



WCAS General Meeting Meeting Notes

September 22, 2004

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

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

In Attendance:

| | |
|-----------------|--|
| Cecil Andersen | Pembina Agriculture Protection Association |
| Mary Griffiths | Pembina Institute of Appropriate Development |
| Gwen Wood | AEUB |
| Rhonda Lawton | Alberta Environment |
| Dave Stewart | Talisman Energy |
| Ron Sekura | Brazeau County |
| Robert Raimondo | EPCOR |

WCAS:

Bob Scotten
Barb Johnson
Greg Swain

Absent with Regrets:

| | |
|---------------------|--------------------|
| Mike Woods | Weyerhaeuser |
| Hercules Georgiadis | Weldwood |
| Jim Bolton | TransAlta |
| Greg Gabert | PennWest Petroleum |

Action Items

Action Item 1: Greg to provide a written letter to Alberta Environment outlining the concerns of the NOx/SO₂ analyzer full range scales.

Action Item 2: Barb to investigate possible solutions for the WCAS network security and bring forward any proposals.

Action Item 3: Bob to investigate opportunities to store the Hightower station unit with Weyerhaeuser Ltd in Edson.

Ongoing Action Items

Ongoing Item #1: Bob to enquire as to a date of possession of the finalized crop yield agriculture model and related reference manuals.

Ongoing Item #2: 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 #3: Robert Raimondo, Jim Bolton, and Bob Scotten to work on the construction of a document of resolution for the WCAS bylaws concerning the engagement of WCAS as a contractor for the operation and maintenance of ambient air stations that are otherwise competitively serviced by independent contractors.

Ongoing Item #4: Bob to follow up on the progress of Weyerhaeuser with respect to the formaldehyde monitoring application to be submitted to Alberta Environment.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 9:15 a.m.

2. Approval of June 9, 2004 Draft Minutes

The minutes of the June 9, 2004 were approved by consensus.

3. Review of Action Items

Review of the June 9, 2004 Action Items

Action Item 1: Barb/Bob to draft a document that defines the WCAS protocol that would be engaged in the event of an air quality disaster or significant releases. **Complete.** It was agreed that this item would be handled through the technical committee and would involve the input of the EUB and AENV. Some discussions arose concerning the protocol required for the compliant stations. Robert Raimondo had asserted that a contact or a control room telephone number for the Genesee station would be provided to the WCAS technician's in the event of an exceedence. Further items of discussion included the administering of an Air Quality index on the WCAS website/radio stations. The matter was recognized as an issue to be addressed by the technical committee. It was noted that the formula defining the index has been in the process of final development by the Alberta government.

Ongoing Item #1: Bob to obtain written agreement with Dr. Krupa concerning the handling of publications of any materials related to the WCAS agriculture program. Bob to also obtain possession of the finalized crop yield agriculture model and related reference manuals. Barb to investigate the existence of an original contract between Dr. Krupa and the Society. **Ongoing.** Bob reported that he has assurances as to the notification of any publications in reference to the WCAS agriculture program. The Board asked Bob to enquire as to when the delivery of the model and related reference manuals is to take place. Barb was unable to locate any documentation concerning the original contract agreement.

Ongoing Item #2: Bob to investigate opportunities for radio media coverage once the new WCAS station operations in Edson, Drayton Valley, and Hinton areas are complete. **Ongoing.**

Ongoing Item #3: Robert Raimondo, Jim Bolton, and Bob Scotten to work on the construction of a document of resolution for the WCAS bylaws concerning the engagement of WCAS as a contractor for the operation and maintenance of ambient air stations that are otherwise competitively serviced by independent contractors. **Ongoing.** Robert reported that a draft document would be circulated for review prior to the next general meeting.

Ongoing Item #4: Bob to follow up on the progress of Weyerhaeuser with respect to the formaldehyde monitoring application to be submitted to Alberta Environment. **Ongoing.**

Bob reported that while the Edson/Weyerhaeuser station was about to be implemented into the WCAS network that discussions were still ongoing with the Drayton Valley division.

