



WCAS General Meeting Meeting Notes

December 04, 2003

11:00 a.m. to 1:00 p.m.

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

In Attendance:

Cecil Andersen, Pembina Agriculture Protection Association
Greg Gabert, Penn West Petroleum
Hercules Georgiadis, Weldwood Canada
Jim Bolton, TransAlta
Larry Williams, Alberta Environment
Mary Griffiths, Pembina Institute for Appropriate Development
Mike Woods, Weyerhaeuser
Rick Phaneuf, Alberta Environment
Robert Raimondo, EPCOR
Ron Sekura, Brazeau County
Steven Probert, Capital Health

WCAS:

Barb Johnson
Bob Scotten

Absent With Regrets:

Audrey Kelto, LARGA

Action Items

Action Item 1: Bob to arrange the Board presentation of the final agriculture report with Dr. Krupa.

Ongoing Action Items

Ongoing Item #1: Barb to track and schedule the EPCOR/TransAlta Genesee/Wabamun air monitoring expansion project.

Ongoing Item #2: Bob to seek candidates for Board representation of the Gas Transmission sector.

Ongoing Item #3: Bob to investigate opportunities for radio media coverage once the new WCAS station operations in Edson, Drayton Valley, and Hinton areas are complete.

Ongoing Item #4: Robert Raimondo to provide a template document for construction of a resolution concerning the operational activities of the WCAS.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 11:00 a.m. Board members and special guests were welcomed.

2. Other Business – Special Presentation

Maureen Schwab, Sheila Leggett, and Alex Bolton of the Natural Resources Conservation Board (NRCB) made a special presentation describing the mandate of the provincial department. The presentation included the operational practices, responsibilities, compliance and enforcement of the agency.

3. Approval of October 29, 2003 Draft Minutes

The minutes of the October 29, 2003 were approved by consensus.

4. Review of the October 29, 2003 Action Items

Action Item 1: Bob to invite Dr. Kindzierski to the next upcoming general meeting. **Complete.**

Action Item 2: Bob/Barb to obtain a quote on increased coverage concerning directors insurance. **Complete.** It was reported that the Morgex insurance company was unable to provide coverage of \$5 million dollars. However, the company could provide a \$2 million policy at an additional cost of \$900 dollars per year. Board members felt that the existing \$1 million coverage was adequate in consideration of the additional costs.

Action Item 3: Robert Raimondo to provide a template document for construction of a resolution concerning the operational activities of the WCAS. **Ongoing.**

Action Item 4: Bob to contact Brian Gilliland to follow-up on progress of Weyerhaeuser/Alberta Environment application and WCAS membership participation. **Complete.** Bob informed members that discussions concerning the progress of the Weyerhaeuser/Alberta Environment application continue to be positive and results are expected in the near future.

Action Item 5: Barb/Bob to draft a letter to the Canadian Forest Services regarding the status and long-term plans for the Steeper location. **Complete.**

Action Item 6: Barb to provide Data Summaries for posting to the WCAS website. **Complete.**

Action Item 7: Board decision to accept or reject request for title change of Program Manager to Executive Director. **Complete.** The Board granted the title of Executive Director to the Program Manager.

Action Item 8: Board decision to allow Bob Scotten cheque signing authority on operational account. **Complete.** It was agreed that Bob Scotten receives cheque-signing authority on the WCAS operational account.

Ongoing Item #1: Barb to track and schedule the EPCOR/TransAlta Genesee/Wabamun air monitoring expansion project. **Ongoing.**

Ongoing Item #2: Bob to seek candidates for Board representation of the Gas Transmission sector. **Ongoing.**

Ongoing Item #3: Bob to investigate opportunities for radio media coverage. **Ongoing.** Bob reported that the opportunity for radio coverage would be better served once new WCAS station operations focused in the Edson, Drayton Valley, and Hinton areas were completed.

