



Georgian Bluffs –Chatsworth Biodigester Joint Board Minutes



Friday November 1st, 2013, 8:00 AM

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
CAO/Clerk - Will Moore, Township of Chatsworth
Director of Operations – Peter Paquette, Township of Georgian Bluffs
Treasurer – Holly Morrison, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs (8:30 AM arrival)
Operations Assistant – Desirée van Dijk, Township of Georgian Bluffs (Recording Secretary)

1. Call to Order:

Chair Alan Barfoot called the meeting to order at 8:00 AM

2. Declaration of Pecuniary Interest and the General Nature Thereof:

None at this time

3. Minutes of Previous Meeting:

Motion Number: BIO 059-2013

Moved by: Member Bob Pringle

Seconded by: Member Terry McKay

Be it resolved that the Biodigester Joint Board approves minutes of the October 11, 2013 meeting as presented.

Carried

4. Hearing of Delegations or Deputations:

None

5. Correspondence

1) Trevor Falk: Presentation to the Chatsworth Council Biodigester Costs and Fees

Noted and Filed

2) Veolia September 2013 Wastewater report

Motion Number: BIO 060-2013

Moved by: Member Dwight Burley

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Seconded by: Member Bob Pringle

Be it resolved that the Biodigester Joint Board accepts the Veolia September 2013 monthly wastewater report.

Carried

6. Reports and Recommendations:

Operations

1) Action Items Report

The following recommendation was made:

Motion Number: BIO 061-2013

Moved by: Member Bob Pringle

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the November 1, 2013 Action Items report.

Carried

2) BR012-2013 100 Kw Generator Replacement

The following recommendation was made:

Motion Number: BIO 062-2013

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs Chatsworth Joint Biodigester Board receives the report prepared by Biodigester Operator, Troy Unruh and further recommends staff purchase the new generator (Serial # UCI274H1) from Roland Mechanical at the quoted price of \$6,959.00 plus the cost of installation. Further, that staff investigate options to reduce the ambient temperature around the generator and report back with solutions and cost implications.

Carried

3) BR013-2013 Digestate Spreading

Saugeen AGRI was contracted to truck and spread digestate from the Biodigester for the fall round of spreading. An estimated total of 2,866m³ was spread over 2 weeks. Spreading was halted due to saturated field conditions.

There is currently 1,147m³ in the large tank and 266m³ left in the small tank. There is currently 4,981m³ of reserve capacity between the two tanks, which is expected to provide enough storage for the coming winter.

The following recommendation was made:

Motion Number: BIO 063-2013

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Moved by: Member Terry McKay
Seconded by: Member Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the report prepared by the Biodigester operator, Troy Unruh and supported by Peter Paquette, Director of Operations for information to committee.

Carried

- 4) BR014-2013 Have1.com Proposal for Biodigester Marketing, Promotion and Education

In an attempt to raise the awareness of the benefits of the Biodigester and provide the public with more information on the operation of the facility, staff has investigated the cost to construct an educational website and future print media material such as signage, flyers, and brochures.

Staff met with Have1.com to discuss potential options, focusing on the development of a website. The proposed website content would be easily transferrable to other print materials to facilitate cost savings. Headings would include pages such as *Home, About, Benefits, News & Events, Photo Gallery, Resources, Contact.*

Financial costs were broken down into two stages:

1. Research and Content development for 15-20 Hours at \$70/hr=\$1050-\$1400
2. Website design, formatting and installation = \$1419

The following recommendation was made:

Motion Number: BIO 064-2013
Moved by: Member Dwight Burley
Seconded by: Member Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives report BR014-2013 from the Operations Assistant regarding the marketing, promotion and education proposal for the Biodigester and authorizes staff to engage Have1.com to 1) research and prepare content for a website at a cost of \$1,400 and, 2) to design, format and install the website at a cost of \$1,419. The total cost of the project to be an upset limit of \$2,819.00 plus tax, to be funded from the 2013 Joint Biodigester operating budget.

Carried

- 5) Verbal report re: Mega Lab bacteria seeding of digestate to minimize odours.

