



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



November 27, 2015 8:00 AM

1. Call to Order

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

3. Minutes of Previous Meeting – October 30, 2015

Motion: (move and second)

That the Joint Board Minutes of October 30, 2015 be adopted as presented, including any revisions to be made.

4. Hearing of Delegations or Deputations:

None

5. Correspondence

None

6. Reports and Recommendations:

1) Operation of BioGrid Facility

Motion: (move and second)

That the Georgian Bluffs-Chatsworth BioGRID Joint Board receives this report from the Director of Operations and provides direction as to the operation of the BioGrid facility effective of January 1, 2016.

2) Partnership Opportunities

Motion: (move and second)

That the Georgian Bluffs-Chatsworth BioGRID Joint Board receives this report and provides direction to staff to negotiate a potential business agreement with SusGlobal regarding the operation, maintenance and expansion of the BioGRID facility in order to achieve a sustained revenue source.

7. Public Question Period:

8. In Camera Session:

None

9. Unfinished Business:

1) Proposed 2015 Biodigester Budget

Motion: (move and second)

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board provide direction to staff.

10. New Business:

- 1) Next Meeting Date

11. Adjournment:

Recommended (Move)

The Georgian Bluffs-Chatsworth BioGRID Joint Board meeting adjourns at _____ on a motion moved by _____.



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



October 30, 2015, 8:00 AM

Members Present:

Alan Barfoot, Mayor – Township of Georgian Bluffs
Bob Pringle, Mayor – Township of Chatsworth
Dwight Burley, Deputy Mayor – Township of Georgian Bluffs
Scott Mackey, Deputy Mayor – Township of Chatsworth

Staff Present:

Holly Morrison, CAO/Clerk – Township of Georgian Bluffs
Will Moore, CAO/Clerk – Township of Chatsworth
Troy Unruh, Biodigester Operator – Township of Georgian Bluffs
Kassandra Rocca, Treasurer – Township of Georgian Bluffs
Crystal McPhee, Payroll/HR Coordinator - 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 Meetings – September 11 and 25, 2015

Motion Number: BIO 43-2015

Moved by: Scott Mackey

Seconded by: Dwight Burley

Be it resolved that the Joint Board Minutes of September 11 and 25, 2015 be adopted as presented, including any revisions to be made.

Carried

4. Hearing of Delegations or Deputations

None

5. In Camera Session:

Motion: BIO 44-2015

Moved by: Bob Pringle

Seconded by: Dwight Burley

Be it resolved that the Georgian Bluffs-Chatsworth BioGrid Joint Board proceeds into a closed session to discuss matters regarding litigation or potential litigation of the municipality or local board and the following people to remain in attendance: Holly Morrison, Will Moore, Kassandra Rocca, Grace Nayler, Rick Winters, Troy Unruh and Crystal McPhee.

Carried

The Joint Board regular session reconvened at 8:30 AM.

6. Correspondence

- 1) Veolia August and September 2015 Monthly Wastewater Report

Motion Number: BIO 45-2015

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board accepts the Veolia August and September 2015 monthly wastewater reports.

Carried

7. Reports and Recommendations:

- 1) Card Reader

Troy Unruh brought it to staffs attention that the Haulers are having problems with swiping their card. Troy spoke with JWC and Envirocan, who believe the card reader is the problem. Troy asked for quotes from other card readers but received only one.

Motion: BIO 47-2015

Moved by: Scott Mackey

Seconded by: Bob Pringle

That the Georgian Bluffs-Chatsworth BioGRID Joint Board receives this report and accepts the quote from Envirocan for the replacement card reader.

Carried

- 2) Proposal Review - SusGlobal

Holly Morrison gave a review on the report prepared by staff on the proposal review by SusGlobal. Staff believe there were technical difficulties in the proposal but SusGlobal could bring lots to the table.

GHD formally Conestoga Rovers gave three recommendations in their report which is not a public document.

