



## Peace River Area Monitoring Program (PRAMP) Committee

### Board of Directors Meeting

July 17, 2017  
2:00 pm – 4:00 pm  
Tele-conference

### Meeting Notes

#### Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Reid Glenn	Public		Director
Mark Roberts	Public		Director
Adele Parker	Public	Town of Falher	Member
Shelly Shannon	Public		Member
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Krista Park	Gov	AHS	Director
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	
Trina Whitsitt (for items 1-3)		Maxxam	
Cheri Sinclair		Maxxam	
Chris Wesson		Maxxam	

#### Guests:

Name	Sector Group	Organization	Participation
Lindsay Smith-Munoz	Gov	AH	Guest
Mike Zelensky	Gov	AER	Guest

#### Regrets:

Name	Sector Group	Organization	Participation
Anthony Traverse	Industry	Baytex	Director
Ryan Johnson	Industry	Baytex	Co-Member
Garrett Tomlinson, <i>Treasurer</i>	Gov	Northern Sunrise County	Director
Peter Thomas	Public	Northern Sunrise County	Co-Member
Shane Hussey	Gov	AHS	Co-Member
Blair Fortin	Industry	Tervita	Member
Bob Myrick	GOA	AEP	Guest
Elvis Thomas	Public	Woodland Cree	Guest
Kayedon Wilcox	GOA	AEP	Guest

***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. Meeting called to order at 2:07 pm by Dave Hill**

## **2. Review Agenda**

Agenda accepted as distributed.

## **3. Approve PRAMP Committee Meeting Notes from June 19, 2017**

**Motion to accept the minutes from June 19, 2017 by Doug Dallyn. Carried**

## **4. Action Items**

Review of Action Items from the June 19, 2017 meeting.

- Dave Hill will monitor during the meeting and follow up with any outstanding at the end of the meeting.

## **5. Recent Air Monitoring Data**

June Dashboard Report provided prior to the meeting and reported by Trina Whitsitt, Maxxam.

### 986

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- Minor downtime on all parameters due to a power failure and recovery mode following the power outage
- High concentrations of methane/non-methane in June; Maxxam not in a position to explain. Reading is not caused by the equipment, cannot attribute it to a specific event.

**Action Item: Maxxam will adjust the dashboard to indicate canister event in February.**

### 842

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- Wind system has been replaced, some downtime but still above 90%

### Reno

- Did not meet uptime on TRS
- Power issues following the change out of stations.
- Canister event in June, during swap out of trailer; missed canister switch out; could not collect the sample.

**Acton Item: Maxxam will revise dashboard to indicate canister event on June 29 not June 1.**

- Decimal places on dashboard will revert back to two going forward in July.
- Discussion about total hydrocarbons and the maximum reading.

**Motion to change the THC scale on the dashboard report so that the maximum reading will be 7 with any instances above 7 to be noted with an asterix and the value, by Doug Dallyn. Carried.**

**Action item: Lily will provide an email to Maxxam to change the THC scale to a maximum of 7.**

- Maxxam will adjust the Methane scale so that the lower axis is shown as zero rather than a negative number.

### July

**986** – nothing noteworthy so far in July.

**842**- another wind system failure; swapped out again. AC changed out.

**Reno** – nothing to report so far in July; minor differences with the calibration gases.

### **Canister and THS Complaints**

- One canister event in June, sample not collected.
- Complaints data – none logged by the AER for June.

## **6. Technical Work Updates**

- Monthly and Station Annual Reports have been uploaded to the new website
- Canister protocol was sent out today for review and comments.
- Annual Report – 95% complete; will post draft on Members Only Portal for review on Wednesday (June 19).
- Small incremental increases for some parameters in 2016, but lower than historical data. Mike and Lily will look at how to reflect the longer-term changes in the report.

**Action Item: Timeline for Committee to provide feedback to Mike and Lily on the draft Annual Report will be August 4.**

## **7. Policy Review**

- Bid Requirement Policy – sent to all members. The only change to the policy is the threshold for which multiple bids will be requested. The policy now states that multiple bids will be requested if the contract value is greater than \$10,000.

**Motion to accept the Bid Requirement Policy as provided by Doug Dallyn. Carried.**

## **8. PRAMP Website**

- Acknowledged the significant work put into the website by Lily and Brenda.
- It is a big step to get the information available on the website.
- If anyone has comments or suggestions, we will continue to tweak the site.

## **9. Outreach**

- No feedback from invitation letters sent to Minister of Energy, Minister of Environment and Parks and the MLA of Peace River.
- Will wait to the end of the month (following meeting with Energy staff).
- Meetings scheduled with Northern Sunrise County, Town of Falher and Woodland Cree staff.
- Sent out first PRAMP newsletter; will be trying to send out every month of so. If anyone has suggestions, please provide to Karla.
- Not contemplating doing monitoring in Seal Lake just yet due to funding restrictions.
- Meeting with Minister of Energy staff on July 27. Meeting set up by Energy staff so that PRAMP can update the Minister on a regular basis.

