



West Central Airshed Society
P.O. Box 7421, Drayton Valley, Alberta T7A 1S6

WCAS Board of Directors Meeting Notes

February 27, 2003

9:00 a.m. to 12:00 noon

Upper Conference Room
Penn West Building, 50th Avenue West
Drayton Valley, AB

In Attendance:

Greg Gabert, Penn West Petroleum
Steve Cook, Alberta Environment
Robert Raimondo, EPCOR
Mary Griffiths, Pembina Institute for Appropriate Development
John Whaley, Leduc County
Larry Paslawski, Alberta Energy and Utilities Board

WCAS:

Bob Scotten
Barb Johnson

Absent With Regrets:

Cecil Andersen, Pembina Agriculture Protection Association
Al Watson, Cardinal River Coal Ltd.
JoAnne Volk, Weldwood of Canada
Jim Bolton, TransAlta
Mike Woods, Weyerhaeuser Canada

Action Items

Action Item 1: Barb to provide Robert Raimondo with 2002 Passive Result Summary.

Action Item 2: Bob to provide letter of acknowledgement to Keyspan Canada Ltd. in recognition of their initiative.

Action Item 3: Additions to the next WCAS newsletter to include an article describing the environmental initiative of Keyspan Canada Ltd. and reference to educational publications focused on public topics of interest.

Ongoing Action Items

Ongoing Item #1: Barb to provide a comparison emission report for the years 2002 and 2003.

Ongoing Item #2: Bob to investigate opportunities for radio media coverage.

1. Welcome and Introductions

Bob Scotten called the meeting to order at 9:30 a.m. Committee members were welcomed and introductions were made.

Bob indicated that additions to the agenda included the following:

- Emerald Award nominations for long time supporting member Keyspan Canada Ltd.
- A replacement request for the Westview Health Region by Capital Health on the WCAS Board.
- A request from Environment Canada to operate a mercury analyzer at the Genesee site.

2. Approval of December 02, 2002, January 09, 2003 Draft Minutes

The minutes of the December 02, 2002 and January 09, 2003 were approved by consensus.

3. Review of the December 02, 2002 Action Items

Action Item 1: Barb to provide a comparison emission report for the years 2002 and 2003. **Ongoing.**

Action Item 2: Barb to investigate CASA link from WCAS website. **Complete.** Barb reported that there were some Internet problems in December 2002 that were corrected.

Action Item 3: Bob to seek legal advice on behalf of the Society, as to any conflicts of interest that may be encountered in entering an agreement to operate and maintain member compliance-based stations. **Complete.** Bob reported that a legal team from TransAlta had reviewed the WCAS bylaws and determined that there is no contradiction to the operation of member stations as long as the Society was not actively participating in a competitive market. It was also noted that the team advised the Society to consider rewording the bylaws to clear up any opportunity for misinterpretation. Bob suggested that the Bylaws be clarified and circulated in the near future so that adoption could occur at the 2003 WCAS Annual General Meeting.

Action Item 4: Bob to investigate opportunities for radio media coverage. **Ongoing.**

Ongoing Item #1: Bob to provide the executive committee with a written proposal for the operation and maintenance of the Weldwood of Canada Ltd. air-monitoring station. **Complete.**

Ongoing Item #2: Bob to provide the committee with a detailed account of the terms and expectations of Weyerhaeuser Canada Ltd. with respect to the operation and maintenance of the company's two air-monitoring stations. **Complete.**

4. Financial Report

Greg Gabert presented a Statement of Revenue & Expenditure to open conversation on the year-ended December 31, 2002. (*Attachment A*). Greg informed members that the year-end operating account balance was slightly less than the previous year, however receipt of delinquent accounts would offset this balance. Departures from anticipated 2002 budget involved line items that included insurance costs, utility expenses, and field supply costs.

Greg initiated discussion on a future contingency plan for the WCAS. It was suggested that a separate bank account be opened to address this concern. Budget lines for contingency have been set to \$20,000 per fiscal year. It is thought that this amount shall be deposited and allowed to accumulate to the ceiling of \$80,000. This sum is thought to be adequate to cover off any emergency funds that may be needed.

Greg also informed members that arrangements have been made to accept payment on account via MasterCard. It was noted that the bank fee for this service is minimal and it offered payment options to accommodate the wishes of members.

Next, Greg circulated a worksheet that captured the 2002 and 2003 Budget. (*Attachment B*). The document was intended to provide a comparison of actual expenditures and expected costs in the upcoming year. The intention of this document was to answer any concerns that individual budget line items were accurately represented in the 2003 forecast. After discussion it was felt that the 2003 Budget would adequately cover anticipated costs in the current year.

