

GENERAL MEETING MINUTES NOVEMBER 30, 2012

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

IN ATTENDANCE

Cecil Andersen	WCAS Chairman, Pembina Agriculture Protection Association
Kent Brandt	TransAlta Generation Partnership
Barb Schmidtke	Capital Power Corporation
Wes Tweedle	Brazeau County
Ben Ludwig	Sherritt Coal
David Helmer	Alberta Environment & Sustainable Resource Development
Mohammad Rahman	Shell Canada
Cliff Whitelock	Pembina
Susan Kelly	Public-at-large
Bob Scotten	WCAS Executive Director
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

ABSENT WITH REGRETS

Audrey Kelto	Leduc County
Mesbah Ahmed	Alberta Environment & Sustainable Resource Development

ACTION ITEMS

Action Item 1: Bob to provide WCAS board with letter to accompany Dr. Sievering's report.

Action Item 2: WCAS to contact purchasers and sell redundant equipment if possible.

Action Item 3: WCAS to proceed with the reclamation of the Hightower Site.

Action Item 4: WCAS to proceed with a three month trial, advertising on the local Drayton Valley radio station.

Action Item 5: Bob to meet with TransAlta and Capital Power by August 2013, to discuss 2014 equipment purchases, and the financing of said purchases.

1. Welcome and Introductions

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

2. Approval of Agenda

Accepted as presented.

3. Approval of the October 5, 2012 Meeting Minutes

Accepted as presented.

4. Financial Update: Heather Plumb – Appendix A

The West Central Airshed Society was able to secure an Alberta Environment and Sustainable Resource Development grant for \$100,000 which will be used to offset operating and administration expenses. Furthermore the decommissioning of Hightower and cutbacks to the Agriculture program should ease the impending budget shortfalls.

5. Review of Previous Action Items

Previous Action Item #1: Bob to provide WCAS board with letter to accompany Dr. Sievering's report.

Letter with Cecil. **ACTION ONGOING.**

Previous Action Item #2: WCAS to contact purchasers and sell redundant equipment if possible.

To date there has been no interest in any of the materials WCAS would like to dispose of with the exception of the wind towers. The one interested party has offered \$5K for each of the two towers, but would like to delay purchase until spring. **ACTION ONGOING.**

Previous Action Item #3: If a contract can be finalized, within the parameters provided, WCAS may proceed with the reclamation of the Hightower Site.

The decommissioning of the Hightower site has been delayed until spring due to a heavy, early snowfall. **ACTION ONGOING.**

Previous Action Item #4: WCAS to provide the board with costs associated with radio advertising.

Following a discussion with a communication consultant, Bob was able to verify that 30 second ads that are outcome based would be extremely effective. Additionally Alberta Environment also has ads available pertaining to the Air Quality Health Index (AQHI). At the last meeting Bob was asked, to look into advertising on CFCW. CFCW does have an advertising package consisting of 16 ad/week, 8 of those ads at peak times, for a full year at a cost of approximately \$31,000. The local Drayton Valley radio station, Big Country, offers a package of 10 second ads, 16 per week at a cost of \$500/month and will help write the ads. After a brief discussion, the decision was made to begin with a six month trial in Drayton Valley, while measuring effectiveness. **ACTION COMPLETE.**

Action Item: *WCAS to proceed with a three month trial, advertising on the local Drayton Valley radio station.*

6. Special Presentation: Capital Region Air Quality Management Framework: Lisa Avis, Alberta Environment and Sustainable Resource Development

7. Zone Managers Report: Bob Scotten

a) Network Status

Due to the arrival of winter conditions, the decommissioning of the Hightower site has been put off until spring. At that point the Seacan that was located at Hightower will be moved to Hinton and will replace the rental trailer which is currently on the site. The rest of the network has been running very well.

Due to Telus problems in October, the office was without internet connection for approximately 10 days. In response to this problem Greg was able to set up a system at home to provide further back up.

8. 2013 Budget: Bob Scotten

Highlights of the 2013 Budget:

- Inclusion of a 3% increase for the contractors
- A \$30,000 decrease to the Agriculture budget
- The removal of the \$50,000 Hightower budget
- A slight increase for the newest contractor

A discussion was also held regarding the replacement of the TransAlta/Capital Power equipment as it reaches the ten year mark in 2014. By 2010, WCAS started to see age related failures and feels that by 2014, equipment will need to be replaced in order to maintain uptimes.

ACTION ITEM: Bob to meet with TransAlta and Capital Power by August 2013, to discuss 2014 equipment purchases, and the financing of said purchases.


MOTION: To accept 2013 Budget as presented with the acknowledgment of the \$60-70K deficit, accepted by consensus.

