

## GENERAL MEETING MINUTES

**SEPTEMBER 27, 2013**

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
Jennifer Linder	Capital Power Corporation
Wes Tweedle	Brazeau County
Mesbah Ahmed	Alberta Environment & Sustainable Resource Development
Lisa Avis	Alberta Environment & Sustainable Resource Development
Bob Scotten	WCAS Executive Director
Greg Swain	WCAS Operations Manager
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

### ABSENT WITH REGRETS

Audrey Kelto	Leduc County
Stephanie Autut	Coal Valley

---

### ACTION ITEMS

Action Item 1: *WCAS to request industry and municipalities to lobby on the behalf of our organization.*

Action Item 2: *WCAS to send out various budget options prior to the next board meeting.*

Action Item 3: *WCAS to change voicemail message to include Bob and Greg's contact information.*

Action Item 4: *WCAS to provide TransAlta with a copy of the arrangement/contract for the shop site.*

---

## 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 with the following additions:

### 13. Other Business

A. Extending life of the TransAlta and Capital Power stations for one year.

B. WCAS to provide a better understanding of the arrangement or contract with TransAlta regarding the shop.

### **3. Approval of the September 27, 2013 Meeting Minutes**

Accepted as presented.

### **4. Financial Update: Heather Plumb**

At this point, both the initial invoices and the second notices have been sent out and it is our opinion that very little of the outstanding invoices will likely be collected. As indicated by the Statement of Revenues and Expenses (Appendix A), collections from the industrial sectors are approximately \$289K, far short of the \$622K WCAS has presented invoices for. It is also a significant reduction from our historical levels of collection which were closer to 75%. Furthermore, the quantity of emissions, that our invoices are based upon, has dropped by nearly 70%. Despite trimming and “running a tight ship” the West Central Airshed Society is preparing for a deficit by the end of the year.

As the Alberta Energy Regulator comes online over the summer, we should have more answers regarding the future direction of sustainable funding of our organization. Currently both Wood Buffalo and LICA receive funding from industry via the third party organization. By 2015, the WCAS funding should be provided directly by Alberta Environment. As a number of the airsheds are faced with dire financial circumstances, the hope is the funding will come sooner rather than later. A major cause for concern is WCAS's large reserves. The general feeling is that WCAS will be expected to draw down those accounts prior to being provided funding. In the event that the reserves were exhausted prior to the funds being provided, stations would have to be shutdown, causing a major disruption to the collection of data. Furthermore as questions regarding the organization and structure of this new system go unanswered, WCAS has experienced a significant drop in interest of our organization from industry. As regions move ahead with payment directly to the government, there has been a strong reluctance to commit to voluntary contributions.

Ahead of the finalization of the new agency, the support of both industry and municipalities, for the work the West Central Airshed Society, would be greatly appreciated.

ACTION ITEM: WCAS to request industry and municipalities to lobby on the behalf of our organization.

ACTION ITEM: WCAS to send out various budget options at the next board meeting.

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

Previous Action Item 1: WCAS to begin planning for the Genesee site relocation.

Following a number of discussions, thanks to Capital Power, WCAS was able to select several potential locations. The most promising of these is has a farm house as well as several outbuildings. Briefly discussed was the possibility of converting the house into a station, after hearing concerns regarding the maintenance on an older building as well as the cost of conversion, the idea was quickly taken off the table. In an effort to start the data collection process, WCAS will move the portable station to the site as soon as possible, with the intention of a more permanent station in the spring and a long term plan of a new building and new equipment in 2015. **ACTION COMPLETE.**

Previous Action Item 2: Bob to invite Ernie Hui to the September board meeting.

As the launch of the new agency has been delayed until January 2014, the decision was made to hold off on the invitation. **ACTION COMPLETE.**

Previous Action Item 3: WCAS to develop a Facebook page.

While a West Central Airshed Society page has been developed, concerns regarding messaging arose. Due to the sensitive nature of environmental discussions, it was felt that this form of communications should be looked at more closely. **ACTION COMPLETE.**

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

### **A. Network Status**

In July, WCAS completed its annual AESRD audit. With great credit to the technical group, very few issues were sited. Some of the issues included: Steeper had a wind tower issue and the recommendation was made to replace all of the glass manifolds. On the positive side, all 65 analyzers passed and the file is now closed; of the many great audits WCAS has produced this may be the best yet.

### **B. Hinton Station Upgrade**

After numerous challenges securing contractors, our technicians have moved the seacan from Hightower to Hinton and it is now upgraded for AQHI. Also the rental trailer has been returned to National Trailer.

### **C. Genesee Station Move**

See previous discussion – Item 5: Previous Action Items.