5. Updates and Reports

5.1 Zone Managers Report

- 5.1.1 Regional Monitoring Assessment Update. Bob informed members that the assessment project led by Dr. Warren Kindzierski is underway. The purpose of the assessment is to ultimately optimize the efficiency of WCAS resources. The study will provide members with a better understanding of criteria to meet this objective based on scientific merit.
- 5.1.2 Weyerhaeuser Canada Update. Bob indicated that discussions with Weyerhaeuser Canada Ltd. concerning membership and operation contracts are ongoing. Bob reported that recent communications have involved Ms. Taz Merali; the engineer involved with the Grande Prairie, Edson and Drayton Valley plants. Ms. Merali informed Bob that she had not received the WCAS proposal that was sent November 02, 2002. She recommended that Bob respond to a request for proposal regarding the operation and maintenance of the Drayton Valley and Edson air-monitoring stations. Bob explained that the Society would not take action on this request, since Weyerhaeuser Canada Ltd. is presently not a member in good standing. It was further explained that there are two distinct types of WCAS members. The first are those members that donate in kind. The second type are emitting members that act in accordance to the emission funding formula set in place. Ms. Merali advised Bob that she would have to take this information to a committee meeting that was scheduled in January. Due to some staff turnover and other items this meeting had been further postponed until the 24th of February. Bob reported that he has not been able to contact Ms. Merali since this date. He also indicated that Ms. Merali felt that Weyerhaeuser Canada Ltd. would review their account and a good possibility existed that payment for last year membership would be forthcoming.
- 5.1.3 Weldwood of Canada Update. Bob reported that discussions with Weldwood of Canada Ltd. are ongoing. Bob mentioned that a decision concerning the purchase of a backup analyzer seems to have slowed the response time to the WCAS proposal.
- 5.1.4 Approval of the WCAS Zone Monitoring Plan. Concerns were expressed that the Society has feedback from Alberta Environment with regard to the Zone Monitoring plan in the near future. The seasonal nature of setting up air monitoring stations would favor the summer to early fall months. It is hoped that Alberta Environment can accommodate the Society in this regard.

At this time, Robert Raimondo asked that a 2002 Passive Results Summary be obtained for inclusion in an EPCOR report. Barb agreed to provide Robert with this information.

Action Item #1: Barb to provide EPCOR with 2002 Passive Result Summary.

5.2 Air Monitoring Update

Barb Johnson provided members with a brief update on the operational efficiencies of the instrumentation for the months of December and January. Overall uptimes were reported to be 99.2% for December and 98.9% for January. It was noted that the wind instrument at the Steeper location in January was 89%. This was explained by the moist weather conditions that included a freeze and thaw situation affecting the moving parts of the instrument.

Barb reported that there was no exceedence of Alberta Guidelines for these months.

6. Other Business

- 6.1.1 Emerald Award nominations for Keyspan Canada Ltd. Bob related to members that Rod Sikora of Keyspan Canada Ltd. had asked for supporting nomination with respect to the Climate Change Category for the 2003 Emerald Awards. Larry Paslawski explained that the Brazeau facility owned by Keyspan Canada Ltd. has recently undergone the largest acid gas re-injection program in the province. The multi-million dollar investment was performed to reduce sulfur emissions. Due to the deadline for this nomination letter, the members felt that it would be best to provide a letter acknowledging Keyspan's proactive environmental efforts. Bob agreed to provide this to Rod Sikora.

In addition, members agreed that it would be appropriate to feature Keyspan Canada Ltd. in the next WCAS newsletter. It was further agreed that copies of the first newsletter would be distributed to Board members and if they so wish additional copies could be made available.

In light of the newsletter, discussions concerning communicational activity took place. It was suggested that more communicational efforts be directed to the public sector. It was noted that communicational strategies that focus on informing public citizens can in turn be highly successful in putting pressure on industry to participate in the air-monitoring zone program. It was further suggested that the WCAS newsletter include reference to educational publications such as the landowners guide entitled "When the Oilpatch Comes to Your Backyard." This guide describes the legal rights of landowners and tenants.

Action Item #2: Bob to provide letter of acknowledgement to Keyspan Canada Ltd. in recognition of their initiative.

Action Item #3: Additions to the next WCAS newsletter to include an article describing the environmental initiative of Keyspan Canada Ltd. and reference to educational publications focused on public interest.

- 6.1.2 Replacement of Westview Regional Health representation on the WCAS Board. Bob indicated that the Capital Health Region has been operating Westview Regional Health and as such have requested that membership presence on the WCAS Board be noted as Capital Health. No objections were voiced.

