



Township of Georgian Bluffs and Township of Chatsworth BioGRID Joint Board Minutes



Friday, March 27, 2015, 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 – Scott Mackey, Township of Chatsworth

Staff Present:

Director of Operations – Peter Paquette, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs
CAO/Clerk – Holly Morrison, Township of Georgian Bluffs
Treasurer – Kassandra Rocca, Township of Georgian Bluffs
CAO/Clerk – Will Moore, Township of Chatsworth
Treasurer – Grace Nayler, Township of Chatsworth
Operations Assistant - Crystal McPhee, Township of Georgian Bluffs (Recording Secretary)

Other:

Traci Smith, BDO Canada
Robin Strangway Calder, BDO Canada

1. **Call to Order**

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

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

None at this time

3. **Minutes of Previous Meeting – February 27, 2015**

The following recommendation was made:

Motion Number: BIO 09-2015

Moved by: Deputy Mayor Burley

Seconded by: Mayor Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board Minutes of February 27, 2015 be adopted as presented, including any revisions to be made.

Carried

4. **Hearing of Delegations or Deputations**

1) Traci Smith from BDO Canada re: Draft Financial Statement

Traci Smith with BDO Canada presented the draft financial statement to the board.

Points noted by Ms. Smith:

The operating deficit was reduced from \$180,000 to \$130,000.

The annual budget should be approved asap in 2015.

Board to review all existing policies, contracts and fees for all customers.

Board to review current cash flow.

Motion BIO 10-2015

Moved by: Deputy Mayor Mackey

Seconded by: Mayor Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board receive the Draft Financial Statement from BDO Canada.

5. **In Camera Session:**

The following recommendation was made at 8:20 a.m.:

Motion Number: BIO 11-2015

Moved by: Deputy Mayor Burley

Seconded by: Deputy Mayor Mackey

That the Joint Board proceeds into a closed session to discuss matters regarding the security of the property of the municipality or local board and personal matters about an identifiable individual including, municipal or local board employees and the following people to remain in attendance: Will Moore, Peter Paquette, Troy Unruh, Holly Morrison and Crystal McPhee.

Carried

The Joint Board re-adjourned at 9:15 a.m. to continue the regular meeting.

Motion Number: BIO 12-2015

Moved by: Deputy Mayor Mackey

Seconded by: Mayor Pringle

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board will hold a BIO meeting with an in-camera session only on Monday, April 13th at 10:30 a.m. at the Township of Georgian Bluffs.

6. **Correspondence**

1) Veolia January and February 2015 Monthly wastewater report

Motion Number: BIO 13-2015

Moved by: Mayor Pringle

Seconded by: Deputy Mayor Mackey

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board accepts the Veolia January and February 2015 monthly wastewater report.

Carried

2) Township of Chatsworth Resolution re: Tipping Fees

The resolution from the Township of Chatsworth Council regarding tipping fees for the Sunset Strip has been deferred to the next meeting.

7. Reports and Recommendations:

Operations:

1) Action Items List

Motion Number: BIO 14-2015

Moved by: Deputy Mayor Burley

Seconded by: Mayor Pringle

That the Georgian Bluffs-Chatsworth BioGrid Joint Board receives the Action Items list for March 2015.

Carried

2) Rolan Inc. Service Agreement 2015-2016

A general discussion was held in regard to the Rolan Inc. Service Agreement. Deputy Mayor Mackey asked if there are other companies that could do maintenance on the generator. Director of Operations, Peter Paquette noted that Rolan sends out oil samples for testing, changes filters, replaces and monitors sensors and makes adjustments. They are familiar with the equipment and they provide support to the Operator.

The following recommendation was made:

Motion Number: BIO 15-2015

Moved by: Mayor Pringle

Seconded by: Deputy Mayor Burley

That the Georgian Bluffs-Chatsworth BIOGRID Joint Board approves the ongoing, regular Biogas Generator Service Agreement with Rolan Inc. at a cost of \$2,350.00 per month, for a period of one year, beginning March 1, 2015.

Carried

3) Veolia Contract

The Veolia contract expires December 31st, 2015. Director of Operations, Peter Paquette noted the exit clause is 180 days prior to the end of the contract. Peter noted that Veolia will provide pricing for any model the Board wants to review.

As directed by Committee (February 27, 2015), further discussion is deferred to the next meeting.

4) Organics (Biodigester)

Biodigester Operator, Troy Unruh, noted the estimates in the report are due to no site plan. This report is only for equipment to process organics at the Biodigester.

The Board received this report for information.

8. Public Question Period:

1) Trevor Faulk

a) What happened to the volume report once presented? What are the best estimates for Sunset strip, residential and contract septage at the BIO?

CAO/Clerk, Holly Morrison noted staff quit producing the spreadsheet as it wasn't accurate, due to the problems in the flow metre. Volumes are in the reports from Veolia Canada.

b) In the minutes from the February 27, 2015 on page 3, the Treasurer was quoted as saying the BIO has always generated money but 2014 actuals, from the Sunset Strip were \$63,557.00 to \$48,961.

Treasurer, Kassandra Rocca confirmed that is what she said.

Mayor Pringle left the meeting at 9:40 a.m.

c) At the December 19th, 2014 there was a motion to authorize the payment of new netting. Operator, Troy Unruh noted the netting from InCord was received last week and he's just waiting on nicer weather to install.

d) Rolan contract - are they monitoring the right things? Director of Operations, Peter Paquette, stated the work was performed as regular scheduled maintenance.

9. Unfinished Business:

1) Mayor Barfoot raised the concern from the Auditors in regard to the contracts currently in place. Contracts, policies and fees need to be clear for all companies.

2) Deputy Mayor Mackey asked: Is it really expensive to change the flow meter?

Operator, Troy Unruh noted the flow meter needs to be located in front of the bar screen which will require reconstruction, plumbing and electrical.

Deputy Mayor Mackey asked how accurate is the flow meter?

Troy has made adjustments and improvements to equipment. The accuracy is related to the material and flow.

Director of Operations, Peter Paquette said if there are any air gaps it misreads.

Troy said we are on the honour system with haulers as we get their receipts and write down the estimated gallons of what they are hauling.

Treasurer, Kassandra Rocca said billing is by the ticket and follow up with Troy or the hauler if there are large discrepancies.

10. New Business:

- 1) Next Meeting Date April 13, 2015 at 10:30 a.m., an In Camera session only.

11. Adjournment:

The Georgian Bluffs-Chatsworth BioGrid Joint Board meeting adjourns at 9:55 a.m. on a motion moved by Deputy Mayor Mackey, seconded by Deputy Mayor Burley.

Carried

Alan Barfoot, Mayor

Crystal McPhee, Recording Secretary