



## WCAS General Meeting

### Meeting Notes

November 30, 2004

1.30 p.m. – 3:00 p.m.

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

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#### In Attendance:

Cecil Anderson	Pembina Agriculture Protection Association
Jim Bolton	TransAlta
Mary Griffiths	Pembina Institute of Appropriate Development
Ken Furrie	Enbridge
Audrey Kelto	Leduc County
Robert Kitching	Brazeau County
Bettina Mueller	Alberta Environment
Rick Phaneuf	Alberta Environment
Steve Probert	Capital Health
Dave Stewart	Talisman Energy
Gwen Wood	EUB

#### WCAS:

Bob Scotten	Executive Director
Greg Swain	Senior Technologist

#### Guests:

Warren Kindzierski	University of Alberta
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#### Absent with Regrets:

Barb Johnson	WCAS
Greg Gabert	Penn West Petroleum Ltd.
Hercules Georgiadis	Weldwood of Canada Ltd.
Larry Williams	Alberta Environment
Mike Woods	Weyerhaeuser Ltd.

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### 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.

**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.

**Action Item 3:** Bob and Jim to work with the lawyer to develop amendments to the bylaws. They will bring them to the next Board meeting for Board to review.

**Action Item 4:** Bob to check whether the WCAS insurance policy includes indemnity for Board members.

**Action Item 5:** Bob to provide Board with a list of locations and dates where he has made presentations.

**Action Item 6:** Bob to contact Randal Barratt at AENV to find out how the Ft. Air Partnership is using its data to examine longterm trends.

**Action Item 7:** Bob to keep an inventory of when and how WCAS data is used

## 1. Welcome and Introductions

Cecil Anderson called the meeting to order at approximately 1.30 p.m. Mary Griffiths took the meeting notes.

## 2. Approval of September 22, 2004 Draft Minutes

The meeting notes of the September 22, 2004 meeting were accepted by consensus.

## 3. Review of the September 22, 2004 Action Items

**Action Item 1:** Greg Swain raised the issue about the NOx/SO<sub>2</sub> analyzer range scales at the technical meeting. **Complete.**

**Action Item 2:** Bob reported that Barb had spoken to the RSL contractor about improving the security of the computer system. A new computer has been bought and data is now stored in separate compartments, which reduces the risk of system attacks, as does a firewall. A new UPS has been added to stop power surges. The new system has been running for a month and there have been no virus attacks. **Complete.**

In response to a question from Jim, Bob explained that a local contractor (who does work for Penn West) is engaged to advise on minor computer problems, while a contractor from Red Deer advises on more complex matters. RSL provides advice on system issues. Bob mentioned that when Telus moved the server, the system crashed for a week.

**Action Item 3:** The High Tower Trailer is still at the site, pending a decision about a future location for the station. The equipment has been removed.

**Ongoing Action 1:** As reported at the Agriculture Committee meeting, Bob has asked Dr. Sagar Krupa for the finalized crop yield agriculture model and related reference manuals, but they have not been provided.

**Ongoing Action 2:** Bob reported that he spoke to YR radio in Edson. They will use the WCAS meteorological data for their weather report and attribute it to WCAS. The data will be on the WCAS website in an easily accessible location. **Complete.** If Edson gets a federal NAPS station, it will be possible to add an air quality index for Edson. Bob will ask to meet the Edson Town Council and the Hinton Town Council, to encourage them to join WCAS. Dave will help encourage Edson to join. Bob will ask the Drayton Valley radio if they wish to use the WCAS data, once WCAS has taken over the Weyerhaeuser station.

**Ongoing Action 3:** Improvement of bylaws. Bob handed out a sheet entitled "Legal Considerations for WCAS Board of Directors", that summarized the findings of a review of WCAS bylaws. (*Attachment A*). It was agreed that Jim and Bob would work with a lawyer to develop amendments to the bylaws, as suggested in the review. These will be brought to the next Board meeting for Board review and then be put on the agenda for the AGM. Rob asked whether indemnity for Board members is included in the WCAS insurance policy. Bob will check this.

## 4. Financial Report – Approval of 2005 Draft Budget

Bob presented the Financial Report, on behalf of Greg Gabert. The figures indicate the year 2004 will end in a surplus. The EPCOR/TransAlta financials indicated a small deficit over the 2004 Budget.

Bob presented the draft budget for 2005. (*Attachment B*). He indicated the increase for communications, which will include newsletters, public meetings and upgrading the website.

