

Top Management Review - 2023 Action Items

| Action Item # | Action Item Description | Originating Topic | Status |
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| 1 | In reference to AWQI# 162802 at 166 Marmel Court – check residuals at the dead end on Fountain St. and investigate how far the dead end goes. | Incidents of Adverse Drinking Water Tests | Completed Residuals taken. Dead end distance documented. |
| 2 | Review options for a possible lead incentive program implemented in 2024/2025. | Deviations from Critical Control Point Limits and Response Actions | Completed Business Case being built for 2025 Budget Meetings. |
| 3 | Set up a Maximo notification to managers and supervisor of JT if chlorine residuals do not meet the thresholds specified in O. Reg 170/03 to avoid future transcription errors. Require a picture of the logbook to be attached to Maximo JT for any retroactive changes | Deviations from Critical Control Point Limits and Response Actions | Completed JT Notification put in place. |
| 4 | Create an administrative process to determine Frost Protocol and who is responsible for taking the next steps (Comms.) Define what triggers protocol. (Ex. Temps under -15 degrees for 10 days straight) | The effectiveness of the Risk Assessment | Completed Comms program put into place for first signs of -20° days, as well as periods of 7 straight days of -18° and/or frost depths of 19 inches. |
| 5 | Confirm if Regional Wells and Sample Stations can be located on GIS. Locate | Raw Water Supply and Drinking Water Quality | Completed Wells and Sample Stations located on GIS. List of |

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| | the best sample stations for sampling THM's. | Trends | THM and HAA locations created. |
| 6 | Follow up to ensure Franklin Blvd PRV's are marked on site, can be located on GIS, and that operational staff are informed of their purpose and do not operate them. | Follow-up on Action Items from Previous Management Reviews | Completed PRV's marked on site, cannot be operated by hand. GIS inclusion ongoing. |
| 7 | Review valve turning and decide if the targets should be adjusted to aim for a higher completion rate. | Follow-up on Action Items from Previous Management Reviews | Completed Valve turning target updated to 15% |
| 8 | Manager of Water to approve and sign off on all outstanding DRAFT Water SOP's, as well as be the designated approver for Water SOP's moving forward. | Resources Needed to Maintain the QMS/DWS | Completed All outstanding DRAFT SOP's signed off on. |
| 9 | Confirm the total number of valves in service. Numbers conflict on various reporting tools. | Summary of Maintenance | Completed Most accurate valve reporting number can be found through the BI Launchpad report. Current number: 6,342. TPW Dashboard and ArcGIS to be used for data tracking only. |
| 10 | Confirm how operators are entering specifications for each hydrant inspection. Confirm if a problem with the | Summary of Maintenance | Completed Confirmed. Automatic JT system already in place. |

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| | hydrant is logged in GIS, is a JT is auto created? | | |
| 11 | Investigate the possibility of adding Specification Description as a search option on Maximo | Staff Suggestions | Completed Request not feasible with current version of Maximo. |
| 12 | Investigate the possibility of allowing the “valve turning/exercising” field maps layer to record decimal points for number of turns | Staff Suggestions | Completed Issue discussed, change not being implemented as operators can write extra turns in fieldmaps notes. |
| 13 | Investigate adding “type of secondary disinfection” as a specification on any JT that includes disinfection | Staff Suggestions | Completed Type of secondary disinfection added as specification line in JT’s involving disinfection. |
| 14 | Ensure DWQMS labeling system conforms with other environmental services QMS’s | Consideration of Best Management Practices | Completed DWQMS labeling system now consistent with WWQMS and SWM O&M |