## **7. Office Shutdown: Bob Scotten**

The West Central Airshed Society is now out of the rental office space, with the historical files being stored at the Drayton Valley station and the current files being held by Heather Plumb, Office Administrator. The only remaining issue, is the leased copier. One option, WCAS staff were pursuing was the sub-lease or donation of the copier to a local non-profit organization, Rotary House. Rotary House is a Drayton Valley initiative to house many of the smaller, financially challenged organizations under one roof to support cost sharing and create a “one-stop-shop” for those who may be interested in their offerings. Unfortunately, after reading the lease more closely it was evident that this sort of transfer would not be possible under the terms and conditions. At this point the copier will be moved into storage.

## **8. Agency Update: Bob Scotten**

See previous discussion - Item 4: Financial Update

## **9. 2013 Grant Status: Bob Scotten**

See previous discussion - Item 4: Financial Update

## **10. Office Arrangement: Kent Brandt**

The contract for the administration of the office is for 24 hours a week, in urgent situations, other staff can be contracted directly as well.

ACTION ITEM: WCAS to change voicemail message to include Bob and Greg's contact information.

## **13. Other Business:**

Alberta Airsheds Council

As a similar organization doing good work and providing excellent value but facing financial challenges, Bob has requested a contribution of \$500.

***Motion: The West Central Airshed Society to provide \$500 in support of the Alberta Airsheds Council.***

A. Extending life of the TranAlta and Capital Power stations for one year.

Bob met with and discussed the timeline to purchase new equipment, which had been scheduled for 2014, the end of its ten year lifespan. The ten year life span is more of a guideline, after ten years, maintenance can escalate, reliability can start to fluctuate and challenges can arise. In the face of budget constraints the request was made by both Capital Power and TransAlta to defer the purchase of significant equipment for one year, with the caveat that a special budget could be formed if equipment issues arose. While the analyzers are currently working extremely well, and the justification of replacing them is limited, beyond 2015 manufacturer support will no longer be available.

B. WCAS to provide a better understanding of the arrangement or contract with TransAlta regarding the shop.

Action Item: WCAS to provide TransAlta with a copy of the arrangement/contract for the shop site.

## **11. Air Monitoring Update: Patrick Andersen**

See Appendix B.

**12. Aligning our technology with advances in data collection systems and reporting:  
Patrick Andersen & Greg Swain**

The Data Acquisition System currently in use by WCAS is 13 years, old and is starting to encounter age related issues and while the system is still operational it may be time to start to investigate alternatives. As a preventative measure, staff have acquired as many spare parts as possible but if two PLC's were to fail, it would become a dangerous situation; any upgrading could be phased in.


The decision was made that as long as WCAS was not in danger of losing any operations, and due budget constraints, a new DAS may be a want not yet a need, and may be revisited in a year.

