



Georgian Bluffs –Chatsworth Biodigester Joint Board Minutes



January 24, 2014 8:00 AM

Members Present:

Mayor – Alan Barfoot, Township of Georgian Bluffs
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
Director of Operations – Peter Paquette, Township of Georgian Bluffs
Treasurer – Grace Nayler, Township of Chatsworth
Treasurer – Holly Morrison, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs (absent from 9:05 to 9:30AM)
Operations Assistant – Desirée van Dijk, Township of Georgian Bluffs (Recording Secretary)

1. Call to Order:

Chair Alan Barfoot called the meeting to order at 8:10 AM

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

None at this time

3. Minutes of Previous Meeting:

Motion Number: BIO 001-2014
Moved by: Member Terry McKay
Seconded by: Member Dwight

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board approves minutes of the November 11, 2013 meeting as presented.

Carried

4. Hearing of Delegations or Deputations:

None

5. Correspondence

1) Veolia October, November December 2013 Wastewater Reports

Motion Number: BIO 002-2014
Moved by: Member Dwight Burley
Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board accepts the Veolia October, November December 2013 monthly wastewater reports.

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Carried

- 2) ANF Energy Solutions Inc. (ANF) proposal for Relay Upgrade and Nuisance Trips Monitoring

This issue will be monitored for the time being with the new generator to see if there is improvement before proceeding.

Noted and Filed

- 3) BDO Financial Statement

Noted and Filed

- 4) Genivar – Explanation of 2013 Engineering Fees

The following recommendations were made:

Motion Number: BIO 003-2014

Moved by: Member Terry McKay

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board authorizes payment to Genivar for professional services, including final design and specification for the septage receiving station and storage upgrades, meeting May 3, 2013 with the Board regarding RFP award, meeting with the Board May 24, 2013 regarding design of receiving station, teleconference with MPP, review of FIT responses and assessment of RFP for 3 brokers for digestate, in the amount of \$24,186.36 plus tax, to be paid from the Capital Fund.

Carried

Motion Number: BIO 004-2014

Moved by: Member Terry McKay

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board authorizes payment to Genivar for professional services, including final design of the improved septage receiving station and septage storage, odour control and process control, contract documents and specifications, survey of septage receiving sites, preparation of updated cost estimates, explanation of FIT application problems, meeting with haulers June 7, 2013 and Board meeting June 21, 2013, in the amount of \$15,172.53 plus HST, to be funded from the Capital Fund.

Carried

Motion Number: BIO 005-2014

Moved by: Member Dwight Burley

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Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board authorizes payment to Genivar for professional services, including Board meeting July 5, 2013, preparation and submission of an application for grant under the Community Energy Partnerships Program (OPA), investigation of 3 other alternatives for septage handling at the biodigester site and investigation of odour control measures, in the amount of \$7,817.55 plus HST, to be funded from the Capital Fund.

Carried

Motion Number: BIO 006-2014

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board authorizes payment to Genivar for professional services, including finalizing design of the improved septage receiving station and septage storage, and submittal of stamped contract drawings and specifications, Board meeting August 16, 2013, miscellaneous and disbursements, in the amount of \$3,398.93 plus HST, to be funded from the Capital Fund.

Carried

Motion Number: BIO 007-2014

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board authorizes the Treasurer to adjust the resolutions authorizing the Genivar invoices to be funded from Capital (adopted in today's meeting, Friday January 24, 2014), and further, that a combined \$7,600 is to be funded from the general operating expenses, as these are regular maintenance expenditures, and the previously authorized capital amount be reduced by \$7,600.00.

Carried

6. Reports and Recommendations:

Operations

1) Action Items Report

The following recommendation was made:

Motion Number: BIO 008-2014

Moved by: Member Terry McKay

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs Chatsworth Biodigester Joint Board receives the January 24 2014 Action Items report as amended.

Carried

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5) BR001-2014 Exhaust Pipe

While Rolan Inc. was providing regular service maintenance, it was noticed that a hole had formed in the exhaust pipe of the generator. Two quotes were received to replace the exhaust pipe from the heat exchanger to the top of the roof.

The following recommendation was made:

Motion Number: BIO 009-2014

Moved by: Member Terry McKay

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs Chatsworth Joint Biodigester Board receives the Biodigester Operator's report BR001-2014 Exhaust Pipe, dated January 19, 2014 and awards Caldecott Millwright Services the contract to proceed with the removal and replacement of the exhaust pipe at a cost of \$2,940.00 plus HST, to be funded from the operating repair and maintenance budget.

Carried

6) BR002-2014 Rolan Biogas Generator Service Agreement

The Biodigester has had a service contract with Rolan Inc. since 2012. The agreement provides for ongoing monthly maintenance services. Emergency service calls are billed separately. Rolan Inc. has provided a proposal for an "enhanced" service agreement.