Staff met with representatives on-site. Some of the issues that were a result of the digestate were identified. The recommendation was a natural product (bacteria) which is “seeded” into the digestate, which should

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alleviate the odours. The second step may require aeration or diffused air injection, the latter more cost effective than the former.

The problem was felt to be the temperature in digester which is 40° C degrees. This causes certain bacteria to go dormant because it's too hot. The small tank will be seeded with one 25Kg bag of product initially and then smaller amounts bi-weekly for a cost of \$1,000 over a six month period.

Finance:

- 1) Waste Water Summary

Noted and Filed

- 2) Revenue and Expense reports year-to-date

The following recommendation was made:

Motion Number: BIO 065-2013

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the current revenue and expense financial statements to October 28, 2013.

Carried

- 3) 2014 Preliminary Budget

Treasurer Holly Morrison reviewed the 2014 Preliminary Budget, including the revenue, expense and capital budgets. Director of Operations Peter Paquette answered questions about the capital “wish list” from an operational and staff perspective.

7. Public Question Period:

- 1) Trevor Falk

- a) Do the Occupational Health & Safety Act and associated regulations related to work in confined spaces apply in relation to maintenance of the SUMA Pump or any other equipment or facilities at the Biodigester, and if so, how has the Board discharged its responsibilities?
- b) Where can I find a copy of the procedure that the Board has adopted for dealing with questions from the public when they are asked at meetings such as the ones asked at the previous meeting, or are responses to questions dealt with on a “one-off” sort of basis? **A:** The Board has not received any reports from the MOE regarding odour complaints. Mr. Falk further suggested that the capital budget contain an amount for odour meters

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- c) Consider using the website as a place where agendas and minutes etc. are also posted.
- 2) David Chapman
- a) Why was digestate not able to be spread? **A:** This was due to both weather and one farm no longer being available.
 - b) If we could not spread all of the digestate this time, how will we dispose of greater volume? **A:** This has been looked after in the RFP agreement going forward.
 - c) Mr. Chapman would like to see a one-page, very concise score card which ratepayers can use, to include: performance matrix, budgets as tabled, and actual financials so that performance can be monitored and commented on.
 - d) Mr. Chapman commented on wording in the presentation of the budget. He asked for assurance that the actual needs will be determined prior to the approval of the 2014 budget.
- 3) Gary Johnston
- Mr. Johnston finds it hard to believe that the MOE would not have any reports on the odour issues. **A:** CAO Murray Hackett indicated that the MOE may deny a request for this information as this information could lead to legal action. Under those terms in Freedom of Information, they are not required to release this information.

8. In Camera Session:

None.

9. Accounts:

Approval of accounts for the period of October 8, 2013 to October 28, 2013.

The following recommendation was made:

Motion Number: BIO 066-2013

Moved by: Member Bob Pringle

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves accounts for payment in the amount of \$24,630.58 for the period of October 8, 2013 to October 28, 2013

Carried

10. Unfinished Business:

- 1) FIT application update and other grants
No information update was available.
- 2) Application to OPA for up to \$500,000 grant for municipalities using Biodigesters. Staff will have further discussion to take place regarding timelines.
- 3) Odour Control: Troy has responded to questions from MOE and a response is now being awaited.
- 4) The letter to Minister of the Environment was sent. No response has been received to date.
- 5) Revised work plan and schedule for septage by-law: This is now on hold until a Consultant is in place.
- 6) Verbal update on generator and engine rehabilitation, SUMA mixer
The mixer has been service and the generator is ready. Once the approval from the Electrical Safety Authority (ESA) has been received, all systems will be started up.

11. New Business:

- 1) After the meeting with the Ministry of the Environment has taken place, there a joint Council meeting with Chatsworth and Georgian Bluffs will be held. The Township of Chatsworth has offered to host this meeting.
- 2) Director of Operations Peter Paquette provided a brief summary of the RFP for engineering services, including the deadline of November 15, 2013 and how the submissions will be scored. The RFP will be sent to Board members for review.

12. Future Meeting Date:

Friday, November 22, 2013 at 8:00AM

13. Adjournment:

The Biodigester Joint Board meeting adjourned at 10:50AM on a motion moved by Member Dwight Burley.

Mayor Alan Barfoot

Desirée van Dijk,
Recording Secretary