



WCAS General Meeting

Meeting Notes

May 25, 2007

9:00 a.m. – 12:00 p.m.

Main Conference Room

Penn West Building, 50th Avenue West

Drayton Valley, AB

In Attendance:

Cecil Andersen	Pembina Agriculture Protection Association
Cliff Whitelock	Pembina Agriculture Protection Association
Adam Stokowski	David Thompson Health
Audrey Kelto	Leduc County
Jerry Navarro	TransAlta
Dave Sluchuck	EPCOR
Robert Kitching	Brazeau County
Andy Lamb	AB Environment
Rick Phaneuf	AB Environment
Mary Griffiths	Pembina Institute

WCAS:

Bob Scotten	Executive Director
Patrick Andersen	Environmental Specialist
Greg Swain	Senior Technologist

Special Guests:

Nancy Saul-Demers	Medium:Green
Grace Gruber	Pembina Institute

Absent with Regrets:

Steven Probert	Capital Health
Gwen Wood	EUB
David Brand	Luscar Ltd.
Hercules Georgiadis	Hinton Pulp
Jeff Sansom	EPCOR

ACTION ITEMS

Action Item 1: Bob to write a letter to Deputy Minister as a written record of his conversation.

Action Item 2: Greg to bring a firm quote for tracking units, research the cost of emergency buttons and to get a second quote.

Action Item 3: Bob to have fuel rider formula prepared for next meeting.

Action Item 4: Patrick to determine why the Telephone expenditures are higher than budgeted.

Action Item 5: Patrick to undertake second invoicing.

Action Item 6: Bob to send Paul Belange a registered letter communicating the board's displeasure with the progress of the Hightower project.

Action Item 7: Bob to hire an individual for administrative staffing.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 9:10 a.m. Introductions were made.

2. Approval of Agenda

The agenda for this meeting was approved by consensus.

3. Approval of March 23, 2007 Draft Minutes

The meeting notes of the March 23, 2007 meeting were accepted by consensus.

4. Review of the March 23, 2007 Action Items

Action Item 1: Bob to write a follow up letter to Deputy Minister Peter Watson regarding coordination of airshed strategies for air quality management. Andy to also follow up on this topic.

Bob reported that he did not send a letter, but rather attended two Alberta Airshed Council meetings. He met with John Taggart, a representative from the Deputy Minister's office and was told that the Deputy Minister is very aware of these concerns. Bob reported that a workshop is planned for the fall and writing a letter would be redundant. This item is considered **Complete**. Jerry asked that a followup letter be written as an official record of the discussion. Bob to complete this action. (**Action Item 1**).

Action Item 2: Greg to alter the safety protocol to reflect the remoteness of Hightower.

Satellite phones have been purchased and the working alone plan implemented. This item is considered **Complete**.

Action Item 3: Greg to contact DunnRite Communications to determine the cost effectiveness of GPS tracking systems for the contractors.

Greg contacted Certified Radio; \$1800/unit plus \$400 for a tracking host. Other modules are available, depending on what was desired. It was determined that the setup cost would be ~\$6000, with ~\$2200/year operating cost. Audrey and Robert both indicated that Leduc County and Brazeau use this sort of equipment, and Robert felt that we may be considered negligent if we don't take advantage of available technologies. Greg also reported that Hinton Pulp wasn't very interested in providing support for our safety program, but he would be meeting with them over other issues in the relative future, and would discuss it again. Bob is to attend this meeting.

Greg to determine the cost for a belt clip style panic button and to return with firm prices, as well as a proposal. Also to get another quote for comparison. (**Action Item 2**). Bob proposed budgeting \$8500 as a maximum.

Action Item 4: Bob to purchase parting gift for Mike Woods, to be presented at the 2007 Annual General Meeting.

The artist suggested in the March 23, 2007 minutes could not be contacted, and so Bob purchased an iPod for Mike, as per a discussion with Mike. This item is **Complete**.

Action Item 5: Bob to have fuel rider formula prepared for next meeting.

Dave Steward was to provide a formula, and Bob has been unable to retrieve it from him. This item is still active, and carried over as **Action Item 3**.