- 6.1.3 Request from Environment Canada. Bob informed members that Environment Canada has stated that they are interested in a contractual agreement for the operation and maintenance of a mercury analyzer that would be stationed in Genesee. Environment Canada would be willing to provide the analyzer at no cost to the WCAS. It was also noted that Environment Canada would also be interested in integrating this information into the WCAS database.
- 6.1.4 The Air & Waste Management Association. On a final note, Bob indicated that he has become involved in publishing a paper that will be presented at the Air Waste & Management Association conference June 22-26, 2003 in San Diego, California. Bob advised the members that a draft copy of the paper would be finalized by April 4, 2003. Bob agreed to present this paper to the Board.

7. Next Meeting Date

The next meeting date was set for April 17, 2003 at 9:00 am in the Main Conference Room at the Penn West Building, Drayton Valley.

The meeting adjourned at 11:45 a.m.

Attachment A

West Central Airshed Society
Statement of Revenue & Expenditures
As at December 31, 2002

		Year-to-Date			Total Budget For Year	Balance in Budget	Deviation From Budget (%)
		Actual	Budget	Variance			
FUNDING							
Membership Fees	4050	810,232			789,660	-20,572	2.6
Network Cost Sharing	4100	13,910			12,840	-1,070	8.3
Interest/Other Income	4850	1,689			0	-1,689	-
TOTAL FUNDING		825,831			802,500	-23,331	
Less: GST portion of Funding		-53,916			-52,500	1,416	
					750,000	750,000	
Less: Estimated Non Collectibles					-46,700	-46,700	
FUNDING, NET OF GST		771,916			703,300	-68,616	9.8
OFFICE & ADMINISTRATION							
Administration Salaries	5100	90,492	95,000	4,508	95,000	4,508	-4.7
Accounting & Legal	5199	2,292	3,000	708	3,000	708	-23.6
Bank & Credit Card Charges	5199	185	500	315	500	315	-63.0
Bank Loan Interest	5199	3,027	0	-3,027	0	-3,027	-
Board Expenses	5199	3,955	3,000	-955	3,000	-955	31.8
Communication Expenses	5199	19,658	25,000	5,342	25,000	5,342	-21.4
Computer Software & Accessories	5199	765	1,000	235	1,000	235	-23.5
Insurance	5299	13,060	8,000	-5,060	8,000	-5,060	63.2
Office Equipment Rental	5399	5,055	6,500	1,445	6,500	1,445	-22.2
Office Rental	5575	9,375	10,000	625	10,000	625	-6.3
Office Supplies	5575	4,264	3,000	-1,264	3,000	-1,264	42.1
Meeting Expenses	5575	898	2,000	1,102	2,000	1,102	-55.1
Tel Fax & Internet	5575	11,446	5,000	-6,446	5,000	-6,446	128.9
Miscellaneous Expenses		4,864	8,000	3,136	8,000	3,136	-39.2
TOTAL OFFICE & ADMIN EXPENSES	5599	169,335	170,000	665	170,000	665	-0.4
AMBIENT AIR MONITORING							
Utilities Expense	5722	21,657	15,000	-6,657	15,000	-6,657	44.4
Contractor Expense	5729	130,000	130,000	0	130,000	0	0.0
Chemical Analysis	5730	14,464	20,000	5,536	20,000	5,536	-27.7
QA/QC Expense	5739	58,297	65,000	6,703	65,000	6,703	-10.3
Site Maintenance & Development	5740	2,730	5,000	2,271	5,000	2,271	-45.4
Technical Workshops	5741	4,106	10,000	5,894	10,000	5,894	-58.9
Equipment Rental & Lease	5750	122,134	125,000	2,866	125,000	2,866	-2.3
Field Supplies	5750	19,537	15,000	-4,537	15,000	-4,537	30.2
Data Network Installation	5775	1,142		-1,142		-1,142	-
Accommodations & Meals	5775	5,039	5,000	-39	5,000	-39	0.8
TOTAL AAM EXPENSES	5799	379,104	390,000	10,896	390,000	10,896	-2.8
AGRICULTURE EXPENSE							
Science Advisory Contractors	5620	32,305	35,000	2,695	35,000	2,695	-7.7
Operations Contractor	5625	57,652	65,000	7,348	65,000	7,348	-11.3
Diagnostic Contractors	5639	4,926	5,000	74	5,000	74	-1.5
Soil Sampling & Analysis	5645	8,476	5,000	-3,476	5,000	-3,476	69.5
Data Analysis & Reports	5650	0	3,000	3,000	3,000	3,000	-100.0
Miscellaneous Expenses	5680	0	6,000	6,000	6,000	6,000	-100.0
TOTAL AGRICULTURE EXPENSE	5699	103,359	119,000	15,641	119,000	15,641	-13.1
HONORARIUMS							
Land & Co-op Honorariums	5820	2,100	2,300	200	2,300	200	-8.7
TOTAL HONORARIUM EXPENSE	5825	2,100	5,520	3,420	2,300	200	-8.7
ASSET ACCOUNTS							
Reclamation Trust Fund	1160	2,000	2,000	0	2,000	0	0.0
WCAS Contingency Account	1170	0	20,000	20,000	20,000	20,000	-100.0
TOTAL ASSET ACCOUNTS		2,000	22,000	20,000	22,000	20,000	-90.9
TOTAL EXPENSE		655,898	706,520	50,622	703,300	47,402	-6.7
SURPLUS (DEFICIT)		116,017			0		

