



WCAS General Meeting Draft Meeting Notes November 30, 2007

9:00 a.m. – 3:15 p.m.

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

In Attendance:

Cecil Andersen	Pembina Agriculture Protection Association
Adam Jensen	David Thompson Health Region
Adam Stokowski	David Thompson Health Region
Gwen Wood	EUB
Jerry Navarro	TransAlta
Kelly Fyhn	Epcor
Audrey Kelto	Leduc County
Robert Kitching	Brazeau County
David Brand	Luscar Ltd./Sherrit Coal
Rick Phaneuf	AB Environment
Jolene Scott	AB Environment
Grace Gruber	Pembina Institute
Rick McNallie	Blaze Energy Ltd.
Nancy Saul-Demers	Communication-Medium Green Inc.

WCAS:

Bob Scotten	Executive Director
Patrick Andersen	Environmental Specialist
Greg Swain	Senior Technologist
Krystal Tuftin	Office Administrator

Absent with regrets:

Hercules Georgiadis	Hinton Pulp
Steven Probert	Capital Health
Andy Lamb	AB Environment

ACTION ITEMS

Action Item 1: Greg to arrange installation of new tracking system in the vehicles for the contractors.

Action Item 2: Bob and Rick to write a letter to stakeholders that would be in the Boundary Expansion Proposal.

Action Item 3: Bob to attend Alberta Environment Meeting in January, regarding PM and Ozone Management. He is to bring back a presentation for the next meeting in February .

Action Item 4: Greg is to obtain building permits for future building site provided by TransAlta.

Action Item 5: A sub committee was formed to take a closer look at the communication plan and display board. They will meet before the next meeting in February. They will bring the highlights and ideas to the board at the meeting in February.

Action Item 6: To run an advertisement in local paper and hire a new office person for the Drayton Valley Office.

Action Item 7: Bob and Cecil to write a letter to the Sentinel Monitoring Group with Gwen to review it.

Action Item 8: Bob to ask Dr. Kindzierski to attend one of the future board meetings to talk about the Acid & Mercury Deposition programs and the difference between the two.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 9:08 a.m. Introductions were made.

2. Approval of Agenda

The agenda for this meeting was approved by consensus.

3. Approval of September 21, 2007 Draft Minutes.

The meeting notes of the September 21, 2007 had a few grammar errors that were corrected. The notes were then accepted by consensus after the changes were made.

4. Review of the September 21, 2007 Action Items

Action Item 1: Bob & Greg to go to Dunn Rite and talk to them regarding our Globalstar System and replace it with a GPS tracking system.

The cost for the Certified Tracking System; Software Cost Host Interface \$275.95, each satellite tracking unit \$1705.90, each Grace Pager T2 unit \$1199.95, each install \$100.00, each system per month fee \$43.00 (none of these prices include GST.)

Dunn Rite is not going to do a refund for Globalstar. Bob has expressed his discontent with Globalstar and has registered his complaint. Globalstar has a long list of unhappy customers so WCAS may be waiting awhile for a refund. The new Certified Tracking System is suppose to be more user friendly and will work better for WCAS policy for the contractor working alone. The board agreed by consensus to go ahead and get the new Tracking System installed into each of the contractor's trucks. Greg is to arrange getting the Systems installed. **Action still Ongoing. Action Item 1.**

Action Item 2: Bob to arrange for Paul Belanger to come talk to the board about the Technical side of Hightower and the operation of its Generator.

Paul came into the board meeting at 11 am to give a presentation of Hightower. **Action Item Completed.**

Action Item 3: A Contractor will be hired for setting up and installing some sheds for the Ag Program. **Action Item Complete.**

Action Item 4: Bob to arrange for tour of Hightower on October 17th. This will be an all day event. Bus tour took place on October 18th instead of the 17th. The trip was successful and there was media personal that also attended the trip. If there is interest and strong commitment, Bob would like to see another trip possibly, this to be determined at a later date. **Action Item Complete.**

Action Item 5: Bob and Rick to work together to write a letter to the stakeholders that are in the area of the Boundary Expansion Proposal to gauge the response and interest of participation. **Action Item still Ongoing. Action Item 2.**

Action Item 6: Bob and Greg to put a document together to present to the board at the next meeting for extra operation and maintenance support.

