- \$959,699 in Revenues
- \$1,014,684 in Expenses
- No changes in rates
- \$57,500 in Engineering Expenses allocated, which includes \$50,000 for a Water Rate Study and \$5,000 for expert advise on updating the Source Water Protection Plan
- \$328,500 in Depreciation Expense is single largest expense, which has increased due to the need to amortize the refurbished Woodvale Tank
- \$232,559 in Wages & Benefits comprises the second largest expense
- Inflation is running at 4%-5%
- A deficit of (\$54,985) is forecast for the coming year, primarily due to the expenses associated with the two aforementioned studies

The last water rate study was conducted in 2007. Therefore, the need for an updated study was identified as critical. The Village has an accumulated surplus of \$806,361, as of the end of the 2021 fiscal year. The need for a water rate study is the primary reason for budgeting for a deficit. Page #3090 of the *NSUARB Water Utility Accounting & Reporting Handbook* contemplates, at Section #4, the matter of a deficit. If a deficit is imminent, then the Commission must ensure that a study is completed in order to address the matter.

The auditor was consulted as part of the budget process. In correspondence received by the Clerk Treasurer/CAO on February 24, he indicated he is satisfied with the course of action prescribed.

THAT the Operating Budget for 2022-2023 be accepted, as presented.

M/Maynard Stevens

S/Mary Munroe

Motion Carried

Financial Update

The Clerk Treasurer/CAO presented the year to date Income Statement for the New Minas Water Commission, as of February 23:

\$799,224 in Revenues (versus \$796,155 last period)

\$899,570 in Expenses (versus \$855,545 last period)

(\$100,346) Net (versus (\$59,390) last period)

The Clerk Treasurer/CAO advised that the utility has experienced unbudgeted operating costs related to the Woodvale Tank Refurbishment Project.

The year to date deficit is due mainly to the transfer of Water Commission funds to the Village of New Minas at the commencement of the fiscal year for staffing and services provided by the Village:

\$6,732 in Commissioner Remuneration
\$210,193 in Salaries
\$16,279 in Benefits
\$5,000 in Snow Clearing Services
\$3,088 in Lease & Services Agreements
\$3,000 in Postage & Office Supplies
\$15,073 in Insurance
\$5,500 in LMCC Contribution
\$309,060 in Depreciation
\$573,925 Total

One quarter of water revenue is yet to be invoiced.

Water	Budgeted	Collected Year to Date – February 8
Metered Sales	\$598,000	\$402,156
Sprinkler Service	\$4,800	\$3,419

Reports:

Source Water Protection Committee

THAT the report for the Source Water Protection Committee be accepted as presented.

M/Maynard Stevens

S/Dave Chaulk

Motion Carried

Water Operations Report

Gerard Hamilton presented the Water Operations Report. The matter was raised concerning the hydrants in Greenwich, specifically that the Greenwich Fire Department will cease to operate, effective April 1, 2022 and the area will be served by the Wolfville Fire Department. Mr. Hamilton indicated he will reach out, in due course, to the Wolfville Fire Chief to establish the parameters around use of the hydrants in Greenwich for training purposes.

THAT the Water Operations Report be accepted as presented.

M/Dave Chaulk

S/Bruce MacArthur

Motion Carried

New Business:

None

Correspondence:

None

Public Discussion Period:

None

Adjournment:

M/Maynard Stevens

THAT the meeting be adjourned at 7:50 pm.