5. Financial Update

Patrick presented the Statement of Revenue and Expenses as at April 30, 2007 (Appendix A). Bob noted that the capital equipment expenditures are particularly high due to the approved expenditures for 2006 being included in the value. Patrick was asked to look into why the "Telephone, Fax and Internet" value is so far out from the budgeted expectations (**Action Item 4**).

Greg requested guidance from the board on disposal of old analyzers that are no longer of any use to WCAS. Cecil suggested selling them, and Dr. Kindzierski suggested that the University of Alberta might be interested in taking the units if Greg is unable to dispose of them.

The overdue accounts were reviewed, and Patrick was charged with sending out the second round of invoicing, and to call remaining accounts 45 days later (**Action Item 5**).

Cecil acknowledged the receipt of a \$50,000 cheque from Alberta Environment and that it is appreciated by the board.

6. Bylaw Review

Bob circulated the Bylaw amendments for adoption at the AGM. He noted that he would like to modify the language of section 1.01 c) to read "Area defined by board from time to time." The board discussed technical issues relating to the timing of changes and proper notification of members for voting.

7. Shop Development and Agriculture Program Storage

The location has been requested from TransAlta, and Bob and Jerry are waiting for approval. TransAlta has requested a site drawing and their lands people are working on a suitable location. Construction of a storage shed for the agricultural program is underway at Violet Grove, with one or two 8 foot by 8 foot units going in place, with an expenditure of approximately \$2000 expected. No progress on sample reduction from Elaine.

8. Monitoring and Reporting Report

Dr. Kindzierski presented his report, attached as Appendix B. Dr. Kindzierski also reported that he had prepared a document to guide us through the new AMD requirements.

9. Annual Report

Bob and Nancy presented the annual report to the board. The report was met with enthusiasm, and some alterations to the map were indicated as required.

10. CASA Presentation

This presentation was postponed.

11. Zone Managers Report

a. Hightower Station Operations and Launch

Bob reported that he has been attempting to contact Paul Belange for the past three months to pressure him to finish this project. Despite repeated phone calls and emails, Bob has been unable to contact him in the last few weeks. Bob visited the station yesterday (May 24th) and found no progress had been made in the past 6 weeks. Bob spoke with an employee yesterday (May 24th) and invited Paul to this meeting to explain what is happening with this project, but no response was forthcoming.

Jerry asked how much has been retained for completion to retain an electrical contractor to complete the project; Bob indicated approximately \$20,000 was in reserve. Bob was charged with sending him a registered letter to communicate the board's displeasure with the outcome of this project (**Action Item 6**).

b. Alberta Airshed Council, Airshed Workshop

Bob reported that a workshop is being organized for the fall, and another airshed workshop is to be held around October 22nd in Edmonton.

c. Working Alone Program

This item was covered in action item 2, above.

d. Contract Update

An error in the contracts that does not alter their validity was located; the paragraph will be changed and the contracts signed shortly.

e. Agriculture Contractor/Genesee Plot Site

Bob reported that a contractor has been retained to maintain the agricultural plots.

The Genesee agriculture plot site has to be relocated due to the sensitivity of the mercury deposition instrumentation located in the air monitoring station compound. A site to the west of the station has been chosen and will be prepared for seeding in the spring of 2008.

f. Drayton Valley Office Staff

Discussion was reopened on the hiring of office support staff, with Bob recommending an individual in the office three days a week as originally discussed (May 2006). Patrick indicated that his office support role was meant to be temporary, and with the AMD changes and other expansions in his data management role looming require more focus on his core task. Dr. Kindzierski pointed out May 2006 that his monthly review is no longer required, freeing a portion of the budget. Jerry questioned how Patrick's time is proportioned between administration and data management; Patrick indicated he spends approximately 25% of his time on administration tasks. Bob pointed out that administration is not really the purpose or primary skill set Patrick was hired for, and would like to hire somebody with those skills, and suggested \$24,000 to \$30,000 per year to fill the position for three days per week.