5. Financial Report

Greg Gabert provided a brief summary of the financial position of the Society as at November 30, 2003. Overruns were noted in the areas of Communications, Insurance, and Agricultural expenditures. Additional overruns also included expenses associated with the repair of damaged equipment at the Tomahawk location. It was noted that an insurance claim had been submitted concerning the equipment and a settlement of approximately fourteen thousand dollars was anticipated.

Greg reported that estimates of non-collectible membership fees amounted to approximately \$44K in the 2003 year. Greg explained that membership fee revenue fluctuates throughout the year due to adjustments made to collections after invoicing occurs. It was noted that the format for future Revenue & Expense Statements as presented to members would reflect the nature of these changes.

Next, the draft budgets for 2004 were brought forward for final discussion (*Attachment A & B*). Board members supported budget allocations for the construction of a mobile station unit as recommended by the Technical Committee. As well, support was also voiced regarding budgeted grant funds to be available for the research project with the University of Alberta as proposed by Dr. Kindzierski. Dr. Kindzierski will provide the Technical Committee with a formal written proposal. The budgets were then approved as presented.

6. Updates and Reports

6.1 Zone Managers Report

- 6.1.1 *Agricultural Report Update.* Bob reported that the final agricultural draft report received from Dr. Sagar Krupa has been forwarded to peer reviewers. Bob indicated that Dr. Krupa has been invited to present the report to the Clean Air Strategic Alliance (CASA) in Calgary on March 18, 2004. Bob agreed to try and coordinate this event with a presentation from Dr. Krupa in Drayton Valley.
- 6.1.2 *Weyerhaeuser Update.* Mike Woods of Weyerhaeuser indicated final arrangements regarding WCAS membership are pending written confirmation from Alberta Environment in support of Weyerhaeuser's request to amend its regulatory monitoring arrangement.
- 6.1.3 *Weldwood of Canada Update.* Bob reported that arrangements for equipment and a station trailer for Weldwood have been completed. It was further reported that installation and operations should commence within the month of November 2003.
- 6.1.4 *TransAlta/EPCOR Update.* Jim Bolton reported that a draft of the contractual agreement between the Society and the utility companies is near completion.

Bob indicated that written approval of the expansion site selection is still forthcoming from Alberta Environment. It was also reported that arrangements for power and telephone installations have been completed and are scheduled for January 2004.

Bob also reported that a second set of passive sampling devices have been installed in the WCAS network. The devices include rain heads that were donated by Alberta Environment.

6.1.5 *Communication Update.* Bob indicated that work has already commenced on the 2003 Annual Report. It was reported that Kim Sanderson has agreed to continue to provide her services in the upcoming report. Bob also reported that Kim would be involved with the next newsletter that would be issued in the spring.

Action Item 1: Bob to arrange the Board presentation of the final agriculture report with Dr. Krupa.

7. Air Monitoring Update

Barb Johnson reported that the operational uptime for the month of October was 94.7%. It was reported that no exceedence of Alberta Guidelines occurred during this month.

8. Next Meeting Date

The next general meeting date was set for February 11, 2004 at 9:00 a.m. in the Main Conference Room at the Penn West Building, Drayton Valley.

The meeting adjourned at 1:00 p.m.

Attachment A

2004 WCAS DRAFT BUDGET

REVENUE

Membership Fees	\$718,000	
Network Cost Sharing	13,000	
TOTAL 2002 FORECASTED REVENUE		\$ 731,000