- Currently set as a conference call for Mike, Karla and the PRAMP Executive; Mike and Karla are interested in attending the meeting in person and will provide the PowerPoint presentation to them; Executive will plan to call in.

**10. PRAMP AGM Update**

- AGM, training session and Community event tentatively scheduled for September 13 and 14.
- We are looking at a venue for the AGM and community event; some had suggested that the community event be held in the location of the stations.
- We have confirmed a tour of the Reno station will be possible.
- We can have someone come in to do Consensus Decision Making training.
- We will wait until the end of July to finalize a plan and dates.

**11. Financial Update**

- Provided financial update report for June, 2017. We now have confirmation on the revenue and have adjusted the travel expense line.

**Action Item: Brenda will look at other options to present financial updates to the Board.**

**12. Roundtable**

- Dave Hill is working with Reid to do a presentation to the operators committee; minimizing venting issue on recommissioning tanks.
- Krista Park is in the process of setting up a meeting for residents on August 21 (tentative so far). We will add an agenda item on the health study for the September meeting.
- Mike Z – update on the approval for Shell station. CoGen units are being transferred to another approval. In the process of finalizing the MOU with AEP for the monitoring. Input from CNUL (not CNRL) required. PRAMP is waiting for the EPEA approval to indicate that PRAMP will operate the station and the passives, and then will arrange for a contractor to provide services.  
 Directive 84 fugitive emissions reports were submitted on July 1; AER is starting to go through them now.

**13. Next Meeting Dates**

August 15, 2017 1:00 – 3:00 pm  
 Tentatively holding September 13 and 14 for Peace River meeting including AGM and learning opportunity/tour

**14. Adjourned**

Meeting adjourned at time 3:34 pm

**ACTION ITEM LOG**

Action Item Number	Action Item Description	Status
<b>New Action Items</b>		

<b>2017-07-01</b>	<b>Maxxam</b> will adjust the dashboard to indicate canister event in February.	<b>NEW</b>
<b>2017-07-02</b>	<b>Lily</b> will provide an email to <b>Maxxam</b> to the effect of the decision by the Board on the maximum reading for THC.	<b>NEW</b>
<b>2017-07-03</b>	Timeline for <b>Committee</b> to provide feedback on the draft Annual Report to <b>Mike and Lily</b> is August 4.	<b>NEW</b>
<b>2017-07-04</b>	<b>Brenda</b> will look at other options to present the financial report to the Board..	<b>NEW</b>
<b>Ongoing Action Items</b>		
2017-06-02	Add Committee Structure and Meeting Strategies to the agenda for the September meeting	
2017-06-03	<b>Karla</b> will work with <b>Mike and Lily</b> to determine what the composition of the Technical Committee would be and develop terms of reference	
2017-05-05	<b>Mike Z.</b> will contact lead who is working on transition of monitoring equipment from Shell to PRAMP.	
2017-05-07	<b>Mike Z. and Mike B.</b> will discuss options for a possible non-traditional passive program for Woodland Cree. Bob Myrick will be consulted as well. In progress – information has been received from other Airsheds.	
2017-04-01	A meeting will be set to discuss the role for Alberta Health and PRAMP with respect to health impacts	
2017-01-04	<b>Lindsay</b> will look into whether the description of the work on the multiple chemical study can be shared with the PRAMP Committee	
2017-01-05	<b>Mike and Lily</b> will look into the options for the Reno canister program	
<b>2016-10-01</b>	<b>Karla</b> will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
<b>Parked Action Items</b>		
<b>2016-01-05</b>	The <b>AQWG</b> will work with <b>AEMERA</b> to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. <i>(To be addressed in 2017 following the completion of the background sampling program)</i>	
<b>2016-10-09</b>	<b>Bob</b> will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
<b>2016-11-02</b>	<b>Allison and Kayedon</b> will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
<b>2016-04-03</b>	The Industry <b>AQWG</b> will review the AMD, make inquiries to AEP or AEMERA as needed and prepare a response to AEMERA for the one remaining audit finding.	
<b>Completed Action Items</b>		
<b>2017-06-01</b>	<b>Maxxam</b> will provide note on June dashboard to explain high readings at 986	<b>NEW</b>
<b>2017-06-04</b>	Defer Bid Requirement Policy approval to next meeting	<b>NEW</b>
<b>2017-06-05</b>	Review the website at the next meeting	<b>NEW</b>
<b>2017-05-06</b>	<b>Karla and Brenda</b> will review the financial report to reflect travel costs	<b>NEW</b>
2017-02-07	Bob Myrick will look into whether AEP can share the data results from the first 3 background sample sets collected in 2016.	
<b>Actions no longer needed</b>		