

Town of Fort Frances

Fort Frances Drinking Water System

Meeting Minutes

DATE: Thursday June 15, 2017

TIME: 1:00 p.m.

LOCATION: Fort Frances Water Treatment Plant

IN ATTENDANCE: Doug Brown, Doug Herr, Paul Lemesurier, Randy White, Travis George, Jay Bruyere, Greg Wiedenhoeff, Linda Carmody, Travis Rob and Tyson Dennis.

Part of the QMS Operational Plans requires that management shall review the QMS once every twelve (12) months to assess and ensure the continuing suitability, adequacy and effectiveness of the QMS. Element 20 – Management Review was discussed. Management Reviews shall be included in the internal audit schedule.

Item #	Item Discussed	Action Taken
1.	<p>Incidents of regulatory non-compliance:</p> <p>Ministry of the Environment (MOE) Annual Inspection Report (2016-17) Date of Inspection: January 12 and January 13, 2017 Non-compliance with regulatory Requirements – One (1) item identified.</p> <p>1 C of A No PB220000978RR-01 – granted relief from standard sampling (Schedule 15.1-4) in exchange for complying with reduced sampling requirements (Schedule 15. 1-5). Section 6 of Schedule 15. 1-5 states that this section ceases to apply to a drinking water system and standard sampling applies (Section 15. 1-4) again, if in any sampling period, more than 10% of all samples taken from plumbing exceed the lead standard of 10 ug/l. In April 2013, lead samples were taken from 22 plumbing locations (44 samples in total). There were lead exceedances at 3 of the locations: therefore, 13.6% of the samples exceeded that standard. As a result, the Town of Fort Frances was to return to standard lead sampling, but this has not yet taken place and the Town continues to sample at a reduced frequency.</p> <p>Actions Required:</p> <p>During the December 15, 2016 to April 15, 2017 sampling period, the Town of Fort Frances shall return to Standard Lead Sampling, as</p>	

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	<p>outlined in Schedule 15.1, section 15.1-4 of O.Reg. 170/03. Standard Lead Sampling shall continue to be conducted in subsequent sampling periods until the Town has met the criteria that will allow for reduced sampling or has been directed otherwise by the Ministry.</p> <p>By April 21, 2017, the Town of Fort Frances shall provide the undersigned officer with a copy of chain of custody forms, for the December 15, 2016 to April 15, 2017 sampling period, demonstrating that the required number of samples were taken.</p> <p>Actions Taken:</p> <p>On April 18, 2017, the Town of Fort Frances submitted to Carolyn LaCroix, Drinking Water Inspector, MOECC copies of the chain of custody forms for the December 15, 2016 to April 15, 2017 sampling period, thus complying with non-conformance item outlined in the 2016-17 Fort Frances Drinking Water Inspection Report.</p>	
2.	<p>Incidents of adverse drinking water tests:</p> <p>WTP: No adverse treated water samples</p> <p>Water Distribution System: No Adverse treated water samples.</p>	No action Required
3.	<p>Deviations from critical control-point limits and response actions:</p> <p>The QMS Team had undertaken a Risk Assessment Review of the risks and their critical control-points/response actions on March 8, 2017.</p> <p>No changes in limits or response actions. Wording change to Risk Item No. 1 only – see below.</p> <p>Risks with a threshold above or equal to 8 (Threshold – 8):</p> <p>1 Rail care derailment (spill of chemical or contamination): wording Amended “Railway Activity (Spill of chemical or contaminatin).”</p> <p>2 Loss of pressure: water main break, major fire</p> <p>3 Cross Connection</p> <p>Reference – Element 7/8</p>	Process is ongoing

