



West Central Airshed Society  
P.O. Box 7421, Drayton Valley, Alberta T7A 1S6

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## WCAS Board of Directors Meeting Notes

**May 29, 2003**

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

Main Conference Room  
Penn West Building, 50<sup>th</sup> Avenue West  
Drayton Valley, AB

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### **In Attendance:**

**Cecil Andersen**, Pembina Agriculture Protection Association  
**Jim Bolton**, TransAlta  
**Robert Raimondo**, EPCOR  
**Mary Griffiths**, Pembina Institute for Appropriate Development  
**John Whaley**, Leduc County  
**Rick Phaneuf**, AB Environment  
**Victor Mah**, Capital Health  
**Steven Probert**, Capital Health

### **WCAS:**

Bob Scotten  
Barb Johnson  
Greg Swain

### **Absent With Regrets:**

**Greg Gabert**, Penn West Petroleum  
**Mike Woods**, Weyerhaeuser  
**Sandra Barnett**, TransCanada Pipeline

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## **Action Items**

**Action Item 1:** Barb to take the lead in the tracking/scheduling of the Genessee/Wabamun air monitoring expansion project.

**Action Item 2:** Bob to provide a proposal concerning the decommissioning of the Steeper station.

**Action Item 3:** Steve Probert to provide recommendation for director and alternate director for representation of the WCAS sector of health.

**Action Item 4:** Bob to seek candidates for Board representation of the Gas Transmission sector.

## Ongoing Action Items

**Ongoing Item #1:** Additions to the next WCAS newsletter to include an article describing the environmental initiative of Keyspan Canada Ltd. and reference to educational publications focused on public topics of interest.

**Ongoing Item #2:** Bob to investigate opportunities for radio media coverage.

**Ongoing Item #3:** Larry Williams to arrange letter of support from Alberta Environment directed to the Society in acknowledgement of the WCAS 2002 proposal.

**Ongoing Item #4:** Bob to obtain recommendations to the WCAS by-laws for Board review as suggested by legal council.

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### 1. Welcome and Introductions

Cecil Andersen called the meeting to order at 9:30 a.m. Committee members were welcomed and introductions were made.

### 2. Approval of April 17, 2003 Draft Minutes

The minutes of the April 17, 2003 were approved by consensus.

### 3. Review of the April 17, 2003 Action Items

**Action Item 1:** Larry Williams to arrange letter of support from Alberta Environment directed to the Society in acknowledgement of the WCAS 2002 proposal. **Ongoing.**

**Action Item 2:** Bob to review the WCAS by-laws concerning the incorporation of an additional sector. **Complete.** In addition, Bob reported that the WCAS by-laws are under review at the present time by lawyers, McLennan Ross, who will provide a recommendation as to how to clarify existing bylaws to better suit the undertakings of the Society. **Ongoing.**

**Ongoing Item #1:** Additions to the next WCAS newsletter to include an article describing the environmental initiative of Keyspan Canada Ltd. and reference to educational publications focused on public topics of interest. **Ongoing.** It was reported that the second WCAS newsletter is underway. It was noted that Kim Sanderson of Green Planet Communications Ltd. has begun interviewing Keyspan representatives and it is anticipated that completion of the newsletter would occur in two or three weeks time.

**Ongoing Item #2:** Bob to investigate opportunities for radio media coverage. **Ongoing.**

### 4. Financial Report

Barb Johnson distributed a Statement of Revenue and Expenditures as at April 30, 2003 for Board review (*Attachment A*). Barb reported that the statement indicated that current expenses appear to be in line with budget projections. It was noted that some items observed to be under budget were due to the seasonal nature of expensing, such as in the case of the Agriculture program. Other explanations for the appearance of under budgeting were the costing of such items as insurance that is realized only on an annual basis.

Barb reported that approximately fifty percent of the WCAS receivables have been collected to date. In addition, it was stated that collection on account from a few of the larger oil and gas contributors would increase the collection by another thirty percent. It was noted that collection activity observed in 2003 paralleled that of 2002.

Finally, Barb reported that balances of the WCAS financial accounts were approximately 305K in the operational account, 75K in an investment account, and 11K in the WCAS reclamation account.

