



GENERAL MEETING MINUTES

OCTOBER 5, 2012

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
Brian Novak	TransAlta Generation Partnership
Marianne Quimpere	Capital Power Corporation
Wes Tweedle	Brazeau County
Audrey Kelto	Leduc County
Ben Ludwig	Sherritt Coal
David Helmer	Alberta Environment & Sustainable Resource Development
Mesbah Ahmed	Alberta Environment & Sustainable Resource Development
Jeff Winward	Iberdrola
Mike Townsend	Iberdrola
Mohammad Rahma	Shell Canada
Bob Scotten	WCAS Executive Director
Greg Swain	WCAS Operations Manager
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

SPECIAL GUEST

Debbie Hagman	Alberta Culture
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ACTION ITEMS

Action Item 1: Bob to provide WCAS board with letter to accompany Dr. Sievering's report.

Action Item 2: WCAS to contact purchasers and sell redundant equipment if possible.

Action Item 3: If a contract can be finalized, within the parameters provided, WCAS may proceed with the reclamation of the Hightower Site.

Action Item 4: WCAS to provide the board with costs associated with radio advertising.

1. Welcome and Introductions

Cecil Andersen called the meetings to order at 10:00 a.m.. Introductions were made.

2. Approval of Agenda

Approved with the following additions:

- Item 9: Alberta Environment and Sustainable Resources Development update.
- Item 6 (d): Radio Ads
- Item 6 (e): Disposal Policy

3. Approval of the June 1, 2012 Meeting Minutes

Approved with the following additions: Audrey Kelto's regrets to the last minute meetings.

4. Financial Update: Heather Plumb – Appendix A

5. Review of Previous Action Items: Bob Scotten

Previous Action Item 1: Bob to provide WCAS board with letter to accompany Dr. Sievering's report.

Letter with Cecil. ACTION ONGOING.

Previous Action Item 2: Bob and David Helmer to talk to Alberta Environment and Sustainable Resources Development regarding Hightower's Lease and Survey.

As per the last board meeting's decision to carry on the operation of the Hightower Station, continued efforts, early in the summer, were made to do so. Following more consultations, as well as generator, diesel and system issues, it was estimated that an additional \$20K would be needed to restart operations. Discussions with Alberta Environment and Sustainable Resource Development (AESRD), concluded the WCAS Steeper Station would be a viable alternative. The data at Steeper would be very similar with the exception of Ozone, which was influence by the high altitude of the Hightower site; also WCAS did not particularity differentiate between the two sites, both sites are considered pristine. AESRD has agreed to continue the funding, as a NAPS station, for Steeper. Subsequently, closure and reclamation of Hightower was started in August and West Fraser Hinton Pulp was able to decline the site renewal of the lease. NO FURTHER ACTION REQUIRED.

Previous Action Item 3: Bob to meet with Brian Novak regarding the 2011 Eastern Boundary Report.

Bob, Brian and Dr. Kindziarski were able to resolve and provide clarification in a conference call, and able to resubmit the report. ACTION COMPLETE.

6. Zone Managers Report: Bob Scotten

In ending operations of the Hightower Station, WCAS is faced with the question of how to dispose of some equipment, and will require an open and fair process but is challenged in how to find the right market. Some the equipment includes: batteries, wind towers, the broken generator, and solar panels. The main challenge is how to value the equipment and where to find interested parties. Once suggestion was to advertise in the major newspapers and sell equipment to whom ever comes first. Another suggestion was to talk to the companies the equipment was purchased from; to ask for help in establishing the value or to see if they would be interested in re-purchasing or to put us in contact with potential buyers.

MOTION: WCAS to contact purchasers and sell redundant equipment if possible.

In ceasing operations of Hightower, WCAS will be required to reclaim the site back to a natural state, specifically the drainage of the location. Two bids have been received regarding the reclamation and are substantially far apart, although the scope of the work is the same. In consideration of West Fraser Hinton Pulp, as they are the lease holders on the site, WCAS would like to make every effort to finish the reclamation prior to the winter. In camera discussion held.

MOTION: If a contract can be finalized, within the parameters provided, WCAS may proceed with the reclamation of the Hightower Site.

Network Status:

In July, WCAS successfully passed our Audit, with all analyzers passing and the addressing of a few small issues. No further action was required.

