



GENERAL MEETING MINUTES

NOVEMBER 18, 2011

10:00 a.m. – 3:00 p.m., Galaxy Room
Lakeview Inn & Suites, Drayton Valley, AB

IN ATTENDANCE

Cecil Andersen	WCAS Chairman, Pembina Agriculture Protection Association
Wes Tweedle	Brazeau County
Brian Novak	TransAlta Generation Partnership
David Brand	Sherritt Coal
Somerlee Bennett	Talisman Energy
Doug Yalte	Shell Canada
David Helmer	Alberta Environment
Mesbah Ahmed	Alberta Environment
Susan Kelly	Public-at-Large
Dr. Herman Sievering	Guest Speaker
Bob Scotten	WCAS Executive Director
Greg Swain	WCAS Operations Manager
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

ACTION ITEMS

Action Item #1: WCAS to look into a FOIP request to the ERCB for an emissions inventory.

Action Item #2: Bob to arrange for sub-committee meeting.

Action Item #3: Patrick to copy David Helmer on downtimes and exceedences.

Action Item #4: Bob to invite Phil Whitney to next board meeting to address Hinton exceedences.

1. Welcome and Introductions

Cecil Andersen called the meetings to order at 10:00 a.m.. Introductions were made.

2. Approval of Agenda

Approved as presented.

3. Approval of the September 23, 2011 Meeting Minutes

Approved as presented

4. Air Pollution, Climate and Crop Yields in the WCAS Region: Dr. Herman Sievering

Recently the West Central Airshed Society Board was sent both a complete copy of the report as well as the peer reviews, because both Dr.Sievering and the board received the reviews just this week, there will be a chance to respond and the final report should be ready in early January.

PowerPoint Presentation – Please contact WCAS for presentation.

Discussion held **IN-CAMERA**.

5. Financial Update: Heather Plumb – Appendix A

The only significant outstanding invoices are Suncor, Petro-Canada and Shell. The Suncor and Petro-Canada invoices have been passed on to our contact person and should see results, and the Shell invoice will be passed on to Doug Yalte.

Due to the current economic climate, our invoices have faced increased scrutiny and due to the voluntary nature and the out dated nature of our inventory, WCAS has faced declining returns. Over the past three years, WCAS has seen a \$300,000 reduction in our membership fees. As our inventory is based upon old information, many of the locations have been divested, once sold, the former owners are no longer willing to pay and the new owners have not volunteered any payments.

While the ERCB, does collect emissions information on an ongoing basis, WCAS as well as other Airsheds, have not been able to access that inventory. The Airsheds have met with and has submitted numerous requests including at a high level, for cooperation, to no evale.

The suggestion was made as to the possibility of using a FIOP request, to acquire what we need. The West Central Airshed region falls within three ERCB regions including Drayton Valley, Stoney Plain and Rimbey, therefore 3 requests would have to be made. The cost is \$25 each and the ERCB would be required to respond.

Action Item: WCAS to look into a FOIP request to the ERCB for an emissions inventory.

6. Review of Action Items: Bob Scotten

Previous Action Item #1: Bob to provide Board with possible funding increase options.

Bob presented 3 options: first, a 5% increase resulting in an additional \$40k, a 10% increase resulting in an additional \$80k or not implementing an increase, so that we may reduce our accumulated reserve fund. WCAS has just over \$650,000 in cash, which is quite considerable for a not-for-profit organization. Bob is working on a meeting with Diana McQueen, our regions MLA, whom was recently named Minister of Environment. This meeting would address the Airsheds sustainable funding concerns.

There may also be changes coming up for the required equipment performing PM2.5 monitoring, which may force WCAS to upgrade equipment at costs approximately \$130,000.

AMEC has released a report to the Airsheds that has examined funding options and various impacts. One option includes taxation, which may not be reliable as taxes are pooled into a general fund and then budgets are approved year-to-year, and may not guarantee sustainability. Another option would be to designate an authority to collect fees, although there is no database significant enough to support the emission inventory requirements. More options include licensing or consumption fees.