Attachment B

West Central Airshed Society
As at December 31, 2002

		2002 Year End	Total Budget For Year	Deviation 2002 Budget (%)	2003 Budget
FUNDING					
Membership Fees	4050	810,232	789,660	2.6	908,823
Network Cost Sharing	4100	13,910	12,840	8.3	13,910
Interest/Other Income	4850	1,689	0	-	
TOTAL FUNDING		825,831	802,500		922,733
Less: GST portion of Funding		-53,916	-52,500		-60,366
			750,000		862,367
Less: Estimated Non Collectibles			-46,700		-142,034
FUNDING, NET OF GST		771,916	703,300	9.8	720,333
OFFICE & ADMINISTRATION					
Administration Salaries	5100	90,492	95,000	-4.7	85,000
Accounting & Legal	5199	2,292	3,000	-23.6	3,000
Bank & Credit Card Charges	5199	185	500	-63.0	500
Bank Loan Interest	5199	3,027	0	-	8,000
Board Expenses	5199	3,955	3,000	31.8	2,000
Communication Expenses	5199	19,658	25,000	-21.4	25,000
Computer Software & Accessories	5199	765	1,000	-23.5	1,000
Insurance	5299	13,060	8,000	63.2	13,000
Office Equipment Rental	5399	5,055	6,500	-22.2	6,500
Office Rental	5575	9,375	10,000	-6.3	10,000
Office Supplies	5575	4,264	3,000	42.1	4,000
Meeting Expenses	5575	898	2,000	-55.1	9,000
Tel Fax & Internet	5575	11,446	5,000	128.9	9,500
Miscellaneous Expenses		4,864	8,000	-39.2	500
TOTAL OFFICE & ADMIN EXPENSES	5599	169,335	170,000	-0.4	177,000
AMBIENT AIR MONITORING					
Utilities Expense	5722	21,657	15,000	44.4	23,000
Contractor Expense	5729	130,000	130,000	0.0	133,000
Chemical Analysis	5730	14,464	20,000	-27.7	20,000
QA/QC Expense	5739	58,297	65,000	-10.3	62,000
Site Maintenance & Development	5740	2,730	5,000	-45.4	5,000
Technical Workshops	5741	4,106	10,000	-58.9	5,000
Equipment Rental & Lease	5750	122,134	125,000	-2.3	72,133
Field Supplies	5750	19,537	15,000	30.2	43,000
Data Network Installation	5775	1,142		-	20,000
Accommodations & Meals	5775	5,039	5,000	0.8	5,000
TOTAL AAM EXPENSES	5799	379,104	390,000	-2.8	388,133
AGRICULTURE EXPENSE					
Science Advisory Contractors	5620	32,305	35,000	-7.7	5,000
Operations Contractor	5625	57,652	65,000	-11.3	65,000
Diagnostic Contractors	5639	4,926	5,000	-1.5	5,000
Soil Sampling & Analysis	5645	8,476	5,000	69.5	7,000
Data Analysis & Reports	5650	0	3,000	-100.0	3,000
Agriculture Model Report					40,000
Miscellaneous Expenses	5680	0	6,000	-100.0	6,000
TOTAL AGRICULTURE EXPENSE	5699	103,359	119,000	-13.1	131,000
HONORARIUMS					
Land & Co-op Honorariums	5820	2,100	2,300	-8.7	2,200
TOTAL HONORARIUM EXPENSE	5825	2,100	2,300	-8.7	2,200
ASSET ACCOUNTS					
Reclamation Trust Fund	1160	2,000	2,000	0.0	2,000
WCAS Contingency Account	1170	0	20,000	-100.0	20,000
TOTAL ASSET ACCOUNTS		2,000	22,000	-90.9	22,000
TOTAL EXPENSE		655,898	703,300	-6.7	720,333
SURPLUS (DEFICIT)		116,017	0		