



WCAS General Meeting

Meeting Notes

March 8, 2005

1.00 p.m. – 4:15 p.m.

Main Board Room

Penn West Building, 50th Avenue West

Drayton Valley, AB

In Attendance:

Cecil Anderson	Pembina Agriculture Protection Association
Greg Gabert	Penn West Petroleum Ltd.
Jim Bolton	TransAlta
Mary Griffiths	Pembina Institute of Appropriate Development
Robert Kitching	Brazeau County
Rick Phaneuf	Alberta Environment
Mike Woods	Weyerhaeuser Ltd.
Jason Schulz	EPCOR
Hercules Georgiadis	Weldwood of Canada Ltd.

WCAS:

Bob Scotten	Executive Director
Barbara Johnson	WCAS
Greg Swain	Senior Technologist

Absent with Regrets:

Audrey Kelto	Leduc County
Gwen Wood	EUB
Larry Williams	Alberta Environment
Dave Stewart	Talisman Energy
Steve Probert	Capital Health

1. Welcome and Introductions

Cecil Anderson called the meeting to order at 1.00 p.m. Members were welcomed.

2. Approval of November 30, 2004 Draft Minutes

The meeting notes of the November 30, 2004 meeting were accepted by consensus.

3. Review of the November 30, 2004 Action Items

Action Item 1: Bob to arrange to meet with the Edson Town Council and with the Hinton Town Council to encourage them to join WCAS. **Complete.** Bob reported that arrangements to meet with Town Council were made possible with the help of Hercules and Dave Stewart. Bob expressed his appreciation for their efforts.

Action Item 2: Bob to contact the Drayton Valley radio station, to inquire if they wish to use the WCAS meteorological data for their weather report, as soon as Weyerhaeuser has joined WCAS. **Complete.** Bob informed members that Big West Radio would be willing to set up programming to include Edson, Hinton, and Drayton Valley.

Action Item 3: Bob and Jim to work with the lawyer to develop amendments to the bylaws. **Complete.** Bob indicated that a motion to amend the WCAS By-Laws would take place at the 2005 Annual General Meeting. The resolution would

be circulated prior to the AGM in response to legal advice requested in November 2004. The purpose of the by-law amendment was to adequately reflect the Society's ability to enter into contracts with its stakeholders.

Action Item 4: Bob to check whether the WCAS insurance policy includes indemnity for Board members. **Complete.** Bob assured members that an indemnity policy exists with the insurers. The one million dollar policy is in place for each member and Bob advised that copies are available for those who would like a copy.

Action Item 5: Bob to provide Board with a list of locations and dates where he has made presentations. **Complete.** Bob provided Barb with a list that is detailed in the communications section of these meeting notes.

Action Item 6: Bob to contact Randal Barratt at AENV to find out how the Ft. Air Partnership is using its data to examine long-term trends. **Complete.** Bob reported that long-term trending, with respect to the Fort Air Partnership, has not been attempted since there is not enough long-term data available. Randal did, however, indicate that he would send a protocol that would describe how they plan to utilize the historical data in the future.

Action Item 7: Bob to keep an inventory of when and how WCAS data is used. **Complete.** Barb provided the members with an account of the types of requests that she receives concerning WCAS data. She indicated that in general, the requests arise from four general areas. The first, and most time consuming requests, are those researchers that require parametrical data for modeling and such. This would include, the University of Alberta, and contractors such as Jacques Whitford Environmental Ltd. Secondly, interest groups that are concerned with local issues make requests for various data. This would include such organizations as the Edson Synergy Group or local Oil Companies that may be investigating an incident around a local plant for example. Next, are those requests for data for laboratorial purposes, such as those made by Maxxam Analytics Ltd. Finally, other data interests stem from individuals who are concerned about a certain event that may or may not involve oil and gas activity. Barb explained that the latter requests are usually satisfied with access to our website where real time data can be viewed. Barb also explained that there are not many individual requests since most concerns involving oil & gas activity are voiced directly to the AEUB.

Board members expressed their concern as to the time that is being dedicated to gathering data for others. The charging of a fee for data was discussed. Barb indicated that she would track future requests for data and the nature of the request.

4. Financial Report – Approval of 2005 Draft Budget

Greg presented the Revenue and Expense Statement as at the 2004-year end for the WCAS and the EPCOR/TransAlta agreement (Attachment B & C). Greg reported that the 2004 figures indicate that WCAS exited the year with a surplus. It was further noted that EPCOR/TransAlta financials also indicate a surplus over the 2004 Budget. Greg reported that budget items that were either over expensed or under expensed have been addressed throughout the year.

Greg reported that financial position of the Society as at December 31 included approximately \$112k in the operational bank account, \$75k in an FDD investment account, and 11K in the reclamation bank account.