There was a committee that got together on November 13th. In attendance at the meeting was Andy, Jerry, Bob, Cecil and Robert. The committee discussed some numbers for additional help and this is reflected in the budget for 2008. Waiting the board's approval of the items when the budget gets discussed later in the meeting. **Action Item Complete.**

Action Item 9: Bob to bring a presentation back from the October 3rd Alberta Environment PM and Ozone Work shop. This presentation will be made at the November general meeting.

Bob did a presentation. WCAS has a year to choose if it wants to participate in a volunteer ozone management. Bob recommends that WCAS should be part and participate with PM and Ozone Management. Bob is going to attend a guideline meeting in January, he will bring back more information to the next meeting. **Action Item 3.**

Action Item 10: Greg to obtain building permits from Parkland County for the future site donated by TransAlta.

Agreement was signed at the meeting today. Now Greg is able to go ahead and get building permits.

Action Item Ongoing. Action Item 4.

Action Item 11: Greg to check on units that need surge protectors and to get one for the units that do not have one. Send the existing surge protectors out for re-calibration.

Drayton Valley and Edson needed the surge protectors. Greg ordered 4, so there would be 2 spares to use while the other ones are sent out for re-calibration. **Action Item Complete.**

Action Item 12: Nancy is to prepare a report/presentation that can be used as a communication tool to help bring awareness of the WCAS activities to the public. Bob is to assign this task to Nancy.

Nancy presented a new template for a display board. She also presented a Draft copy of a Strategic Communications Plan for WCAS. She went through the proposed budget within the plan, explaining how some of the costs will occur every year while others are only a onetime cost. The board recommended that a subcommittee be formed to take a closer look at the display board and the Communication Plan. The committee consists of Audrey Kelto, Robert Kitching, Kelly Fhyn, and Gwen Wood via e-mail. **Action Item 5.**

5. Financial Update

Krystal presented the Statement of Revenue and Expenses as at October 31, 2007 (Appendix A).

Explained the Epcor/TransAlta Statement of Revenue & Expenditures (Appendix A).

6. 2008 Budget / Special Committee Recommendations

The committee that met on November 13 was Bob Scotten, Andy Lamb, Jerry Navarro, Cecil Anderson and Robert Kitching. Items discussed for the 2008 budget and money allocation for the items were an addition of a extra station to the south east corner of West Centrals region. The possibility of expanding the West Central Boundary. Added to the 2008 budget was some allocation of money to hire a new contractor for a Tech Trainee Position, to share in the additional construction projects for the 2008 year along with the increase work load and demands of the technicians in the field. The 2007 construction money for the service garage is carried over to the 2008 year, for the project was unable to get completed in 2007. Hightower Reconstruction for 2008 will be \$20 000. This is for maintenance and some additional modifications to improve the sites efficiency. In Miscellaneous Expense a \$5000 grinder is to be purchased to catch up on grass samples that have been in storage.

The 2008 budget was approved by consensus. **(Appendix B)**

7. PM and Ozone Management Initiative

Bob would like to see West Central participate in the PM and Ozone Management. He will be attending a meeting in January to find out more information on the program and the guidelines. Bob is to do a presentation for our next board meeting to further explain the program. **(Look at Action Item 3.)**

8. Ozone Presentation

Bob made his presentation, **covered in Action Item 3.**

9. Hightower Presentation

Paul made his presentation to the board. He recommended that West Central purchase a 2nd generator to prevent the length of down time. By purchasing a 2nd generator, the extra generator could be switched with the existing one to share in the operating hours between the two. Paul explained to the board how the operation of Hightower works.

10. Communications Strategic Plan

Nancy presented a new idea of a display board along with a draft copy of a Strategic Communications Plan for WCAS. A sub committee was formed to go through the Communication Plan and to make some adjustments to the display board before next board meeting. **Included in Action Item 5.**

11. CASA Data Warehouse Update

Bob said that CASA plans to upgrade the CASA warehouse. CASA's plan is to use more current data, to also make the information provided easier for the public to access.

12. Zone Managers Report

A.) Hightower Station Operations and Launch
Discussed already.