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

Next Meeting Dates: February 22, May 16: Annual General Meeting (to be held in the evening), September 27, November 29

Adjourned

Appendix A

West Central Airshed Society					
Income Statement as at September 30, 2012					
 West Central Airshed Society	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
REVENUES (Funding)					
Budgeted Membership Fees	437,879.23			500,000.00	(62,120.77)
Network Cost Sharing	-			-	-
Capital Power Corp. (inc. in Membership)	-			46,851.96	
TransAlta Generation Part. (inc. in Membership)	-			106,761.02	
West Fraser Hinton Pulp	7,176.00			14,352.00	(7,176.00)
Grants	27,500.00			55,000.00	(27,500.00)
COP Grant					
REVENUE (Net of GST)	472,555.23			722,964.98	(96,796.77)
EXPENSES					
OFFICE & ADMINISTRATION					
Bank & Credit Card Charges	625.35	525.00	(100.35)	700.00	74.65
Office Supplies (Stationary, Postage, Courier)	1,064.16	1,500.00	435.84	2,000.00	935.84
Office Equipment Rental (Printer)	3,252.88	2,550.00	(702.88)	3,400.00	147.12
Insurance	16,411.43	16,000.00	(411.43)	18,000.00	1,588.57
Computer Software & Accessories	248.99	187.50	(61.49)	250.00	1.01
Office Rental	9,591.12	5,000.00	(4,591.12)	13,200.00	3,608.88
Accounting & Legal	6,100.00	6,000.00	(100.00)	6,000.00	(100.00)
Telephone, Fax, Internet	9,216.76	7,500.00	(1,716.76)	10,000.00	783.24
Program Management	76,490.28	76,490.30	0.01	101,987.06	25,496.78
Office Manager / Admin. Assistant	26,464.77	26,464.74	(0.03)	35,286.32	8,821.55
Board Expenses (inc. meetings)	3,191.41	3,000.00	(191.41)	4,000.00	808.59
Grants, Donations, Contributions, Honorarium		300.00		400.00	400.00
Annual Report	6,000.00	12,000.00	6,000.00	10,000.00	4,000.00
Communications, Advertising, Promotions	4,619.61	1,500.00	(3,119.61)	2,000.00	(2,619.61)
Meeting & Travel Expense	2,893.80	1,950.00	(943.80)	2,600.00	(293.80)
Website	1,904.76	1,500.00	(404.76)	2,000.00	95.24
Contractor Training		1,500.00	1,500.00	2,000.00	2,000.00
Educational Programing		7,500.00	7,500.00	10,000.00	10,000.00
TOTAL OFFICE & ADMIN EXPENSES	168,075.32	171,467.54	3,392.22	223,823.38	55,748.06
AMBIENT AIR MONITORING					
Station Communications (Modems)	590.20	750.00	159.80	1,000.00	409.80
Utilities Expense (Power, Telephone)	11,998.25	9,750.00	(2,248.25)	13,000.00	1,001.75
Hightower Reconstruction (Electrical, Propane)	35,588.75	30,000.00	(5,588.75)	40,000.00	4,411.25
Contractor Expense: Fuel (All)	34,425.00	34,425.00	-	45,900.00	11,475.00
Contractor Expense	172,744.02	172,743.99	(0.03)	230,325.32	57,581.30
Calibration Contractor (See Capital/TransAlta)		-	-	-	-
QA/QC Expense	32,395.95	32,395.95	-	43,194.60	10,798.65
QA/QC Audit Expense	-	-	-	-	-
Site Maintenance & Development (Capital)	52,889.93	75,000.00	22,110.07	100,000.00	47,110.07
Technical Workshops	-	750.00	750.00	1,000.00	1,000.00
Station Trailer Rental	1,620.00	1,500.00	(120.00)	2,000.00	380.00
Field Supplies	12,772.03	15,000.00	2,227.97	20,000.00	7,227.97
Accommodations & Meals	3,840.04	3,000.00	(840.04)	4,000.00	159.96
Data Network Support & Software	3,240.00	2,700.00	(540.00)	3,600.00	360.00
Shop	2,634.54	1,500.00	(1,134.54)	2,000.00	(634.54)
AAQI Upgrade - Edson		37,500.00	37,500.00	50,000.00	50,000.00
COP Project	4,943.07				
TOTAL AAM EXPENSES	369,681.78	417,014.94	52,276.23	556,019.92	191,281.21
AGRICULTURE EXPENSE					
Operations Contractor	54,714.28	56,250.00	1,535.72	75,000.00	20,285.72
Soil Sampling & Analysis	3,054.60	3,750.00	695.40	5,000.00	1,945.40
Miscellaneous Expenses / Site Maintenance	-	375.00	375.00	500.00	500.00
Ag Study	24,000.00				
TOTAL AGRICULTURE EXPENSE	81,768.88	60,375.00	2,606.12	80,500.00	22,731.12
HONORARIUMS					
Land & Co-op Honorariums	2,000.00	2,250.00	250.00	3,000.00	1,000.00
TOTAL HONORARIUM EXPENSE	2,000.00	2,250.00	250.00	3,000.00	1,000.00
ASSET ACCOUNTS					
Reclamation Trust Fund	2,000.00	1,500.00	(500.00)	2,000.00	-
WCAS Contingency Account	20,000.00	15,000.00	(5,000.00)	20,000.00	-
TOTAL ASSET ACCOUNTS	22,000.00	16,500.00	(5,500.00)	22,000.00	-
TOTAL EXPENSE	643,525.98	667,607.48	53,024.57	885,343.30	270,760.39
SURPLUS (DEFICIT)	(170,970.75)			(162,378.32)	

