

Meeting Minutes / Report

[Attachment (5)]

Meeting Type:	DWQMS – Management Review Meeting
Date:	September 24, 2024
Called by:	Nicole Bradley
Attendees:	Margaret Misek-Evans (ME) – Chief Administration Officer (CAO) Phil Bartnik (PB) – Director, Public Works & Engineering Services Brad Dupuis (BD) – Manager, Water Services/ORO Nicole Bradley (NB) – DWQMS Representative / Water Operator
Location:	Lacasse Board Room
Minutes prepared by:	Nicole Bradley

Minutes

Item code: AI=Action Item

GENERAL NOTES

- a) The sign-in sheet is appended to these minutes as **Attachment #1**.
- b) The Management Review Commitment and Endorsement Statement is appended to these minutes as **Attachment #2**.
- c) Full minutes of the previous Management Review Meeting held on Jul.11/23 are appended to these minutes as **Attachment #3**.
- d) Management Review Meeting Report for Sep.24/24 is appended to these minutes as **Attachment #4**.
- e) Mock Scenario/Exercise Result form is appended to these minutes as **Attachment #5**.

DISCUSSION ITEMS

1. Previous Management Review Meeting Outstanding Action Items and Action Items identified between Management Review Meetings
 - a) Previous outstanding AI completed on Apr.12/24
 - b) AI identified between mtgs (Feb.13/24 to Sep.24/24):
 - i. Risk Assessment – SOP-013 and RA worksheet 6&7 to be revised – use of i-Pads.
 - ii. Risk Assessment – RA worksheet 13 & associated SOP's to be revised -operators becoming certified to inspect backflow preventers.
 - iii. Risk Assessment – look into hazard assessments
 - iv. DWQMS – how electronic information is backed up and proof to show it.
2. Incidents of Adverse Drinking Water Tests
 - a) None since last mtg held Feb.13/24

3. Internal Audit

- a) Audit completed Jun.5-Jun.7/24. Final report received Jun.15/24.
- b) 1 OFI from report – element 10 – consider creating onboarding program for new hires. This was discussed and Water Services will use template from Fire Services to help create their program.
- c) Audit findings were reviewed with operators on Jun.25/24.

4. External Audit

- b) External audit to be conducted on Oct.7/24.
- c) **BD** – NSF has been in contact with him. Emails received for data collection and addresses where to send the data.
- d) **ME PB BD NB** – discussion on creating a sign-off sheet (physical signatures) for the Owner and top management as proof of commitment and endorsement of DWQMS and the OP. It was decided that we shall go ahead with the creation of the sign-off sheet. It will be part of the report package that goes to Council at the beginning of the year when those documents are brought forward.

Item code: AI

Assigned to: BD & NB

Completion Timeline: Jan 2025

- e) Ensure that final external audit report is reviewed with the operators.

Item code: AI

Assigned to: NB

Completion Timeline: Dec 2024

5. Results of MECP Inspection

- a) Final report received on Feb.13/24 and brought to Council on Feb.27/24.
- b) 1 non-conformance from report – owner didn't have evidence of giving required notification to legal owners associated with the drinking water system.
- c) Water Services & Development Services created a development standard which ensures the required documents (notifications) are provided to legal owners associated with the drinking water system and the legal owner provides proof of acknowledgement of these documents.
- d) MECP final report was reviewed with operators on Apr.12/24.

6. Incidents of Non-Compliance with applicable Regulations

- a) 1 incident – the non-conformance in the MECP report. This was discussed in section 5.

7. Consumer Feedback

- a) 8 consumer concerns since last meeting on Feb.13/24. See report for details.

8. Operational Performance

- a) hydrant flushing – 1421 of 1456 hydrants flushed = 98% completion rate. Flushing completed in June of 2024.
BD – regarding Fig.3 from report – need to reach out to OCWA and ensure that we have received the final flushing report for the provincial hydrants (parkway).
Item code: AI Assigned to: BD Completion Timeline: Nov 2024
- b) Hydrant winterizing – to begin in fall of 2024. Results will be recorded and saved.
Item code: AI Assigned to : NB Completion timeline: Jan 2025
- c) Hydrant painting – completed for the summer of 2024. Results will be forwarded to GIS and saved.
Item code: AI Assigned to : NB Completion timeline: Dec 2024
- d) Hydrant maintenance – 12 hydrants replaced along Walker rd due to corrosion, new paint technology applied – hydrants will be monitored. Also, general hydrant maintenance completed within the North and South ends of the distribution system. See report for details.
BD PB – discussion on maintenance of the hydrants – equipment that would be beneficial in performing the maintenance eg. parts washer etc...
- e) Valve turning – 2024 valve turning is underway. Data will be compiled and report prepared for first quarter of 2025.
Item code: AI Assigned to : NB Completion timeline: Mar 2025
PB – create a running list of valves that require repair – pull data from the valve program.
Item code: AI Assigned to: BD & NB Completion timeline: on-going
- f) Lead sampling – winter and summer sessions for 2024 completed and all results within MECP guidelines.
- g) Chlorine residuals – residuals collected as per MECP guidelines, monthly average above best practice of 0.2ppm.
- h) Broken watermain & service repairs – 2024 had 3 broken main repairs and 6 broken service repairs; 3 of the 6 were replacement of lead service. 2023 had 14 broken main repairs and 7 broken service repairs. All repairs documented and paperwork saved.
PB – commented on how the number of broken watermains and services has dropped since the onset of the Anode program – it was good to invest in it.