Motion Number: BIO 46-2015

Moved by: Scott Mackey

Seconded by: Dwight Burley

Be it resolved that the Georgian Bluffs-Chatsworth BioGrid Joint Board acknowledges that the 3 options from GHD included a) negotiating b) operating as is status quo c) moth balling the facility.

And further that the Board accepts the following recommendations from staff and GHD formally Conestoga Rovers:

#1 – GHD has now completed their work and our working relationship is now terminated

#2 – Pursue negotiating with all interested parties to discuss potential partnering arrangements

#3 – Continue operating the facility with the processing improvements recommended by GHD

Carried

8. Public Question Period:

a) Cal Confer

- a. Mr. Confer understood on September 25 that GHD was to investigate potential partners. Did GHD contact the 10 parties and which ones are potential partners?

Chair, Alan Barfoot noted a report came back from GHD but it is not in the package as components are 'In Camera' only.

b) Bob DeJong

- a. What are the specific directions to staff for potential negotiations - break even, accept losses, increase profit?

Chair, Alan Barfoot noted staff will bring forward a report on what the next direction should be.

c) Sean Greig

- a. Mr. Greig what if it falls down to one partner?

Chair, Alan Barfoot noted the Board will have to wait for staffs report for direction, if there is only one, maybe step back and take a look.

d) Trevor Falk

- a. Can the motion be published now?

Chair, Alan Barfoot noted the motion will be copied and distributed today.

9. Unfinished Business:

1) Proposed 2015 Biodigester Budget

Kassandra Rocca brought forth the Biodigester Budget for 2015.

Bob Pringle asked if there are savings in the budget. Kassandra noted we are in line with prior year.

Holly Morrison noted expenses year to date are under budget and should continue to be unless there are unexpected expenses.

Scott Mackey noted Chatsworth is not prepared to pay the transportation costs for the Sunset Strip. Scott noted he thinks the revenue should be closer in the \$60,000 range.

Chair, Alan Barfoot recommends setting another meeting date which will include budget discussions.

Kassandra noted the audit for the Biodigester will be the 2nd or 3rd weekend of January in 2016. The budget has been deferred.

10. New Business:

- a) Bob Pringle asked Troy how the spreading went. Troy noted everything went well.
- b) The next meeting date will be November 27, 2015 at 8:00 AM.

11. Adjournment:

The Georgian Bluffs-Chatsworth BioGrid Joint Board meeting adjourns at 9:10 AM on motion moved by Bob Pringle, seconded by Dwight Burley.

Carried

Alan Barfoot, Mayor

Crystal McPhee, Recording Secretary



TOWNSHIP OF GEORGIAN BLUFFS

Date: November 19, 2015
Report To: Georgian Bluffs/Chatsworth BioGrid Joint Board
From: Rick Winters, Director of Operations
Subject: Operation of BioGrid Facility
Report: BIO.15.15

Strategic Plan:

3.1 Water & Waste Water System

Operate water and waste water systems to maintain a high standard of public health and safety, protect the environment and ensure long term financial sustainability.

3.2 Solid Waste Management

Manage solid waste to protect public health and minimize environmental impact through waste reduction, diversion, recycling and re-use.

Summary:

The current contract for operating for the BioGrid facility expires on December 31, 2015.

Background:

Veolia Water Canada was given notice pursuant the contract that the current operation agreement for the BioGrid facility expires on December 31, 2015. The Township of Georgian Bluffs included the operation of the BioGrid facility within the Request for Proposal (RFP) for the operation of the drinking water systems.

Comments:

The Township of Georgian Bluffs' RFP included the provision for the operation of the BioGrid facility over a five year term effective January 1, 2016.

The Township received five proposals for the operation of the drinking water systems complete with a component for the operation of the BioGrid facility.

