



GENERAL MEETING MINUTES

JUNE 6, 2014

9:30 a.m. – 1:00 p.m., Oak Room
Lakeview Inn & Suites, Drayton Valley, AB

IN ATTENDANCE

Cecil Andersen	WCAS Chairman
Kent Brandt	TransAlta Generation Partnership
Barb Schmidtke	Capital Power Corporation
Jeff Sansom	Capital Power Corporation
Marc Gressler	Brazeau County
Audrey Kelto	Leduc County
Chad Cochrane	Westmoreland Coal
Phil Whitney	West Fraser Hinton Pulp
Lisa Avis	Alberta Environment & Sustainable Resource Development
Tina Hronek	Alberta Energy Regulator
Ben Morris	Alberta Energy Regulator
Bob Scotten	WCAS Executive Director
Greg Swain	WCAS Operations Manager
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

ACTION ITEMS

Action Item 1: Staff to include Capital Power and TransAlta's membership fee on the list of contributions presented to WCAS Board.

Action Item 2: Bob to provide summary of the Agriculture Program to the Board.

Action Item 3: Bob to invite Elaine Ryl to the next Board meeting.

Action Item 4: Staff to investigate WCAS website issues.

Action Item 5: Bob to provide more detail regarding an Emissions Study for the WCAS region.

Action Item 6: Staff to provide options for replacing the particulate analyzers.

Action Item 7: Staff to provide long term trends in "quick read" format.

Action Item 8: Bob to schedule WCAS committee meetings; to be held no later than August, in preparation for the September meeting.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 9:30 a.m.; introductions were made.

2. Approval of Agenda

Accepted as presented.

3. Approval of February 21, 2014 Meeting Minutes

Accepted as presented.

4. Financial Update

Please see Appendix A.

ACTION ITEM: Staff to include Capital Power and TransAlta's membership fee on the list of contributions presented to WCAS Board.

***Agriculture Program – New Agenda Item**

Kent Brandt requested an overview of the Agriculture program, the following was discussed. The expense line item on the Income Statement for the Operations Contractor is attributed to our very qualified contractor who is tasked with the care and collection of plants and trimmings for our long term study of ambient air quality and its possible impact on the growth of crops. The WCAS Ag Program plants, grows, then harvests samples of the plants, to be studied in conjuncture with the meteorological and parameter data that our organization monitors. The two crops studied are Alfalfa, which is an introduced species, and Saskatoon's, which are native to our area, both of which are commercially grown in our area. In storage, are the actual clippings, going back to the beginning of the program, so that future studies may be possible in addition to retaining a historical record.

WCAS, at great expense, has under taken two separate, ground breaking studies. The first, completed in 1994, provided results were inclusive due in part to a lack of data points as well as, in part, to the sheer number of confounding factors. The conclusions of our second extensive study continue to provide great debate. Meteorological factors, such as drought, and insects, such as grasshoppers have proven to over whelming the most significant role in crop growth in our region. While the direct collations between pollution and crop growth are unclear, a lack of an "event" has proven to be a detriment to this program. The intention of the WCAS Ag Program always has been and continues to be, to provide a baseline in case of a significant event that could possibly be captured by the impacts of the plant health.

While a review period has not been established, WCAS has based the planning for the program on the advice of several experts, including the acceptable level of sampling. In the past, there has been some significant scientific interest in the data collected; more importantly the data collected can provide valuable evidence in case of an event. The West Central Airshed Society has his historical roots based on the detrimental impact of the early 1980's Lodgepole Blowout. The West Central Airshed Society had, in the past, an Agriculture Committee that would meet annually and as needed. Three years ago the Agriculture Program was downsized from six sites to two, following the conclusion of our second study. The two remaining sites are Violet Grove, located in a predominantly oil and gas region, and Tomahawk in the Electrical Utilities region.

TransAlta expressed some concern regarding possible overlap with programs their corporation may be running and the cost involved with duplication. Responses included the perception of skewed corporate conclusions vs an unbais third party organization as well as the value in safe guarding and replicating scientifically defensible studies.

ACTION ITEM: Bob to provide summary of the Agriculture Program to the Board.

ACTION ITEM: Bob to invite Elaine Ryl to the next Board meeting.

5. Review of Previous Action Items

Previous Action Item 1: Staff to provide WCAS governance materials to Board. ACTION COMPLETE.

Previous Action Item 2: Due to the lack of quorum, no official minutes were taken; staff to email the meeting notes to the Board. ACTION COMPLETE.

Previous Action Item 3: Staff to provide and publish the current list of contributing organization to the Board and the WCAS website. ACTION COMPLETE.

Previous Action Item 4: Bob to provide contract descriptions as well as rates and mileage. ACTION COMPLETE. Any questions or concerns, can be taken to either Bob or Cecil.