9. Changes to Services, Activities, Regulations etc that could affect DWQMS

- a) software updates – still in communications with Essex Power regarding uploading their portal on to operator iPads.
Item code: AI Assigned to: BD Completion Timeline: on-going
- b) Meetings with ENWIN have taken place where discussions regarding new GIS technology which allows the uploading of latitudes and longitudes of infrastructure from the field directly into the mapping system.
Item code: AI Assigned to: BD Completion Timeline: on-going
- c) ITRON updates – discussions have been on-going between Water Services and TCS with regards to transition to new system – Temetra. Discussions will be had this fall with Itron reps to review costs and updates to programming etc..
Item code: AI Assigned to: BD Completion Timeline: Dec 2025

BD – noted that he has attended meetings where ENWIN discussed the possibility of using new ITRON program that would allow them to track and record information on various infrastructure through their street light platform.

- d) SCADA System – Creation of SCADA system logins allowing water operators to obtain alarm information on their iPads is still on-going.
- e) Distribution system meter chamber components (PLC's, pressure transmitters, antennas) are at or nearing "end of life" cycle. Replacement of all components is being reviewed by Water Services and TCS – repairs to be priced as "whole" unit, this includes PLC, pressure transmitter and antenna. LTE communications being considered to replace current communication method due to increase in line interference.

Item code: AI Assigned to: BD Completion Timeline: May 2025

ME – asked if there's any merit in applying a protective coating/covering to the infrastructure in these affected areas. **BD** noted that the new paint on the hydrants is an epoxy paint and how to protect the meter chambers is being looked into closer.

- f) Policies & standards – Revisions and updates to Water Distribution System Standards & Material Specifications are on-going.

Item code: AI Assigned to: Operators & BD Completion Timeline: on-going

BD PB – discussed the possibility of having an operator certified in AutoCad in order to make the revision process to current drawings, within our standards and spec. easier. Not considering this at this time.

- g) New by-law for Boulevard Maintenance Standards has been created and will be brought to Council for endorsement by the end of the 2024 calendar year.
- h) New policy for private and public services – permitting and inspections under development.

Item code: AI Assigned to: BD & Director Completion Timeline: May 2025

- i) Private property repairs – after hours emergency situations – from meeting held on Feb.29/24 between Water Services and Building it was concluded that during after hours emergency situations where water service(s) need repair, water distribution operators will remain on-site and oversee and inspect the repairs being made. All pertinent data including photos will be sent to the Building department the next business day.

10. Infrastructure Review Results

- a) Private Projects – total of 9 projects for 2024. 3 have been completed. See report for details.
- b) Town Projects – total of 16 projects listed for 2024. 1 has been completed. See report for details.
- c) **BD** noted that the inspection of the water tower was underway, however, Landmark (insp company) found that the paint on the inside of the tower was peeling when washed. Inspection on hold until resolution can be found.

11. Currency of Operational Plan

- a) 2024 version brought to Council on Feb.27/24 and was endorsed.
- b) 2024 version reviewed with distribution operators on Apr.12/24.
- c) Ensure 2024 version is reviewed and updated (if required) for the 2025 calendar year.

Item code: AI Assigned to: NB Completion Timeline: Jan 2025

12. Deviations from CCP Limits

- a) no deviations from CCP limits since last mtg. on Feb.13/24.

13. Effectiveness of Risk Assessment Process

- a) annual risk assessment meeting held on May.30/24.
- b) Risk assessment worksheet #3 and SOP-023 were reviewed due to the upcoming water storage tower inspection. Documents were cross referenced with MECP guidelines for currency and compliance – all good.
- c) Risk assessment worksheet #13 will be reviewed and updated to show that water distribution operators have attained backflow certification for inspection of devices.
Item code: AI Assigned to: NB Completion Timeline: Dec 2024
- d) Discussions with ENWIN have taken place in regards to managing a potential transmission break. Hydraulic modelling of both systems has been completed by Aecom and the review of and discussion of report findings should help in the preparation of response plan.
PB BD – ENWIN is looking into preparing a desktop exercise on transmission main break. Tecumseh would also like to take part in the exercise, in order to create a pro-active plan.