The prices were as follows:

Company	1 st year	5 Year Total
Aquatech	\$52,836.00	\$269,152.79
OCWA	\$85,867.00	\$448,858.00
Veolia	\$100,252.66	\$522,828.86
American Water	\$116,377.00	\$599,071.00
ScoTerra	\$109,588.50	\$570,302.96

As the current direction of the facility is uncertain, the three lowest bidders were approached to inquire if short term operating contracts could be offered. OCWA has stated that the quoted price would remain the same and they would offer the flexibility to

the BioGrid to ensure safe operation of the facility. Veolia Water had responded to previous conservations indicating that they would consider a short term term contract; however, the company has not yet provided a price for a short term contract at the time of this report.

Aquatec confirmed that their bid was based on being successful with the combined operations of the water systems. They have offered a new price of \$6500.00 per month (\$78,000.00/year) based on a short term contract.

Financial Considerations:

The current contract with Veolia Water Canada is \$8608.54 per month (\$103,302.48/year). This amount is funded from the BioGrid operating budget.

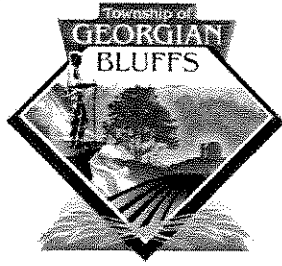
Recommendation:

That the Joint BioGrid Committee receives this report from the Director of Operations and provides direction as to the operation of the BioGrid facility effective of January 1, 2016.

Respectfully submitted,

Rick Winters, C.E.T.
Director of Operations

Reviewed by: _____ Supported by: Holly Morrison
Holly Morrison, CAO/Clerk



TOWNSHIP OF GEORGIAN BLUFFS

Date: November 19, 2015
Report To: Georgian Bluffs/Chatsworth BioGrid Joint Board
From: Rick Winters, Director of Operations
Subject: Partnership Opportunities
Report: BIO.15.16

Strategic Plan:

3.1 Water & Waste Water System

Operate water and waste water systems to maintain a high standard of public health and safety, protect the environment and ensure long term financial sustainability.

3.2 Solid Waste Management

Manage solid waste to protect public health and minimize environmental impact through waste reduction, diversion, recycling and re-use.

Summary:

Staff have met with two firms expressing interest in a partnership in operating the Biodigester. One of the firms is willing to invest capital and take over the operation of the facility reducing the taxation burden for each of the municipalities.

Comments:

Georgian Bluffs and Chatsworth staff met with SusGlobal and Ontario Clean Water Agency (OCWA) to investigate the interest of each company in regards to the operation and financial long term sustainability of the Biodigester.

A written invitation was sent to Miller Waste to explore the possibilities of discussing the operation of the BioGrid. To date a response has not been received.

The meeting with OCWA revealed that they were prepared to operate the facility under contract and could offer assistance in the way of consultation to find efficiencies and additional waste streams that could be diverted to the facility as potential sources of revenue.

The meeting with representatives from SusGlobal indicated that the company is interested in assuming the operation of the Biodigester combined with an investment of capital to expand the facility in order to properly treat source separated organics (SSO). The SusGlobal presentation also included the reclassification of the digestate to a Class A fertilizer that could be marketed to the agricultural community.

The proposal from Susglobal would guarantee a yearly revenue to the BioGrid over the length of the proposed 25 year agreement.

Financial Considerations:

Based on the direction from the BioGrid Committee, the financial position can remain as a tax supported burden, or could become a revenue generating facility.

Recommendation:

That the committee receive the report and provides direction to staff to negotiate a potential business agreement with SusGlobal regarding the operation, maintenance and expansion of the BioGrid facility in order to achieve a sustained revenue source.

