

	Management Review Meeting	Proc.: QMS-11 Pages: 1 of 2
Reviewed by: QMS Representative	Date: July 13, 2022	

North Bay Water System

Attendees:

Domenic Schiavone (DS)/Dir. of Public Works

Ken Frederick (KF)/Manager W&WWF

Jonathan Dewey(JD)/Supervisor

Karin Pratte (KP)/ QMS Representative

W&WWF

Lyndsey Bradford (LB)/ Summer Student

Item	Description	Date Required	Action
1.	<p>Follow up to action items from previous meeting & action items identified between reviews were reviewed. The only outstanding issues is:</p> <ul style="list-style-type: none"> WTP By-Pass Procedure - RFP design for connection of the header pipes. - KP working on RFP with Intern. SOP for WTP generator manual operation to be completed by KF. - KF noted that the operators run it in manual now but to verify it is written. KF noted that they want to have switchgear without the PLC as it is unreliable (Tormont). KF to talk to Piotrowski. KF noted that the UV reactor MCC's are beginning to rust - KP to work on environmental protection RFP for them. KP noted that they should move the MCC from their current location when the UV's are upgraded from V.2 to V.3. KF to contact IS for drawing of complete telemetry system - KF noted that IS added their networking specialist to emergency contact list and that they have a living telemetry drawing that he will send a screen shot to everyone of. KP noted that the critical control points were updated last year from being the point of regulatory non-compliance to the point of action. 	<p>End of 2022</p> <p>2 weeks</p> <p>End of 2022</p> <p>2 weeks</p>	<p>KP</p> <p>KF</p> <p>KP</p> <p>KF</p> <p>For Record</p>

Item	Description	Date Required	Action
2.	<p>Incidents of regulatory non-compliance & incidents of adverse drinking water tests since last management review</p> <p>2021:</p> <ul style="list-style-type: none"> • June – Loss of chlorine trending Birch’s Standpipe. Equipment replaced, communication restored. • July – Chlorine residual low at Airport Standpipe. Flushed and resampled. • September 15 – Failure to meet secondary disinfection at Larocque standpipe. Drained 1/3 of standpipe, resampled. • September 20 – Loss of chlorine trending Birch’s Standpipe/Judge Valve. Manual samples until communication restored. • October 5 – Loss of chlorine trending at CFB and Ellendale. Manual samples until communication restored. • October 25 – Loss of chlorine trending at Cedar Heights BPS. Manual samples until communication restored. • October 28 – Loss of chlorine trending Cedar Heights BPS. Manual samples until communication restored. • December 2 – Loss of chlorine trending at Airport standpipe and Ellendale, UPS failure. Manual samples until communication restored. • December 3 – Category 2 watermain break at 100 Patton St in same trench as broken sewer line giving potential to sewage contamination. Boil Water issued and bottled water provided to homes, main isolated and flushed, chlorination of affected main and bacti samples. • December 7 – High pH in treated water. pH spike after high pressure during CIP at WTP. Plant put into recirculation to increase Cl residual and bring down pH. <p>2022 YTD:</p> <ul style="list-style-type: none"> • March – Chlorine residual low Herman Cr. Flushed and resampled. 		For Record

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3.	There were deviations from Secondary disinfection – low chlorine.		For Record
4.	<p>The efficiency of the risk assessment process.</p> <ul style="list-style-type: none"> Risk assessments for the water distribution system and water treatment system were completed in august 2021. The next risk assessment is scheduled for summer 2024. <p>Outstanding action items from risk assessment</p> <ul style="list-style-type: none"> Float for inside pump room at Ellendale is complete 		For Record
5.	<p>Internal Audit</p> <ul style="list-style-type: none"> Internal audit was completed Aug 3 2021 and results were reviewed along with Corrective Actions. Next internal Audit to be completed in August 2022. KP to email Angela. <p>External Audit</p> <ul style="list-style-type: none"> External Audit completed Nov 10 2021. CAR report was reviewed. – 3 minor non-conformances KP/ST to implement opportunities for improvement from audit – including CCP's changed from regulatory compliance to point of action. Next external audit to be scheduled. 		For Record
6.	<p>The following emergency responses were tested:</p> <ul style="list-style-type: none"> AWQI Watermain Break Pandemic 		For record
7.	<p>Operational performance, raw water supply and drinking water quality trends were reviewed including annual report and summary report, raw and treated water flow data and AWQIs.</p> <ul style="list-style-type: none"> KP noted that in 2021 CFB Standpipe was added to the distribution. 		For record

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	<ul style="list-style-type: none"> • KP noted that we received relief from lead testing in 2021 but will be testing again in 2022. • Consideration was given to a reduction in frequency of THM samples taken, data will be reviewed at a separate meeting. KP to schedule.. • KP noted that PFAS sampling is now required. 	2 months	KP
8.	<p>Changes that could affect the QMS</p> <ul style="list-style-type: none"> • Pandemic – Shortage of staff, chemicals, and parts 		For record
9.	<p>Consumer feedback</p> <ul style="list-style-type: none"> - Spreadsheet of drinking water complaints that have come in the past year were reviewed. Complaints are down and mostly related to coloured water due to flushing watermain in that area of town. 		
10.	<p>The resources needed to maintain the QMS</p> <ul style="list-style-type: none"> • W&WWF clerks brought into QMS to help with documents and records, management and preventative actions. – KP noted that there had been issues with filing of documents but it has been resolved. 		For Record
11.	<p>The results of the infrastructure review and asset management plan.</p> <ul style="list-style-type: none"> • The 10 year capital water budget is currently being completed to ensure sustainability. • Asset Management data for water and wastewater system input into the new software system. New asset management plan being developed by the City. KP noted that a new software (citywide) had been acquired and once fully implemented can be used to plan capital based on life of asset. 		For Record
12.	<p>Operational plan currency, content and updates.</p> <ul style="list-style-type: none"> • Operational plan was last updated October 22, 2021 - Rev. 13. 		For Record
13.	<p>Staff Suggestions: No staff suggestions have been received.</p>		For Record