Previous Action Item 5: WCAS to arrange for a presentation on recent development in the Capital Region for the Annual General Meeting. ACTION COMPLETE. A presentation will be made at the AGM by AEMERA CEO Brad Pickering.

Previous Action Item 6: Staff to update website with current reports and Board of Directors and to move Dr. Kindzierski reports to a new section. ACTION COMPLETE. It appears that there are some issues with the WCAS website including the available data ending with 2009.

ACTION ITEM: Staff to investigate WCAS website issues.

***Emissions Inventory Study – New Agenda Item**

The suggestion was made that it may be time for the West Central Airshed Society to invest in an Emissions Study. A number of other regions have contracted STI to complete these studies which look at a region and the facilities, emissions and monitoring in the area and evaluate the current monitoring activities. These studies can cost approximately \$30-50K and provide a transparent, scientifically defensible plan that can help to justify long term planning.

ACTION ITEM: Bob to provide more detail regarding an Emissions Study for the WCAS region.

6. Zone Managers Report

a. Network Status

Just prior to Christmas, Bob received news that applications for an administrative grant would be accepted until mid-January. The grant was approved and WCAS will receive \$156K, and will help offset the costs for administration as well as new analyzers, data system or emissions study.

The network is running extremely well, with the exception of the THC analyzer at Violet Grove, which due to delivery issues will take some time to replace. The unit is now 16 years old and could be repaired (\$5K) or replaced (\$13K); due to age, replacement was considered the better option.

b. Alberta Airshed Council News

WCAS and the Alberta Airshed Council continue to work with AEMERA to voice the value of our organizations. In an effort to further these communications, the Council will be hosting an open discussion forum on October 23 to discuss the value and future of our relationship. In support of this effort, the Council is requesting \$1K contribution from each of the airsheds.

MOTION: WCAS to contribute \$1000 towards the Alberta Airshed Council forum.

In related news, the Landuse Forum has closed the application process for its Regional Advisory Council. The suggestion was made to strengthen a relationship with an individual or individuals to champion the Air Monitoring Airsheds.

c. Equipment Upgrades – Particulate Analyzers

WCAS staff to provide additional information for the September meeting regarding the replacement of the particulate analyzers in order to comply with federal standards. WCAS's current analyzers, TEOM's, are considered out of date and no longer the standard for accuracy and while the SHARP's have had some challenges, they appear to be the best option.

***ACTION ITEM:** Staff to provide options for replacing the particulate analyzers.*

d. Grant Application

See Item 6.a..

e. Capital Region Oversight Committee

The Capital Region Oversight Committee, will be presenting a draft document on June 19 from 10-3 at the Four Points Sheraton in Edmonton regarding particulate matter, exceedances, triggers and the management framework.

f. Genesee Site Development

Capital Power has been to the new site with Greg and Dean and has begun the process of acquiring quotes for the site development, with a target of September for the move. The new site is approximately a mile and a half south east from the current location and the co-location of the portable trailer has shown the data to be very similar.

***g. Alberta Energy Round Table – New Agenda Item**

June 19, 9 a.m. – 1 p.m., details to follow.

7. Air Monitoring Update

Please see Appendix B.

***ACTION ITEM:** Staff to provide long term trends in "quick read" format.*

8. Play Base Regulation – An AER Initiative.

In camera discussion.

9. Other Business

In an effort to increase efficiency during Board meetings, the suggestion was made that perhaps the formation of Committees could be useful. The WCAS board in recent years, has conducted itself in a relatively informal manner and a move away from committees due to time and travel restrictions. After a brief discussion, the decision was made to strike the following committees: Technical (Kent, Barb, Bob, Greg, Patrick and possible an ESRD representative), Budget (Kent, Barb, Bob and Heather) and By-laws (Kent, Barb, Lisa, Bob and Heather).

***ACTION ITEM:** Bob to schedule WCAS committee meetings; to be held no later than August, in preparation for the September meeting.*

Meeting Adjourned.