Agriculture Program:

As the most recent study based on the WCAS agriculture program is now complete. The question has now been raised, as to whether or not the value of the Ag Program has now been exhausted, if so, should those funds be redirected to increase the visibility of the West Central Airshed Society, possibly through radio ads. Radio ads would be run specifically in Drayton Valley, Edson, and Hinton, in order to promote the Air Quality Health Index. One option includes 3 spots per day, 10 seconds per message, at a cost of \$450/month/community, at a cost of approximately \$18K/year. The agriculture program currently has a budget of approximately \$60K/year. The board also requested that the eastern edge, i.e. the Leduc area also be looked at.

Action Item: WCAS to provide the board with costs associated with radio advertising.

7. Annual General Meeting: Bob Scotten

Due to concerns raised at the Annual General Meeting regarding the Audited Financials, a follow up meeting was held with our Accounting Firm, where clarification was provided.

MOTION: To accept 2011 Audited Financials as presented, accepted by consensus.

8. Air Monitoring Update: Patrick Andersen – see Appendix B

9. Other Business

The future of the West Central Airshed Society appears to continue to be moving forward to being a part of a province wide world class monitoring system which includes the legislations of an organization at arm's length from Alberta Environment and Sustainable Resource Development (AESRD), which will oversee our organization. Some upcoming challenges may include new monitoring and how we fit, a more direct link with the agency, new methodology, increased non-regularity management, defined sustainable funding. As this Agency and these programs develop WCAS will continue to provide feedback and participate in the activity where possible.

Next Meeting Dates: To be determined.