<p>4.</p>	<p>The effectiveness of the risk assessment process:</p> <p>The Operators reviewed the Risk Assessment Process on March 8, 2017, with one risk added to the Risk Assessment chart – under Source Water – Fuel Storage Tanks. All other items remained unchanged.</p> <p>Reviewed on a yearly basis in accordance with Element 7.)</p>	
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<p>5.</p>	<p>Internal and third party audit results:</p> <p>Internal Audit Results:</p> <p>Latest Internal Audit: Issued May 30, 2017 – resolved June 1, 2017 – undertaken by Tyson Dennis.</p> <p>No Corrective Actions were identified</p> <p>Previous Audits: Issued May 20, 2016 – resolved June 16, 2016 – undertaken by Travis Rob. Five (5) corrective actions identified action taken to resolve them. (Identified in the previous Management Review)</p> <p>External Audit Results: Latest off-site External Audit: 12 Month Surveillance Audit (October 6, 2015) – resolved November 2, 2015 undertaken by SAI Global – accreditation program for operating authorities – One (1) non-conformance was identified and action taken to resolve it.</p> <p>.</p>	<p>All corrective actions were resolved on June 16, 2016</p> <p>All corrective actions were resolved in a timely manner.</p>
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6.	<p>Results of emergency response testing:</p> <p>Standard Operating Procedures identified in the Emergency Response Binder had been reviewed with the Water System Operators on April 5, 2017.</p> <p>Emergency SOP's Reviewed</p> <ol style="list-style-type: none"> 1. Policy 4.24 – SOP No.1 – for the Destruction (Bombing/Major fire) of Water Treatment Plant of Water Tower. 2. Policy 4.23 – SOP No. 2 – for Pandemic Situation – Affecting the Water Treatment Plant Operators and Community. 3. Policy 4.15 – SOP No. 3 – for Water Main Breaks and Repairs. 4. Policy 4.6 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant. 5. Policy 4.4 – SOP No. 6 – for Raw Water Source Contamination 6. Policy 4.27 – SOP No. 6 – for Standby Generator – WTP (New) <p>Updated Municipal Emergency Management Listing in Emergency Response Binder June 5, 2017.</p> <p>Note: SOP No. 5 has become redundant since the installation of the new emergency standby generator. Was cancelled during the last management review report to the Owner.</p> <p>Emergency response training took place in February/March leading up to the creation of an SOP for the Standby Generator – WTP (New).</p>	Updated June 5, 2017.
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7.	<p>Operational performance:</p> <p>WTP: Actions & recommendations from MOE As a result of the October 2016/17 MOE Inspection</p> <p>Operators signed their logbook entries, but they did not always sign additional papers with notes or sample results that were added to the logbook. Operators should ensure that it can be unambiguously identified who made the extra notes that form part of the logbook, especially since the additional papers typically support actions taken during an event that deviates from normal operating procedures.</p> <p>Personnel –Full complement</p> <p>No other issues.</p> <p>Distribution System: Actions & recommendations from MOE As a result of the October 2016/17 MOE Inspection</p> <p>No issues</p> <p>Personnel – Water Distribution Operator vacancy filled as of December 5, 2016 – Linda Carmody.</p> <p>Full complement.</p> <p>Maintenance issues: Numerous water main/service breaks through the Town since the last Management Review.</p> <p>No frozen water services to report. Winter was a mild winter compared to ones in the past.</p> <p>Valve replacements done in 2016 – as part of the roadway/infrastructure replacement on: a) Colonization Road East: Scott Street to Fifth Street East b) Phair Avenue: Third Street East to Sixth Street East.</p> <p>During valve exercising some of the isolation valves began leaking or are very hard to turn. Replacement of these valves is recommended. Six (6) valves were scheduled for replacement in 2017, but due to costs only three (3) will be changed. These are over and above those to be replaced during the roadway/infrastructure reconstruction projects.</p> <p>Fire Hydrant replacements done in 2016 – as part of the roadway/infrastructure replacement on:</p>	
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	<p>c. Colonization Road East: Scott Street to Fifth Street East and d) Phair Avenue: Third Street East to Sixth Street East.</p> <p>Some existing fire hydrants are obsolete, no parts to maintain them. Six (6) fire hydrants were scheduled for replacement in 2017, but due to costs only three (3) will be changed. These are over and above those to be replaced during the roadway/infrastructure reconstruction projects.</p>	
8.	<p>Raw water supply and drinking water quality trends:</p> <p>No changes in raw water supply and drinking water quality trends.</p> <p>Regular seasonal water turnover of Rainy Lake.</p>	No Changes
9.	<p>Follow-up on action items from previous management review:</p> <p>2016 Management Review Items Four (4) items were identified in the last management review.</p> <ol style="list-style-type: none"> 1. Replacement of approximately 500 meters of 150 mm diameter Water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road West). <p>Status: Due to lack of funding the project has been postponed to 2018. To go through the 2018 Capital Budget Process. Construction season.</p> <ol style="list-style-type: none"> 2. Installation of two additional valves along Sinclair Avenue between Victoria Avenue and Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued. <p>Status: Due to lack of funding the project has been postponed.</p> <ol style="list-style-type: none"> 3. Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place. <p>Status: Due to lack of funding the project has been postponed until 2018. To go through the 2018 Capital Budget Process. Construction Season.</p> <ol style="list-style-type: none"> 4. Cancellation of Policy 4.5 – Standard Operating Procedure (SOP) No. 5 for Hydro Power Outage for Operating the Water System. <p>Status: Policy cancelled. New Generator installed July 28, 2015.</p>	<p>2018 Budget process</p> <p>2018 budget process</p> <p>2018 budget process</p>

