



## GENERAL MEETING MINUTES

**MAY 16, 2013**

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

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### IN ATTENDANCE

Cecil Andersen	WCAS Chairman, Pembina Agriculture Protection Association
Kent Brandt	TransAlta Generation Partnership
Barb Schmidtke	Capital Power Corporation
George Greenhough	Capital Power Corporation
Wes Tweedle	Brazeau County
Audrey Kelto	Leduc County
Mesbah Ahmed	Alberta Environment & Sustainable Resource Development
Bob Scotten	WCAS Executive Director
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

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### ACTION ITEMS

- Action Item 1: *WCAS to begin planning for Genesee site relocation.*
- Action Item 2: *Bob to invite Ernie Hui to the September board meeting.*
- Action Item 3: *WCAS to develop a Facebook page.*

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### 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 February 22, 2013 Meeting Minutes

Accepted as presented.

### 4. Financial Update: Heather Plumb

The West Central Airshed Societies annual invoices have been sent out and collections have begun. There were some delays in sending out the invoices, largely due to problems with the NPRI data. The invoices are generated based on NPRI data and a ERCB list of emitters. Unfortunately the most recent data available to us was from 2010 and had numerous gaps and errors in the data. These errors along with age of the information, has resulted in the companies editing and/or removing many of the facilities. Since the 2009 economic crisis, our invoices have faced increased scrutiny. Due to the diminishing support, the WCAS staff is making every effort to tighten their belts.

Furthermore Bob would like to look at our funding formula by September; better data should result in faster payments.

In related events, legislation has passed allowing for the collection of funds from industry to support the World Class Monitoring to be developed in the Oil Sands. It is considered likely that this third party collection of fees, will result in sustainable funding for the airsheds. This new agency should be finalized by June. At this point the oil and gas sector has shown support for this organization, and will likely result in required participation.

WCAS currently has a financial reserve that should the next few years continue with reduced support from stakeholders. In the meantime, WCAS has reduced spending, is considering closing the office, ended monitoring at Hightower, cutback the Ag Program and decrease the capital replacement budget. It was also suggested that ideally we would see increased support rather than cutting the programs to deeply. WCAS should have the funds to see through this year and next, it is hope that by then a sustainable funding mechanism is in place. Finally, Bob has also submitted the application for a \$100,000 administration and operations grant, similar to last year, and should hear back in early fall.

## **5. Review of Previous Action Items**

Previous Action Item **1**: Bob to provide WCAS board with letter to accompany Dr. Sievering's report. The letter has been added to the website. **ACTION COMPLETE.**

Previous Action Item **2**: WCAS may proceed with the reclamation of the Hightower Site. The reclamation of the Hightower site has been completed. **ACTION COMPLETE.**

Previous Action Item **3**: WCAS to add a tracker or counter to the website to track interest. There is a tracker on the website and the count will be noted in the minutes. **ACTION COMPLETE.**

Previous Action Item **4**: Bob to look into advertising on the new Leduc radio station "the One". **ACTION COMPLETE.**

Previous Action Item **5**: Bob to schedule meeting with TransAlta and Capital Power regarding equipment replacement. **ACTION COMPLETE.**

Bob has met with Kent (TGP) and Barb (CPC) regarding the replacement of aging equipment. The lifespan of the analyzers and equipment is limited to approximately ten years, after which reliability and maintenance becomes more challenging, threatening uptime's. Additionally the building at Genesee has been heavily used, supporting WCAS and Environment Canada operations as well as the Mercury and Acid Deposition programs. As various equipment has been added and removed, numerous holes have been made in the building also a lack of space makes maintenance and calibrations difficult. WCAS would like to integrate the replacing the building with the replacement of analyzers and equipment, optimizing downtimes. Further driving the need to expedite the planning process is the speed at which the mine is encroaching on the station. The WCAS portable trailer is ready to be deployed, as soon as an alternate site can be determined, comparison monitoring can begin. Additionally as the Genesee site is facing relocation, it may not be an ideal ag site to continue operations, the Tomahawk site may be a better alternative to keep some continuity associated with power generation region. In assessing possible alternative locations, consultation with Dr. Kindzierski, will be critical. Dr. Kindzierski has completed extensive assessments of the

region and the general locations of future monitoring and may have specific requirements for continuity of programs.

***ACTION ITEM: WCAS to begin planning for Genesee site relocation.***

Previous Action Item 6: AGENDA ITEM: WCAS to engage in a discussion regarding the future of Genesee Station. **ACTION COMPLETE.**

Previous Action Item 7: Bob to provide board with information critical to a discussion regarding the future of Genesee Station. **ACTION COMPLETE.**

Previous Action Item 8: Patrick to present some information in graph form for easier comparison. **ACTION COMPLETE.**

Previous Action Item 9: Bob to check with Elaine regarding the factors for not keeping the Tomahawk plot. **ACTION COMPLETE.**

As the immediate future of the Genesee site is unknown, the decision was made to keep the Tomahawk plot operational until the planning of Genesee can be finalized.