Discussion over expectations of office hours was undertaken, with 24 hours per week settled on. Bob was charged with generating a job description and advertising in the local paper (**Action Item 7**).

g. Sentinel Monitoring Program Update

After attending an instrumentation meeting, Bob reported that PAPA had decided upon a course of action utilizing a large number of relatively inexpensive detectors, in opposition to the smaller number of stations with analyzers Bob had proposed. These detectors do not have the resolution or range to provide the quality of data that WCAS is comfortable being responsible for. Bob indicated to them that

WCAS is not interested in supporting this variety of system. Cecil pointed out that the cost of a detector is in the \$5,000 range, while a station proposed by Bob is in the \$80,000 to \$100,000 and thus the economics of the detector allow far more of them to be deployed. Cecil also posited the potential for WCAS to provide H₂S monitoring and perhaps a Quality Assurance/Quality Control role, perhaps running a single site to validate detector data.

h. Northern Expansion Request

Ken Astill with the SemCAMS group contacted Bob requesting WCAS expand its boundaries to the north. He was to give a presentation to the board at this meeting, but has postponed his presentation until the next meeting.

12. Air Monitoring Update

a. Airshed Monitoring Activities Report

Patrick made a brief PowerPoint presentation (Appendix C), reporting a network up time of 99.6% in March and 98.1% in April. The only exceedance to report was at 906 (Hinton), with 1 one-hour TRS reading in excess of the 10 ppb limit, with the maximum concentration reported being 15ppb.

b. Information Requests Report

Genesee precipitation data is submitted monthly Dr. Kindzierski as part of his work with the EPA.

13. Other Business

Bob indicated that a reporter for the Western Review had contacted him for comment from WCAS regarding the EUB odour complaint report, stemming from the January H₂S release. Bob commented that the EUB had taken the issue seriously, and that their detectors do the job they're designed to do.

Adam distributed a report by Capital Health to all interested parties.

Mary indicated that this would be her last meeting, and that she was resigning from the board of WCAS. She brought her replacement, Grace Gruber, who was introduced and welcomed.

14. Next Meeting Date

The next meeting is September 21st, 2007. Other scheduled meetings:

November 30th, 2007

Meeting convened at 12:10.

Appendix A

West Central Airshed Society
Statement of Revenue & Expenditures
As at April 30, 2007