B.) Reporting and Monitoring Plan Update
On schedule for the April 1 2008 implementation date.

C.) Data Management System
Topic not discussed.

D.) Working Alone Program
Discussed in **Action 1.**

E.) AENV Grant Program
WCAS has to sign a contract with AENV, to obtain some grant money. There is a grant that we may be able to use with our communications plan.

F.) Drayton Valley Office Staff
Krystal is leaving WCAS. To advertise and get someone to fill the position in the Drayton Valley office.
Action Item 6.

G.) Sentinel Monitoring Program Update, presented by Robert Kitching
The program is more designed for the detection of sour gas. WCAS does not participate in the detection process only in air monitoring. Another contract company is going to operate the Sentinel program. The Sentinel Monitoring Group would like WCAS to give a letter of support/objection to this type of system. Bob and Cecil are to write a letter to the group to tell them that West Central is an air quality society not a detection society, after the letter is drafted, Gwen would like to review it. **Action Item 7.**

H.) Northern Expansion Request- Rick/Bob
Topic already discussed.

13. Air Monitoring Update

Patrick made a brief PowerPoint presentation (Appendix C), reporting network uptimes of 99.9% in September and 99.25% in October. The only exceedances to report were at 906 (Hinton), with two one-hour TRS readings in excess of the 10 ppb limit, with the maximum concentration reported being 12ppb in September and 11ppb in October. He reported that WCAS would begin reporting data from the Hightower station beginning in December.

14. Other Business

Gwen would like to have a presentation at one of the future board meetings to explain the Acid and Mercury Deposition program to the board member in more detail, so the members of the board can better understand the two systems. Jerry would like to have Dr. Kindzierski to come and give a presentation of the two systems. Bob is to ask Dr. Kindzierski to attend one of the future meetings to explain the Acid and Mercury Deposition to the board. **Action Item 8.**

WCAS needs a treasurer because Dave Stewart is not returning and the person that has filled his position in Edson has not shown any response/interest in taking over his duties on the board as treasurer. Robert has requested that there should be a back-up treasurer for future meetings/instances when the primary one is unavailable to sign cheques. Robert Kitching is going to step in and take over the treasurer duties until next board meeting. Rick McNallie is going to let the board know at the next meeting to bring forth a representative from the oil and gas industry to be the treasurer for WCAS. The vice chairman Robert Kitching by resolution of the board, is given signing authority to the West Central Airshed Account at ATB in Drayton Valley. Mike Woods and Dave Stewart are to be removed from the signing authority on the West Central Account.

15. Next Meeting Date February 21, 2008.

Meetings for the 2008 Year: Annual Meeting is April 25, 2008,
September 19, 2008
November 21, 2008 (The last meeting for the 2008 year)

All meetings will be held at the PennWest Building in Drayton Valley AB.

Appendix A

West Central Airshed Society
 Statement of Revenue & Expenditures
 As at October 31, 2007