## 5. Updates and Reports

### 5.1 Zone Managers Report

5.1.1 Weyerhaeuser Canada Update. Bob indicated that discussions with Brian Gilliland of Weyerhaeuser Canada Ltd. concerning membership and operation contracts are continuing in a positive manner. Bob indicated that Weyerhaeuser has expressed interest in carrying on 2002-2003 WCAS membership. Further, Bob reported that discussions indicate a willingness of the company to contract operations to the Society. The timing of this event would be dependent on the ability of Alberta Environment to modify existing approvals for Weyerhaeuser Canada.

5.1.2 Weldwood of Canada Update. Bob reported that discussions with Weldwood of Canada Ltd. are ongoing and continue to be positive. In the discussion of the Hinton based company, it was reported that the Town of Hinton has contacted the Society to announce that they will not renew their 2003 membership in WCAS. It was explained that the Town of Hinton had experienced massive job cuts over the past few years and were cutting memberships in a number of areas; the Town of Hinton felt that Weldwood of Canada Ltd. adequately represented them.

5.1.3 Technical Committee Update. Discussions began concerning the development of the ambient air monitoring expansion in the Genesee/Wabamun area. It was reported that a number of issues would need to be addressed in order to get the project underway. First steps discussed were the need to finalize site locations. Deliberation of site suitability could depend on the linkages of air monitoring, bio monitoring, and wildlife monitoring so as to maximize the efficiency of the network. It was noted that the procurement of land would also require a variety of considerations that may include negotiation with landowners and the logistics of the actual site development.

Next, Bob indicated that finances would need to be addressed soon since the delivery of the required instrumentation equipment could take up to twelve weeks. Bob reported that the ATB Financial has requested a Memorandum of Understanding between the WCAS and the utility companies to begin the processing of the equipment loan. Robert Raimondo indicated that this document is in a draft phase and that it would be made available for review by the Board and acceptance by the financial institute.

Several other issues were discussed that affected the go forward of the proposed monitoring expansion. It was noted that Alberta Environment would need to clarify its position with respect to the expansion. Robert indicated that presently EPCOR is dealing with several group proposals in conjunction with Alberta Environment and that an agreement had been reached between the parties to prioritize air-related issues.

The Board recognized that several concurrent activities would have to occur to successfully complete the expansion within the 2003 year. It was felt that a coordination of timelines would be essential. Barb agreed to assume the task. A Microsoft project management package is to be acquired by WCAS. Jim Bolton offered Barb support and training through TAU.

**Action Item #1:** Barb to take the lead in the tracking/scheduling of the Genessee/Wabamun air monitoring expansion project.

## 5.2 Air Monitoring Update

Barb Johnson provided members with a brief update on the operational efficiencies of the instrumentation for the months of March and April. It was reported that the overall uptime for the analyzers was 97.0% and 98.9% respectively. Barb explained that a power outage at the Hightower station resulted in the failed recovery of a TEOM PM<sub>2.5</sub> analyzer during the month of March. Some discussion followed concerning power interruptions experienced at the various stations. It was noted that the Steeper site experiences a higher frequency of short duration power bumps compared to other stations. It was reported that in all cases of power fluctuations/outages there is a risk to the instrumentation. Greg Swain indicated that the installation of surge devices at the stations could minimize the risks, however, he advised that the cost would be extremely high to have the appropriate protection installed.

It was also reported that Alberta Environment performed an audit at the Violet Grove, Carrot Creek, and Tomahawk stations in May. Results of the audit were generally good however; a problem with the wind instrument at the Tomahawk station was determined. Greg explained that the wind direction was found to deviate by sixty degrees according to Alberta Environment assessment. Greg indicated that a review of the data specifically observing maximum wind speed against the recorded directions of the stations provided a tool in determining where this problem originated. It was noted that the wind direction tracked well with other locations until the first part of May. It was also noted that the deviance of the instrument also appeared to be sporadic in nature and that a replacement of the instrument was necessary.

At this time, the Board expressed their appreciation of the outstanding work done to achieve the excellent uptimes realized by the network over the past two years. It was also noted that with the expansion of the air-monitoring program, a third technologist might be required to enjoy the same level of performance.