4. Financial Report

Bob Scotten presented the WCAS Draft 2005 Budget Proposal (*Attachment A*) and the EPCOR/TransAlta 2005 Budget Proposal. (*Attachment B*).

Discussions concerning the proposed budget included a comparison of the 2004 WCAS budget (*Attachment C*). It was noted that there were a number of expense areas that had increased but overall the 2005 draft proposal had decreased over last year's budget. Increases in the 2005 Budget were reflective of the anticipated increase in communicational activities and costs associated with securing the WCAS database in 2005. Barb reported that in the past year over expenditures in the area of computer software and accessories were the result of viral problems and computer upgrades. It was explained that the existing database system is very vulnerable to viral attacks. Barb agreed to investigate possible solutions for the WCAS network security and bring forward any proposals.

Barb reported that the collection of 2004 receivable accounts to date have been quite successful. Barb indicated that the estimated non-collectibles for 2004 were expected to amount to approximately \$30K.

5. Updates and Reports

5.1 Zone Managers Report

- 5.1.1 *WCAS Network Audit June 14-16.* Copies of the June 14-16 WCAS network audit were circulated amongst Board members. Greg Swain spoke to the audit and answered any questions or concerns that were voiced. Board members thanked Greg and it was noted that the audit was dealt with in an acceptable and timely manner.

In addition, Greg sought the advice of the Board concerning the scaled range of the SO₂/NO_x analyzers. Greg indicated that in the case of the NO_x analyzer, full range maximum is at 200 ppb for most of the network analyzers while the Alberta Environment guideline exceedence for an hourly average is 212 ppb. The full range values of the analyzer could be increased; however this action would affect the low-level resolution readings. Similarly, most of the network SO₂ analyzers have a maximum full-scale value of 100 ppb while Alberta guidelines are set at 172 ppb. After much discussion it was agreed that Greg would write a letter to Alberta Environment outlining the range situation. The intent of the documentation would be to obtain standardization for the full range scaled values that would also satisfy all requirements of the compliance element of the WCAS network.

- 5.1.2 *TransAlta/Epcor Update.* Bob reported that live data from the Power, Meadows, Wagner and Genesee stations are available on the WCAS website. Bob also reported that the Genesee station trailer had been recently replaced to accommodate the need for additional equipment space.
- 5.1.3 *Portable Monitoring Unit Update.* Bob reported that the construction of the portable unit is expected to be complete in the month of October. It was agreed that a protocol that defines the criteria for placement of the station would need to be addressed in the next meeting of the Technical Committee.
- 5.1.4 *ATCO Power Update.* Bob reported that ATCO Electric intends to disconnect the power supply to the Hightower Ridge station located in the Berland area by September 30, 2004. Bob indicated that much effort has been carried out in the pursuit of identifying

a suitable alternate site for a background station. Bob reported three prospective locations that might be considered and are described as follows:

1. Athabasca Lookout. This site has comparable elevation to that of the existing Hightower Ridge station. The property has a road and power; however, it was noted that winter access could be an issue at this location.
2. The second possibility is a site located on the Nordic Ski Hill, north of Hinton. This location has a lower elevation of approximately 200 meters as compared to the Hightower Ridge site.
3. The third prospect is a location on the east side of Highway 40 north of the Athabasca Lookout turnoff. This location was reported to be easily developed into an ambient air monitoring location. This site was also noted to be at a lower elevation of Hightower.

After much discussion, the question was posed as to whether it was indeed necessary to have a replacement station since there have been many years of credible baseline data collected from the background site. Mary Griffiths indicated that it would be desirable from a provincial point of view to continue to collect background data in a remote region. Discussions concerning the possibility of having co-funding once again commenced although Bob had reminded members that this possibility had been researched without much success due to the excessive costs involved. The Board then decided that it would be appropriate to inform other Alberta Airshed's of the discontinuance of the Hightower station in the Berland region.