Greg indicated that the 2005 Membership billings were completed in late February for the oil and gas sector. The Board wished to extend their gratitude and appreciation to Gwen Wood of the EUB who had spent much time gathering emission inventories for the Society.

Greg reported that a total figure for 2005 revenue membership fees was currently not available since emission inventories from the utility & pulp companies had not yet been received. Greg also reported that non-collectible membership fees for 2004 totaled 28k.

5. Zone Manager's Report

5.1 Hightower Ridge Station Update

Bob reported that a site for the relocation of the Hightower Ridge was still being investigated. It was also mentioned that possible funding through the federal government could have some influence on the final location of the Hightower station. The federal government was reported to have budgeted monies

in favor of Airshed's for the purpose of promoting a National Air Pollution Surveillance (NAPS) station in each of the provincial Airshed networks. It was noted that initiation of a NAPS station would qualify each Airshed for financial support. The funding would include a provision for the equipment, a maintenance fee of \$35k and reimbursement for repairs on equipment exceeding \$500.

5.2 TransAlta/EPCOR Update

Jim Bolton expressed his satisfaction with the operation of the TAU/EPCOR stations by the WCAS. Jim indicated that internal audits would be carried out in addition to those bi-annual audits performed by Alberta Environment.

Jim expressed his appreciation for the successful open house held at the Jack Pine Hall in August 2004. Bob reported that 235 people were in attendance.

5.3 Communications Update

Bob indicated that a software package is available that could be used to enhance the WCAS website. The Orion programming package has many features that include the merging of databases and ability to layer information tiered to the interest of the viewer. Bob asked if the Board would consider allowing a presentation to demonstrate the assets of this new software. No objections were noted.

Details of the communicational activities by WCAS are as follows:

May-- Edson Talisman Synergy Group

April-- 2004 Genesee Epcor Open House.

June--WCAS Annual General Meeting

September--County of Brazeau

September-- PANRAC Drayton Valley

CASA, Zone Guidelines Committee

Operations Steering Committee

5.4 Weyerhaeuser Update

Bob reported that data collection for the Edson Weyerhaeuser station began in November 2004. He also reported that WCAS has been collecting data for the Drayton Valley station since February 2005. Bob indicated that there are still details to be resolved concerning the Drayton Valley station. Mike Woods agreed to provide Bob with a contract detailing the operational obligations with the Airshed. Mike also indicated that he was working towards an agreement that would involve the financing of a particulate monitor. Mike asked Bob to provide a commitment letter to Weyerhaeuser with respect to the particulate monitor so that he could present this to the Weyerhaeuser accounting department to speed the purchase along.

Mike also expressed his concern regarding real time data accessible through the WCAS website. Mike indicated that there could be room for misinterpretation of the data for some viewers who may not have environmental background or simply a clear understanding of what the data means. Bob indicated that a solution to this situation might require the integration of hyperlinks to the website that could be used to further interpret or explain data behavior.

6. Air Monitoring Update

Barb stated that the operating efficiencies for October, November, and December 2004 were 99.2, 99.8, and 98.0 percent respectively. Barb reported that in January 2005 the uptime efficiency was 96.2 percent due to downtime of the THC analyzer at the Violet Grove station during this month. Barb explained that the analyzer had experienced component failure and had to be sent to the manufacturer for repair.

Barb also reported that there were four exceedences of the 10 ppb one-hour Alberta Guideline during October to December 2004 at the Hinton station. In October, a one hour ambient TRS reading of 11 ppb was recorded, in November, two one hour exceedences occurred with readings of 14, and 15 ppb, and in December one occurrence of a one hour reading of 15 ppb. Hercules of Hinton Pulp explained the processes that attribute to venting situations resulting in elevated TRS level readings.

Hercules informed the Board that trees about the Hinton station were to be removed in accordance with the Air Monitoring Directive Section A-1-1.

7. Other Business

There was no other business.

8. Next Meeting

The next meeting for both the General and AGM meetings will be on June 2, 2005.

The meeting ended at approximately 4:15 p.m.