## **6. Zone Managers Report: Bob Scotten**

Upgrades to the Hinton station are on track to be completed by the end of June, including the swapping out of the rented trailer for the seacan that was used at Hightower, and the addition of equipment to monitor for AQHI. Hightower is now finished. There has been several power glitches at Steeper, after a call out to an electrician, the issues seems to be resolved. Elaine and Lawny, our agriculture contractors, are ready to launch this year's program.

In a brief preview of the upcoming AGM, Bob highlighted some of the influences affecting the West Central Airshed Society. The area of primary concern is the development of the new third party organization that will oversee WCAS. In reviewing a draft document, there appears to be a significant shift in control, coinciding with increase in funding grants. In order to address this change in tone, Bob would like to invite Ernie Hui, to the next board meeting.

***Action Item: Bob to invite Ernie Hui to the September board meeting.***

The network is running very well with no significant concerns. In one unfortunate development, the company which made our wind generators for Hightower, is no longer in business, and will reduce the resale value of the generators which are still listed on Kijiji.

In an effort to be conscientious of budgets, the WCAS staff has continued to look for cost savings as well as opportunities to streamline operations. Due to the office having some power outage issues and numerous issues with Telus internet service, Patrick has offered to move the host computer to his home. These developments lead to a discussion regarding the value of the office. In the past seven years there has been no walk in traffic or inquiries, and virtually no interest in the storefront. As there has been limited interest in the storefront, suggestions included WCAS billboards or the development of a Facebook page. There was a general consensus that most inquiries are made via technology. The savings in closing the office would be approximately \$24,000 annually. The one

significant issue is the copier, which still has nearly four years remaining on the lease. One option would be to buyout the lease approximately \$10,000 and either sublease the unit or resell to recoup some of the loss. All of the files would be stored at the shop, which is very secure and Heather would work from home. Heather working would require her to have a filing cabinet, a laptop, a printer and cell phone as well as the use of some small space in her home. In acknowledgement of the changes, the board would like to consider an honorarium. Finally, in the event of issues, the host computer can be remotely accessed and worse case scenario could run at the shop.