Bob cited that the land reclamation at the Hightower Ridge site would occur in the spring of 2005 and that the WCAS reclamation account has adequate funding for this project.

Bob also indicated that storage of the Hightower station would be an alternative of which could save on transportation expenditure. Bob agreed to investigate opportunities to store the trailer with Weyerhaeuser/Weldwood.

- 5.1.5 *Communications Update.* Bob reported that CASA (Clean Air Strategic Alliance) would be publishing guideline documents for development of new Airshed zones. The document is expected to be distributed in the near future.

Bob reported that the latest WACEHEAP (Wabamun and Area Community Exposure and Health Effects Program) project might not go ahead as planned. It was reported that despite much effort the project was having difficulties finding enough volunteers to participate in the study to meet the projects objectives.

Bob reported that recent communicational activities included a presentation on behalf of TransAlta Utilities. The August 4th event included an open house and was reported to be very successful. It was estimated that approximately two hundred individuals were in attendance. Bob also indicated that a presentation was delivered to the Edson Synergy group September 16th, 2004. The presentation included a site visit at the Edson -Weyerhaeuser air monitoring station facility. Bob reported that the presentation went well, however concerns with the Town of Edson's membership participation are still questionable. It was noted that the Town's concern seems to be somewhat point source based rather than from a regional perspective. This issue prompted discussion that focused on the continuing education process of the public with respect to the activities of the Society. It was agreed that a combined WCAS Board/Synergy group meeting might be beneficial to keep communications open.

Finally, Bob reported that the fall WCAS newsletter has been further delayed due to the Weyerhaeuser Drayton Valley component that is not yet in place.

Action Item 1: Greg to provide a written letter to Alberta Environment outlining the concerns of the NOx/SO2 analyzer full range scales.

Action Item 2: Barb to investigate possible solutions for the WCAS network security and bring forward any proposals.

Action Item 3: Bob to investigate opportunities to store the Hightower station unit with Weyerhaeuser Ltd in Edson.

6. Air Monitoring Update

Barb Johnson reported that the operational uptimes for the months of June, July, and August were 97%, 96%, and 98% respectively. It was reported that two exceedence of Alberta One-hour Guidelines occurred during the month of June at the Hinton station. The maximum one-hour concentration of TRS was reported at 30 ppb. Also, in the month of August one one-hour exceedence was reported at the Hinton station of 13 ppb.

7. Next Meeting Date

The next meeting date was set for November 30, 2004 in the main conference room, Penn West Building. The meeting will consist of an Agriculture / Technical meeting to begin at 9:00 a.m. The WCAS General Meeting will commence at 1:00 p.m.

The meeting adjourned at 11:45 a.m.

2005 WCAS DRAFT BUDGET

REVENUE

| | |
|------------------------------|-----------|
| Membership Fees | \$718,000 |
| Network cost Sharing | \$500 |
| Weldwood Operating Agreement | \$14,352 |

| | |
|--------------------------------------|-------------------|
| TOTAL 2004 FORECASTED REVENUE | \$ 732,852 |
|--------------------------------------|-------------------|

EXPENSES

OFFICE & ADMINISTRATION

| | |
|-----------------------------------|----------|
| Administration Expenses | \$85,000 |
| Office Support | 6,000 |
| Accounting & Legal | 3,000 |
| Bank & Credit Card Charges | 1,000 |
| Bank Loan Interest | 15,000 |
| Board Expenses & Meetings | 9,000 |
| Other Meeting Expense | 2,000 |
| Miscellaneous Expense | 500 |
| Website Development & Maintenance | 7,000 |
| Communication Expense | 30,000 |
| Computer Software & Accessories | 2,000 |
| Insurance | 17,500 |
| Office Equipment Rental | 6,500 |
| Office Rental | 10,000 |
| Office Supplies | 4,000 |
| Tel, Fax, Internet | 9,500 |