14. Emergency Preparedness and Emergency Scenario Review Results

- a) 2024 version of Water Services ERP was reviewed with operators on Jun.25/24.
- b) Results of the mock exercises/scenarios captured through 'Desktop Scenario Evaluation Form' attached to these minutes.
- c) Review of 2024 version, updates will be made if required and saved as draft 2025 version until review with Manager, Water Services/ORO.
Item code: AI Assigned to: NB Completion Timeline: Mar 2025

15. Trends in Quality of Raw Water & Drinking Water

- a) Source water protection – annual report created by ERCA on behalf of the Town. Full report brought to Council through report 'PWES-2024-31 Source Water Protection 2023 Annual Progress Report.
- b) All annual and summary reports from Windsor Utilities Commission, Town of Lasalle and Town of Lakeshore have been received.

16. Resources needed for DWQMS Maintenance

- a) appropriate training for water distribution operators is attended through each calendar year.
- b) DWQMS annual conference is attended each year by the Manager, Water Services and DWQMS Rep.
- c) New PLC's for water fill stations

17. Town of Tecumseh website

- a) water portal on Town website was reviewed – all information current as of Sep.17/24.
- b) **ME BD PB NB** – discussions on ideas for FAQ's etc...how to create a more informative Water Services web portal. The creation and updating is on-going.

18. Retention Table

- a) Table was reviewed – no updates needed since last meeting on Feb.13/24.

19. Review of Best Practices

- a) Discussion of relevant best practices was held with distribution operators on Feb.26 & 27/24.

20. Comments/Suggestions made by Water Service Personnel

- a) Three operators have obtained their certification in the inspection of backflow preventors.
- b) Comments and questions brought forward by the operators throughout various meetings were discussed. See report for details.
PB – asked how we keep track of up-and-coming issues eg. PFABS (micro-plastics). **BD** noted that Water Services attends various in-person training sessions and virtual session (Webinars) which help us to stay current.

Meeting Adjournment: 1208hrs

Attachments



09-24-24
Sign-in.pdf



09-24-24
Endorsement.pdf



Mngt Review Mtg
Minutes - FEB 13 20;



#3 - Evaluation
Form - Scenario 4&5



FINAL - 09-24-2024
Mng't Review Repor

Proof of acceptance:



Manager, Water Services/ORO



Date

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: SEPTEMBER 24, 2024

NAME (PRINT)	POSITION	SIGNATURE
MARGARET MISEK-EVANS	CHIEF ADMINISTRATIVE OFFICER	<i>Margaret Misek-Evans</i>
PHIL BARTNIK	DIRECTOR, PUBLIC WORKS & ENGINEERING SERVICES	<i>Phil Bartnik</i>
BRAD DUPUIS	MANAGER, WATER SERVICES / ORO	<i>Bradley Dupuis</i>
NICOLE BRADLEY	WATER OPERATOR/DWQMS REPRESENTATIVE	<i>Nicole Bradley</i>

Management Review Commitment and Endorsement Statement

This statement is intended to capture the commitment and endorsement of top management through the management review committee. Below are the definitions of commitment and endorsement represented within the context of the management review minutes referenced within this statement.

Commitment




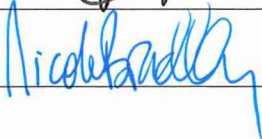
- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a result of the management review meeting.
- 4) To provide objective evidence of top management's participation and commitment to the management review program.

Endorsement

- 1) That the management review committee endorses the commitments made within the associated management review minutes including:
 - a) Resources allocated to the items.
 - b) Within the timelines committed to in the meeting.
- 2) Approval to empower the DWQMS represented to ensure that commitments are followed through with the authority of the management review committee.
- 3) Where timelines cannot be met or where previous actions have not been verified by the management review committee as complete, a corrective action will be required.

Commitment and Endorsement Record

Minutes Referenced: **September 24, 2024 Management Review Meeting Minutes**

Name / Delegate Name	Title	Signature	Date
Margaret Misk-Evans	Chief Administrative Officer (CAO)		Sep.26/24
Phil Bartnik	Director of Public Works & Engineering Services		Sep.26/24
Brad Dupuis	Manager, Water Services / ORO		Sep.26/24
Nicole Bradley	Water Operator / DWQMS Representative		Sep.26/24