EXPENSES

OFFICE & ADMINISTRATION

Administration Expenses	\$85,000	
Temporary Administration Assistant	2,500	
Accounting & Legal	3,000	
Bank & Credit Card Charges	500	
Bank Loan Interest	15,000	→ (loan interest - prime + 1)
Board Expenses	2,000	→ (luncheons, special guest exp)
(Miscellaneous Expense) Mtgs - Non-Profit Members	7,000	
Other Meeting Expense	2,000	→ (eg meetings with Dr. Kindzierki,
Miscellaneous Expense	500	CASA, Jacques, AB Env, contractors)
Communication Expense	25,000	
Computer Software & Accessories	1,000	
Insurance	15,000	→ (Trailer Equipment and Director Ins.)
Office Equipment Rental	6,500	→ (1-Photo Copier/fax & 2- P.C. Leases)
Office Rental	10,000	→ (Occupying 2-offices and 1-lab)
Office Supplies	4,000	→ (Stationary, postage, printer cartridges)
Office Support	-	
Tel, Fax, Internet	9,500	
TOTAL OFFICE & ADMIN EXPENSE	\$188,500	

AMBIENT AIR MONITORING

Utilities Expense	23,000	→ (Trailer Power & Tele)
Contractor Expense	137,400	→ (1-Sr. & 1-Inter. Inst.Tech+ mileage)
U of A - Data Analysis Grant	10,000	→ (Trending - special reporting)
Chemical Analysis	20,000	→ (Lab Support)
QA/QC Expense	60,000	
Site Maintenance & Development	5,000	
Technical Workshops	5,000	
Equipment Rental & Lease	5,000	→ (Leased Equipment - contingency)
Bank Loans Payable	92,250	→ (DAS Loan 2300 per month; Equipment Loan 5400 per month - less interest as captured above)
Mobile Station Unit	25,000	
Field Supplies	20,000	→ (Span Gas / filters, pumps, etc.)
Accommodations & Meats	5,000	
TOTAL AAM EXPENSE BUDGET	\$407,650	

AGRICULTURE EXPENSE

Science Advisory Contractors:		
Biosphere Solutions- Dr. Allan Legge	-	
Dr. Sagar Krupa	-	
20 20 Seed Lab Ltd.	5,000	→ (Plant pathologist)
Operations Contractor	65,000	→ (Elaine's costs assoc. with the plots)
Miscellaneous Expense	6,000	→ (Contingency for Bio Plot Costs.)
Soil Sampling & Analysis	5,000	
Data Analysis & Reports	3,000	
Agriculture Model Report	-	
TOTAL AGRICULTURE EXPENSE BUDGET	\$84,000	

HONORARIUMS

Land & Co-op Honorariums	2,200	
TOTAL HONORARIUM BUDGET	\$2,200	

ASSET ACCOUNTS

Reclamation Trust Fund	2,000	→ (\$2.0K/yr to max. of \$20K)
WCAS Contingency Account	20,000	→ (Put aside annual \$20K -equip replacmnt)
TOTAL ASSET ACCOUNT BUDGETS	\$22,000	

TOTAL BUDGET PROPOSALS		\$ 704,350
		-2004-

Attachment B

2004 DRAFT BUDGET - EPCOR/TRANSALTA

REVENUE

TransAlta 75%	\$	164,850	
EPCOR 25%	\$	54,950	
TOTAL 2002 FORECASTED REVENUE			\$ 219,800

EXPENSES

OFFICE & ADMINISTRATION

QA/QC Data Reporting	\$	5,000	
Financing - Loan Interest	\$	26,000	→ (loan interest first year)
TOTAL OFFICE & ADMIN EXPENSE	\$	31,000	

AMBIENT AIR MONITORING

AAM Equipment Loan	\$	78,000	→ (390K one of five years)
Utilities Expense	\$	12,000	→ (Trailer Power & Tele)
Contractor Expense	\$	64,600	→ (Inst.Tech+ mileage)
Chemical Analysis Passive Program	\$	19,200	→ (Lab Analysis + mileage for dispersement & collection)
DAS Licensing Fee	\$	2,000	
Field Supplies	\$	12,000	→ (Span Gas / filters, pumps, etc.)
TOTAL AAM EXPENSE BUDGET	\$	187,800	

HONORARIUMS

Land & Co-op Honorariums	\$	1,000	
TOTAL HONORARIUM BUDGET	\$	1,000	

TOTAL BUDGET PROPOSAL B 2004			\$ 219,800
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