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
FUNDING					
Budgeted Membership Fees	718,175			853,504	135,329
Interest Income	0			0	0
Hinton Pulp Operations Agreement	12,885			14,352	1,467
Grants	50,000			50,000	0
2007 Revenue net of GST	781,060			917,856	136,796
OFFICE & ADMINISTRATION					
Program Management Salary	72,958	72,958	0	87,550	14,592
Administrative Assistant	6,600	10,000	3,400	12,000	5,400
Office Support	80	2,146	2,066	2,575	2,495
Accounting & Legal	7,076	3,000	-4,076	9,120	2,044
Bank & Credit Card Charges	329	966	637	1,159	830
Bank Loan Interest	0	0	0	0	0
Honorarium & Board Expenses	1,620	7,725	6,105	9,270	7,650
Other Meeting Expenses	2,334	1,717	-617	2,060	-274
Computer Software & Accessories	3,195	1,717	-1,478	2,060	-1,135
Website	2,000	6,008	4,008	7,210	5,210
Communications Expense incl Annual Report	24,963	41,667	16,704	50,000	25,037
Insurance	28,447	23,958	-4,489	28,750	303
Office Equipment Rental	305	5,579	5,274	6,695	6,390
Office Rental	6,524	8,583	2,059	10,300	3,776
Office Supplies & Postage	1,627	5,150	3,523	6,180	4,553
Tel Fax & Internet	8,284	8,583	300	10,300	2,016
Meeting & Travel Expense	4,889	8,333	3,445	10,000	5,111
Grants for Work Done	0	4,167	4,167	5,000	5,000
Emissions Inventory	0	833	833	1,000	1,000
Systems Consultant	0	16,667	16,667	20,000	20,000
Research & Development	0	33,333	33,333	40,000	40,000
Contractor Training	113	0	-113	0	-113
Satellite Telephones	5,469	0	-5,469	0	-5,469
Miscellaneous Expense incl Sign.&Adver.	1,798	429	-1,369	515	-1,283
TOTAL OFFICE & ADMIN EXPENSES	178,611	263,520	84,909	321,744	143,133
AMBIENT AIR MONITORING					
Utilities Expense	25,834	28,500	2,666	34,200	8,366
Contractor Expense	152,037	151,667	-370	182,000	29,963
Contractor Expense: Fuel	35,000	35,000	0	42,000	7,000
Calibration Contractor-NEW	1,000				
Chemical Analysis	0	9,270	9,270	11,124	11,124
QA/QC Audit Expense	5,000	16,667	11,667	20,000	15,000
QA/QC Expense	51,500	51,500	0	61,800	10,300
Site Maintenance & Development	2,805	8,458	5,653	10,150	7,345
Data Network Support & Software	0	6,000	6,000	10,800	10,800
Technical Workshops	0	4,292	4,292	5,150	5,150
Equipment Repair & Service	5,844	4,292	-1,552	5,150	-694
Station Trailer Rental	1,991	2,000	9	2,400	409
Equipment Loans Payable	111,500	111,500	0	133,800	22,300
Portable Trailer Expense	0	2,575	2,575	3,090	3,090
Field Supplies	12,478	17,167	4,689	20,600	8,122
Accommodations & Meals	3,136	5,150	2,014	6,180	3,044
Capital Equipment Replacement	120,094	62,500	-57,594	75,000	-45,094
AMD Compliance	15,900	12,500		15,000	
Service Garage Construction	0	33,333		40,000	
Hightower Reconstruction	55,860	0		0	
TOTAL AAM EXPENSES	599,979	562,370	-10,682	678,444	96,226
AGRICULTURE EXPENSE					
Operations Contractor	47,970	55,792	7,821	66,950	18,980
Soil Sampling & Analysis	1,793	5,000	3,207	5,150	3,357
Miscellaneous Expenses	3,620	6,000	2,381	6,180	2,561
TOTAL AGRICULTURE EXPENSE	53,383	66,792	13,409	78,280	24,897
HONORARIUMS					
Land & Co-op Honorariums	3,000	3,000	0	3,090	90
TOTAL HONORARIUM EXPENSE	3,000	3,000	0	3,090	90
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	856,972	917,682	87,637	1,103,558	264,346
SURPLUS (DEFICIT)	-75,912			-185,702	