Attachment A

West Central Airshed Society
 Statement of Revenue & Expenditures
 As at December 31, 2004

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
FUNDING					
Budgeted Membership Fees	835,773			781,100	-54,673
Network Cost Sharing	1,070			1,070	0
TOTAL FUNDING	836,843			782,170	-54,673
Less: GST portion of Funding	-54,747			-51,170	3,577
2004 Revenue	782,096			731,000	-51,096
Adjustments - AEUB Correction	4,522				
Revenue: Weldwood Operations	14,352				
Revenue: Interest Income	2,066				
Less: Estimated Non Collectibles	-28,750			-26,650	2,100
FUNDING, NET OF GST	774,286.22			704,350	-69,936
OFFICE & ADMINISTRATION					
Administration Salaries	85,000	85,000	0	85,000	0
Temporary Administrative Assistant	2,020	2,500	480	2,500	480
Accounting & Legal	2,610	3,000	390	3,000	390
Bank & Credit Card Charges	876	500	-376	500	-376
Bank Loan Interest	13,365	15,000	1,635	15,000	1,635
Honorarium & Board Expenses	6,736	9,000	2,264	9,000	2,264
Other Meeting Expenses	2,003	2,000	-3	2,000	-3
Communication Expenses + Website Maint	22,505	25,000	2,495	25,000	2,495
Computer Software & Accessories	1,730	1,000	-730	1,000	-730
Insurance	14,050	15,000	950	15,000	950
Office Equipment Rental	4,146	6,500	2,354	6,500	2,354
Office Rental	9,375	10,000	625	10,000	625
Office Supplies & Postage	3,965	4,000	35	4,000	35
Tel Fax & Internet	9,583	9,500	-83	9,500	-83
Miscellaneous Expense	489	500	11	500	11
TOTAL OFFICE & ADMIN EXPENSES	178,453.27	188,500	10,047	188,500	10,047
AMBIENT AIR MONITORING					
Utilities Expense	15,843	23,000	7,157	23,000	7,157
Contractor Expense	140,532	137,400	-3,132	137,400	-3,132
U of A - Grant	9,346	10,000	654	10,000	654
Chemical Analysis	12,780	20,000	7,220	20,000	7,220
QA/QC Expense	58,560	60,000	1,440	60,000	1,440
Site Maintenance & Development	3,108	5,000	1,892	5,000	1,892
Data Network Support & Software	3,333	0	-3,333	0	-3,333
Technical Workshops	2,369	5,000	2,631	5,000	2,631
Equipment Rental & Lease	4,698	5,000	302	5,000	302
Equipment Loans Payable	79,035	92,250	13,215	92,250	13,215
Mobile Station Unit	23,427	25,000	1,573	25,000	1,573
Field Supplies	18,711	20,000	1,289	20,000	1,289
Accommodations & Meals	3,970	5,000	1,030	5,000	1,030
TOTAL AAM EXPENSES	375,711	407,650	31,939	407,650	31,939
AGRICULTURE EXPENSE					
Diagnostic Contractors	8,989	5,000	-3,989	5,000	-3,989
Operations Contractor	59,647	65,000	5,353	65,000	5,353
Soil Sampling & Analysis	3,673	5,000	1,328	5,000	1,328
Data Analysis & Reports	13,691	3,000	-10,691	3,000	-10,691
Miscellaneous Expenses	255	6,000	5,745	6,000	5,745
TOTAL AGRICULTURE EXPENSE	86,255	84,000	-2,255	84,000	-2,255
HONORARIUMS					
Land & Co-op Honorariums	2,412	2,200	-212	2,200	-212
TOTAL HONORARIUM EXPENSE	2,412	2,200	-212	2,200	-212
ASSET ACCOUNTS					
Reclamation Trust Fund	2,000	2,000	0	2,000	0
WCAS Contingency Account	20,000	20,000	0	20,000	0
TOTAL ASSET ACCOUNTS	22,000	22,000	0	22,000	0
TOTAL EXPENSE	664,832	704,350	39,518	704,350	39,518
SURPLUS (DEFICIT)	109,454			0	

Attachment B

West Central Airshed Society - EPCOR/TRANSALTA
 Statement of Revenue & Expenditures
 As at December 31, 2004

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
FUNDING					
Epcor	54981			54950	-31
TransAlta	164711			164850	139
TOTAL FUNDING	219692			219800	108
EXPENDITURES					
Office & Administration					
QA/QC Data Reporting	5000	5000	0	5000	0
TOTAL OFFICE & ADMIN EXPENSES	5000	5000	0	5000	0
AMBIENT AIR MONITORING					
AAM Equip Loan Payments & Interest	106150	104000	-2150	104000	-2150
Utilities Expense	10934	12000	1066	12000	1066
Contractor Expense	40493	64600	24107	64600	24107
Chemical Analysis Passive Program	23468	19200	-4268	19200	-4268
Site Maintenance	463		-463		
Insurance	5309		-5309		
DAS Licensing Fee	2000	2000	0	2000	0
Field Supplies	9679	12000	2321	12000	2321
TOTAL AMBIENT AIR MONITORING	198497	213800	15303	213800	21075
HONORARIUMS					
Land Honorariums	1000	1000	0	1000	0
TOTAL HONORARIUMS	1000	1000	0	1000	0
TOTAL EXPENSE	204497	219800	15303	219800	21075
SURPLUS (DEFICIT)	15195			0	