



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

June 19, 2017
1:00 pm – 3:00 pm
Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Reid Glenn	Public		Director
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Anthony Traverse	Industry	Baytex	Director
Ryan Johnson	Industry	Baytex	Co-Member
Shelley Shannon	Public		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	
Adewunmi Adekanmbi		Maxxam	

Guests:

None

Regrets:

Name	Sector Group	Organization	Participation
Mark Roberts	Public		Director
Garrett Tomlinson, <i>Treasurer</i>	Gov	Northern Sunrise County	Director
Peter Thomas	Public	Northern Sunrise County	Co-Member
Adele Parker	Public	Town of Fahler	Member
Krista Park	Gov	AHS	Director
Shane Hussey	Gov	AHS	Co-Member
Blair Fortin	Industry	Tervita	Member
Bob Myrick	GOA	AEP	Guest
Elvis Thomas	Public	Woodland Cree	Guest
Lindsay Smith-Munoz	GOA	AH	Guest
Kayedon Wilcox	GOA	AEP	Guest
Mike Zelensky	GOA	AER	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 1:05. Do not have quorum.

2. Review Agenda

Agenda accepted as tabled.

3. Approve PRAMP Committee Meeting Notes from May 25, 2017

Motion to accept the minutes from May 25, 2017 as distributed, by Doug Dallyn. Without quorum, approval deferred to next meeting

4. Action Items

Review of Action Items from the May 25, 2017 meeting.

- **Chain of custody protocol** – Mike B has received feedback from Maxxam and operators involved. Will compile and have it ready by end of week.
- **High TRS numbers at 986** – small change to concentration and not of note. Maxxam confident it is meeting the AMD.
- **High methane at 986** – methane spikes at Reno has been historically noted. Spikes are frequent, originally attributed to close industry and pond. Not anything different that has been noted before. 986 had a spike that was not a regular occurrence, so reported on it.
- **Maxxam document** was sent to committee following the last meeting.
- **PRC Station Transition to PRAMP** - Mike B has not received any information about transition from Mike Z.
- **GOA contract policies** – reflected in the bid requirements policy
- **Woodland Cree monitoring** – Mike B has gathered information from a couple of other Airsheds – Fort Air Partnership (FAP) and Wood Buffalo Environmental Association (WBEA); as well as contractors. Will be an ongoing action item - looking into passive monitoring for VOCs.

5. Recent Air Monitoring Data

April 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

842

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- End of May the AC unit failed

Reno

- Upgrade to trailer; some downtime recorded
- All data met AAQO and AMD, all parameters above 90%
- No canister events

June

986 – high readings on THC and HC max. Appear to be events. There is construction in the area, it is a possibility this is the reason for the readings.

Action Item: Maxxam will provide note on June dashboard

842- monthly calibrations complete. NMHC noisy and will be changed out later this month.

Reno – less than 90% uptime with TRS analyzer. Will be notifying AEP with the reports.

The new trailer is more sensitive to the power supply. Need to rebalance the power load.

Dataloggers have been rebooting and resetting. Minute and hour data is still valid.

Canister and THS Complaints

- No canister events in May.
- THC and Complaints data – two complaints; one noted in the area west of the 6th meridian, approximately 100 km from Peace River. Mike B will follow up with AER on the location. The other is closer to the region, but still a distance north. Have not had an opportunity to review with data. Have looked at wind direction, coming from the southwest. Mike will provide report to Karla for distribution

6. Technical Work Updates

- Annual Report – on schedule to have the report completed for review by July.
- New dashboard circulated to a few members; comments back from Doug and Anthony. Easy site to site comparisons have all data on one page. Will be provided to full Committee when complete.
- Working on data feed for the new website. Lily will be meeting with Maxxam tomorrow to do real time tests.

7. Committee Structure and Meeting Strategies

The group discussed the option of having a new Technical Committee and to have Technical Committee meetings alternate with Board Meetings. The Board will consider the idea and revisit at a future meeting.

Action Item: add Committee Structure and Meeting Strategies to the agenda for the September meeting

Action Item: Karla will work with Mike and Lily to determine what the composition of the Technical Committee would be and develop terms of reference.