Thanks were expressed for the work done by Barb and Greg in preparing the budget.

## 5. Zone Manager's Report

### 5.1 Hightower Ridge Station Update

This issue was dealt with in the Agriculture Meeting on November 30, 2004.

### 5.2 TransAlta/EPCOR Update

WCAS is now responsible for operating the TAU/EPCOR stations. An independent consultant and Jim Bolton conducted an audit of the stations and the recommendations are being implemented. These include the installation of fire extinguishers and the use of sign-off documentation in each station.

### 5.3 Communications Update

Bob said that the Parkland Airshed Management Zone (PAMZ) printed only a limited number of newsletters (which were sent to libraries, the media, etc.). The newsletter is posted on the PAMZ website. He recommended that WCAS should adopt the same approach. By reducing the cost of the newsletter, it would be possible to divert funds to hold public meetings (e.g. in Edson, Hinton and Wabamun) and offer presentations to local groups (e.g. Lions Clubs, Chambers of Commerce, agricultural groups).

Steven indicated that the Ft. Air Partnership had engaged a consultant to advise on communications and develop a business plan for media relations. Bob said that so far WCAS has been focused on issues relating to the boundary expansion, etc., but that improving communications was now a priority.

Mary asked Bob to present the Board with a list of locations where he had made presentations and proposed that this should be a standing item under the communications section on the agenda.

### 5.4 Weyerhaeuser Update

WCAS is still waiting to take over the Drayton Valley station from Weyerhaeuser. Bob expects this to take place early in 2005.

## 6. Air Monitoring Update

Bob reported that the operating efficiency was 98.0% in September and 99.2% in October. The Genesee trailer was moved on September 2, which contributed to the downtime in that month.

## 7. Ozone Study – Dr. Warren Kindzierski

Warren described a research project, which is being undertaken by a graduate student from the University of Alberta, to study the hourly data on ozone levels from the WCAS stations and to examine if they are related to meteorological conditions (e.g. relative humidity, cloud and pressure data from Environment Canada) or other ambient air quality data (from WCAS). WCAS provided some funding for this project, with matching funds from the University. The student has analyzed data from High Tower Ridge (for transboundary effects) and Tomahawk/Violet Grove. The hourly values at High Tower show a relationship with relative humidity, but not with pressure. The ozone levels at Tomahawk/Violet Grove show some relationship with meteorological conditions, but not with other air pollutants. It appears that the anthropogenic influence is not strong enough to be evident in this region (compared with a city such as Edmonton, where there is a relationship between ozone and NO<sub>x</sub> levels).

Steve asked how it is possible to relate the higher levels of NO<sub>x</sub> in the Edmonton area to later production of ozone downwind from the city. Warren said that this has been done elsewhere with a time series of measurements at a number of locations, which show how the ozone forms as the air mass moves away from the city. Environment Canada had advised that it would be useful to study relative humidity and pressure to identify the influence of the stratosphere on levels at High Tower Ridge, and there is a high level of confidence in the results.

Warren indicated that he is looking for other opportunities for students to make use of the WCAS data. He suggested a study of PM<sub>2.5</sub> downwind of the power plants. This would involve measurements at Genesee, in rural areas between the WCAS zone and the capital region and at the University of Alberta farm in the city, where it would be possible to monitor for PM<sub>2.5</sub> at a secure location. The proposal would involve data collection by WCAS (an in-kind contribution), with matching funds from the federal government. It might also be possible to use different monitors at the same site, to compare different techniques. He suggested that the monitors could be run for one year, with measurements on a 6-day cycle, and that analysis should include an examination of the heavy metals, to identify how much PM<sub>2.5</sub> comes from the power plants and how much comes from other sources. It is possible to "fingerprint" the metals composition and identify likely sources using electron microscopy.

Bob said that he had received a letter from Jason Schultz at EPCOR, saying that they would be interested in participating in the study.

Warren plans to prepare a proposal to submit to the National Science and Engineering Research Council to get federal funding. Jim pointed out that TAU and EPCOR are already doing a lot of monitoring. He and Warren will discuss the proposal.

Bettina asked why it was necessary to locate a station at the University Farm, when data could be used from one of the Alberta Environment monitoring stations in the City.

Steve said that Capital Health is interested in more studies on PM<sub>2.5</sub>, as it penetrates deep into the lungs. The Board agreed that WCAS data could be used, if there was no cost to the Board.