10.	<p>The status of management action items identified between reviews:</p> <p>No management action items identified between reviews.</p>	.
11.	<p>Changes that could affect the Quality Management System (QMS)</p> <p>Internal/External Audit: No Issues.</p> <p>Management Review: No issues.</p> <p>Any new business development upstream of water intake could potentially contaminate raw water source or supply. No concerns at this time.</p> <p>Information only:</p> <p>Where to find – electronically: Revision Updates – Last version – check electronic version (latest version) found in W:\QMS Operational Plan\....file name (March 24, 2017; Revision No. 10)</p>	Ongoing

12.	<p>Consumer Feedback:</p> <p>Customer complaints: Last period – 8 complaints – this period 11 complaints.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Construction projects last year and in 2016, therefore dead end mains have been temporarily created as a result – causes stagnate and discoloured water issues. 2. Result of water main breaks 3. Maintenance activities – valve exercising. 	Ongoing
13.	<p>The Resources needed to maintain the Quality Management System (QMS):</p> <p>Council's commitment to provide the following</p> <p>Personnel – No issues</p> <p>Financial – No issues</p>	Ongoing
14.	<p>The results of infrastructure review:</p> <p>Six (6) year capital plan (In OP – Appendix I)</p> <p>On an annual basis</p> <p>Proposed infrastructure upgrades are discussed and reviewed with operators.</p> <p>Council reviews and approves.</p> <p>WTP</p> <p>On a monthly basis the WTP Overall Responsible Operator generates a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental and Facilities Superintendent, Manager Operations and Facilities, the O & F Executive Committee and Council.</p> <p>Upgrades for this period</p> <p>Interior painting of floors and process piping – in progress.</p> <p>Replaced one of the two air compressors</p> <p><u>Regular Meeting Minutes</u></p>	Ongoing

	<p>Water Distribution System: On a monthly basis Environmental & Facilities Supt. generates a report outlining maintenance activities. The report is circulated and reviewed by the Manager of O. & F. and the O. & F. Executive Committee and Council.</p> <p>Upgrades during this period: Water Main valve exercise program – 20% per year Hydrant flushing: flushing annually Fire Hydrant replacements: - 2016 – Phair Avenue Reconstruction (Bay City) 2 of 4 hydrants - Colonization Road East (Makkinga) 3 of 4 hydrants</p> <p>Water main isolation valve replacements: 2016 - Phair Avenue (Bay city) 3 of 6 valves Colonization Road East (Makkinga) 7 of 10 valves</p> <p>Water main replacement (Construction Projects): Phair Avenue: Third Street East to Sixth Street East Colonization Road East: Scott Street to Elizabeth Street</p> <p>Water meters/backflow device installations – ICI sector, ongoing</p> <p><u>Scheduled for 2017 Construction</u></p> <p>Replacement/new installation of water mains and services along the following streets: a. Nelson Street: Mosher Avenue West to midblock b. Second Street East: Mowat Avenue to Portage Avenue</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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15.	<p>Operational plan currency, content and updates:</p> <p>Current revision date – March 24, 2017 – Revision 10</p> <p>Updates – since previous period Audits – Amended OP after the audit review</p> <p>Document Request Changes (DRC) – document changes to Operation Plan other than the CAR changes as described above. (Spelling, grammar, personnel change, etc.). A result of conducting staff meetings to review the Elements within the Operation Plan. The Operation Plan will be amended following the Management Review.</p>	Ongoing
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16.	<p>Staff Suggestions</p> <ol style="list-style-type: none"> 1. Replace approximately 500 meters of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road West). 2. Installation of two additional valves along Sinclair Avenue between Victoria and Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued. 3. Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place. The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). The Riverview Cemetery Irrigation system modifications can take place at the same time as completing action item No. 1 4. Complete the installation of watermain along Frenette Avenue Between First Street and Second Street. First Street dead Ends at Frenette Avenue which leads to water quality issues at the Memorial Sports Centre as well as the residents along First Street from Crowe Avenue to Frenette Avenue. Further the amount of water available for fire protection is limited due to the limitations on flow caused by the dead end line. The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). 	
	<p>Meeting Adjourned 2:35 p.m. Please report any errors or omissions. Minutes prepared by: Lori Pattison</p>	