**Adjourned**

**Next Meeting Dates:** To be determined.

**Adjourned**

# APPENDIX A

West Central Airshed Society					
Income Statement as at September 26, 2013					
	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
<b>REVENUES (Funding)</b>					
Budgeted Membership Fees	289,282.19			400,000.00	(110,717.81)
Capital Power Corp. (Fees)	19,638.90			39,277.80	(19,638.90)
TransAlta Generation Partnership (Fees)	61,634.23			105,658.68	(44,024.45)
West Fraser Hinton Pulp	8,372.00			14,352.00	(5,980.00)
Grants	13,750.00			55,000.00	(41,250.00)
Admin Grant				100,000.00	(100,000.00)
<b>REVENUE (Net of GST)</b>	<b>392,677.32</b>			<b>714,288.48</b>	<b>(321,611.16)</b>
<b>EXPENSES</b>					
<b>OFFICE &amp; ADMINISTRATION</b>					
Bank & Credit Card Charges	625.44	525.00	(100.44)	700.00	74.56
Office Supplies (Stationary, Postage, Courier)	1,677.96	1,125.00	(552.96)	1,500.00	(177.96)
Office Equipment Rental (Printer)	1,634.39	3,000.00	1,365.61	4,000.00	2,365.61
Insurance	14,482.86	17,000.00	2,517.14	17,000.00	2,517.14
Computer Software & Accessories	1,346.48	262.50	(1,083.98)	350.00	(996.48)
Office Rental	12,060.26	9,750.00	(2,310.26)	13,000.00	939.74
Accounting & Legal	6,300.00	6,500.00	200.00	6,500.00	200.00
Telephone, Fax, Internet	4,876.13	9,000.00	4,123.87	12,000.00	7,123.87
Program Management	78,785.01	78,784.99	(0.02)	105,046.65	26,261.64
Office Manager / Admin. Assistant	27,258.66	27,258.71	0.05	36,344.95	9,086.29
Board Expenses (inc. meetings)	6,029.52	3,000.00	(3,029.52)	4,000.00	(2,029.52)
Grants, Donations, Contributions, Honorarium	2,000.00	300.00	(1,700.00)	400.00	(1,600.00)
Annual Report	8,361.20	8,000.00	(361.20)	8,000.00	(361.20)
Communications, Advertising, Promotions	621.00	4,500.00	3,879.00	6,000.00	5,379.00
Meeting & Travel Expense	410.21	1,875.00	1,464.79	2,500.00	2,089.79
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
<b>TOTAL OFFICE &amp; ADMIN EXPENSES</b>	<b>168,373.88</b>	<b>181,381.20</b>	<b>13,007.32</b>	<b>231,341.60</b>	<b>62,967.72</b>
<b>AMBIENT AIR MONITORING</b>					
Station Communications (Modems)	1,244.08	562.50	(681.58)	750.00	(494.08)
Utilities Expense (Power, Telephone)	12,429.38	10,500.00	(1,929.38)	14,000.00	1,570.62
Hightower Reconstruction (Electrical, Propane)	-	-	-	-	-
Contractor Expense: Fuel (All)	34,425.00	34,425.00	-	45,900.00	11,475.00
Contractor Expense	172,132.90	177,926.34	5,793.44	237,235.12	65,102.22
Calibration Contractor (See Capital/TransAlta)	-	-	-	-	-
QA/QC Expense	33,367.77	33,367.77	-	44,490.36	11,122.59
QA/QC Audit Expense	-	-	-	-	-
Site Maintenance & Development (Capital)	73,081.11	75,000.00	1,918.89	100,000.00	26,918.89
Technical Workshops	-	750.00	750.00	1,000.00	1,000.00
Station Trailer Rental	4,517.51	2,250.00	(2,267.51)	3,000.00	(1,517.51)
Field Supplies	11,106.54	11,250.00	143.46	15,000.00	3,893.46
Accomodations & Meals	2,918.01	3,375.00	456.99	4,500.00	1,581.99
Data Network Support & Software	4,860.00	2,700.00	(2,160.00)	3,600.00	(1,260.00)
Shop	1,500.97	2,250.00	749.03	3,000.00	1,499.03
<b>TOTAL AAM EXPENSES</b>	<b>351,583.27</b>	<b>354,356.61</b>	<b>2,773.34</b>	<b>472,475.48</b>	<b>120,892.21</b>
<b>AGRICULTURE EXPENSE</b>					
Operations Contractor	38,291.43	26,250.00	(12,041.43)	35,000.00	(3,291.43)
Soil Sampling & Analysis	582.00	2,625.00	2,043.00	3,500.00	2,918.00
Miscellaneous Expenses / Site Maintenance	-	375.00	375.00	500.00	500.00
<b>TOTAL AGRICULTURE EXPENSE</b>	<b>38,873.43</b>	<b>29,250.00</b>	<b>(9,623.43)</b>	<b>39,000.00</b>	<b>126.57</b>
<b>HONORARIUMS</b>					
Land & Co-op Honorariums	2,000.00	2,250.00	250.00	3,000.00	1,000.00
<b>TOTAL HONORARIUM EXPENSE</b>	<b>2,000.00</b>	<b>2,250.00</b>	<b>250.00</b>	<b>3,000.00</b>	<b>1,000.00</b>
<b>TOTAL EXPENSE</b>	<b>560,830.58</b>	<b>567,237.81</b>	<b>6,407.23</b>	<b>745,817.08</b>	<b>184,986.50</b>
<b>SURPLUS (DEFICIT)</b>	<b>(168,153.26)</b>			<b>(31,528.60)</b>	

West Central Airshed Society - CAPITAL POWER/TRANSALTA



Income Statement as at September 26, 2013

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
<b>REVENUES (Funding)</b>					
Capital Power Operating Agreement	28,293.90			48,503.88	20,209.98
TransAlta Operating Agreement	76,111.77			130,477.32	54,365.55
<b>TOTAL REVENUES</b>	<b>\$ 104,405.67</b>			<b>\$ 178,981.20</b>	<b>\$ 74,575.53</b>
<b>EXPENSES</b>					
<b>AAM Program</b>					
QA/QC Data Reporting	22,245.21	22,245.21	-	29,660.28	(8,474.40)
Utilities Expense (Telephone)	7,166.86	7,125.00	(41.86)	9,500.00	4,612.94
Site Maintenance	-	11,250.00	11,250.00	15,000.00	2,645.00
Contractor Expense	69,409.10	73,365.69	3,956.59	97,820.92	4,967.89
Data Network Support & Software	3,240.00	3,750.00	510.00	5,000.00	2,000.00
Field Supplies	7,404.17	7,500.00	95.83	10,000.00	(10,259.96)
Land Owner Honorariums	1,000.00	750.00	(250.00)	1,000.00	690.00
Insurance	9,655.24	8,250.00	(1,405.24)	11,000.00	472.57
<b>TOTAL EXPENSE</b>	<b>\$ 120,120.58</b>	<b>\$ 134,235.90</b>	<b>\$ 14,115.32</b>	<b>\$ 178,981.20</b>	<b>\$ (3,345.96)</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ (15,714.91)</b>			<b>\$ -</b>	

**APPENDIX B**

Please see attached document.