New Laptop for Bob

Appendix B

	WCAS BUDGET	2008		2007		2006		2005
REVENUE								
Membership Fees		\$879,110	Including E/T membership fees	\$832,279		\$718,000		\$718,000
Network cost Sharing		\$500		\$500		\$500		\$500
West Fraser Operating Agreement		\$14,352		\$14,352		\$14,352		\$14,352
Alberta Environment NAPS grant (2006-2007)				\$12,500		\$37,500		
Alberta Environment NAPS grant (2007-2008)		\$12,500		\$37,500				
Climate Change Grant						\$40,000		
E/T Operating Agreement		\$245,650		\$162,830				
TOTAL FORECASTED REVENUE		\$1,152,112		\$1,059,961		\$810,352		\$ 732,852
EXPENSES								
OFFICE & ADMINISTRATION								
Administration Expenses	\$	90,177		\$	87,550	\$	85,000	\$85,000
Office Support			Admin assistant	\$	2,575		2,500	2,500
Accounting & Legal	\$	9,394		\$	9,120		4,000	3,000
Bank & Credit Card Charges	\$	1,194		\$	1,159		1,125	1,000
Bank Loan Interest		-			-		15,000	15,000
Board Expenses & Meetings	\$	9,548		\$	9,270		9,000	9,000
Other Meeting Expense	\$	2,122		\$	2,060		2,000	2,000
Miscellaneous Expense	\$	530		\$	515		500	500
Website Development & Maintenance	\$	7,426		\$	7,210		7,000	7,000
Communication Expense incl Annual report	\$	51,500	Depends on Comm Plan	\$	50,000	incl mileage	30,000	30,000
Computer Software & Accessories	\$	2,122		\$	2,060		2,000	2,000
Insurance	\$	29,613		\$	28,750	insurance	25,000	17,500
Office Equipment Rental	\$	6,896		\$	6,695		6,500	6,500
Office Rental	\$	10,609		\$	10,558		10,000	10,000
Office Supplies	\$	6,365		\$	6,180	more reports	6,000	4,000
Tel, Fax, Internet	\$	10,609		\$	10,300		10,000	9,500
Grants for Work Done	\$	5,150		\$	5,000		15,000	-
Emissions Inventory	\$	1,030		\$	1,000			
Communication and Meeting Travel Expenses	\$	10,300		\$	10,000			
Systems Consultant and new system implementation		-		\$	20,000			
Research & Development	\$	20,000	Depends on study needs	\$	40,000			
Office Management	\$	30,000		\$	23,040			
TOTAL OFFICE & ADMIN EXPENSE		\$304,584		\$333,042		\$230,625		\$204,500
AMBIENT AIR MONITORING								
Utilities Expense	\$	35,226		\$	34,200	increased costs	20,000	17,000
Contractor Expense	\$	193,000		\$	182,000	mileage & raise	156,000	146,000
Contractor Mileage	\$	42,000		\$	42,000			
New Tech.	\$	47,453	Recommended by special Committee					
Additional Mileage for new Tech.	\$	15,000						
QA/QC Expense	\$	70,000		\$	81,800		69,000	60,000
Site Maintenance & Development	\$	10,455		\$	10,150		5,000	5,000
Technical Workshops	\$	5,305		\$	5,150		5,000	5,000
Trailer Rental	\$	2,472		\$	2,400		0	2,200
Equipment Repair & Rental	\$	5,305		\$	5,150		5,000	5,000
Data Network Support & Software & Licensing Agreement	\$	11,124		\$	10,800		7,000	6,000
Mobile Trailer Expense	\$	3,183		\$	3,090		3,000	3,000
Bank Loans Payable		124,650		\$	111,500.00		92,400	92,400
Field Supplies	\$	21,218		\$	20,600		20,000	20,000
Accommodations & Meals	\$	6,365		\$	6,180		6,000	6,000
Capital Equipment Replacement	\$	77,250		\$	75,000		\$ 75,000	
Air Monitoring Directive Compliance		-		\$	15,000			
Construction of Service Garage	\$	40,000	carried over from 2007	\$	40,000			
Building Reconstruction for 3 buildings	\$	75,000	recommended by special Committee					
Operation & Maintenance for Acid Deposition	\$	12,000	approved					
HighTower Reconstruction	\$	20,000		\$	55,860			
Boundary Expansion Study	\$	10,000	optional					
Calibration Contractor	\$	12,000		\$	3,000			
Additional Air Monitoring System in S.E part of Region			study recommended in 2008					
TOTAL AAM EXPENSE BUDGET		\$839,005		\$645,020		\$463,400		\$367,600
AGRICULTURE EXPENSE								
Diagnostic Contractors								
Operations Contractor	\$	68,959		\$	66,950		65,000	65,000
Data Analysis & Reports		-			-		-	-
Miscellaneous Expense	\$	20,000	Site maintenance	\$	6,180		6,000	6,000
Soil Sampling & Analysis	\$	5,305		\$	5,150		5,000	5,000
TOTAL AGRICULTURE EXPENSE BUDGET		\$94,263		\$78,280		\$76,000		\$76,000
HONORARIUMS								
Land & Co-op Honorariums	\$	3,183		\$	3,000		3,000	2,300
TOTAL HONORARIUM BUDGET		\$3,183		\$3,000		\$3,000		\$2,300
ASSET ACCOUNTS								
Reclamation Trust Fund	\$	2,000		\$	2,000		2,000	2,000
WCAS Contingency Account	\$	20,000		\$	20,000		20,000	20,000
TOTAL ASSET ACCOUNT BUDGETS		\$22,000		\$22,000		\$22,000		\$22,000
TOTAL BUDGET PROPOSAL		\$ 1,263,034		\$ 1,081,342		\$ 795,025		\$ 672,400