	Year-to-Date			Total Budget For Year	Balance In Budget
	Actual	Budget	Variance		
FUNDING					
Budgeted Membership Fees	198,468			853,504	855,036
Interest Income	0			0	0
Hinton Pulp Operations Agreement	5,980			14,352	8,372
Grants	50,000			50,000	0
2007 Revenue net of GST	254,448			917,856	863,408
OFFICE & ADMINISTRATION					
Administration Salaries	29,183	29,183	0	87,550	59,367
Administrative Assistant	0	4,000	4,000	12,000	12,000
Office Support	0	858	858	2,575	2,575
Accounting & Legal	0	3,000	3,000	9,120	9,120
Bank & Credit Card Charges	107	386	279	1,159	1,052
Bank Loan Interest	0	0	0	0	0
Honorarium & Board Expenses	618	3,090	2,472	9,270	8,652
Other Meeting Expenses	150	687	536	2,060	1,910
Computer Software & Accessories	2,910	687	-2,223	2,060	-850
Website	0	2,403	2,403	7,210	7,210
Communications Expense Incl Annual Report	0	16,667	16,667	50,000	50,000
Insurance	0	9,583	9,583	28,750	28,750
Office Equipment Rental	169	2,232	2,063	6,695	6,526
Office Rental	1,544	3,433	1,889	10,300	8,756
Office Supplies & Postage	596	2,060	1,464	6,180	5,584
Tel Fax & Internet	6,052	3,433	-2,629	10,300	4,238
Meeting & Travel Expense	2,114	3,333	1,219	10,000	7,886
Grants for Work Done	0	1,667	1,667	5,000	5,000
Emissions Inventory	0	333	333	1,000	1,000
Systems Consultant	0	6,667	6,667	20,000	20,000
Research & Development	0	13,333	13,333	40,000	40,000
Contractor Training	113	0	-113	0	-113
Satellite Telephones	5,469	0	-5,469	0	-5,469
Miscellaneous Expense	402	172	-231	515	113
TOTAL OFFICE & ADMIN EXPENSES	49,440	107,208	57,768	321,744	272,304
AMBIENT AIR MONITORING					
Utilities Expense	6,626	11,400	4,774	34,200	27,574
Contractor Expense	60,577	60,667	90	182,000	121,423
Contractor Expense: Fuel	14,000	14,000	0	42,000	28,000
Chemical Analysis	0	3,708	3,708	11,124	11,124
QA/QC Audit Expense	3,750	6,667	2,917	20,000	16,250
QA/QC Expense	20,600	20,600	0	61,800	41,200
Site Maintenance & Development	1,874	3,383	1,510	10,150	8,276
Data Network Support & Software	0	6,000	6,000	10,800	10,800
Technical Workshops	0	1,717	1,717	5,150	5,150
Equipment Repair & Service	3,155	1,717	-1,438	5,150	1,995
Station Trailer Rental	731	800	69	2,400	1,669
Equipment Loans Payable	44,600	44,600	0	133,800	89,200
Portable Trailer Expense	0	1,030	1,030	3,090	3,090
Field Supplies	8,631	6,867	-1,764	20,600	11,969
Accommodations & Meals	994	2,060	1,066	6,180	5,186
Capital Equipment Replacement	70,657	25,000	-45,657	75,000	4,343
AMD Compliance	0	5,000	5,000	15,000	15,000
Service Garage Construction	0	13,333	13,333	40,000	40,000
TOTAL AAM EXPENSES	165,537	228,548	-25,979	678,444	387,250
AGRICULTURE EXPENSE					
Operations Contractor	0	22,317	22,317	66,950	66,950
Soil Sampling & Analysis	0	5,000	5,000	5,150	5,150
Miscellaneous Expenses	0	6,000	6,000	6,180	6,180
TOTAL AGRICULTURE EXPENSE	0	33,317	33,317	78,280	78,280
HONORARIUMS					
Land & Co-op Honorariums	0	3,000	3,000	3,090	3,090
TOTAL HONORARIUM EXPENSE	0	3,000	3,000	3,090	3,090
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	236,977	384,073	68,106	1,103,558	740,924
SURPLUS (DEFICIT)	17,472			-185,702	

New Laptop for Bob

West Central Airshed Society - EPCOR/TRANSALTA
 Statement of Revenue & Expenditures
 As at April 30, 2007

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
FUNDING					
Epcor Operating Agreement	15925			63700	47775
TransAlta Operating Agreement	47406			191100	143694
TOTAL FUNDING	63,331			254,800	191,469
AMBIENT AIR MONITORING PROGRAM					
QA/QC Data Reporting	2833	2833	0	8500	5667
Land Honorariums	0	333	333	1000	1000
AAM Equip Loan Payments & Interest	44600	44600	0	133800	89200
Utilities Expense	3334	4000	667	12000	8667
Contractor Expense	21935	23333	1398	70000	48065
Site Maintenance	0	1667	1667	5000	5000
Insurance	0	3500	3500	10500	10500
DAS Licensing Fee	0	2000	2000	2000	2000
Field Supplies	3145	4000	855	12000	8855
TOTAL AMBIENT AIR MONITORING	75,847	86,267	10,420	254,800	178,953
TOTAL EXPENSE	75,847	86,267	10,420	254,800	178,953
SURPLUS (DEFICIT)	(12,516)			0	