Adjourned

Appendix A

West Central Airshed Society					
Income Statement as at September 30, 2012					
	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual	Budget	Variance		
REVENUES (Funding)					
Budgeted Membership Fees	437,879.23			500,000.00	(62,120.77)
Network Cost Sharing	-			-	-
Capital Power Corp. (inc. in Membership)	-			46,851.96	
TransAlta Generation Part. (inc. in Membership)	-			106,761.02	
West Fraser Hinton Pulp	7,176.00			14,352.00	(7,176.00)
Grants	27,500.00			55,000.00	(27,500.00)
COP Grant					
REVENUE (Net of GST)	472,555.23			722,964.98	(96,796.77)
EXPENSES					
OFFICE & ADMINISTRATION					
Bank & Credit Card Charges	625.35	525.00	(100.35)	700.00	74.65
Office Supplies (Stationary, Postage, Courier)	1,064.16	1,500.00	435.84	2,000.00	935.84
Office Equipment Rental (Printer)	3,252.88	2,550.00	(702.88)	3,400.00	147.12
Insurance	16,411.43	16,000.00	(411.43)	18,000.00	1,588.57
Computer Software & Accessories	248.99	187.50	(61.49)	250.00	1.01
Office Rental	9,591.12	5,000.00	(4,591.12)	13,200.00	3,608.88
Accounting & Legal	6,100.00	6,000.00	(100.00)	6,000.00	(100.00)
Telephone, Fax, Internet	9,216.76	7,500.00	(1,716.76)	10,000.00	783.24
Program Management	76,490.28	76,490.30	0.01	101,987.06	25,496.78
Office Manager / Admin. Assistant	26,464.77	26,464.74	(0.03)	35,286.32	8,821.55
Board Expenses (inc. meetings)	3,191.41	3,000.00	(191.41)	4,000.00	808.59
Grants, Donations, Contributions, Honorarium		300.00		400.00	400.00
Annual Report	6,000.00	12,000.00	6,000.00	10,000.00	4,000.00
Communications, Advertising, Promotions	4,619.61	1,500.00	(3,119.61)	2,000.00	(2,619.61)
Meeting & Travel Expense	2,893.80	1,950.00	(943.80)	2,600.00	(293.80)
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
TOTAL OFFICE & ADMIN EXPENSES	168,075.32	171,467.54	3,392.22	223,823.38	55,748.06
AMBIENT AIR MONITORING					
Station Communications (Modems)	590.20	750.00	159.80	1,000.00	409.80
Utilities Expense (Power, Telephone)	11,998.25	9,750.00	(2,248.25)	13,000.00	1,001.75
Hightower Reconstruction (Electrical, Propane)	35,588.75	30,000.00	(5,588.75)	40,000.00	4,411.25
Contractor Expense: Fuel (All)	34,425.00	34,425.00	-	45,900.00	11,475.00
Contractor Expense	172,744.02	172,743.99	(0.03)	230,325.32	57,581.30
Calibration Contractor (See Capital/TransAlta)		-	-	-	-
QA/QC Expense	32,395.95	32,395.95	-	43,194.60	10,798.65
QA/QC Audit Expense		-	-	-	-
Site Maintenance & Development (Capital)	52,889.93	75,000.00	22,110.07	100,000.00	47,110.07
Technical Workshops		750.00	750.00	1,000.00	1,000.00
Station Trailer Rental	1,620.00	1,500.00	(120.00)	2,000.00	380.00
Field Supplies	12,772.03	15,000.00	2,227.97	20,000.00	7,227.97
Accommodations & Meals	3,840.04	3,000.00	(840.04)	4,000.00	159.96
Data Network Support & Software	3,240.00	2,700.00	(540.00)	3,600.00	360.00
Shop	2,634.54	1,500.00	(1,134.54)	2,000.00	(634.54)
AAQI Upgrade - Edson		37,500.00	37,500.00	50,000.00	50,000.00
COP Project	4,943.07				
TOTAL AAM EXPENSES	369,681.78	417,014.94	52,276.23	556,019.92	191,281.21
AGRICULTURE EXPENSE					
Operations Contractor	54,714.28	56,250.00	1,535.72	75,000.00	20,285.72
Soil Sampling & Analysis	3,054.60	3,750.00	695.40	5,000.00	1,945.40
Miscellaneous Expenses / Site Maintenance		375.00	375.00	500.00	500.00
Ag Study	24,000.00				
TOTAL AGRICULTURE EXPENSE	81,768.88	60,375.00	2,606.12	80,500.00	22,731.12
HONORARIUMS					
Land & Co-op Honorariums	2,000.00	2,250.00	250.00	3,000.00	1,000.00
TOTAL HONORARIUM EXPENSE	2,000.00	2,250.00	250.00	3,000.00	1,000.00
ASSET ACCOUNTS					
Reclamation Trust Fund	2,000.00	1,500.00	(500.00)	2,000.00	-
WCAS Contingency Account	20,000.00	15,000.00	(5,000.00)	20,000.00	-
TOTAL ASSET ACCOUNTS	22,000.00	16,500.00	(5,500.00)	22,000.00	-
TOTAL EXPENSE	643,525.98	667,607.48	53,024.57	885,343.30	270,760.39
SURPLUS (DEFICIT)	(170,970.75)			(162,378.32)	

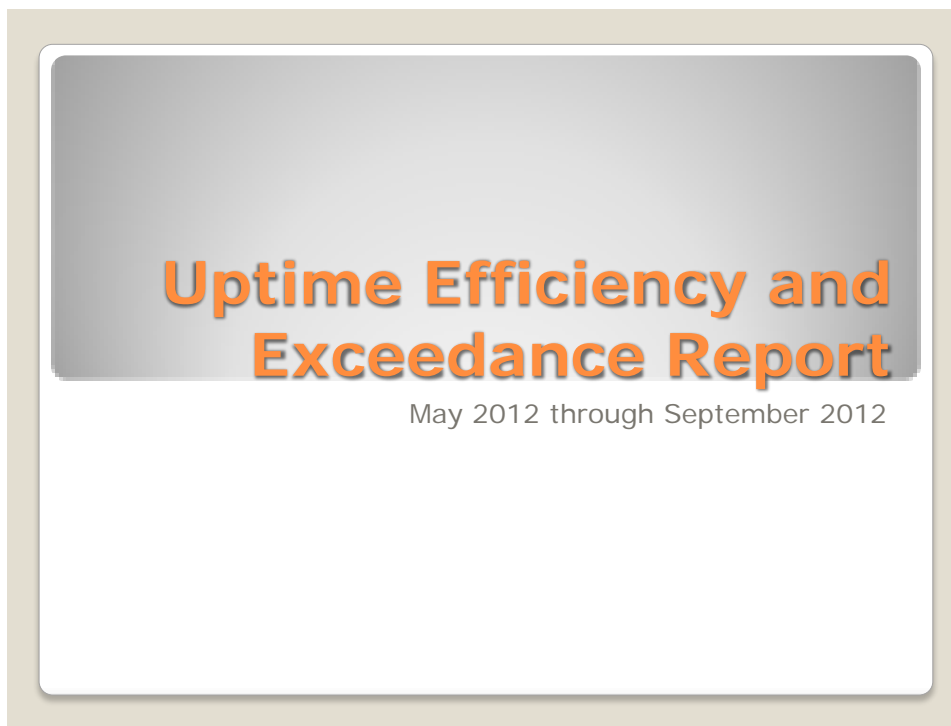
West Central Airshed Society - CAPITAL POWER/TRANSALTA