Next, questions concerning the RSLs system were asked. Barb reported that the system was performing excellently with the only visible problem being the lack of documentation and manuals for reference. It was noted that while the system has had very few problems, answers were mainly dependent on the programmer who devised the system. The possibility that this individual could leave the RSLs Company raised concern amongst members. Bob reported that he has conveyed these concerns to the president of RSLs Company.

## 6. Other Business

- 6.1.1 **Steeper Station.** Bob opened discussions about the Steeper station. Bob explained that originally the station was located in anticipation of a mining operation in the area. To date the mining project has not moved forward. Bob explained that the Steeper station represents the highest operational costs within the network. Questions were raised as to whether the station is satisfying the needs of the WCAS. Bob proposed that the Board consider decommissioning the station citing that the spare equipment would have usefulness in the network.

Overall, it was felt that the Steeper station continues to play an important role in the network from a regional perspective. Several suggestions were discussed that included the decommissioning of the station in favor of a passive network. Other suggestions included the possibility of using a mobile unit that could be scheduled to monitor a prescribed amount of that time in the vicinity. Further discussions ensued about the

advantages of having a mobile unit as part of the WCAS network. With the expanded boundaries the WCAS now covers over 46,000 sq. miles. Within this area, properties such as the Bonnie Glenn facility owned/operated by Imperial Oil Ltd. have been incorporated. This facility, like that of others, would benefit largely if the Society could provide the services of a mobile unit for a few months of the year. It was noted that a portable air-monitoring unit could be a solution to some of the upcoming challenges facing the WCAS.

In conclusion, the Board felt that Bob should provide a proposal that outlines all of the existing conditions related to the station and its functionality. Further suggestions regarding the need to technically evaluate the monitoring program as a part of a routine assessment was also discussed. It was recommended that an assessment become a part of the WCAS business plan that supports technical reviews in minimum time intervals of five years.

6.1.2 **Honorarium Rates.** The request for an increase in per diem rates in relation to the CASA (Clean Air Strategic Alliance) standard was approved by consensus. The rate of \$85 for each half-day meeting will be offered to those members who are designated to represent a sector and are not otherwise paid to attend the WCAS meetings.

6.1.3 **Health Sector.** Board members supported the addition of the Health sector to the Society. Members felt that the new sector was consistent with the WCAS mandate. Cecil Andersen advised Steve Probert of Capital Health that it would be necessary to bring forward a recommendation as to the director and alternate director position for sector representation. Cecil explained that the recommendation would be considered for ratification at the next WCAS general meeting.

**Transmission Sector.** It was announced that Sandra Barnett and Srikanth Venugopal resigned as director and alternate director representing the Gas Transmission sector. Bob elected to seek candidates to fill these positions from other gas transmission sources.

**Annual Report.** Copies of the 2002 WCAS Annual Report were made available to Board members. It was requested that the mail out lists include the alternate directors of the differing sectors. Barb agreed to have the directors included in the report distribution.

**Action Item #2:** Bob to provide a proposal concerning the decommissioning of the Steeper station.

**Action Item #3:** Steve Probert to provide recommendation for director and alternate director for representation of the WCAS sector of health.

**Action Item #4:** Bob to seek candidates for Board representation of the Gas Transmission sector.

## 7. Next Meeting Date

The next general meeting date to be announced.

A meeting of the Technical Committee was set for June 16, 2003 at 9:00 am in the Main Conference Room at the Penn West Building, Drayton Valley.

The meeting adjourned at 11:45 a.m.

*Attachment A*

West Central Airshed Society  
Statement of Revenue & Expenditures  
As at April 30, 2003

