



Village of New Minas
New Minas Water Commission
February 28, 2023 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

- None

Staff Present:

- Tim Bouter, Clerk Treasurer/CAO
- Gerard Hamilton, Manager of Municipal Operations

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the February 28, 2023 Water Commission Meeting be approved as circulated.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

3. Approval of Minutes:

- a. January 24, 2023 Water Commission Meeting

Motion:

THAT the Minutes for the January 24, 2023 Water Commission Meeting be approved as circulated.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

4. Business Arising from Minutes:

- a. January 24, 2023 Water Commission Meeting

There was no business arising from the January 24, 2023 minutes.

5. Comments from the Chair:

There were no comments from the Chair.

6. Presentations:

- a. 2023/24 Operating Budget and Capital Budget

The Clerk Treasurer/CAO presented the attached 2023/24 Operating Budget and Capital Budget. The budget documents were reviewed line by line by the Committee.

Motion:

THAT the 2023/24 Operating Budget be approved as presented by the Clerk Treasurer/CAO.

M/Dave Chaulk

S/Maynard Stevens

Motion Carried

Motion:

THAT the 2023/24 Capital Budget be approved as presented by the Clerk Treasurer/CAO.

M/Maynard Stevens

S/Bruce MacArthur

Motion Carried

7. Staff Reports:

- a. Water Operations Report

Gerard Hamilton provided a verbal summary of the Water Operations Report circulated prior to the February 28, 2023 Water Commission meeting.

Motion:

THAT the Water Operations Report be received as circulated prior to the February 28, 2023 Water Commission meeting and as verbally summarized by the Manager of Municipal Operations.

M/Dave Chaulk
S/Maynard Stevens
Motion Carried

8. Capital Projects Update:

The Clerk Treasurer/CAO and Operations Manager provided the following update on Capital projects:

- Proposals for the Test Well project were received on February 10. DJ's Well Drilling had the lowest cost, at \$83,850 + HST for three test wells. The other bids were Valley Well Drillers (\$127,050 + HST) and Brewster's Well Drilling (\$124,752 + HST). Staff will complete their review and proceed with an award in early March.

9. Source Water Protection Committee:

Billy Shaw submitted a draft version of the updated Source Water Protection Plan on February 27. Following an initial review by staff, the document will be shared with the Source Water Protection Committee and discussed at the next meeting on April 26.

10. Correspondence:

None

11. Other Business:

It was suggested that the Water Commission put out a notice similar to Halifax Water, advising customers of the risks to plumbing caused by freezing temperatures.

12. Public Input:

None

13. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 4:10pm.

Motion:

THAT the meeting be adjourned.