8. Policy Review

Bid Requirement Policy – sent to all members. The only change to the policy is amount.

Action Item: Defer Bid Requirement Policy approval to next meeting

9. Alberta Airsheds Council (AAC)

- Still waiting for information on grant applications and roles of Airsheds

- PRAMP Committee sent a letter to CASA inquiring about the process for PRAMP to be endorsed by CASA. No response received yet. CASA will be talking with AEP about expectations for CASA endorsement.

10. Communications

- The website went live this morning. The website URL is prampairshed.ca. All committee members invited to review the site and provide any comments or suggestions back to Karla.
- Staff will be provided training on content management this week.
- By next meeting the Committee will have access to the member's portal. Portal will be the repository for all meeting documents.
- Real time data will be added to the site over the next few weeks, assuming all goes well with the data connections.

Action Item: Review the website at the next meeting

11. Financial Report

- Review of the financial report. Revenue is based on the current contract extension. The expenses are the budgeted amount for the year. Once we receive the contract we will adjust the report.
- We expect to hear about our contract for 2017/18 by the end of the month. The next contract request will likely have to be filed by early fall.
- Travel expenses are currently separated out from contractor amounts

Action item: Karla and Brenda will review the report to reflect travel costs

12. Auditor

The deadline for the auditor proposal is June 21st. Karla is developing a criteria list. Once we receive all proposals we will review and provide a recommendation to the board.

13. Action Items

- Action Items were reviewed at the beginning of the meeting. In future we will review the previous month action items at the beginning of the meeting.
- At the end of the meeting we will review the action items identified in the current meeting.

14. Roundtable

Reid – spoke with Mike B about temperature inversions. Will provide an email to the committee.

Shelly – would like to meet with Doug offline for more information about the Committee

Dave – Operators Group meeting this week. Did not pursue the CNRL representative but will follow up. Operators Group is working on a best practice to recommission tanks after cleaning.

15. Next Meeting Dates

July 17, 2017 2:00 – 4:00 pm

August 15, 2017 1:00 – 3:00 pm

Tentatively holding September 13 and 14 for Peace River meeting including AGM and learning opportunity/tour

16. Adjourned

Meeting adjourned at time 2:15 pm

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2017-06-01	Maxxam will provide note on June dashboard to explain high readings at 986	NEW
2017-06-02	Add Committee Structure and Meeting Strategies to the agenda for the September meeting	NEW
2017-06-03	Karla will work with Mike and Lily to determine what the composition of the Technical Committee would be and develop terms of reference	NEW
2017-06-04	Defer Bid Requirement Policy approval to next meeting	NEW
2017-06-05	Review the website at the next meeting	NEW
2017-05-06	Karla and Brenda will review the financial report to reflect travel costs	NEW
Ongoing Action Items		
2017-05-05	Mike Z. will contact lead who is working on transition of monitoring equipment from Shell to PRAMP.	
2017-05-07	Mike Z. and Mike 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	
2017-02-07	Bob Myrick will look into whether AEP can share the data results from the first 3 background sample sets collected in 2016.	
2017-01-04	Lindsay will look into whether the description of the work on the multiple chemical study can be shared with the PRAMP Committee	
2017-01-05	Mike and Lily will look into the options for the Reno canister program	
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
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. <i>(To be addressed in 2017 following the completion of the background sampling program)</i>	
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.	
2016-04-03	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.	
Completed Action Items		
2017-05-01	Mike and Lily will work with Maxxam to update the Chain of Custody protocol.	
2017-05-02	Mike and Lily will work with Maxxam to follow up on the high TRS numbers.	

2017-05-03	Cheri will follow up on why 986 high methane was reported, but was not reported for 842 or Reno	
2017-05-04	Maxxam will provide the document originally provided to Lily	
2017-05-06	Karla will research GOA contracting policies to align the PRAMP Bid Requirements policy	
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. In progress. See Action 2017-05-05	
Actions no longer needed		
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. <i>Being managed by PRAMP Technical Managers</i>	