***ACTION ITEM: WCAS to develop a Facebook page.***

**Motion: Carried by consensus, the West Central Airshed Society will close the street front office.**

**7. Air Monitoring Update: Patrick Andersen – see Appendix B**

**8. Other Business**

**Next Meeting Dates: September 27, November 29**

**Adjourned**

## APPENDIX A

<b>West Central Airshed Society</b>					
<b>Income Statement as at May 15, 2013</b>					
	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
<b>REVENUES (Funding)</b>					
Budgeted Membership Fees	28,823.73			400,000.00	(371,176.27)
Capital Power Corp. (Fees)	-			39,277.80	(39,277.80)
TransAlta Generation Partnership (Fees)	-			105,658.68	(105,658.68)
West Fraser Hinton Pulp	-			14,352.00	(14,352.00)
Grants	-			55,000.00	(55,000.00)
Admin Grant	-			100,000.00	(100,000.00)
<b>REVENUE (Net of GST)</b>	<b>28,823.73</b>			<b>714,288.48</b>	<b>(585,464.75)</b>
<b>EXPENSES</b>					
<b>OFFICE &amp; ADMINISTRATION</b>					
Bank & Credit Card Charges	-	291.67	291.67	700.00	700.00
Office Supplies (Stationary, Postage, Courier)	931.70	625.00	(306.70)	1,500.00	568.30
Office Equipment Rental (Printer)	182.76	1,666.67	1,483.91	4,000.00	3,817.24
Insurance	-	16,000.00	16,000.00	17,000.00	17,000.00
Computer Software & Accessories	-	145.83	145.83	350.00	350.00
Office Rental	4,524.68	5,000.00	475.32	13,000.00	8,475.32
Accounting & Legal	-	6,000.00	6,000.00	6,500.00	6,500.00
Telephone, Fax, Internet	3,738.53	5,000.00	1,261.47	12,000.00	8,261.47
Program Management	43,769.45	43,769.44	(0.01)	105,046.65	61,277.20
Office Manager / Admin. Assistant	15,143.70	15,143.73	0.03	36,344.95	21,201.25
Board Expenses (inc. meetings)	-	1,666.67	1,666.67	4,000.00	4,000.00
Grants, Donations, Contributions, Honorarium	-	166.67	166.67	400.00	400.00
Annual Report	6,500.00	12,000.00	5,500.00	8,000.00	1,500.00
Communications, Advertising, Promotions	1,619.60	2,500.00	880.40	6,000.00	4,380.40
Meeting & Travel Expense	-	1,041.67	1,041.67	2,500.00	2,500.00
Website	-	833.33	833.33	2,000.00	2,000.00
Contractor Training	-	833.33	833.33	2,000.00	2,000.00
Educational Programing	-	4,166.67	4,166.67	10,000.00	10,000.00
<b>TOTAL OFFICE &amp; ADMIN EXPENSES</b>	<b>76,410.42</b>	<b>116,850.67</b>	<b>40,440.25</b>	<b>231,341.60</b>	<b>154,931.18</b>
<b>AMBIENT AIR MONITORING</b>					
Station Communications (Modems)	230.67	312.50	81.83	750.00	519.33
Utilities Expense (Power, Telephone)	5,358.65	5,833.33	474.68	14,000.00	8,641.35
Hightower Reconstruction (Electrical, Propane)	-	-	-	-	-
Contractor Expense: Fuel (All)	19,125.00	19,125.00	-	45,900.00	26,775.00
Contractor Expense	93,054.54	98,847.97	5,793.43	237,235.12	144,180.58
Calibration Contractor (See Capital/TransAlta)	-	18,537.65	18,537.65	44,490.36	44,490.36
QA/QC Expense	18,537.65	-	(18,537.65)	-	(18,537.65)
QA/QC Audit Expense	-	-	-	-	-
Site Maintenance & Development (Capital)	56,128.25	41,666.67	(14,461.58)	100,000.00	43,871.75
Technical Workshops	-	416.67	416.67	1,000.00	1,000.00
Station Trailer Rental	900.00	1,250.00	350.00	3,000.00	2,100.00
Field Supplies	4,551.92	6,250.00	1,698.08	15,000.00	10,448.08
Accommodations & Meals	1,371.22	1,875.00	503.78	4,500.00	3,128.78
Data Network Support & Software	1,620.00	1,500.00	(120.00)	3,600.00	1,980.00
Shop	946.00	1,250.00	304.00	3,000.00	2,054.00
<b>TOTAL AAM EXPENSES</b>	<b>201,823.90</b>	<b>196,864.78</b>	<b>(4,959.12)</b>	<b>472,475.48</b>	<b>270,651.58</b>
<b>AGRICULTURE EXPENSE</b>					
Operations Contractor	8,785.71	14,583.33	5,797.62	35,000.00	26,214.29
Soil Sampling & Analysis	-	1,458.33	1,458.33	3,500.00	3,500.00
Miscellaneous Expenses / Site Maintenance	-	208.33	208.33	500.00	500.00
<b>TOTAL AGRICULTURE EXPENSE</b>	<b>8,785.71</b>	<b>16,250.00</b>	<b>7,464.29</b>	<b>39,000.00</b>	<b>30,214.29</b>
<b>HONORARIUMS</b>					
Land & Co-op Honorariums	2,000.00	1,250.00	(750.00)	3,000.00	1,000.00
<b>TOTAL HONORARIUM EXPENSE</b>	<b>2,000.00</b>	<b>1,250.00</b>	<b>(750.00)</b>	<b>3,000.00</b>	<b>1,000.00</b>
<b>ASSET ACCOUNTS</b>					
Reclamation Trust Fund	2,000.00	833.33	(1,166.67)	2,000.00	-
WCAS Contingency Account	20,000.00	8,333.33	(11,666.67)	20,000.00	-
<b>TOTAL ASSET ACCOUNTS</b>	<b>22,000.00</b>	<b>9,166.67</b>	<b>(12,833.33)</b>	<b>22,000.00</b>	<b>-</b>
<b>TOTAL EXPENSE</b>	<b>311,020.03</b>	<b>340,382.12</b>	<b>29,362.09</b>	<b>767,817.08</b>	<b>456,797.05</b>
<b>SURPLUS (DEFICIT)</b>	<b>(282,196.30)</b>			<b>(53,528.60)</b>	

**West Central Airshed Society - CAPITAL POWER/TRANSALTA**



**Income Statement as at May 15, 2013**

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
<b>REVENUES (Funding)</b>					
Capital Power Operating Agreement	-			48,503.88	48,503.88
TransAlta Operating Agreement	-			130,477.32	130,477.32
<b>TOTAL REVENUES</b>	\$ -			\$ 178,981.20	\$ 178,981.20
<b>EXPENSES</b>					
<b>AAM Program</b>					
QA/QC Data Reporting	12,358.45	12,358.45	-	29,660.28	(8,474.40)
Utilities Expense (Telephone)	3,886.86	3,958.33	71.47	9,500.00	4,612.94
Site Maintenance	-	6,250.00	6,250.00	15,000.00	2,645.00
Contractor Expense	41,135.46	40,758.72	(376.74)	97,820.92	4,967.89
Data Network Support & Software	1,080.00	2,083.33	1,003.33	5,000.00	2,000.00
Field Supplies	3,034.23	4,166.67	1,132.44	10,000.00	(10,259.96)
Land Owner Honorariums	1,000.00	416.67	(583.33)	1,000.00	690.00
Insurance	-	4,583.33	4,583.33	11,000.00	472.57
<b>TOTAL EXPENSE</b>	\$ 62,495.00	\$ 74,575.50	\$ 12,080.50	\$ 178,981.20	\$ (3,345.96)
<b>SURPLUS (DEFICIT)</b>	\$ (62,495.00)			\$ -	

**APPENDIX B**

Please see attached document.