The generally consensus is that WCAS would be in a better position to implement a fee increase with a declining balance.

Motion: The West Central Airshed's 2012 budget to allow for a small deficit with the understanding that WCAS may have to rely on reserves.

Motion: The WCAS Board to strike a sub-committee to address collections issues.

Action Item: Bob to arrange for sub-committee meeting.

Previous Action Item #2: Bob to provide board with list/c.v. of individuals to peer review the Ag Study, to be emailed to Board.

Dr. Sievering's report has now been peer reviewed by four individuals, two statistians, John Calanni and Richard Payton, whom were provided by Dr. Sievering as well as Dr. Kindzierski, with a background in engineering and public health and Dr. Legge, a plant expert, with solid understanding of the WCAS program.

Discussion held **IN-CAMERA**.

Previous Action Item #3: Patrick to investigate the time, cost, etc of developing a single database.

In order to amalgamate, our three current formats of databases, Patrick would require approximately a week of time, at a cost of \$3000.

Motion: Patrick to produce a single database, expected by the Annual General Meeting.

Previous Action Item #4: Bob to provide the Alder Flats landowners with a formal release.

Bob will be dropping it off soon.

Previous Action Item #5: WCAS to install signage for the shop.

Greg will install one of the signs from storage.

7. Zone Managers Report: Bob Scotten

A) Network Status:

The Edson station in now equipped to monitor for the Air Quality Health Index (AQHI).

B) Hightower Air Monitoring Station

Hightower is operating again following problems with the generator, as discussed at the previous meeting.

C) Shop

A pad has been levelled and the seacan has been installed.

D) 2011 Outstanding Invoices

See Financial Update.

8. 2012 Budget: Bob Scotten

Motion: Leon to be promoted to Technician, from Technician Trainee.

9. Air Monitoring Update: Patrick Andersen – see Appendix B

Action Item: Patrick to copy David Helmer on downtimes and exceedences.

Action Item: Bob to invite Phil Whitney to next board meeting to address Hinton exceedences.

