

Date: July 28, 2020

Location: Essex Sports Complex, Shaheen Room

Participants: Andy Graf, Kevin Girard, Chris Nepszy, Warren Higgins and Karen Burgess

Review Period: June 1, 2019 to July 1, 2020

Item	Description	Action	Responsible	Due Date
1.	<p>Introductions</p> <p>The following staff were in attendance at the Essex Water Department and representing the Operating Authority for the Essex Water Distribution System during the DWQMS Management Review included:</p> <ul style="list-style-type: none"> • Andy Graf, Manager, Environmental Services and QMS Rep., Town of Essex • Kevin Girard, Director of Infrastructure Services, Town of Essex • Chris Nepszy, Chief Administrative Officer (CAO), Town of Essex <p>Additional support was also provided by:</p> <ul style="list-style-type: none"> • Warren Higgins, Process & Compliance Technician, OCWA • Karen Burgess, Senior Operations Manager, OCWA <p>The purpose and objectives of the Management Review meeting were:</p> <p>To evaluate the continuing suitability, adequacy and effectiveness of The Town of Essex's QMS. The Management Review will include a review of the DWQMS operational plan, external audit reports, internal audit report and other related operational documents/records as required.</p>			
2.	<p>Review of minutes from most recent Management Review</p> <p>The minutes from the last Management Review held on August 13, 2019 were reviewed by all and all standing items were reviewed and discussed.</p>			
3.	<p>Standing agenda items:</p>			
	<p>a. Incidents of regulatory non-compliance:</p> <p>An MECP inspection was conducted on June 19, 2019 by Emily Awad for the Essex Water Distribution System. There were no non-compliance with regulatory requirements identified in the inspection report and an inspection rating of 100% was achieved. There were five recommendations and best practices identified however those have all been reviewed and resolved.</p> <p>There was also no non-compliance events reported to the MECP by the Town of Essex for the Essex Water Distribution System for this review period.</p>	<p>No further actions are required.</p>	<p>N/A</p>	<p>N/A</p>

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	b. Incident of adverse drinking water test: There were no adverse drinking water test results reported to MECP by the Town of Essex for the Essex Water Distribution System for this review period.	No further actions are required.	N/A	N/A
	c. Deviations from critical control limits and response actions: There are currently no critical control limits identified in the Risk & Assessment Outcomes for the Essex Water Distribution System.	No further actions are required.	N/A	N/A
	d. The effectiveness of the risk assessment process: The 36 month annual review of the Risk Assessment & Outcomes was last completed on February 14, 2019 however the annual review of the Risk Assessment Outcomes needs to be completed by Andy Graf & Kevin Girard.	Complete the 2020 annual review of the Risk Assessment Outcomes	Andy Graf & Kevin Girard	Due by the end of Q3
	e. Internal and third party audits result: <u>Internal Audit</u> An internal audit was completed by Warren Higgins (OCWA) and the report was issued July 7, 2020. There were two OFI's identified in the report. All OFI's were reviewed and will be implemented in the Operational Plan. <u>External Audit</u> An external audit was conducted by Gregory Underwood from NSF International on September 5 th and 6 th . There were three OFI's identified in the report and they were reviewed during this Management Review.	No further actions are required.	N/A	N/A
	f. Results of emergency response testing: SOP's were reviewed with staff throughout 2019-2020 and documented in the training records. Management discussed the potential of completing a hands on emergency training session for staff.	No further actions are required.	N/A	N/A
	g. Operational performance: There were no operational issues with the Essex Water Distribution System and the staffing performance levels and support was also adequate during this review period. All 3 operator positions are filled with permanent employees. The operational performance for the Harrow WTP and Union WTP was also reviewed and there were no significant operational changes that affected the Essex Water Distribution system.	No further actions are required.	N/A	N/A

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	<p>h. Raw Water Supply and drinking water quality trends: There have been no significant changes to the raw water at the Harrow WTP and Union WTP for this review period.</p> <p>Both facilities have continued to monitor for Blue Green Algae which tests the raw water weekly from June to October for microcystin.</p>	No further actions are required.	N/A	N/A
	<p>i. Follow-up on action items from previous Management Review: All items identified from the previous 2019 Management Review have been completed.</p>	No further actions are required.	N/A	N/A
	<p>j. The status of management action items identified between reviews: Any items identified between the previous Management Review have been completed.</p>	No further actions are required.	N/A	N/A
	<p>k. Changes that could affect the QMS: Andy Graf is the current QMS Representatives for the Essex Water Distribution System. Kevin Girard was recently named the Director of Infrastructure Services which will also be added as an additional QMS Representative.</p>	Update Operation Plan indicating Kevin Girard as an additional QMS Rep	Warren Higgins	August 31, 2020
	<p>l. Consumer feedback: There were two community complaints documented for this review period. All reports were reviewed and all issues were immediately resolved.</p>	No further actions are required.	N/A	N/A
	<p>m. The resources needed to maintain the QMS: The Essex Distribution System QMS Representatives are Andy Graf and Kevin Girard. The Ontario Clean Water Agency has also been contracted to assist with the continual improvement of the Essex Water Distribution System's Operational Plan.</p>	No further actions are required.	N/A	N/A
	<p>n. The results of the Infrastructure Review: Discussions and reviews of the water infrastructure played a key role in the 2019/2020 water budget recommendations and asset management plan. All timelines for submitting the budget were met and are documented in emails and council meeting minutes.</p>	No further actions are required.	N/A	N/A
	<p>o. Operations plan currency, content and updates: The current Operational Plan was last revised on August 6, 2019 (Revision 11) to adhere to DWQMS version 2.0.</p>	No further actions are required.	N/A	N/A

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	<p>p. Staff suggestions: Staff input is encouraged during staff meetings or by regular communications with management and fellow employees. There are currently no suggestions.</p>	No further actions are required.	N/A	N/A
	<p>q. Consideration of applicable best management practices. No Best Management practices were implemented in 2019/2020.</p>	No further actions are required.	N/A	N/A
4.	<p>Roundtable No issues were identified.</p>	No further actions are required.	N/A	N/A