



Minutes

Friday, April 12, 2013

8:00 A.M.

Members Present

Mayor – Alan Barfoot, Township of Georgian Bluffs
Mayor – Bob Pringle, Township of Chatsworth
Deputy Mayor – Dwight Burley, Township of Georgian Bluffs
Deputy Mayor – Terry McKay, Township of Chatsworth

Staff Present

Chief Administrative Officer – Murray Hackett, Township of Georgian Bluffs
Chief Administrative Officer - Will Moore Township of Chatsworth
Chief Building Official – Bill Klingenberg, Township of Georgian Bluffs
Treasurer - Holly Morrison, Township of Georgian Bluffs
Operations Manager – Chris Thompson, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs (arrived 8:20am)
Operations Assistant- Desirée van Dijk, Township of Georgian Bluffs

Other

Ross Slaughter, Senior Environmental Engineer, Genivar

1. Call to Order

Chair Alan Barfoot called the meeting to order at 8:00a.m.

2. Disclosure of Pecuniary Interest and the general nature thereof

None.

3. Adoption of the Minutes

Motion: BIO016

Moved by: Bob Pringle

Seconded by: Terry McKay

That the Biodigester Joint Board minutes of March 15, 2013 be adopted as presented.

Motion: BIO017

Moved by: Dwight Burley

Seconded by: Bob Pringle

That the Biodigester Joint Board minutes of March 27, 2013 be adopted as presented.

4. Delegations or Deputations

a) Tracy Smith, Partner, BDO

One significant transaction was missed in the audit. Tracy apologized for the oversight and asked permission to delay the presentation of the audited statements once that transaction has been audited.

The Board agreed.

5. Correspondence

- a) None.

6. Staff Reports

a) Operations: Operations Manager Chris Thompson

i) Action Items Report

- Some comments have been received regarding P&H material
- FIT application was submitted in mid-January. No response received to date.
- Chris, Troy & Holly to clarify if sewage will be charged by weight/tonne or by volume/m³
- Odour Control Powder additive: Five bags purchased and five bags free
- Source Separator Organics: 351 Tonnes collected in 2012 in Meaford. Four collections per week. Tank could be used as a pasteurizer, or just as a tank, which then goes into the digester. 2.5m³ tank cost is \$35,000 - \$45,000.

Motion: BIO018

Moved by: Bob Pringle

Seconded by: Terry McKay

That the Biodigester Joint Board receives the April 12, 2013 Action Items Report.

b) Finance: Treasurer Holly Morrison

i) Waster Water Summary

Treasurer Holly Morrison reviewed the 2013 Waste Water Summary and discussed discrepancies.

ii) **Motion: BIO019**

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves accounts for payment in the amount of \$20,569.23 for the period March 13, 2013 to April 9, 2013.

Carried

iii) **Motion: BIO020**

Moved by: Bob Pringle

Seconded by: Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board appoint Ross Slaughter, Genivar, to carry out general engineering maintenance in 2013 to a maximum allowable cost of \$20,000.

Carried

iv) **Motion: BIO021**

Moved by: Dwight Burley

Seconded by: Terry McKay

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board authorizes payment to Genivar for capital and special projects engineering expenses.

Carried

- v) Operating and Capital Financial Statements

Motion: BIO022

Moved by: Bob Pringle

Seconded by: Dwight Burley

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board accepts the revenue and expense financial statements for the capital and operating budgets for the year 2013 to date.

Carried

7. Unfinished Business

- a) Possible date and location of next meeting with haulers

Date will be set once By-Law has been drafted.

Murray Hackett and Will Moore will draft a by-law.

- b) Material from Dr. E. Hall

Material is suitable. An agreement is to be made.

- c) RFP-sent out to brokers on April 3/13. Closing date is Apr 25/13 @ 3:00pm

Meeting will be held on April 16/13 at 10:00am at the Biodigester to answer any questions.

- d) Bar Screens

Ross Slaughter spoke to another facility where each hauler is responsible for raking the bar screens, not the operator.

- e) Legal opinion regarding potential By-Law for collection and hauling sewage.

Motion: BIO023-2013

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board authorizes staff to proceed with a By-Law to implement a septic waste collection and processing program.

Carried

- f) Lystek

Owner has expressed interest. There may be an opportunity to partner in some fashion, however, they are essentially a competitor.

8. New Business

- a) Boiler maintenance

Quotes have been obtained for routine maintenance to be completed in April.

- b) Facility Upgrades

Storage tank project includes three main components: prefabricated building; storage tank; receiving station

Staff will discuss scope of work, bypass issues and look at proceeding with a joint RFP or individual quotes/bids.

9. In Camera

None.

10. Public Question

None.

11. Next Meeting

Friday May 3, 2013 at 8:00 a.m. in the Township of Georgian Bluffs Council Chambers.

12. Adjournment

The Biodigester Joint Board meeting adjourned at 10:40 a.m. on a motion moved by Member Bob Pringle and seconded by Dwight Burley to meet again on Friday, May 3, 2013 at 8:00 a.m. in the Township of Georgian Bluffs Council Chambers.

Mayor – Alan Barfoot

Recording Secretary –
Desirée van Dijk