10. Other Business

11. Next Meeting Dates:

February 24, June 1 (Annual General Meeting), September 28, November 30

Adjourned

APPENDIX A

West Central Airshed Society					
<i>Income Statement as at November 15, 2011</i>					
	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
REVENUES (Funding)					
Budgeted Membership Fees	450,377.72			650,000.00	(199,622.28)
Network Cost Sharing	-			-	-
Capital Power Corp. (Fees)	23,297.96			36,867.12	
TransAlta Generation Partnership (Fees)	66,309.60			116,745.86	
West Fraser Hinton Pulp	9,568.00			14,352.00	(4,784.00)
Grants	41,250.00			55,000.00	(13,750.00)
Capital Ozone Project	9,861.12			75,000.00	
REVENUE (Net of GST)	600,664.40			947,964.98	(218,156.28)
EXPENSES					
OFFICE & ADMINISTRATION					
Bank & Credit Card Charges	633.06	575.00	(58.06)	600.00	(33.06)
Office Supplies (Stationary, Postage, Courier)	1,829.93	1,916.67	86.74	2,000.00	170.07
Office Equipment Rental (Printer)	3,236.60	3,833.33	596.73	4,000.00	763.40
Insurance	17,891.24	16,000.00	(1,891.24)	18,000.00	108.76
Computer Software & Accessories	247.96	95.83	(152.13)	100.00	(147.96)
Office Rental	9,328.75	5,000.00	(4,328.75)	14,400.00	5,071.25
Accounting & Legal	5,900.00	6,000.00	100.00	6,000.00	100.00
Telephone, Fax, Internet	9,320.49	10,541.67	1,221.18	11,000.00	1,679.51
Program Management	90,765.18	94,890.89	4,125.71	99,016.58	8,251.40
Office Manager / Admin. Assistant	31,403.75	32,831.14	1,427.39	34,258.58	2,854.83
Board Expenses (inc. meetings)	3,584.32	1,916.67	(1,667.65)	2,000.00	(1,584.32)
Grants, Donations, Contributions, Honorarium	-	383.33	383.33	400.00	400.00
Annual Report	8,426.63	12,000.00	3,573.37	10,000.00	1,573.37
Communications, Advertising, Promotions	1,946.64	3,258.33	1,311.69	3,400.00	1,453.36
Meeting & Travel Expense	2,407.52	9,583.33	7,175.81	10,000.00	7,592.48
Website	9,523.81	9,583.33	59.52	10,000.00	476.19
Contractor Training	688.16	1,916.67	1,228.51	2,000.00	1,311.84
Ag Study Peer Review	1,125.00	9,583.33	8,458.33	10,000.00	8,875.00
QAP (Dr. Kindziarski)	-	9,583.33	9,583.33	10,000.00	10,000.00
Educational Programming	-	9,583.33	9,583.33	10,000.00	10,000.00
TOTAL OFFICE & ADMIN EXPENSES	198,259.04	239,076.20	40,817.16	257,175.16	58,916.12
AMBIENT AIR MONITORING					
Station Communications (Modems)	-	958.33	958.33	1,000.00	1,000.00
Utilities Expense (Power, Telephone)	11,914.14	14,375.00	2,460.86	15,000.00	3,085.86
Hightower Reconstruction (Electrical, Propane)	35,545.22	23,958.33	(11,586.89)	25,000.00	(10,545.22)
Contractor Expense: Fuel (All)	39,600.00	41,400.00	1,800.00	43,200.00	3,600.00
Contractor Expense	197,252.28	206,218.37	8,966.09	215,184.39	17,932.11
Calibration Contractor (See Capital/TransAlta)	-	-	-	-	-
QA/QC Expense	38,441.70	40,189.09	1,747.39	41,936.44	3,494.74
QA/QC Audit Expense	10,071.16	-	(10,071.16)	-	(10,071.16)
Site Maintenance & Development (Capital)	83,748.55	95,833.33	12,084.78	100,000.00	16,251.45
Technical Workshops	-	1,054.17	1,054.17	1,100.00	1,100.00
Station Trailer Rental	1,800.00	2,395.83	595.83	2,500.00	700.00
Field Supplies	13,858.27	28,750.00	14,891.73	30,000.00	16,141.73
Accommodations & Meals	3,140.74	4,791.67	1,650.93	5,000.00	1,859.26
Data Network Support & Software	4,860.00	7,666.67	2,806.67	8,000.00	3,140.00
Shop	8,525.07	1,916.67	(6,608.40)	2,000.00	(6,525.07)
Capital Ozone Project	33,232.54	71,875.00	38,642.46	75,000.00	41,767.46
AAQI Upgrade - Edson	-	48,875.00	48,875.00	51,000.00	51,000.00
Boundry Expansion Study	-	-	-	-	-
Additional Air Monitoring Station in S.E.	-	-	-	-	-
TOTAL AAM EXPENSES	481,989.67	590,257.46	108,267.79	615,920.83	133,931.16
AGRICULTURE EXPENSE					
Operations Contractor	58,752.02	71,875.00	13,122.98	75,000.00	16,247.98
Soil Sampling & Analysis	3,674.00	9,583.33	5,909.33	10,000.00	6,326.00
Miscellaneous Expenses / Site Maintenance	1,790.86	479.17	(1,311.69)	500.00	(1,290.86)
Ag Study	20,175.00	20,000.00	(175.00)	20,000.00	(175.00)
TOTAL AGRICULTURE EXPENSE	84,391.88	81,937.50	17,220.62	105,500.00	21,283.12
HONORARIUMS					
Land & Co-op Honorariums	3,315.90	2,875.00	(440.90)	3,000.00	(315.90)
TOTAL HONORARIUM EXPENSE	3,315.90	2,875.00	(440.90)	3,000.00	(315.90)
ASSET ACCOUNTS					
Reclamation Trust Fund	2,000.00	1,916.67	(83.33)	2,000.00	-
WCAS Contingency Account	20,000.00	19,166.67	(833.33)	20,000.00	-
TOTAL ASSET ACCOUNTS	22,000.00	21,083.33	(916.67)	22,000.00	-
TOTAL EXPENSE	789,956.49	935,229.49	165,448.00	1,003,595.99	213,814.50
SURPLUS (DEFICIT)	(189,292.09)			(55,631.01)	

