

A G E N D A

**THE SECOND MEETING OF THE SECONDARY WATER BOARD
OF THE CITY OF ST. THOMAS 2019**

**ELGIN-MIDDLESEX
PUMPING STATION**

S. Edgeware Rd. & Centennial Ave.

5:00 P.M.

**TUESDAY
JUNE 25, 2019**

DISCLOSURE OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on February 21, 2019.

DISCLOSURES OF INTEREST

REPORTS

STASWSS Drinking Water Quality Management System – Management Review Meeting 2019
Report:

Report SWB03-19 of the Manager of Development and Compliance. **Pages 2- 5**

Representation on Primary Board – FYI only for Secondary Board that City of St.Thomas
received attached report:

Report ES35-19 Elgin Area Water Supply proposed By-Law Amendment. **Pages 6**

UNFINISHED BUSINESS

Agreement – Elgin Area Primary Water System:

City Engineer to provide verbal update to the committee on the EMPS ownership issue between the Primary and Secondary Boards.

NEW BUSINESS

Tour of the Elgin Middlesex Pumping Station

Next Meeting

To be determined.

ADJOURNMENT

Directed to: Chairman Justin Pennings and Members of the Board of Management of the St. Thomas Area Secondary Water Supply System

Date Authored:
June 11, 2019
Meeting Date:
June 25, 2019

Department: Environmental Services

Prepared By: Nathan Bokma, P. Eng.
Manager of Development and Compliance

Attachment
Minutes of Management Review for St. Thomas Area Water Supply System

Subject: STASWSS Drinking Water Quality Management System – Management Review Meeting 2019

Recommendation:

THAT: Report No. SWB 03-19, relating to St. Thomas Area Secondary Water Supply System Drinking Water Quality Management System (DWQMS) – Management Review Meeting 2019, be received for information.

Background:

As the Operating Authority for the St. Thomas Water Distribution System (STWDS) and the St. Thomas Area Secondary Water Supply System (STASWSS), the Environmental Services Department is continually striving to improve its Drinking Water Quality Management System (DWQMS). This improvement is accomplished through internal audits and the implementation of the decisions and actions recommended in the management review.

The management review occurs once every calendar year period by Top Management of the DWQMS. The purpose of the management review is to stay informed on the DWQMS and ensure it is:

- Suitable to Operations staff
- Adequately managing quality issues
- Performing quality management effectively
- Adequate resources are provided.

As part of the management review, specific topics were discussed pertaining to the DWQMS of the secondary system, which can be seen in the attached meeting minutes. Discussion and decisions made as part of the management review was recorded and compiled in the meeting minutes, which were recorded by the Manager of Development and Compliance.

Analysis:

The management review meeting was held on May 14, 2019, which was attended by Justin Lawrence, Chris Andrew, and Nathan Bokma.

One of the topics of the management review was the internal audit, which is completed every calendar year by the Compliance Coordinator. Results of the internal audit were discussed as well as the process to address any minor non-conformances or opportunities for improvement (OFI's). The Manager of Development & Compliance will follow up on the results of the internal audit as per the timelines established in the DWQMS.

In summary, the management review was completed with no major issues to discuss, and the DWQMS policy and procedures in place contribute to the excellent operation of the STASWSS.

Respectfully,



Nathan Bokma, P. Eng.
Manager of Development and Compliance

Reviewed By:


Env. Services



DWQMS Management Review Meeting (STWDS & STASWSS) City of St. Thomas

May 14, 2019
10:00 AM
City Hall

Meeting Minutes

Present: Justin Lawrence – City Engineer, City of St. Thomas (CITY)
Nathan Bokma – Manager of Development & Compliance, City of St. Thomas
Chris Andrew – Manager of Water and Sewer, City of St. Thomas

Previous Minutes

- **Review 2018 minutes and approve 2019 Agenda**

The 2019 agenda and the Minutes from the May 2018 Management Review Meeting were reviewed and approved by those present. No additional items were presented by the participants.

Agenda Items

- **Incidents of regulatory non-compliance**

For the St. Thomas Water Distribution System (STWDS), MECP inspection was held on July 11, 2018, and the report was received on August 28, 2018. The STWDS received a score of 94.56%, noting one non-compliance matter.

For the St. Thomas Area Secondary Water Distribution System (STASWSS), MECP inspection was held on July 11, 2018, and the report was received on September 11, 2018. The STASWSS received a score of 86.49%, with 2 non-compliance matters.

- **Incidents of adverse drinking-water tests**

There was 1 adverse drinking water test in the greater St. Thomas Distribution System, but none in the Secondary system.

- **Deviations from critical control point limits and response actions**

There were no deviations from the critical control points (CCP) in 2018. Therefore, no response actions were required.

- **Effectiveness of the risk assessment process**

Participants discussed the risk assessment process, which the City refers to as the Hazard Analysis Procedure. The review of the hazard analysis spreadsheet was recently completed by City staff, with additions made to reflect to the MECP's mandated hazard analysis list and suggestions from an OFI in last year's audit.

- **Internal and third-party audit results**

An external audit by SAI Global was carried out on May 29-30, 2018, and there were 4 OFI's and 1 non-conformance from the audit that were dealt with through Preventative Action Forms and Corrective Action Forms. The 1 non-conformance was:

- **NCR #1 – Record Control:** All logbook fields were not filled in during many daily entries.