Steve suggested that Bob should contact Randal Barratt at AENV to find out how the Ft. Air Partnership is using its data to examine longterm trends, so that WCAS could conduct a similar analysis. It was agreed that it is a good idea to have similar reporting/analysis in each airshed.

Bob was asked to keep an inventory of when and how WCAS data is used.

#### 8. Other Business

There was no other business.

#### 9. Next Meeting

The next meeting for both the General and Technical meetings will be on March 8, 2005.

The meeting ended at approximately 3:00 p.m.

**Attachment A**

After review with two separate lawyers one who sits on the board of a non-profit society and the other who deal with issues related to the Societies Act their thoughts to my question related to expansion of the zone and operations of our equipment by the Society were as follows.

The questions that were discussed and needed to be resolved and covered in the Societies by-laws were:

- A - Expansion must meet the objectives of the Society
- B - Expansion must be limited in some way that would prevent the Society from becoming a competitive contractor
- C - Service contracts should be in place that indemnify the board members

These items can be accomplished through amendments to the by-laws of the Society and our review suggested that:

Item A Is defined in the Bylaws Article 1 Interpretation (c) "Zone" means the area as defined in the business plan titled Airshed Zone for the West Central Alberta, published December 1994.

**Action:** Update our "Business Plan" to reflect the expanded zone

Item B It was felt that this issue could be addressed by limiting operations of WCAS to within the defined zone as in A. In this way our operations could not be seen as competing with other contractors in this field of business.

**Action;** Add to Article II Monitoring Program and Data collection (f) ;

- coordinate and integrate air shed management within the zone as defined by zone boundaries and by member service contracts.

Item C Is self explanatory and a review of all present contracts is suggested. A review of the indemnification clause under Article VII Protection of Directors and Officers (7.01) and Indemnify (7.02) appeared in our minds do adequately deal with the issue of indemnification of board members.

**Action;** Develop a standard template that covers all elements required in a service contract.

Notes;

- A review of the bylaws also suggested that the Health authority be added to Article III membership under 3.02 (X).
- The Society can have a business arm as long as profits flow to the goals of the Society and business operations have limits.

## 2005 WCAS DRAFT BUDGET

### REVENUE

Membership Fees	\$718,000	
Network cost Sharing	\$500	
Weldwood Operating Agreement	\$14,352	
<b>TOTAL 2004 FORECASTED REVENUE</b>		<b>\$ 732,852</b>

### EXPENSES

#### **OFFICE & ADMINISTRATION**

Administration Expenses	\$85,000	
Office Support	2,500	
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	
<b>TOTAL OFFICE &amp; ADMIN EXPENSE</b>		<b>\$204,500</b>

#### **AMBIENT AIR MONITORING**

Utilities Expense	17,000	
Contractor Expense	146,000	
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	
<b>TOTAL AAM EXPENSE BUDGET</b>		<b>\$387,600</b>

#### **AGRICULTURE EXPENSE**

Science Advisory Contractors		
Diagnostic Contractors		
Operations Contractor	65,000	
Miscellaneous Expense	6,000	
Soil Sampling & Analysis	5,000	
<b>TOTAL AGRICULTURE EXPENSE BUDGET</b>		<b>\$76,000</b>

#### **HONORARIUMS**

Land & Co-op Honorariums	2,300	
<b>TOTAL HONORARIUM BUDGET</b>		<b>\$2,300</b>

#### **ASSET ACCOUNTS**

Reclamation Trust Fund	2,000	
WCAS Contingency Account	20,000	
<b>TOTAL ASSET ACCOUNT BUDGETS</b>		<b>\$22,000</b>

<b>TOTAL BUDGET PROPOSAL</b>		<b>\$ 692,400</b>
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**2005 WCAS - EPCOR/TRANSALTA DRAFT BUDGET**

2005	Annual	EPCOR		TransAlta		Monthly Invoice	
		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	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		
<b>Subtotal</b>	<b>273,236.00</b>	<b>68,309.00</b>	<b>204,927.00</b>	<b>5,692.42</b>	<b>17,077.25</b>		
Membership Fee (incl GST)	135,504.38	21,400.00	114,104.38	1,783.33	9,508.70		
<b>Total</b>	<b>408,740.38</b>	<b>89,709.00</b>	<b>319,031.38</b>	<b>7,475.75</b>	<b>26,585.95</b>		