		Year-to-Date			Total Budget For Year	Balance in Budget
		Actual	Budget	Variance		
<b>FUNDING</b>						
Membership Fees	4050	893,946			789,660	-104,286
Network Cost Sharing	4100	13,910			12,840	-1,070
Interest/Other Income	4850	235			0	-235
<b>TOTAL FUNDING</b>		<b>908,091</b>			<b>802,500</b>	<b>-105,591</b>
Less: GST portion of Funding		-59,392			-52,500	6,892
Less: Estimated Non Collectibles					<b>750,000</b>	750,000
<b>FUNDING, NET OF GST</b>		<b>848,699</b>			<b>-29,667</b>	<b>-29,667</b>
					<b>720,333</b>	<b>-128,366</b>
<b>OFFICE &amp; ADMINISTRATION</b>						
Administration Salaries	5100	28,525	28,333	-192	85,000	56,475
Accounting & Legal	5199	2,200	3,000	800	3,000	800
Bank & Credit Card Charges	5199	206	167	-39	500	294
Bank Loan Interest	5199	1,194	2,667	1,473	8,000	6,806
Honorarium Board Expenses	5199	385	2,333	1,949	7,000	6,615
Other Meeting Expenses	5575	230	667	437	2,000	1,770
Board Expenses		0	667	667	2,000	2,000
Communication Expenses + Website Maint	5199	5,199	8,333	3,135	25,000	19,801
Computer Software & Accessories	5199	180	333	153	1,000	820
Insurance	5299	0	4,333	4,333	13,000	13,000
Office Equipment Rental	5399	1,670	2,167	497	6,500	4,830
Office Rental	5575	2,344	3,333	990	10,000	7,656
Office Supplies	5575	833	1,333	500	4,000	3,167
Tel Fax & Internet	5575	3,618	3,167	-451	9,500	5,882
Miscellaneous Expense		0	167	167	500	500
<b>TOTAL OFFICE &amp; ADMIN EXPENSES</b>	<b>5599</b>	<b>46,581</b>	<b>61,000</b>	<b>14,419</b>	<b>177,000</b>	<b>130,419</b>
<b>AMBIENT AIR MONITORING</b>						
Utilities Expense	5722	3,883	7,667	3,784	23,000	19,117
Contractor Expense	5729	44,333	44,333	0	133,000	88,667
Chemical Analysis	5730	5,436	6,667	1,230	20,000	14,564
QA/QC Expense	5739	17,333	20,667	3,333	62,000	44,667
Site Maintenance & Development	5740	378	1,667	1,289	5,000	4,623
Technical Workshops	5741	0	1,667	1,667	5,000	5,000
Equipment Rental & Lease	5750	34,649	35,332	683	72,133	37,484
Field Supplies	5750	5,239	6,667	1,428	20,000	14,761
DAS/Equip Replacement Loan	5775	0	14,333	14,333	43,000	43,000
Accommodations & Meals	5775	1,461	1,667	206	5,000	3,539
<b>TOTAL AAM EXPENSES</b>	<b>5799</b>	<b>112,711</b>	<b>140,665</b>	<b>27,954</b>	<b>388,133</b>	<b>275,422</b>
<b>AGRICULTURE EXPENSE</b>						
Diagnostic Contractors	5620	0	1,667	1,667	5,000	5,000
Operations Contractor	5625	0	21,667	21,667	65,000	65,000
Soil Sampling & Analysis	5639	0	2,333	2,333	7,000	7,000
Science Advisory	5645	0	1,667	1,667	5,000	5,000
Data Analysis & Reports		0	1,000	1,000	3,000	3,000
Agriculture Modeling Report	5650	10,000	13,333	3,333	40,000	30,000
Miscellaneous Expenses	5680	3,760	2,000	-1,760	6,000	2,240
<b>TOTAL AGRICULTURE EXPENSE</b>	<b>5699</b>	<b>13,760</b>	<b>43,667</b>	<b>29,907</b>	<b>131,000</b>	<b>117,240</b>
<b>HONORARIUMS</b>						
Land & Co-op Honorariums	5820	0	2,200	2,200	2,200	2,200
<b>TOTAL HONORARIUM EXPENSE</b>	<b>5825</b>	<b>0</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>ASSET ACCOUNTS</b>						
Reclamation Trust Fund	1160	0	2,000	2,000	2,000	2,000
WCAS Contingency Account	1170	0	6,667	6,667	20,000	20,000
<b>TOTAL ASSET ACCOUNTS</b>		<b>0</b>	<b>8,667</b>	<b>8,667</b>	<b>22,000</b>	<b>22,000</b>
<b>TOTAL EXPENSE</b>		<b>173,053</b>	<b>256,199</b>	<b>83,146</b>	<b>720,333</b>	<b>547,280</b>
<b>SURPLUS (DEFICIT)</b>		<b>675,646</b>			<b>0</b>	