Invoice Number	Name	Amount	Invoice Number	Name	Amount
07-310	Cardinal	2,856.89	07-078	Rockyview	2,347.05
07-301	Fraser Mills	55,715.05	07-082	Sequoia	1,692.43
07-308	Sundance	4,188.93	07-084	Sifton	925.09
07-313	Yellowhead County	2,566.34	07-085	Signalta	1,715.13
07-001	Acclaim	475.83	07-086	Skylight	654.76
07-002	Advantage	2,477.76	07-087	Southward	145.88
07-004	Altagas	6,003.00	07-079	Thunder	3,911.75
07-045	Apache	1,328.87	07-072	TKE	240.46
07-007	ARC	2,049.51	07-073	True Energy	4,607.71
07-003	Baytex	1,564.70	07-074	Vault	718.78
07-014	Birchcliff	354.36	07-076	Zapata	391.17
07-009	Blaze	49,015.44	07-077	Zargon	1,101.19
07-012	Bonterra	1,690.18			558,981.96
07-020	BP	2,347.05			
07-014	Burlington	39,823.12			
07-081	CAM	4,784.15			
07-017	Canetic	10,317.89			
07-016	CNRL	15,318.72			
07-019	Conoco	9,729.77			
07-040	Cordero	1,564.70			
07-021	Daylight	6,206.59			
07-022	Devon	3,521.14			
07-023	Dominion	1,699.93			
07-050	Duke	1,955.87			
07-085	Duvernay	824.98			
07-025	Encana	22,864.18			
07-026	Enerplus	721.57			
07-028	EOG	8,304.82			
07-029	Exalta	474.22			
07-030	Exxon	2,188.93			
07-031	Fairborne	2,499.87			
07-033	Harvest	1,831.65			
07-034	Highpine	1,308.14			
07-035	Hunt	1,126.00			
07-036	Husky	13,398.85			
07-037	Imperial	5,868.51			
07-079	Imperial-Thorsby	37,916.92			
07-026	Kereco	2,391.99			
07-038	Ketch	278.86			
07-039	Keyera	52,426.17			
07-041	Lario	231.35			
07-044	NAL	1,700.15			
07-047	Nuvista	391.17			
07-048	Pengrowth	4,034.39			
07-052	PetroCanada	142,075.98			
07-053	Petrofund-NCE	5,139.17			
07-054	Peyto	1,557.99			
07-061	Rider	2,646.96			
07-071	Rife	782.35			

Appendix B

Ambient Air Monitoring Program Quality Assurance Plan (QAP) for West Central Airshed Society



Warren Kisilewski, Ph.D., P.Eng.
WIK & Associates Inc.
St. Albert, AB

WCAS Board Meeting
Drayton Valley, AB
May 23, 2007

Quality System

- Revised Air Monitoring Directive (AMD) requires implementation of **Quality System**:
 - ensure monitoring and reporting activities are verified & documented
 - means by which WCAS is to manage its quality aspects in systematic, organized manner
 - provides framework for *planning*, *implementing*, and *assessing* activities performed; & for carrying out quality assurance/quality control (QA/QC) activities

Quality Assurance Plan (QAP)

- Intended to meet requirements of revised Air Monitoring Directive by documenting **Quality System** policies and procedures.
- Prescribe requirements, procedures, & guidelines for WCAS air monitoring program (management; data collection, etc.).
- Is a collection of QA requirements, procedures, & guidelines applicable to air pollution & meteorological measurement systems.

Quality Assurance Plan (con't)

- Three components:
 - administration
 - technical operation
 - reporting

1. Administration

- Describes how ambient air monitoring program organized (personnel, functions, etc.).
- Identifies *responsible person*...
 - responsible for managing (establishing, implementing, & maintaining) **Quality System** for WCAS
- Describes major functions of WCAS ambient air monitoring program.

Administration (con't)

- Have formalized & documented procedures for:
 - control of documents
 - control of data (how data are recorded, validated, transmitted, reduced & analyzed, & stored & retrieved)
 - performance of internal audits
 - non-compliance, preventative, & corrective actions
 - subcontracting monitoring & reporting activities
 - service & supply purchasing

Control of Documents

- Procedures for use, control, revision, & maintenance of records & documents:
 - site information documentation
 - environmental data operations documentation
 - data management plans & systems documentation
 - raw & transformed data files
 - copies of data reports
 - quality assurance documents

Records and Documents Applicable to Document Control

Site Information:	<ul style="list-style-type: none"> network descriptions site documentation, maps, and pictures
Environmental Data Operations:	<ul style="list-style-type: none"> Quality Assurance Plan and supporting guidance station equipment lists equipment Standard Operating Procedures (SOPs) equipment calibration Standard Operating Procedures (SOPs) equipment maintenance and calibration schedules (plans) equipment replacement schedules (plans) equipment maintenance/repair/replacement records inspection/maintenance check sheets/reports technician field notebooks chain-of-custody forms