West Central Airshed Society - CAPITAL POWER/TRANSALTA



Income Statement as at November 15, 2011

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
REVENUES (Funding)					
Capital Power Operating Agreement	25,960.84			40,152.18	14,191.34
TransAlta Operating Agreement	73,888.55			126,785.81	52,897.26
TOTAL REVENUES	\$ 99,849.39			\$ 166,937.99	\$ 67,088.60
EXPENSES					
AAM Program					
QA/QC Data Reporting	25,627.80	26,792.73	1,164.93	27,957.63	(8,474.40)
Utilities Expense (Telephone)	9,413.65	9,583.33	169.68	10,000.00	4,612.94
Site Maintenance	80.00	6,708.33	6,628.33	7,000.00	2,645.00
Contractor Expense	77,470.05	81,918.67	4,448.62	85,480.35	4,967.89
Data Network Support & Software	3,240.00	4,791.67	1,551.67	5,000.00	2,000.00
Field Supplies	9,139.25	19,166.67	10,027.42	20,000.00	(10,259.96)
Land Owner Honorariums	1,000.00	958.33	(41.67)	1,000.00	690.00
Insurance	10,606.86	10,062.50	(544.36)	10,500.00	472.57
TOTAL EXPENSE	\$ 136,577.61	\$ 159,982.23	\$ 23,404.62	\$ 166,937.98	\$ (3,345.96)
SURPLUS (DEFICIT)	\$ (36,728.22)			\$ 0.01	

APPENDIX B

Uptime Efficiency and Exceedance Report

September 2011 and October 2011

	September Uptime	October Uptime
Tomahawk (901)	99.8	100
Violet Grove (902)	98.9	100
Carrot Creek (903)	99.1	100
Hightower (904)	53.2	86.5
Steeper (905)	92.6	100
Hinton (906)	99.8	99.5
Power (907)	99.9	94.5
Meadows (908)	100	100
Genesee (910)	100	98.7
Drayton Valley (911)	98.9	99.9
Edson (912)	99.8	100
Breton (913)	99.9	100
Wagner2 (959)	99.7	100
Network Totals	95.5	98.4

Network Summary

	September Uptime	October Uptime
Tomahawk (901)	99.8	100
Violet Grove (902)	98.9	100
Carrot Creek (903)	99.1	100
Hightower (904)	53.2	86.5
Steeper (905)	92.6	100
Hinton (906)	99.8	99.5
Power (907)	99.9	94.5
Meadows (908)	100	100
Genesee (910)	100	98.7
Drayton Valley (911)	98.9	99.9
Edson (912)	99.8	100
Breton (913)	99.9	100
Wagner2 (959)	99.7	100
Network Totals	95.5	98.4

Power supply issues

Network Summary

	September Uptime	October Uptime
Tomahawk (901)	99.8	100
Violet Grove (902)	98.9	100
Carrot Creek (903)	99.1	100
Hightower (904)	53.2	86.5
Steeper (905)	92.6	100
Hinton (906)	99.8	99.5
Power (907)	99.9	94.5
Meadows (908)	100	100
Genesee (910)	100	98.7
Drayton Valley (911)	98.9	99.9
Edson (912)	99.8	100
Breton (913)	99.9	100
Wagner2 (959)	99.7	100
Network Totals	95.5	98.4

← Power supply issues

← Power Failure

Network Summary

- September
 - Hinton (TRS)
 - 17 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 29.1 ppb
 - 1 24-hour in excess of 4 ppb H₂S
 - Maximum concentration of 6.57 ppb
- October
 - Hinton (TRS)
 - 1 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 11.23 ppb

Exceedences