Respectfully submitted,

Rick Winters, C.E.T.
Director of Operations

Reviewed by: _____

Supported by: _____

Holly Morrison, CAO/Clerk

Proposed 2015 Biodigester Budget

Draft June 25, 2015

		2014 Budget	2014 Actual	Proposed 2015
Revenue				
04-1064-7110	Tipping Fees	-\$70,000.00	-\$49,464.68	-\$70,000.00
04-1064-7111	Sunset Strip Sewage	-\$60,000.00	-\$63,557.36	-\$65,000.00
04-1064-7112	Hydro Generating	-\$90,000.00	-\$62,639.10	-\$90,000.00
04-1064-7113	Hauled Sewage	-\$95,000.00	-\$31,260.08	-\$65,000.00
04-1064-7114	Restaurant Waste	\$0.00		\$0.00
04-1064-7115	Bank Interest	\$0.00	-\$428.68	-\$200.00
04-1064-7116	Miscellaneous	-\$500.00		-\$500.00
04-1064-7200	Transfer from GB (operating)	-\$60,000.00	-\$119,326.00 Note1	-\$60,000.00
04-1064-7201	Transfer from Chats (oper)	-\$60,000.00	-\$119,326.00 Note1	-\$60,000.00
04-1064-7210	Transfer from GB (capital)	-\$90,000.00	-\$90,000.00	-\$90,000.00
04-1064-7211	Transfer from Chats (capital)	-\$90,000.00	-\$90,000.00	-\$90,000.00
		<u>-\$615,500.00</u>	<u>-\$626,001.90</u>	<u>-\$590,700.00</u>

Expenses

Various	New Holland Tractor	\$5,000.00	\$1,624.26	\$2,000.00
04-1062-1110	Salaries	\$13,000.00	\$14,698.05	\$15,000.00
04-1062-1111	Benefits	\$3,500.00	\$3,000.14	\$3,500.00
04-1062-1112	Mileage	\$0.00		\$0.00
04-1062-1241	Office Supplies	\$500.00	\$29.99	\$200.00
04-1062-1242	Heat and Hydro	\$28,000.00	\$29,045.84	\$30,000.00
04-1062-1249	Materials and Supplies	\$17,000.00	\$1,818.41	\$3,000.00
04-1062-1250	Bad Debt		\$7,795.94	\$0.00
04-1062-1251	Postage	\$500.00	\$21.39	\$500.00
04-1062-1252	Audit Fees		\$15,000.00	\$15,000.00
04-1062-1253	Service Contracts- Sunset	\$50,000.00	\$48,960.81	\$50,000.00
04-1062-1254	Service Contracts	\$150,000.00	\$133,823.95	\$140,000.00
04-1062-1255	Telephone	\$5,000.00	\$2,194.00	\$3,000.00
04-1062-1256	Membership Fees		\$1,085.58	\$1,000.00
04-1062-1258	Insurance	\$16,500.00	\$19,229.34	\$20,000.00
04-1062-1259	Other services	\$5,000.00	\$2,301.99	\$3,000.00
04-1062-1260	Professional fee-maintenance	\$25,000.00	\$6,651.10	\$32,000.00
04-1062-1261	Professional Fee- Special	\$30,000.00	-\$500.00	\$10,000.00
04-1062-1280	Septage Management	\$8,000.00	\$233.00	\$1,000.00
04-1062-1281	Repairs	\$54,000.00	\$14,200.29	\$20,000.00
04-1062-1282	Licenses	\$500.00	\$640.00	\$500.00
04-1062-1283	Digestate Disposal	\$18,000.00	\$49,937.69	\$50,000.00
04-1062-1289	Taxes	\$6,000.00	\$10,070.72	\$11,000.00
04-1062-1290	Capital	\$10,000.00	\$0.00	\$10,000.00
04-1062-1300	Transfer to GB		\$0.00	\$0.00
04-1062-1301	Transfer to Chats		\$0.00	\$0.00
04-1062-1310	Depreciation		\$0.00	\$0.00
04-1062-1311	Future Capital-Building	\$45,000.00	\$38,815.59	\$45,000.00
04-1062-1312	Future Capital- Equipment	\$120,000.00	\$101,148.64	\$120,000.00
04-1062-1313	Future Capital- Roadways	\$5,000.00	\$1,064.73	\$5,000.00
		<u>\$615,500.00</u>	<u>\$502,891.45</u>	<u>\$590,700.00</u>

Note1= Includes payment received to fund 2013 deficit

Total Georgian Bluffs contributions	-\$150,000.00
Total Chatsworth Contributions	-\$150,000.00