Records and Documents Applicable to Document Control (con't)

Data Management:	<ul style="list-style-type: none"> data management plans and systems for raw and transformed data
Data:	<ul style="list-style-type: none"> raw data and transformed (validated) data
Data Reporting:	<ul style="list-style-type: none"> weekly data reports
Quality Assurance:	<ul style="list-style-type: none"> management procedures and records network review reports data quality assessment documentation system audits and site audits responses/corrective action reports

Internal Audits

- Requirement to conduct internal audits of monitoring & reporting activities.
- Implemented every three years (minimum).
- To address all elements of **Quality System**.
- Carried out by trained & qualified personnel independent of activity to be audited.
- Copies of audit results to be kept on file.

Other

- Non-compliance, preventative, & corrective actions.
- Subcontracting monitoring & reporting activities.
- Service & supply purchasing.

2. Technical Operations

- Have formalized & documented procedures for:
 - personnel Quality System & on-going training
 - identifying new monitoring locations & conditions
 - use of new monitoring equipment
 - monitoring and calibrating instruments
 - planning for new sampling (continuous and integrated)
 - sample handling
 - sample acceptance (electronic, hard copy, etc.)

Technical Operations (con't)

- Personnel:
 - need to have employee **Quality System** training
 - required to have "on-going" program to ensure adequate employee training
 - *responsible person* to maintain records of competence, educational & professional qualifications, training, skills, & experience of personnel, including subcontractors
 - records to be kept on file

Technical Operations (con't)

- Monitoring location and conditions:
 - guidance for selection of new monitoring locations & operating conditions
 - guidance for shelter requirements
 - required to monitor, control, & record shelter environmental conditions (temperature)
 - records to be kept on file

Technical Operations (con't)

- Monitoring equipment:
 - document & have available records of each item of equipment & its software used in network on file
- Monitoring methods:
 - have documents for operation & maintenance of analyzers & meteorological instruments
 - have documents for operation of calibration systems
 - records to be kept on file

3. Reporting

- Have formalized & documented procedures for:
 - timing of report submissions
 - presenting data & results in reports
 - using results from subcontractors
 - formatting of reports
 - submitting reports

Key Elements of Quality System

- Air Monitoring Directive – what must be done.
- Quality Assurance Plan – how to do it.
- Administration – *responsible person* to manage (establish, implement, & maintain) **Quality System**.
- Technical operation & reporting – use of qualified personnel & formalized & documented procedures.

Questions?



Appendix C

Uptime Efficiency and Exceedance Report

March

March	Station Average Uptime Percentage
Tombstone (M1)	99.8
Wicket Grove (M2)	99.7
Carroll Creek (M3)	100
Hinton (M4)	99.9
Prater (M5)	99.9
Woodman (M6)	99.9
Wagner (M8)	100
Genesee (M9)	100
Oriskany Valley (M10)	100
Edson (M12)	99.3
Brewton (M13)	100

- March
- Average network uptime: 99.6%
 - Exceedances
 - Hinton (TR5)
 - 1 one-hour in excess of 10 ppb H₂S
 - Median concentration of 15 ppb

- March
- Monitoring notes for March
 - Power failure at Edson.

April

April	Station Average Uptime Percentage
Tombstone (M1)	100
Wicket Grove (M2)	100
Carroll Creek (M3)	100
Hinton (M4)	100
Prater (M5)	99.9
Woodman (M6)	99.9
Wagner (M8)	100
Genesee (M9)	99.3
Oriskany Valley (M10)	99.9
Edson (M12)	100
Brewton (M13)	99.9

- April
- Average network uptime: 98.1%
 - Exceedances
 - None to report

April

- Monitoring notes for April
 - Precipitation monitors at Power and Genesee were damaged by high wind early in the month.
 - Repaired May 8th.
 - Power failure at Drayton Valley.