



## Peace River Area Monitoring Program (PRAMP) Committee

### Board of Directors Meeting

January 17, 2017  
1:00 pm to 3:00 pm  
Tele-conference

### Meeting Notes

#### Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Mark Roberts	Public	MD Smoky River	Director
Adele Parker	Public	Town of Falher	Member
Krista Park	GOA	AHS	Director
Allison Fisher	Industry	Shell	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Committee	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	

#### Guests:

Name	Sector Group	Organization	Participation
Bob Myrick	GOA	AEP	Guest
Lindsay Smith-Munoz	GOA	AH	Guest
Mike Zelensky	GOA	AER	Guest
Kayedon Wilcox	GOA	AEP	Guest
Trina Whitsitt (for items 1 – 3)		Maxxam	Guest

#### Regrets:

Name	Sector Group	Organization	Participation
Reid Glenn	Public		Director
Garrett Tomlinson, <i>Treasurer</i>	Public	MD of Northern Sunrise	Director
Peter Thomas	Public	MD of Northern Sunrise	Co-Member
Shane Hussey	GOA	AHS	Co-Member
Adam Bryson	Industry	Murphy Oil	Member

***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. Director and Member Roll Call

## 2. Review Agenda

Accept agenda as revised.

## 3. Approve PRAMP Committee Meeting Notes from December 20, 2016

**Motion to accept the minutes from December 20, 2016. Allison Fisher/Doug Dallyn. Carried.**

## 4. Recent Air Monitoring Data

December Dashboard Report provided prior to the meeting.

### Reno

- Met 90% uptime requirements
- Downtime on methane/non-methane THC analyzer. Due to equipment issues.
- No exceedances

### 842

- Met 90% uptime requirements
- Temperature issues due to extreme cold; working towards a solution
- Additional quality checks performed

### 986

- Met 90% uptime requirements
- Only one downtime for equipment maintenance
- No exceedances or canister events

For January to date – report provided verbally.

- 842 – some issues with TRS, converter exchange done to address broken tube issue.

A suggestion was made about providing some different information in the summary table.

**Action - Mike Zelensky will provide suggested changes to the dashboard and Karla will discuss them with Mike and Lily.**

Canister Information.

- Nothing to report

THC/Complaints figures to the end of November.

- Nothing to report. Defer to next meeting

**Action: Kayedon will follow up on status**

## 5. Annual Report

- Final version of the report was received on January 17, 2017. The report will be posted on the Northern Sunrise County website and hard copies will be mailed to Directors.
- There is an outstanding invoice from one company for the report.

**Action – Anthony will investigate payment options for the invoice and will keep Karla informed on results.**

## 6. Technical Program Manager

- Mike Bisaga and Lily Lin were introduced as the contractors filling the new Technical Program Manager role. They are jointly taking on the role and looking forward to working with the PRAMP Committee.
- At the most basic level, Lily's job is to make sure the data is good, and Mike will help identify what the data means.
- Mike B. and Lily can be reached at [pramptech@gmail.com](mailto:pramptech@gmail.com)
- There is a directory for all of the data and canister results from 2014/15 that was used for the Annual Report.
- Allison is submitting a request to transfer the PRC station; will touch base with Mike

## 7. Technical Communications

- The Committee agreed that all technical questions and requests for Maxxam will go through Mike and Lily.

## 8. Budget Update

- Contracts – expecting final input from legal advisors by the end of this week to send to Maxxam. Other contracts have been completed; may need some small changes for the next fiscal year.
- Monthly financial report was provided for October to December.

## 9. Communications

- Karla is working with the Alberta Capital Airshed to collaborate on selecting a contractor to create a PRAMP website.

## 10. Community Event

- Planning a community event on March 9<sup>th</sup> following a board meeting.
- Will have a special meeting with members to allow changes to bylaws.
- Karla and Brenda will do a review of the bylaws and provide recommended changes to the Committee in February.
- Suggestions for the Community Event included: would like to have some information about the 2014-15 Annual Report, discuss plans for 2016 (what are we working on, e.g. website, PRC station), update from Operators' Committee, update from the Steering Committee.
- Committee supportive of informal community event at Java Domain.

## 11. Round Table Updates

- Directors' Insurance has been put in place effective December 1, 2016.
- AHS update on multiple chemical study; proceeding with the proposal to have a contractor review scientific literature. Contract is a year long contract with the possibility of extension for peer review and stakeholder input. The research questions have been circulated to the community

**Action – Lindsay will look into whether the description of the work can be shared with the PRAMP Committee.**

- Tervita – Les Riewe is no longer with Tervita and will not be participating in the PRAMP Committee.
- There had been a request to change the Reno canister trigger from NMHC to THC and the Board is seeking information on the current status.

**Action: Maxxam provided information to Allison and Anthony. Allison and Anthony will go back to review documentation. Any information will be forwarded to Mike B. and Lily for review and action.**

**Action – Mike B and Lily will look into the options for the Reno canister program. Would there be implications of changing the trigger from NMHC to THC?**

**Action – Karla will share information from Mike and Lily about data visualization options for PRAMP Committee members to consider.**

## 12. Next Meeting Dates

- February 21 at 1:00 pm
- March 9 at 1:00 pm in Peace River followed by a Special Meeting and Community Event.

## 13. Adjourned

Meeting adjourned at 2:05 pm

## ACTION ITEM LOG

Action Item Number	Action Item Description	Status
<b>New 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> .	<b>NEW</b>
2017-01-02	<b>Kayedon Wilcox</b> will follow up on status of TCH Complaints reports	<b>NEW</b>
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.	<b>NEW</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	<b>NEW</b>
2017-01-05	<b>Mike and Lily</b> will look into the options for the Reno canister program	<b>NEW</b>
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>NEW</b>
<b>Ongoing Action Items</b>		
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.	
2016-09-04	<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	
2016-09-05	<b>Kayedon</b> will request a minute graph to show the THC spikes for each station.	
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>		
<b>2016-12-01</b>	<b>Karla</b> will provide the PRAMP Annual Report to Northern Sunrise County so that it can be made available on the website.	
<b>2016-12-02</b>	<b>Mike</b> and <b>Karla</b> will prepare a cover letter from PRAMP to accompany the Annual Report	
<b>2016-11-04</b>	<b>Mike</b> will provide the Matrix changes to the Annual Report to PRAMP by November 21 <sup>st</sup> ; the Committee will provide all comments back to Mike by November 28, 2016	
<b>2016-11-05</b>	<b>Karla</b> will ask Maxxam to prepare a Master Service Agreement (MSA) for Reno, 986 and 842, with the Shell PRC station to be added when there is a change to the EPEA approval.	
<b>2016-11-06</b>	<b>Bob</b> will proceed to prepare the contract for AEP and the PRAMP Committee.	
<b>2016-11-07</b>	PRAMP Committee members are asked to consider whether they or someone else in their organization could participate in the Communications or Finance Sub-Committees and to provide any names to Karla.	
<b>2016-09-07</b>	When AEP has approved the contract, <b>Bob</b> will send it to <b>Karla</b> and she will share it with PRAMP Committee Board Members for their own review. <b>Northern Sunrise County</b> will provide a legal review for the Committee	
<b>2016-07-05</b>	The hiring committee will determine a fixed rate and determine a travel and expense schedule for the Technical Program Manager.	
<b>Actions no longer needed</b>		
<b>2016-09-01</b>	<b>Karla</b> will ensure that the request for electrical work at the stations is taken to the ISC, after the ISC has discussions with AEP on October 3.	