Income Statement as at September 30, 2012

	Year-to-Date			Total Budget For Year	Balance in Budget
	Actual to Date	Budget	Variance		
REVENUES (Funding)					
Capital Power Operating Agreement	30,299.99			51,942.92	21,642.93
TransAlta Operating Agreement	78,907.84			118,361.72	39,453.88
TOTAL REVENUES	\$ 109,207.83			\$ 170,304.64	\$ 61,096.81
EXPENSES					
AAM Program					
QA/QC Data Reporting	21,597.30	21,597.30	-	28,796.40	(8,474.40)
Utilities Expense (Telephone)	8,069.33	7,500.00	(569.33)	10,000.00	4,612.94
Site Maintenance	1,275.68	5,250.00	3,974.32	7,000.00	2,645.00
Contractor Expense	74,584.35	66,006.18	(8,578.17)	88,008.24	4,967.89
Data Network Support & Software	2,160.00	3,750.00	1,590.00	5,000.00	2,000.00
Field Supplies	8,616.04	15,000.00	6,383.96	20,000.00	(10,259.96)
Land Owner Honorariums	1,000.00	750.00	(250.00)	1,000.00	690.00
Insurance	10,940.95	7,875.00	(3,065.95)	10,500.00	472.57
TOTAL EXPENSE	\$ 128,243.65	\$ 127,728.48	\$ (515.17)	\$ 170,304.64	\$ (3,345.96)
SURPLUS (DEFICIT)	\$ (19,035.82)			\$ -	

Appendix B



	May Uptime	June Uptime	July Uptime
Tomahawk (901)	100.0	99.7	99.5
Violet Grove (902)	99.2	100.0	99.6
Carrot Creek (903)	100.0	100.0	100.0
Hightower (904)	43.8	83.6	100.0
Steeper (905)	99.8	99.9	99.3
Hinton (906)	99.9	100.0	99.5
Power (907)	100.0	99.7	99.8
Meadows (908)	100.0	100.0	100.0
Genesee (910)	100.0	99.5	99.8
Drayton Valley (911)	99.2	99.9	98.7
Edson (912)	99.9	97.2	100.0
Breton (913)	100.0	99.3	100.0
Wagner2 (959)	99.7	100.0	100.0
Network Totals	95.5	98.4	99.7

Network Summary

	May Uptime	June Uptime	July Uptime
Tomahawk (901)	100.0	99.7	99.5
Violet Grove (902)	99.2	100.0	99.6
Carrot Creek (903)	100.0	100.0	100.0
Hightower (904)	43.8	83.6	100.0
Steeper (905)	99.8	99.9	99.3
Hinton (906)	99.9	100.0	99.5
Power (907)	100.0	99.7	99.8
Meadows (908)	100.0	100.0	100.0
Genesee (910)	100.0	99.5	99.8
Drayton Valley (911)	99.2	99.9	98.7
Edson (912)	99.9	97.2	100.0
Breton (913)	100.0	99.3	100.0
Wagner2 (959)	99.7	100.0	100.0
Network Totals	95.5	98.4	99.7