| | |
|---|------------------|
| TOTAL OFFICE & ADMIN EXPENSE | \$208,000 |
|---|------------------|

AMBIENT AIR MONITORING

| | | |
|---|---------|---|
| Utilities Expense | 17,000 | |
| Contractor Expense | 146,000 | Greg (6610.88+241.67)x12 and (5046.8+241.67)x12 |
| Chemical Analysis | 20,000 | |
| QA/QC Expense | 60,000 | |
| Site Maintenance & Development | 5,000 | |
| Technical Workshops | 5,000 | |
| Trailer Rental | 2,200 | |
| Equipment Repair & Rental | 5,000 | |
| Data Network Support & Software & Licensing Agreement | 6,000 | |
| Mobile Trailer Expense | 3,000 | |
| Bank Loans Payable | 92,400 | |
| Field Supplies | 20,000 | |
| Accommodations & Meals | 6,000 | |

| | |
|---------------------------------|------------------|
| TOTAL AAM EXPENSE BUDGET | \$387,600 |
|---------------------------------|------------------|

AGRICULTURE EXPENSE

| | |
|------------------------------|--------|
| Science Advisory Contractors | |
| Diagnostic Contractors | |
| Operations Contractor | 65,000 |
| Miscellaneous Expense | 6,000 |
| Soil Sampling & Analysis | 5,000 |

| | |
|---|-----------------|
| TOTAL AGRICULTURE EXPENSE BUDGET | \$76,000 |
|---|-----------------|

HONORARIUMS

| | |
|--------------------------|-------|
| Land & Co-op Honorariums | 2,300 |
|--------------------------|-------|

| | |
|--------------------------------|----------------|
| TOTAL HONORARIUM BUDGET | \$2,300 |
|--------------------------------|----------------|

ASSET ACCOUNTS

| | |
|--------------------------|--------|
| Reclamation Trust Fund | 2,000 |
| WCAS Contingency Account | 20,000 |

| | |
|------------------------------------|-----------------|
| TOTAL ASSET ACCOUNT BUDGETS | \$22,000 |
|------------------------------------|-----------------|

| | |
|------------------------------|-------------------|
| TOTAL BUDGET PROPOSAL | \$ 695,900 |
|------------------------------|-------------------|

-2005-

2005 WCAS - EPCOR/TRANSALTA DRAFT BUDGET

| 2005 | Annual | EPCOR | | TransAlta | |
|-----------------------------------|-------------------|------------------|-------------------|-----------------|------------------|
| | | EPCOR | TransAlta | EPCOR | TransAlta |
| Loan Payment + Interest | 133,800.00 | 33,450.00 | 100,350.00 | 2,787.50 | 8,362.50 |
| Insurance | 9,100.00 | 2,275.00 | 6,825.00 | 189.58 | 568.75 |
| Passive Analysis & Collection | 24,336.00 | 6,084.00 | 18,252.00 | 507.00 | 1,521.00 |
| Technicians incl \$2000 meals etc | 65,500.00 | 16,375.00 | 49,125.00 | 1,364.58 | 4,093.75 |
| QA/QC Reporting | 5,000.00 | 1,250.00 | 3,750.00 | 104.17 | 312.50 |
| Utilities Expense | 12,000.00 | 3,000.00 | 9,000.00 | 250.00 | 750.00 |
| DAS Licencing Fees | 2,000.00 | 500.00 | 1,500.00 | 41.67 | 125.00 |
| Honorarium Expense | 1,000.00 | 250.00 | 750.00 | 20.83 | 62.50 |
| Site Maintenance | 5,000.00 | 1,250.00 | 3,750.00 | 104.17 | 312.50 |
| Field Supplies | 12,000.00 | 3,000.00 | 9,000.00 | 250.00 | 750.00 |
| Subtotal | 269,736.00 | 67,434.00 | 202,302.00 | 5,619.50 | 16,858.50 |
| Membership Fee (incl GST) | 135,504.38 | 21,400.00 | 114,104.38 | 1,783.33 | 9,508.70 |
| Total | 405,240.38 | 88,834.00 | 316,406.38 | 7,402.83 | 26,367.20 |