Internal Audit for 2018 was carried out on March 21-22, 2019. From this audit, there were 3 non-conformances and 11 OFI's. The non-conformances and OFI's were discussed in a follow-up meeting, and corresponding corrective and preventative actions were taken for each item as applicable. The non-conformances that came from the 2019 internal audit were:

- **NC #1 – Competencies:** DW-ADMIN-500 requires that the QC develop an annual training plan to manage operator training requirements. No evidence of a plan could be produced at the time of the audit.
- **NC #2 – Sampling, Testing and Monitoring:** DW-ADMIN-1000 does not include a description of relevant upstream sampling and monitoring, as required by the Standard.
- **NC #3 – Measurement and Recording Equipment Calibration and Maintenance:** List of Chlorine Pocket Colorimeters in DWF-ADMIN-1100 Rev. 2.0 does not match calibration records from November 23, 2018. Also, on-line chlorine analyzers to be calibrated quarterly per DWF-ADMIN-1100 Rev. 2.0, being done every 4 months.

- **Results of emergency response testing**

This emergency training was last completed in November 2018 with the topic being "Emergency Management Procedures in other municipalities".

- **Operational performance**

City rep was satisfied with the overall operational performance.

- **Raw water supply and drinking water quality trends**

Raw water is supplied through the Elgin Area Primary Water Supply System. No issues with the water supply.

- **Follow-up action items from previous management reviews**

No follow up action items from the last meeting.

- **The status of management action items identified between reviews**

An issue that came up from operations of the STASWSS was the valve closure of the secondary system that triggered a series of events that led to the shutdown of water flow to Southwold and parts of Central Elgin (New Lynhurst). City has followed up with Southwold and Central Elgin, and changes have been made to the STASWSS Operational Plan and Emergency Management Plan to ensure this situation does not happen again.

Action Item: *City to investigate the performance of the Wellington Road Chamber.*

Throughout the year, there are many discussions between the City and Secondary System members with regards to the water distribution systems and their performance. Although there might not be any specific action items noted here, many discussions take place to help improve the system.

- **Changes that could affect the DWQMS, QMS Elements, or legislative changes**

City has implemented DWQMS 2.0 with all of the systems that the City manages.

- **Consumer feedback (including any concerns, complaints, or expectations from customers)**

None were mentioned.

Over the 2018 calendar year, the City has responded to numerous service requests with regards to water quality and pressure issues. A summary of these service requests can be seen below:

Category	City	Southwold	Central Elgin
Water Quality	14	0	0
Water Pressure	20	1	6

- **The resources needed to maintain the Quality Management System**
There are adequate resources available to City staff to maintain the DWQMS.
- **The results of the infrastructure review**
Planned projects are listed below in the review. The results of the review allowed for coordination and awareness of planned works within the vicinity.
- **Effectiveness of infrastructure maintenance, rehabilitation and renewal program**
The infrastructure program remains effective since it allows for the City to maintain an efficient water distribution system.
- **Operational plan currency, content and updates**
The City/Secondary Operation plan is up to date and does not require any immediate updates.
- **Staff suggestions**
No staff suggestions were made at this time about the DWQMS or the water distribution system. Improved communication for future maintenance.

Infrastructure Review

- **City Capital projects**

 - Pump Replacement in ARBS (June 2019)
 - Watermain lining (Sinclair Ave., Mondamin St., Edward St.)
 - Complete Streets projects (Southwick St., Hughes St., Myrtle St., Ross St., William St.)
 - Elm St. Construction project
 - Churchill Ave. Culvert (WM replacement)
 - Southdale Line Reconstruction
 - STASWSS Water Modelling (Ford Tower Removal)

Other Business

No additional items were discussed.

These minutes were completed by Nathan Bokma. Any changes or discrepancies should be forwarded to nbokma@stthomas.ca.

Next Meeting Date: May 2020 (TBD)

Directed to: Mayor Joe Preston and Members of City Council

Date Authored:
April 30, 2019
Meeting Date:
May 21, 2019

Department: Environmental Services

Prepared By: Tracey Tiersma, Administrative Assistant, Environmental Services

Attachment

Subject: Elgin Area Water Supply Proposed By-Law Amendment

Recommendation:

THAT: Report ES35-19, Elgin Area Water Supply Proposed By-Law Amendment, be received for information.

Background:

The City Engineer received a request for comments from the Elgin Area Primary Water Supply System of a proposed By-Law amendment to that would adjust the appointment of the Members of the Board of Management for the Elgin Area Water Supply System. The proposed change would reflect the addition of the Municipality of Dutton-Dunwich to the regional water system. This change in voting structure does not change the City of St. Thomas' proportional voting.

The current appointments to the Board of Management for the Elgin Area Water Supply System are as follows:

Benefiting Municipality	Entitlement of Member Appointment
London	3 Members
St. Thomas	2 Members
Aylmer, Malahide, Bayham	1 Member
Central Elgin, Southwold	1 Member

The proposed appointments to the Board of Management for the Elgin Area Water Supply System would be as follows:

Benefiting Municipality	Entitlement of Member Appointment
London	3 Members
St. Thomas	2 Members
Aylmer, Malahide, Bayham	1 Member
Central Elgin, Southwold, Dutton-Dunwich	1 Member

The proposed bylaw maintains all other aspects of the voting and membership structure of the Board and continues to be approximately in proportion to the water supplied to each benefiting municipality. Other than the joint consideration and appointment of one Member (and corresponding Alternate Member) between Central Elgin, Southwold and Dutton-Dunwich, no other changes are proposed at this time.

If council is interested in providing comments, they can form a resolution that directs staff to forward comments to the attention of the Director of the Regional Water Supply in advance of their June 6th, 2019 meeting.

Financial Impact:

There is no Financial Impact associated with this report.

Respectfully Submitted,



Tracey Tiersma,
Administrative Assistant - Environmental Services and Secretary for the St. Thomas Area Secondary Water Supply System (STASWSS) Board

Reviewed By: 
ES