M/Maynard Stevens
S/Dave Chaulk
Motion Carried

New Minas Water Commission																	
Acct#	Account Name	April	May	June	July	August	September	October	November	December	January	February	March	Total	YTD - Feb 17	LY-Budget	2021/22 Budget
Revenue																	
W11100	Metered Sales	\$ 1,000	\$ 1,000	\$ 155,000	\$ 1,000	\$ 1,000	\$ 175,000	\$ 1,000	\$ 1,000	\$ 155,000	\$ 1,000	\$ 1,000	\$ 155,000	\$ 648,000	\$ 433,444	\$ 618,100	\$ 598,000
W13100	Fire Protection Hydrant Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,650	\$ -	\$ -	\$ -	\$ 265,650	\$ 260,025	\$ 260,025	\$ 240,006
W14000	Sprinkler Service	\$ -	\$ -	\$ 1,213	\$ -	\$ -	\$ 1,213	\$ -	\$ -	\$ 1,213	\$ -	\$ -	\$ 1,213	\$ 4,852	\$ 3,190	\$ 4,852	\$ 4,800
W18011	Water Penalties	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 3,900	\$ 2,963	\$ 3,900	\$ 3,600
W18210	Other Interest	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ 22,500	\$ 13,743	\$ 2,100	\$ 22,700
W18420	Kings - Hydrant Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,413	\$ -	\$ -	\$ -	\$ 70,413	\$ -	\$ 68,922	\$ 63,616
W18900	Miscellaneous Water Revenue	\$ 100	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,750	\$ 2,824	\$ 1,800	\$ 1,596
Total Revenue		\$ 3,300	\$ 3,350	\$ 158,563	\$ 3,350	\$ 3,350	\$ 178,563	\$ 3,350	\$ 3,350	\$ 494,626	\$ 3,350	\$ 3,350	\$ 158,563	\$ 1,017,065	\$ 716,189	\$ 959,699	\$ 934,318
Expenses																	
W21410	Reservoir Tank Power & Maintenance	\$ 1,160	\$ 1,215	\$ 1,160	\$ 1,215	\$ 1,160	\$ 1,575	\$ 1,160	\$ 1,215	\$ 1,160	\$ 1,215	\$ 1,160	\$ 1,215	\$ 14,610	\$ 6,737	\$ 13,104	\$ 13,104
W21430	Well Maintenance	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 36,000	\$ 29,183	\$ 34,000	\$ 33,992
W22400	Pumping - Power	\$ 4,840	\$ 16,800	\$ 4,840	\$ 16,800	\$ 4,840	\$ 16,800	\$ 4,840	\$ 16,800	\$ 4,840	\$ 16,800	\$ 4,840	\$ 16,800	\$ 129,840	\$ 103,172	\$ 120,870	\$ 118,500
W23100	Engineering Expense	\$ 12,250	\$ 12,250	\$ 12,250	\$ 12,250	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 53,000	\$ -	\$ 57,500	\$ 15,000
W23200	Professional Services	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800	\$ 2,306	\$ 2,000	\$ 3,500
W23310	Purification Expense	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 11,150	\$ 133,800	\$ 117,027	\$ 80,088	\$ 91,000
W24200	Maps & Records Expense	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100
W24410	Distribution Lines Maintenance	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 400	\$ 425	\$ 425	\$ 400	\$ 5,050	\$ 14,603	\$ 5,050	\$ 5,500
W24430	Transmission Lines Maintenance	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 200	\$ 225	\$ 225	\$ 225	\$ 2,675	\$ -	\$ 2,675	\$ 3,000
W24491	Services Maintenance	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 665	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 665	\$ 8,000	\$ 8,022	\$ 8,000	\$ 7,500
W24492	Meters Maintenance	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ 500	\$ 54	\$ 500	\$ 500
W24493	Hydrant Maintenance	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 400	\$ 400	\$ 400	\$ 400	\$ 5,000	\$ 634	\$ 5,000	\$ 4,500
W24501	BMW Utility Vehicle Gas & Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200	\$ 1,080	\$ 1,550	\$ 1,950
W24601	Water Truck Gas & Maintenance Truck #1	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 2,880	\$ 3,874	\$ 2,100	\$ 2,500
W24605	Backhoe Fuel & Maintenance	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 835	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 835	\$ 10,000	\$ 4,439	\$ 10,000	\$ 5,000
W24606	Backhoe Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500
W24800	Shop Expenses 50%	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 2,040	\$ 2,254	\$ 1,700	\$ 2,570
W24800A	Shop Power 50%	\$ -	\$ 237	\$ -	\$ 237	\$ -	\$ 237	\$ -	\$ 237	\$ -	\$ 237	\$ -	\$ 237	\$ 1,422	\$ 2,796	\$ 2,625	\$ 3,000
W24800D	Monitoring Stations Expense	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 770	\$ 9,240	\$ 8,020	\$ 7,943	\$ 7,908
W24801	Clothing	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 45	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 45	\$ 550	\$ 70	\$ 600	\$ 600
W24802	Travel/Training	\$ -	\$ -	\$ -	\$ -	\$ 475	\$ -	\$ -	\$ 475	\$ -	\$ 475	\$ -	\$ 475	\$ 1,900	\$ 93	\$ 1,900	\$ 1,900
W24803	Small Tools	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600	\$ 344	\$ 600	\$ 500
W24804	Membership Fees	\$ -	\$ 480	\$ -	\$ -	\$ 105	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705	\$ 292	\$ 705	\$ 605
W24805	Conference Fees	\$ 935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,870	\$ -	\$ 1,870	\$ 1,185
W25130	Water Testing Expense	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 49,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 82,000	\$ 23,697	\$ 25,000	\$ 25,056
W25150	Bank Charges & Service Fees	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	\$ 4,197	\$ 3,900	\$ 3,060
W25160	Commissioners' Remuneration	\$ 6,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,828	\$ 6,828	\$ 6,828	\$ 6,732
W25210	Wages	\$ 17,434	\$ 17,434	\$ 25,754	\$ 17,434	\$ 17,434	\$ 17,434	\$ 17,434	\$ 25,754	\$ 17,434	\$ 17,434	\$ 17,434	\$ 17,434	\$ 225,849	\$ 217,128	\$ 217,841	\$ 199,460
W25292	Benefits	\$ 15,814	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,814	\$ 14,587	\$ 14,718	\$ 14,425
W25295	Snow Clearing-Hydrants, Tanks, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
W25311	Advertising	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 750
W25312	Telephone	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 155	\$ 1,860	\$ 1,736	\$ 2,045	\$ 3,300
W25313	Lease & Service Agreements	\$ 2,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,565	\$ 2,260	\$ 2,260	\$ 3,088
W25314	Postage & Office Supplies	\$ 4,125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 5,500	\$ 4,578	\$ 4,100	\$ 4,100
W25410	Audit Fees	\$ -	\$ -	\$ -	\$ 6,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400	\$ 6,257	\$ 7,196	\$ 6,800
W25421	Propane	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 7,200	\$ 4,457	\$ 7,500	\$ 9,900
W25500	Regulatory Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ 1,600	\$ -	\$ 1,600	\$ 1,600
W25600	Insurance	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 22,519	\$ 21,716	\$ 15,073
W25700	Rental	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
W26000	Depreciation	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 27,375	\$ 328,500	\$ 328,500	\$ 328,500	\$ 300,060
W29400	Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
W29900	Prior Year Deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ 121,132	\$ 98,422	\$ 93,810	\$ 104,492	\$ 145,320	\$ 86,451	\$ 74,795	\$ 94,887	\$ 78,665	\$ 86,792	\$ 73,715	\$ 88,016	\$ 1,146,498	\$ 952,247	\$ 1,014,684	\$ 934,318
Net Income (Loss)		\$ (117,832)	\$ (95,072)	\$ 64,753	\$ (101,142)	\$ (141,970)	\$ 92,112	\$ (71,445)	\$ (91,537)	\$ 415,961	\$ (83,442)	\$ (70,365)	\$ 70,547	\$ (129,433)	\$ (236,059)	\$ (54,985)	\$ -

New Minas Water Commission Capital Projects

Item	Total Cost	Depreciation Fund	Prior Year Surplus	Grant Funds	Funding Source
Aalders Avenue Water Laterals — Phase #1	\$80,000	\$0	\$0	\$80,000	Gas Tax (100%)
Variable Frequency Drives	\$60,000	\$0	\$0	\$60,000	Gas Tax (100%)
Water Production Well	\$120,000	\$0	\$0	\$120,000	Gas Tax (100%)
Communication Radios	\$15,000	\$0	\$0	\$15,000	Gas Tax (100%)
Water Meter Purchases	\$15,000	\$0	\$0	\$15,000	Gas Tax (100%)
Totals	\$290,000	\$0	\$0	\$290,000	

Approved by NMWC on _____, 2023