



## Peace River Area Monitoring Program (PRAMP) Committee

### Board of Directors Meeting

**February 21, 2017**

**1:00 pm – 3:00 pm**

**Tele-conference**

### Meeting Notes

#### **Attendees:**

<b>Name</b>	<b>Sector Group</b>	<b>Organization</b>	<b>Participation</b>
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Reid Glenn	Public		Director
Garrett Tomlinson	Public	MD of Northern Sunrise	Director
Krista Park	GOA	AHS	Director
Allison Fisher	Industry	Shell	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Anthony Traverse	Industry	Baytex	Director
Blair Fortin	Industry	Tervita	Member
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:**

<b>Name</b>	<b>Sector Group</b>	<b>Organization</b>	<b>Participation</b>
Bob Myrick	GOA	AEP	Guest
Mike Zelensky	GOA	AER	Guest
Madhan Selvaraj	GOA	AEP	Guest

#### **Regrets:**

<b>Name</b>	<b>Sector Group</b>	<b>Organization</b>	<b>Participation</b>
Mark Roberts	Public	MD Smoky River	Director
Adele Parker	Public	Town of Fahler	Member
Peter Thomas	Public	MD of Northern Sunrise	Co-Member
Shane Hussey	GOA	AHS	Co-Member
Lindsay Smith-Munoz	GOA	AH	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. Review Agenda

Accept agenda as presented.

## 2. Approve PRAMP Committee Meeting Notes from January 17, 2017

Mark Roberts is from MD Smoky River, make change to reflect.

**Motion to accept the minutes January 17, 2017 with changes.**

## 3. Recent Air Monitoring Data

January Dashboard Report provided prior to the meeting.

### Reno

- Met 90% uptime requirements
- Three hours of downtime on SO<sub>2</sub> and TRS due to additional quality checks
- No exceedances or canister events

### 842

- Met 90% uptime requirements
- Four hours of downtime due to power failure
- Sixty-six hours of downtime on TRS due to routine maintenance performed on the analyzer, converter failure and quality assurance activities performed on the analyzer
- No exceedances or canister events

### 986

- Met 90% uptime requirements
- Four hours of downtime due to power failure
- Eleven hours of downtime on THC/NMHC/Ch<sub>4</sub> channel due to low gas pressure
- No exceedances or canister events

For February to date – report provided verbally

- Extra quality check has been performed on the three PRAMP stations to get ready for AEP annual audit.
- Wind system for all three PRAMP stations has been upgraded to newer version to meet AEP requirements.

Canister Information

- Two canister events were recorded up to Feb 20.

Date	Time	Station	Concentration	Notes
2017-02-14	16:40	Reno	0.99	* high NMHC (NMHC 5min avg above 0.3ppm) started at 16:39, finished at 16:47 *avg wind 5.2kph, wind coming from 182deg (South) * concentration avg between 16:39 and 16:47 was 0.93ppm, max con. was 1.31 ppm @16:46 * Daily cal started at 17:00. HC analyzer passed daily zero/span check
2017-02-16	20:10	986b	0.31	* high NMHC started at 20:12, finished at 20:21 *avg wind 1.6kph, wind coming from NNW to W (toward SW) * concentration avg between 20:12 and 20:21 was 0.41pm, max con. was 0.47 ppm @20:17 * Daily cal on Feb 16 started at 15:00, and on Feb 17 @14:00. HC analyzer passed daily zero/span check

Monthly report

- Monthly reports for October – December 2016 have been reviewed by Lily. Revision reports will be provided by Maxxam.

THC/Complaints figures to the end of November

- The THC–Complaints charts were reviewed by Mike and Lily. No strong correlation between elevated measurements and complaints was observed however there is an apparent decrease in the number of complaints over time. The function of updating the charts is being transitioned over to Lily and Mike

Data upload to AEP Data Warehouse

- The process of uploading the data has begun. Lily will coordinate with Maxxam and AEP for the upload.
- Data for Oct -Dec 2016 collected at the three PRAMP stations will be uploaded to AEP Data Warehouse.

New PRAMP Website/ real time data retrieval

- In order to retrieve real time data, the website builder needs to access the PC server. For convenience, we are currently using the LICA server for testing instead of using Maxxam (which is behind a corporate firewall).
- Initial connection to the server was successful.
- Lily will continue working with both parties to provide any support they need.

## Annual Report

- Maxxam annual report is under review by Lily. Lily will work with Maxxam to complete final version of the report.

## 4. Bylaws

- Discussed proposed changes to bylaws to be approved by Special Resolution at the March 9 meeting. Membership – Municipal, First Nations and Metis will move from community to government sector. The date to hold the AGM by will change from end of June to end of September. The last change is to amend the restrictions around signing authority to allow PRAMP to properly make payments to vendors by electronic transfer.