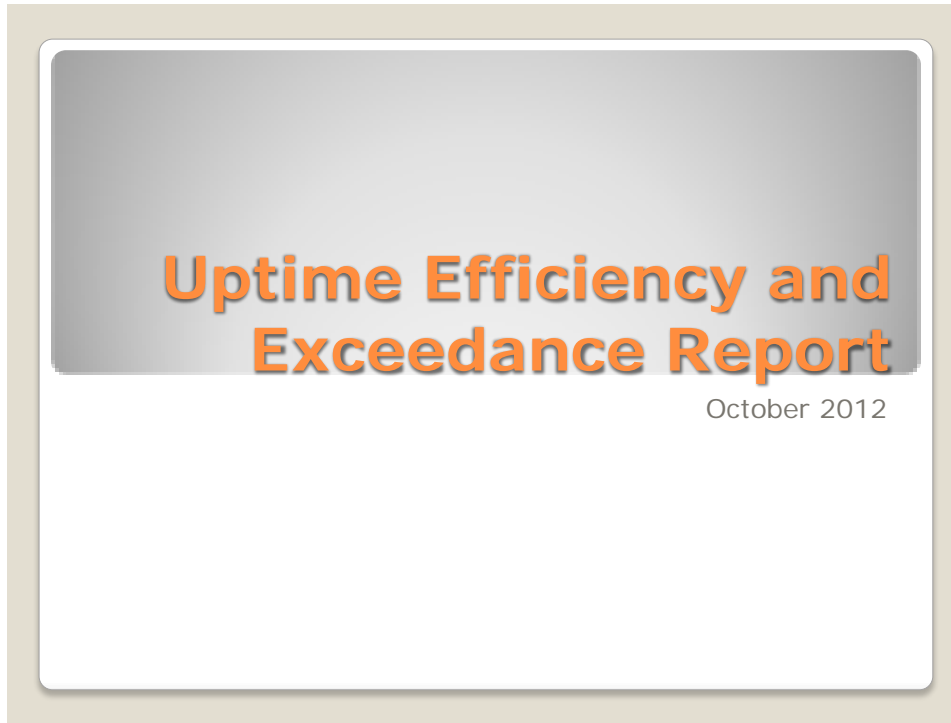
West Central Airshed Society - CAPITAL POWER/TRANSALTA



Income Statement as at September 30, 2012

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
REVENUES (Funding)					
Capital Power Operating Agreement	30,299.99			51,942.92	21,642.93
TransAlta Operating Agreement	78,907.84			118,361.72	39,453.88
TOTAL REVENUES	\$ 109,207.83			\$ 170,304.64	\$ 61,096.81
EXPENSES					
AAM Program					
QA/QC Data Reporting	21,597.30	21,597.30	-	28,796.40	(8,474.40)
Utilities Expense (Telephone)	8,069.33	7,500.00	(569.33)	10,000.00	4,612.94
Site Maintenance	1,275.68	5,250.00	3,974.32	7,000.00	2,645.00
Contractor Expense	74,584.35	66,006.18	(8,578.17)	88,008.24	4,967.89
Data Network Support & Software	2,160.00	3,750.00	1,590.00	5,000.00	2,000.00
Field Supplies	8,616.04	15,000.00	6,383.96	20,000.00	(10,259.96)
Land Owner Honorariums	1,000.00	750.00	(250.00)	1,000.00	690.00
Insurance	10,940.95	7,875.00	(3,065.95)	10,500.00	472.57
TOTAL EXPENSE	\$ 128,243.65	\$ 127,728.48	\$ (515.17)	\$ 170,304.64	\$ (3,345.96)
SURPLUS (DEFICIT)	\$ (19,035.82)			\$ -	

Appendix B



	October Uptime
Tomahawk (901)	100.0
Violet Grove (902)	100.0
Carrot Creek (903)	100.0
Steeper (905)	99.9
Hinton (906)	99.9
Power (907)	100.0
Meadows (908)	100.0
Genesee (910)	99.9
Drayton Valley (911)	99.1
Edson (912)	100.0
Breton (913)	100.0
Wagner2 (959)	100.0
Network Totals	99.9

Network Summary

	October Uptime
Tomahawk (901)	100.0
Violet Grove (902)	100.0
Carrot Creek (903)	100.0
Steeper (905)	99.9
Hinton (906)	99.9
Power (907)	100.0
Meadows (908)	100.0
Genesee (910)	99.9
Drayton Valley (911)	99.1
Edson (912)	100.0
Breton (913)	100.0
Wagner2 (959)	100.0
Network Totals	99.9

Power Outage

Network Summary

- October
 - Hinton (TRS)
 - 12 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 56.23 ppb
 - 2 24-hour in excess of 4 ppb H₂S
 - Maximum concentration of 8.03 ppb

Exceedences