| | 2005 WCAS DRAFT BUDGET | | 2004 WCAS DRAFT BUDGET |
|---|-------------------------------|-------------------|--|
| REVENUE | | | |
| Membership Fees | \$718,000 | | \$718,000 |
| Network cost Sharing | \$500 | | \$13,000 |
| Weldwood Operating Agreement | \$14,352 | | - |
| TOTAL 2004 FORECASTED REVENUE | | \$ 732,852 | \$ 731,000 |
| EXPENSES | | | |
| OFFICE & ADMINISTRATION | | | |
| Administration Expenses | \$85,000 | | \$85,000 |
| Office Support | 6,000 | increase | 2500 |
| Accounting & Legal | 3,000 | | 3000 |
| Bank & Credit Card Charges | 1,000 | increase | 500 |
| Bank Loan Interest | 15,000 | | 15000 |
| Board Expenses & Meetings | 9,000 | | 9000 |
| Other Meeting Expense | 2,000 | | 2000 |
| Miscellaneous Expense | 500 | | 500 |
| Website Development & Maintenance | 7,000 | | * combined with communications expense |
| Communication Expense | 30,000 | increase | 25000 |
| Computer Software & Accessories | 2,000 | increase | 1000 |
| Insurance | 17,500 | increase | 15000 |
| Office Equipment Rental | 6,500 | | 6500 |
| Office Rental | 10,000 | | 10000 |
| Office Supplies | 4,000 | | 4000 |
| Tel, Fax, Internet | 9,500 | | 9500 |
| TOTAL OFFICE & ADMIN EXPENSE | \$208,000 | | 188500 |
| AMBIENT AIR MONITORING | | | |
| Utilities Expense | 17,000 | decrease | 23000 |
| Contractor Expense | 146,000 | increase | 137400 |
| U of A Grant | - | | 10000 |
| Chemical Analysis | 20,000 | | 20000 |
| QA/QC Expense | 60,000 | | 60000 |
| Site Maintenance & Development | 5,000 | | 5000 |
| Technical Workshops | 5,000 | | 5000 |
| Trailer Rental | 2,200 | new | - |
| Equipment Repair & Rental | 5,000 | | 5000 |
| Data Network Support & Software & Licensing Agreement | 6,000 | new | - |
| Mobile Trailer Expense | 3,000 | new | 25000 |
| Bank Loans Payable | 92,400 | | 92250 |
| Field Supplies | 20,000 | | 20000 |
| Accomodations & Meals | 6,000 | | 5000 |
| TOTAL AAM EXPENSE BUDGET | \$387,600 | | \$407,650 |
| AGRICULTURE EXPENSE | | | |
| Diagnostic Contractors | - | decrease | 5,000 |
| Operations Contractor | 65,000 | | 65,000 |
| Data Analysis & Reports | - | decrease | 3,000 |
| Miscellaneous Expense | 6,000 | | 6,000 |
| Soil Sampling & Analysis | 5,000 | | 5,000 |
| TOTAL AGRICULTURE EXPENSE BUDGET | \$76,000 | | \$84,000 |
| HONORARIUMS | | | |
| Land & Co-op Honorariums | 2,300 | | 2,200 |
| TOTAL HONORARIUM BUDGET | \$2,300 | | \$2,200 |
| ASSET ACCOUNTS | | | |
| Reclamation Trust Fund | 2,000 | | 2,000 |
| WCAS Contingency Account | 20,000 | | 20,000 |
| TOTAL ASSET ACCOUNT BUDGETS | \$22,000 | | \$22,000 |
| TOTAL BUDGET PROPOSAL | | \$ 695,900 | \$ 704,350 |
| | | -2005- | -2004- |