

**DWQMS Management Review Committee  
LaSalle Public Works**

Date: September 13, 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	<b>Acceptance of Agenda</b>	Accepted		
2	<b>Acceptance of Minutes of Previous Meeting</b>	Accepted		
3	<b>Incidents of regulatory non-compliance:</b>  One incident of regulatory non-compliance was noted during MOE inspection.  MOE Inspection Report dated August 12, 2019 was reviewed during this meeting.  All recommendations from the inspection report have been completed.	NAR		
4	<b>Incidents of adverse drinking water tests:</b>  No incidents of adverse drinking water	NAR		
5	<b>Deviations from critical control limits and response actions:</b>  No deviation from critical control limits	NAR		

Item	Description	Action	Resp. Person	Due Date
6	<b>The effectiveness of the Risk Assessment Process:</b>  Please refer to item 20	NAR		
7	<b>Internal and external audit results:</b>  Internal audit report dated October 10, 2018 was reviewed during January 22, 2019 Water & Wastewater Committee meeting.  External Audit report dated October 18, 2018 was reviewed during January 22, 2019 Water & Wastewater Committee meeting.	NAR QMS Rep. responded to all internal audit findings and made appropriate revisions		
8	<b>Results of emergency response testing:</b>  Water staff participated in town wide emergency exercise on November 14, 2018 that involved Loss of Service Contingency Plan 04 review	NAR		
9	<b>Operational performance:</b>  Valve maintenance and unidirectional flushing, 2019 completed 10%  Hydrant Maintenance, west of Malden Rd. will be completed by end 2019	NAR  NAR		
10	<b>Raw water supply and drinking water quality trends:</b>  Meeting with Enwin took place on August 2019, discussed Regulatory, water system operation, financial, and capital programs.  Meeting with Town of Tecumseh regarding Howard feed to Tecumseh took place on September 3, 2019	NAR  QMS Rep. to follow up with Director of Public Works on the new agreement for capital contribution of twin 30" replacement	Lena Petros	2 <sup>nd</sup> quarter of 2020

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11	<b>Follow-up on action items from previous Management Reviews:</b>  None	NAR		
12	<b>The status of management action items identified between reviews:</b>  None	NAR		
13	<b>Changes that could affect the QMS:</b>  None	NAR		
14	<b>Consumer feedback:</b>  Total number of water main breaks for 2018 was 33  Water complaints for 2018 was 15  Noisy meters complaints	NAR  NAR  QMS Rep's to follow-up with supplier	Lena Petros and Rob Mackie	1 <sup>st</sup> quarter 2020
15	<b>The resources needed to maintain the QMS:</b>  None	NAR		
16	<b>The results of the infrastructure review:</b>  Water quality issues with old LaSalle, look into the option of ice pigging  Key flushing spots, eg. River Ave  Explore Cathodic protection options for new watermain installs and repairs	NAR		
17	<b>Operational Plan currency, content and updates:</b>  Current Operational Plan revision # 15 version 2.0	NAR		

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18	<b>Staff suggestions:</b>  Parkway mainline valve labeling	Superintended of Water/Wastewater to follow-up	Rob Mackie	3 <sup>rd</sup> quarter 2020
19	<b>Review of List of Essential Supplies/Services/Emergency Contacts for the Town of LaSalle</b>  The list was reviewed, updates required	QMS Rep to update the list	Lena Petros	4 <sup>th</sup> quarter of 2019
20	<b>Risk assessment and risk assessment outcome (Procedure 2) verification and update</b>  The risk assessment review meeting took place as part of this meeting and no change is required	NAR		

**NAR** - No Action Required

**OP** – Operational Plan

**IA** – Internal Audit

**EA** – External Audit