



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

December 20, 2016

9:00 am to 11:00 am

Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Garrett Tomlinson	Public	MD of Northern Sunrise	Director
Mark Roberts	Public	MD Smoky Lake	Director
Bob Myrick	GOA	AEP	Guest
Lindsay Smith-Munoz	GOA	AH	Guest
Mike Zelensky	GOA	AER	Guest
Kayedon Wilcox	GOA	AEP	Guest
Krista Park	GOA	AHS	Director
Shane Hussey	GOA	AHS	Guest
Allison Fisher	Industry	Shell	Director
Karla Reesor		Executive Director	
Brenda Barber		Office Manager	
Trina Whitsitt (for items 1-3)		Maxxam	

These notes are provided as a summary of discussions of the PRAMP Committee. The views and ideas noted do not necessarily reflect the perspective of each Committee member. Decisions are taken by consensus.

1. Review Agenda

Accept agenda as revised.

2. Approve PRAMP Committee Meeting Notes from November 10, 2016

Motion to accept the minutes from November 10, 2016 with the change to Krista Park's name. Allison Fisher. Carried.

3. Recent Air Monitoring Data

October dashboard results provided verbally as the written report was not yet available. There were no exceedances and all stations met 90% up time targets.

986

- Canister event on October 6; lab results sent to Committee.

842

- Some significant downtime for TRS for maintenance but still met 90%.

November Dashboard Report provided prior to the meeting. There were no exceedances and all stations met 90% up time targets.

Reno

- Unscheduled span check and no issues were identified.

842

- Downtime for methane/non-methane- replaced analyzer on November 17.

986

- 36 hours of downtime for methane/non-methane because it ran out of gas but still met uptime.

For December to date – report provided verbally.

- Still seeing some issues at 842 with methane and non-methane, have a technician calibrating it currently, appears to be related to temperature.
- No issues to report with Reno and 986
- PRAMP Committee member noted that non-methane at Reno is also starting to get noisy, and it could be same weather related issue as at 842.
- It was noted and appreciated that Maxxam has corrected how wind information is provided on the daily and monthly reports.

Residents Information for 842 was provided to the Committee.

- No comments

THC/Complaints figures to the end of October provided by AEP.

- No comments

4. PRAMP Annual Report

MOTION to accept the PRAMP Annual Report as amended by Garrett Tomlinson. Accepted by Allison Fisher, Mark Roberts, Krista Park, Doug Dallyn.

- Next Steps for the Report - Final version will be available on the Northern Sunrise County webpage and will be sent to the Committee; a cover letter from PRAMP Committee will be prepared by Mike and Karla.
- The report will be referred to as the 2014-15 PRAMP Technical Review of Data.
- The Committee acknowledged the effort Mike has put into the Report.

5. PRAMP Board Orientation Manual

- Draft Table of Contents developed by Allison Fisher for Board Orientation Manual was provided to Committee for review. No changes were proposed.
- Development of the Manual will begin in January 2017.

6. PRAMP Contracts

- Alberta Environment and Parks contract was signed last week.
- Contracts for Executive Director, Office Manager and Technical Program manager are being reviewed by the Directors. The Maxxam contract is being reviewed by legal.

7. Budget Update

- Northern Sunrise County provided a \$25,000 grant as bridge funding and the Committee thanks the County Council.
- Have done some preliminary budgeting to confirm that Committee will be within the scope of the 2016-17 budget provided by AEP.
- Preliminary budgeting is being discussed for oilsands funding for 2017-18. It looks like it will not be approved until at least February, which means that contracts will not be able to be started until after that time; it generally takes a minimum of three months to get a contract in place. A contract extension may be needed.

8. Communications

- Communications and outreach budget approved.
- Website can be developed and newsletters. Karla has been in contact with contractors to develop a communications plan in January. If anyone would like to be part of a small committee, let Karla know. Garrett would be happy to be part of it. Allison has someone from Shell who would be interested to help.

9. Community Event

- A meeting in Peace River area is proposed for the beginning of March.
- Tentatively holding March 9 for the Board Meeting, AGM and Community Event in the evening.

10. Round Table Updates

- Hiring Committee – interviews this afternoon; will report back to the PRAMP Committee after the process is complete.
- Krista – interested to trace how a mercaptan cylinder ended up on the side of a road. Mike recommends contacting Christina at the AER Slave Lake office.
- Lindsay – AH has approval for contract to do literature review on chemical sensitivity. AH will be issuing an RFP in January 2017 and anticipates that there will be opportunities for community members to provide input to the process.

11. Next Meeting Dates

- January 19, 2017 at 1:00 pm
- February 21, 2017 at 1:00 pm
- March 9, 2017 at 1:00 (in Peace River) followed by AGM and Community Event

12. Adjourned

Meeting adjourned at 10:42 am

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2016-12-01	Karla will provide the PRAMP Annual Report to Northern Sunrise County so that it can be made available on the website.	New
2016-12-02	Mike and Karla will prepare a cover letter from PRAMP to accompany the Annual Report	New
Ongoing Action Items		
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract	
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
2016-09-04	Kayedon will determine if AEP can prepare a figure showing TRS for Reno from January 2015 to the current month. In addition, AEP will look into the possibility of doing figures that show the maximum spike in each hour	
2016-09-05	Kayedon will request a minute graph to show the THC spikes for each station.	
2016-04-03	The Industry AQWG will review the AMD, make inquiries to AEP or AEMERA as needed and prepare a response to AEMERA for the one remaining audit finding.	
2016-01-01	Mike will look into how the AER complaint information can be shared with industry and others on the PRAMP Committee in a timely way.	
2016-05-07	Allison and Mike will determine how the Shell PRC network can be tied into the PRAMP program, including sharing the real-time data and approach for any EPEA-related changes.	
Parked Action Items		
2016-01-05	The AQWG will work with AEMERA to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. (To be addressed in 2017 following the completion of the background sampling program)	
Completed Action Items		
2016-11-01	Lindsay will provide the health comparison information to Karla for the canister event, and Karla will share with the Committee	
2016-11-03	Bob will determine when the September background data will be shared with the PRAMP Committee, and will ask about the next dates for collecting background samples.	
2016-11-04	Mike will provide the Matrix changes to the Annual Report to PRAMP by November 21 st ; the Committee will provide all comments back to Mike by November 28, 2016	

2016-11-05	Karla will ask Maxxam to prepare a Master Service Agreement (MSA) for Reno, 986 and 842, with the Shell PRC station to be added when there is a change to the EPEA approval.	
2016-11-06	Bob will proceed to prepare the contract for AEP and the PRAMP Committee.	
2016-11-07	PRAMP Committee members are asked to consider whether they or someone else in their organization could participate in the Communications or Finance Sub-Committees and to provide any names to Karla.	
2016-09-07	When AEP has approved the contract, Bob will send it to Karla and she will share it with PRAMP Committee Board Members for their own review. Northern Sunrise County will provide a legal review for the Committee	
2016-07-05	The hiring committee will determine a fixed rate and determine a travel and expense schedule for the Technical Program Manager.	
Actions no longer needed		
2016-09-01	Karla will ensure that the request for electrical work at the stations is taken to the ISC, after the ISC has discussions with AEP on October 3.	