# DWQMS Management Review Committee
# LaSalle Public Works

Date:            December 20, 2019

Location:        LaSalle Public Works Building Board room

Participants:    Rob Mackie          Superintendent of Water/Wastewater, QMS Rep.
                 Lena Petros         Manager of Water/Wastewater, QMS Rep.
                 Jay Wigle           Water/Wastewater Leader

Distribution:    All Participants, Owner Representative

Prepared by:     Lena Petros – Manager of Water/Wastewater, QMS Rep.

| Item | Description | Action | Resp. Person | Due Date |
|------|-------------|--------|--------------|----------|
| 1 | **Acceptance of Agenda** | Accepted | | |
| 2 | **Acceptance of Minutes of Previous Meeting** | Accepted | | |
| 3 | **Incidents of regulatory non-compliance:**<br><br>MOE Inspection Report dated August 12, 2019 was reviewed during September 13, 19 meeting. | NAR | | |
| 4 | **Incidents of adverse drinking water tests:**<br><br>This item was review at Sep 13, 2019 meeting | NAR | | |
| 5 | **Deviations from critical control limits and response actions:**<br><br>No deviation from critical control limits | NAR | | |
| 6 | **The effectiveness of the Risk Assessment Process:**<br><br>Please refer to item 20 | NAR | | |

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|---|---|---|---|---|
| | | | | |
| 7 | **Internal and third-party audit results:**<br><br>Internal audit report dated September 26, 2019 was reviewed during Nov 26, 19 Water & Wastewater Committee meeting.<br><br>Third-party Audit report dated Dec 6, 2019 will be reviewed during January 28, 2020 Water & Wastewater Committee meeting. | QMS Rep. to respond to all internal and external audit findings and make appropriate revisions | Lena Petros | 2nd quarter of 2020 |
| 8 | **Results of emergency response testing:**<br><br>This item was review at Sep 13, 2019 meeting | NAR | | |
| 9 | **Operational performance:**<br><br>This item was review at Sep 13, 2019 meeting | NAR | | |
| 10 | **Raw water supply and drinking water quality trends:**<br><br>This item was review at Sep 13, 2019 meeting | NAR | | |
| 11 | **Follow-up on action items from previous Management Reviews:**<br><br>**Sep 13, 2019 meeting:**<br><br>Noisy meters complaints<br><br><br>Parkway mainline valve labeling<br><br><br>Meeting with Town of Tecumseh regarding Howard feed to Tecumseh took place on | <br><br>Purchase different types of residential meter to try-out<br><br>Superintended of Water/Wastewater to follow-up<br><br>QMS Rep. to follow | <br><br>Lena Petros and Rob Mackie<br><br>Rob Mackie<br><br>Lena | <br><br>1st quarter 2020<br><br><br>3rd quarter 2020<br><br>2nd quarter |

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|  | September 3, 2019 | up with Director of Public Works on the new agreement for capital contribution of twin 30" replacement | Petros | of 2020 |
|  | No RP backflow on third hydrant hookup | Contact supplier | Rob Mackie | Completed 2019 |
|  | Electronic work order system still in progress, issues with mobile application, meeting with City Wide Works scheduled on Sep 20, 18 to go over deficiencies. | Follow up with City Wide Works on full implementation | Lena Petros | Completed 2019 |
|  | Town owned pressure testing and chlorinating equipment | Purchase necessary equipment | Rob Mackie | Completed 2019 |
|  | 2018 municipal elections | Re-endorsement of OP | Lena Petros | Completed 2019 |
|  | Issues with City Wide Works mobile application. | New mobile application reliability | Lena Petros | Completed 2019 |
|  | The risk assessment review meeting took place as part of this meeting and changes to Procedure 2 table 1 is required | Updates as per item 17 | Lena Petros | Completed 2018 |
| 12 | **The status of management action items identified between reviews:**<br><br>None | NAR |  |  |
| 13 | **Changes that could affect the QMS:**<br><br>None | NAR |  |  |
| 14 | **Consumer feedback:**<br><br>This item was review at Sep 13, 2019 meeting | NAR |  |  |
| 15 | **The resources needed to maintain the QMS:**<br><br>None | NAR |  |  |
| 16 | **The results of the infrastructure review:** |  |  |  |

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| | This item was review at Sep 13, 2019 meeting | NAR | | |
| 17 | **Operational Plan currency, content and updates:** <br><br> Current Operational Plan revision # 17 version 2.0 | NAR | | |
| 18 | **Staff suggestions:** <br><br> None | NAR | | |
| 19 | **Review of List of Essential Supplies/Services/Emergency Contacts for the Town of LaSalle** <br><br> The list was reviewed, no updates required | NAR | | |
| 20 | **Risk assessment and risk assessment outcome, verification and update** <br><br> The risk assessment review meeting took place as part of Sep 13, 19 meeting and no change were required | NAR | | |

**NAR** - No Action Required
**OP –** Operational Plan
**IA** – Internal Audit
**EA** – External Audit