Next Meeting Dates: September 26, November 28

West Central Airshed Society
Income Statement as at May 31, 2014

REVENUES	<i>Actual</i>	<i>Total Budget For Year</i>	<i>Balance in Budget</i>
Membership			
Budgeted Membership Fees	109,644.16	385,000.00	275,355.84
Membership	<u>109,644.16</u>	<u>385,000.00</u>	<u>275,355.84</u>
Operating Membership			
Capital Power Corporation	6,558.38	39,277.80	32,719.42
TransAlta Generation Partnership	17,597.70	105,658.68	88,060.98
Operating Membership	<u>24,156.08</u>	<u>144,936.48</u>	<u>120,780.40</u>
Operating Agreement			
NAPES Grants (Steeper)		55,000.00	55,000.00
Operating Agreement	<u>-</u>	<u>55,000.00</u>	<u>55,000.00</u>
Operating Agreement			
West Fraser Hinton Pulp	3,000.00	12,000.00	9,000.00
Operating Agreement	<u>3,000.00</u>	<u>12,000.00</u>	<u>9,000.00</u>
Operating Agreement			
Capital Power Corporation	7,645.28	45,871.68	38,226.40
TransAlta Generation Partnership	20,514.16	123,084.96	102,570.80
Operating Agreement	<u>28,159.44</u>	<u>168,956.64</u>	<u>140,797.20</u>
Other Grants			
Other Grants		156,000.00	156,000.00
Other Grants	<u>-</u>	<u>156,000.00</u>	<u>156,000.00</u>
TOTAL REVENUES	\$ 164,959.68	\$ 921,893.12	\$ 756,933.44

EXPENSES

Office & Administration			
Bank & Credit Card Charges	370.91	1,000.00	629.09
Office Supplies (Stationary, Postage, Courier)	401.55	1,500.00	1,098.45
Office Equipment Rental (Printer)	1,569.92	2,376.00	806.08
Insurance	-	17,000.00	17,000.00
Computer Software & Accessories	163.10	350.00	186.90
Office Rental	2,500.00	6,000.00	3,500.00
Accounting & Legal	-	6,500.00	6,500.00
Telephone, Fax, Internet	1,690.65	6,000.00	4,309.35
Program Management	45,082.52	108,198.05	63,115.53
Office Manager / Admin. Assistant	15,598.00	37,435.30	21,837.30
Board Expenses (inc. meetings)	785.73	1,500.00	714.27
Grants, Donations, Contributions, Honorarium	1,904.76	2,500.00	595.24
Annual Report	6,500.00	6,500.00	-
Communications, Advertising, Promotions	-	3,000.00	3,000.00
Meeting & Travel Expense	2,275.68	2,500.00	224.32
Website	-	2,000.00	2,000.00
Contractor Training	-	2,000.00	2,000.00
Educational Programing	-	10,000.00	10,000.00
Office & Administration	<u>78,842.82</u>	<u>216,359.35</u>	<u>137,516.53</u>

<i>EXPENSES cont.</i>	<i>Actual</i>	<i>Total Budget For Year</i>	<i>Balance in Budget</i>
Ambient Air Monitoring			
Station Communications (Modems)	99.62	2,500.00	2,400.38
Utilities Expense (Power, Telephone)	4,970.18	19,000.00	14,029.82
Contractor Expense: Fuel (All)	17,850.00	45,900.00	28,050.00
Contractor Expense	103,088.33	244,352.13	141,263.80
QA/QC Expense	19,093.79	45,825.07	26,731.28
Site Maintenance & Development (Capital)	9,465.61	100,000.00	90,534.39
Technical Workshops	-	1,000.00	1,000.00
Field Supplies	5,659.43	18,000.00	12,340.57
Accomodations & Meals	1,269.61	5,500.00	4,230.39
Data Network Support & Software	-	8,100.00	8,100.00
Shop	1,144.86	3,000.00	1,855.14
Ambient Air Monitoring	<u>162,641.43</u>	<u>493,177.20</u>	<u>330,535.77</u>
Agriculture Program			
Operations Contractor	4,764.04	50,000.00	45,235.96
Soil Sampling & Analysis	-	1,000.00	1,000.00
Miscellaneous Expenses / Site Maintenance	-	500.00	500.00
Agriculture Program	<u>4,764.04</u>	<u>51,500.00</u>	<u>46,735.96</u>
Honorariums			
Land & Co-op Honorariums	2,000.00	2,600.00	600.00
Honorariums	<u>2,000.00</u>	<u>2,600.00</u>	<u>600.00</u>
CPC/TGP Operating Agreement - AAM			
QA/QC Data Reporting	12,729.20	30,550.09	17,820.89
Utilities Expense (Telephone)	4,375.75	9,500.00	5,124.25
Site Maintenance	390.07	15,000.00	14,609.93
Contractor Expense	6,375.00	86,906.55	80,531.55
Data Network Support & Software	-	5,000.00	5,000.00
Field Supplies	3,874.27	10,000.00	6,125.73
Land Owner Honorariums	1,000.00	1,000.00	-
Insurance	-	11,000.00	11,000.00
CPC/TGP Operating Agreement - AAM	<u>28,744.29</u>	<u>168,956.64</u>	<u>140,212.35</u>
TOTAL EXPENSE	<u>\$ 276,992.58</u>	<u>\$ 932,593.19</u>	<u>\$ 655,600.61</u>
SURPLUS (DEFICIT)	<u>\$ (112,032.90)</u>	<u>\$ (10,700.07)</u>	