106,000 difference

Budgeted items 75,000/ buildings to come out of residual funds

-2007-

-2006-

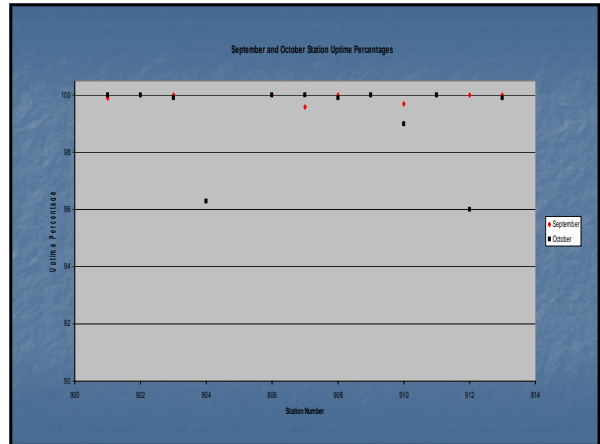
-2005-

2008 WCAS - EPCOR/TRANSALTA DRAFT BUDGET

2008	Annual	EPCOR		TransAlta		Monthly Invoice	
						<i>EPCOR</i>	<i>TransAlta</i>
Loan Payment + Interest	\$ 50,600.00	\$ 12,650.00	\$ 37,950.00	\$ 2,787.50	\$ 8,362.50		
Insurance	\$ 10,500.00	\$ 2,625.00	\$ 7,875.00	\$ 218.75	\$ 656.25		
Technicians incl \$2000 meals etc	\$ 115,506.11	\$ 28,876.53	\$ 86,629.58	\$ 2,406.38	\$ 7,219.13		
QA/QC Reporting	\$ 8,500.00	\$ 2,125.00	\$ 6,375.00	\$ 177.08	\$ 531.25		
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	\$ 217,106.11	\$ 54,276.53	\$ 162,829.58	\$ 6,256.38	\$ 18,769.13		
Membership Fee (incl GST)	\$ 135,504.38	\$ 21,400.00	\$ 114,104.38	\$ 1,783.33	\$ 9,508.70		
Total	\$ 352,610.49	\$ 75,676.53	\$ 276,933.96	\$ 8,039.71	\$ 28,277.83		

The Loan will be Repaid in 2008,
this Number will disappear

Uptime Efficiency and Exceedance Report



September

September	Station Average Uptime Percentage
Tomahawk (901)	99.9
Violet Grove (902)	100
Carrot Creek (903)	100
Hinton (906)	100
Power (907)	99.6
Meadows (908)	100
Wagner (909)	100
Genesee (910)	99.7
Drayton Valley (911)	100
Edson (912)	100
Breton (913)	100

September

- Average network uptime: 99.9%
- Exceedances
 - Hinton (TRS)
 - 1 one-hour in excess of 10 ppb H_2S
 - Maximum concentration of 12 ppb

September

- Monitoring notes for September
 - Genesee experienced brief data acquisition failure.

October

October	Station Average Uptime Percentage
Tomahawk (901)	100
Violet Grove (902)	100
Carrot Creek (903)	99.9
Hightower (904)	96.3
Hinton (906)	100
Power (907)	100
Meadows (908)	99.9
Wagner (909)	100
Genesee (910)	99.0
Drayton Valley (911)	100
Edson (912)	96.0
Breton (913)	99.9

October

- Average network uptime: 99.25%
- Exceedances
 - Hinton (TRS)
 - 1 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 11 ppb

October

- Monitoring notes for October
 - Hightower came online! Reporting to CASA beginning in December.
 - Genesee experienced data acquisition failure.
 - Power failure at Edson.