## 5. Alberta Airshed Council (AAC) Membership

- AAC approved its Membership Policy in January. Want to make sure the PRAMP Committee still wants to pursue membership. The Committee is in agreement to go ahead with the application to become an endorsed Airshed.

Action Item: Karla will prepare a letter to the AAC.

## 6. Communications Plan

- Have secured a website domain name “prampairshed.ca”
- Postcard brochure and pop up display banner will be available for open house
- Will have consistent messaging.

## 7. Community Event

- Board meeting will begin at 11:30 on March 9; lunch will be provided.
- Special meeting will be at 3:00 pm.
- Open House at Java Domain at 5:00 pm.

Action Item: Review equipment requirements for open house

Action Item: Post the invite in the Peace River newspaper; General Forum on Facebook; send to municipal councils

Action Item: Krista has volunteered to put posters around town

## 8. Financial Update

- Provided the financial report for the end of January 2017.

Action Item: Brenda will provide a list of monthly expenditures going forward

Action Item: Ensure a policy is developed to have the monthly expenditures provided to the Board

## 9. Round Table

- Karla has been advised that we will not be getting the communications component in the AEP contract going forward. Karla has applied to AEP under a separate program for a communications grant of approximately \$40,000 per year for the next 3 years.

- Allison has drafted the policy manual; it will added to Dropbox for discussion at our next meeting.
- Mike Z has asked the Technical Managers to spend 5 minutes at the next meeting to explain the zero span
- Bob Myrick provided an update on the background VOC monitoring done in the Peace River area; first survey was in April, second in September, third in December; there will be another done in March. AEP hopes to have the report back to PRAMP by June.
- Mike B noted that he will be attending the AEP network optimization meeting on March 24; AEP is presenting the information done by AEP and Environment Canada on the oil sands region monitoring plan.

Action Item: Bob Myrick will look into whether AEP can share the data results from the first 3 background sample sets collected in 2016.

#### 10. Next Meeting Dates

- March 9 at 11:30 am in Peace River at Chateau Nova
- April 27 at 1:00 pm

#### 11. Adjourned

Meeting adjourned at 2:25 pm

### ACTION ITEM LOG

Action Item Number	Action Item Description	Status
<b>New Action Items</b>		
2017-02-01	<b>Karla</b> will prepare a letter to the AAC to apply for membership	<b>New</b>
2017-02-02	<b>Karla</b> and <b>Brenda</b> will review equipment requirements for open house	<b>New</b>
2017-02-03	<b>Karla</b> and <b>Brenda</b> will post the invite in the Peace River newspaper; General Forum on Facebook; send to municipal councils	<b>New</b>
2017-02-04	<b>Krista</b> has volunteered to put posters around town for the Open House	<b>New</b>
2017-02-05	<b>Brenda</b> will provide a list of monthly expenditures going forward	<b>New</b>
2017-02-06	<b>Brenda</b> will ensure a policy is developed to have the monthly expenditures provided to the Board	<b>New</b>
2017-02-07	<b>Bob Myrick</b> will look into whether <b>AEP</b> can share the data results from the first 3 background sample sets collected in 2016.	<b>New</b>
<b>Ongoing Action Items</b>		
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</b> and <b>Lily</b> will look into the options for the Reno canister program	
2016-10-01	<b>Karla</b> will contact Maxxam by email when the PRC station is online as part of PRAMP contract	
2016-10-09	<b>Bob</b> will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	<b>Allison</b> and <b>Kayedon</b> will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
2016-04-03	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>2016-01-01</b>	<b>Mike</b> will look into how the AER complaint information can be shared with industry and others on the PRAMP Committee in a timely way.	
<b>2016-05-07</b>	<b>Allison</b> and <b>Mike</b> 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.	
<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>Completed Action Items</b>		
2017-01-01	<b>Mike Zelensky</b> will provide suggested changes to the dashboard and <b>Karla</b> will discuss them with <b>Mike and Lily</b> .	
2017-01-02	<b>Kayedon Wilcox</b> will follow up on status of TCH Complaints reports	
2017-01-03	<b>Anthony</b> will investigate payment options for the outstanding invoice to Murphy Oil and will keep <b>Karla</b> informed on results.	
2017-01-06	<b>Karla</b> will share information from <b>Mike and Lily</b> about data visualization options for PRAMP Committee members to consider	
<b>2016-09-04</b>	<b>Kayedon</b> 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	
<b>2016-09-05</b>	<b>Kayedon</b> will request a minute graph to show the THC spikes for each station.	
<b>Actions no longer needed</b>		