Power supply instability continues

Network Summary

	May Uptime	June Uptime	July Uptime	
Tomahawk (901)	100.0	99.7	99.5	Power supply instability continues
Violet Grove (902)	99.2	100.0	99.6	
Carrot Creek (903)	100.0	100.0	100.0	Reportable uptime; Operated until July 10 th ; 30.5%
Hightower (904)	43.8	83.6	100.0	
Steeper (905)	99.8	99.9	99.3	
Hinton (906)	99.9	100.0	99.5	
Power (907)	100.0	99.7	99.8	
Meadows (908)	100.0	100.0	100.0	
Genesee (910)	100.0	99.5	99.8	
Drayton Valley (911)	99.2	99.9	98.7	
Edson (912)	99.9	97.2	100.0	
Breton (913)	100.0	99.3	100.0	
Wagner2 (959)	99.7	100.0	100.0	
Network Totals	95.5	98.4	99.7	

Network Summary

	May Uptime	June Uptime	July Uptime	
Tomahawk (901)	100.0	99.7	99.5	Power supply instability continues
Violet Grove (902)	99.2	100.0	99.6	
Carrot Creek (903)	100.0	100.0	100.0	Reportable uptime; Operated until July 10 th ; 30.5%
Hightower (904)	43.8	83.6	100.0	
Steeper (905)	99.8	99.9	99.3	
Hinton (906)	99.9	100.0	99.5	
Power (907)	100.0	99.7	99.8	
Meadows (908)	100.0	100.0	100.0	Power outages
Genesee (910)	100.0	99.5	99.8	
Drayton Valley (911)	99.2	99.9	98.7	
Edson (912)	99.9	97.2	100.0	
Breton (913)	100.0	99.3	100.0	
Wagner2 (959)	99.7	100.0	100.0	
Network Totals	95.5	98.4	99.7	

Network Summary

	August Uptime	September Uptime
Tomahawk (901)	99.8	99.9
Violet Grove (902)	100.0	99.9
Carrot Creek (903)	99.7	100.0
Hightower (904)	-	-
Steeper (905)	99.7	100.0
Hinton (906)	99.5	99.7
Power (907)	97.7	99.8
Meadows (908)	100.0	100.0
Genesee (910)	99.7	99.6
Drayton Valley (911)	98.7	99.4
Edson (912)	99.8	100.0
Breton (913)	100.0	100.0
Wagner2 (959)	89.3	96.3
Network Totals	98.7	99.6

Power outages

Network Summary

	August Uptime	September Uptime
Tomahawk (901)	99.8	99.9
Violet Grove (902)	100.0	99.9
Carrot Creek (903)	99.7	100.0
Hightower (904)	-	-
Steeper (905)	99.7	100.0
Hinton (906)	99.5	99.7
Power (907)	97.7	99.8
Meadows (908)	100.0	100.0
Genesee (910)	99.7	99.6
Drayton Valley (911)	98.7	99.4
Edson (912)	99.8	100.0
Breton (913)	100.0	100.0
Wagner2 (959)	89.3	96.3
Network Totals	98.7	99.6

Power outages

Planned outages not fully communicated to technicians

Network Summary

- May
 - Hinton (TRS)
 - 1 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 11.40 ppb
- June
 - Hinton (TRS)
 - 3 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 16.04 ppb

Exceedences

- July

	PM _{2.5}		O ₃	TRS	
	1-hour	24-hour	1-hour	1-hour	24-hour
	80 µg/m ³	30 µg/m ³	82 ppb	10 ppb	4 ppb
Tomahawk	17	2			
Carrot Creek			4		
Hightower			1		
Hinton	5	1		18	1
Power	21	2			
Genesee	12	2			
Drayton Valley	21	2			
Edson	7	2	4		

Forest Fires on July 13th-14th
Naturally occurring ozone

Exceedences

- August
 - Hinton (TRS)
 - 10 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 36.49 ppb
 - 1 24-hour in excess of 4 ppb H₂S
 - Maximum concentration of 6.04 ppb
 - Power (PM_{2.5})
 - 1 one-hour in excess of 80 µg/m³
 - Maximum concentration of 87.5 µg/m³

Exceedences

- September
 - Hinton (TRS)
 - 50 one-hour in excess of 10 ppb H₂S
 - Maximum concentration of 38.14 ppb
 - 7 24-hour in excess of 4 ppb H₂S
 - Maximum concentration of 7.73 ppb
 - Hinton (PM_{2.5})
 - 1 one-hour in excess of 80 µg/m³
 - Maximum concentration of 90.1 µg/m³

Exceedences