The following recommendation was made:

Motion Number: BIO 010-2014

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approve the ongoing, regular Biogas Generator Service Agreement with Rolan Inc. at a cost of \$2,300 per month, for a period of one year, beginning February 1, 2014.

Carried

7) BR003-2014 regarding RFP 2013-007 for the provision of general engineering services & contract administration specifically for the operation and improvements to the Georgian Bluffs-Chatsworth Biodigester

The following recommendation was made:

Motion Number: BIO 011-2014

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

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Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the report prepared by Peter Paquette, Director of Operations and further, awards the contract to supply engineering services to Genivar Inc. (now known as WSP) for a period of at least three (3) years, or until the completion of any construction project started within the three (3) years of the agreement.

Carried

Finance:

- 1) Waste Water Summary

Noted and Filed

- 2) Revenue and Expense reports to December 31, 2013

The following recommendation was made:

Motion Number: BIO 012-2014

Moved by: Member Terry McKay

Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the current revenue and expense financial statements to December 31, 2013.

Carried

- 3) 2014 Budget

Treasurer Holly Morrison reviewed the budget initially presented in October 2013.

Joint Board will delay decisions about the 2014 budget until after a Georgian Bluffs Chatsworth Joint Council meeting has taken place. Treasurer will put the 2014 budget on hold.

7. Public Question Period:

- 1) David Chapman

- a) In the budget process is there typically a balance sheet? **A:** The Biodigester is totally separate. Mr. Chapman requested a budget balance sheet be provided going forward
- b) Mr. Chapman recommended some consideration be given to not showing transfers from Georgian Bluffs and Chatsworth as revenue.
- c) Are we assuming over a 100% increase in revenue based on the proposed by-law? **A:** Yes
- d) Concerns around capital budgeting given that in 2013, capital expenses exceeded budgeted amounts by 52%.
- e) Is the \$450,000 capital sheet the budget? **A:** No, it is a working document, and it is a “wish list”. Do we actually have to do \$450,000 worth of capital work to achieve what’s being shown in the budget? **A:**

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We don't have a by-law in place which forces residents to bring their septic waste to the Biodigester. In anticipation of that by-law, we have made a list of what would be required.

- f) Mr. Chapman asked for clarification on the electricity generation revenues in 2013. **A:** The figure listed in the agenda was not up to date as it included only May to December, rather than January to December. The correct figure is \$68,987.25 revenue from electricity production.
- 2) Trevor Falk
- a) It would be helpful if the auditors were asked to provide some guidance on such things as providing a balance sheet. The audit is supposed to help manage the business. Some guidance on how a corporation would manager this would be helpful. The information which the Board receives needs to be helpful. **A:** The auditors will review their final report in detail with the Board and provide suggestions at that time.
 - b) Mr. Falk did not feel this was done last year. It may be helpful to be clearer in the request.

8. In Camera Session:

None.

9. Accounts:

Approval of accounts for the period of October 29, 2013 to January 20, 2014.

The following recommendation was made:

Motion Number: BIO 013-2014

Moved by: Member Dwight Burley

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves accounts for payment in the amount of \$126,516.57 for the period of October 29, 2013 to January 20, 2014.

Carried

10. Unfinished Business:

- 1) Verbal update on website development
The BIOGRID logo and web page were presented to the Board with an explanation of the logo. BIOGRID stands for Bio Green Renewable Industrial Digester. This concept shows a stylized leaf that represents an environmental scene with the sky and the ground contained in it. What this leaf also represents is the Biodigester dome at the top part of the leaf. The lines inside the leaf represent the process of anaerobic digestion.

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- 2) As of earlier this week, MOE still has not provided a contact person or meeting date to discuss the Joint Board's questions. Alan Barfoot will be meeting with MP Bill Walker this afternoon to discuss next steps.
- 3) The joint Council meeting will discuss in more detail the Sunset Strip. It was suggested that a joint Council be held on Friday, November 14th at 1:00 PM in the Georgian Bluffs Council Chambers. A copy of the Township of Chatsworth's motion will be forward to the Georgian Bluffs Council members.

11. New Business:

- 1) For information purposes:
 - a. Nickason's may be hauling septic waste from other municipalities to the Biodigester in future. An individual agreement will be entered into with Nickason's to allow septic waste from outside the municipalities to be brought in.
 - b. In 2013, electricity production generated \$68,987.25 in revenue (a correction from the \$41,511.65 stated in the agenda)

12. Future Meeting Dates:

The following dates were proposed:

Friday March 21, 2014 at 8:00AM
Friday May 23, 2014 at 8:00AM
Friday July 25, 2014 at 8:00AM
Friday October 3, 2014 at 8:00AM – Budget Presentation
Friday December 5, 2014 at 8:00AM

A decision about meeting dates will be made following the joint council meeting.

13. Adjournment:

The Biodigester Joint Board meeting adjourned at 10:00AM on a motion moved by Member Dwight Burley and seconded by Terry McKay.

Mayor Alan Barfoot

Desirée van Dijk,
Recording Secretary