



GENERAL MEETING MINUTES

SEPTEMBER 26, 2014

10:00 a.m. – 3:00 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
Marc Gressler	Brazeau County
Audrey Kelto	Leduc County
Lisa Avis	Alberta Environment & Sustainable Resource Development
Curtis Brock	Alberta Environment & Sustainable Resource Development
Elaine Ryl	WCAS Agriculture Contractor
Bob Scotten	WCAS Executive Director
Greg Swain	WCAS Operations Manager
Patrick Andersen	WCAS QA/QC
Heather Plumb	WCAS Office Manager

ABSENT WITH REGRETS

Stephanie Autut	Westmoreland Coal
Phil Whitney	West Fraser Hinton Pulp

ACTION ITEMS

Action Item 1: WCAS to resume the Agriculture Program at the original Genesee Site.

Action Item 2: Bob to draft a letter outlining the WCAS Agriculture Program and what materials are available, to be sent to various Universities and Colleges in order to gauge interested in the vast collection of samples.

Action Item 3: WCAS Staff to add the monthly reports to the website.

Action Item 4: Bob to send proposal and update the Technical Committee of developments with the Emissions Study.

Action Item 5: Bob to provide more information regarding a communications consultant.

Action Item 6: Bob to schedule a Budget Committee meeting prior to the next Board Meeting (November 28) to discuss the 2015 budget.

Action Item 7: Bob to provide more information regarding a possible Northern expansion.

1. Welcome and Introductions

Cecil Andersen called the meeting to order at 10:00 a.m.; introductions were made.

2. Agriculture Program Review: Elaine Ryl, Cecil Andesen

The West Central Airshed Society has its foundations rooted in the Lodgepole Blowout and the after effects on crop growth and health impacts. Both air and bio monitoring were crucial aspects of the WCAS organization. Alfalfa and Saskatoon's were chosen in order to study both imported and native species, and both were considered flora susceptible to air quality impacts. The intensive program resulted in hundreds of samples and dozens of data points being observed. WCAS has produced two separate and independent studies of the data, neither of which produced definitive results. These studies were extremely costly and time consuming. As the program seemed to be producing inconclusive results, the program was refined, reducing the costs associated with labour and monitoring. The program has been reduced from seven plots to two, Violet Grove and Tomahawk. Violet Grove is considered representative of the Oil and Gas sector and originally Genesee was considered the primary site for the Power Generation sector, but was abandoned as the Genesee station was forced to relocate due to mine development.

The program now has collected close to 17 years worth of data and samples. Many questions have been raised by over the value of continuing to warehouse the cuttings and the scientific value of the samples. If the cuttings were to be studied it may not even be possible to collect the relevant data due to degradation.

While there may be duplication across the province with similar programs, it was strongly emphasized that it has been and it should continue to be a central role of WCAS to monitor the effects of air quality on crop growth and it has the responsibility to maintain scientific defensibility.

Finally, the question of re-establishing the plot at Genesee was raised. Due to a less aggressive mining plan, it appears that the mine encroachment may not occur as soon as was originally intended. The discussion occurred that perhaps due to the considerable time it takes to establish a growth cycle, there may be value in continuing the original site for several years. The new site appears to be representative of the area and while it's generally best to collocate the sites, the data would be consistent. When the site was set to be abandoned the agriculture program was discontinued, but as the crops are still on site, there would only be a small gap in data if the program was resumed. The original site should provide an additional 6 to 8 years of data.

ACTION ITEM: WCAS to resume the Agriculture Program at the original Genesee Site.

ACTION ITEM: Bob to draft a letter outlining the WCAS Agriculture Program and what materials are available, to be sent to various Universities and Colleges in order to gauge interested in the vast collection of samples.

3. Approval of Agenda

Accepted as presented.

4. Approval of June 6, 2014 Meeting Minutes

Accepted as presented.

5. Review of Previous Action Items

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

Previous Action Item 2: Bob to provide summary of the Agriculture Program to the Board. **ACTION COMPLETE.**

Previous Action Item 3: Bob to invite Elaine Ryl to the next Board meeting. **ACTION COMPLETE.**

Previous Action Item 4: Staff to investigate WCAS website issues. **ACTION COMPLETE.**

The WCAS Staff were able to for with our website contractor to ensure it was in working order and redesigned to separate out various types of reports.

ACTION ITEM: WCAS Staff to add the monthly reports to the website.

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

The West Central Airshed Society, is required to provide an Emissions Study prior to February as part of its operating mandate, the Air Monitoring Directive. In an effort to meet this timeline, several other airsheds have requested an RFP, with STI being the successful bidder. Bob has been in contact with STI, and has received a proposal, meeting the objectives for approximately \$28K (CDN). As STI has already done much of the background for the other airsheds, WCAS may see a bit of a discount on the fee. Bob and others expressed confidence and they do good work and will be able to meet our timelines, if we are able to commit as soon as possible.

While somewhat anticipated, WCAS had not budgeted for the cost of an Emissions Study. Funding options included reworking the budget, accessing the cash reserves of the organization, and/or requesting separate grant funds. Due to the tight timelines and considering the Administration grant that WCAS has already received, it was felt that accessing the reserves would be the best option.

ACTION ITEM: Bob to send proposal and update the Technical Committee of developments with the Emissions Study.

MOTION: The West Central Airshed Society will proceed with contracting STI to provide an Emissions Study for our region; with no blocks to consensus.

Previous Action Item 6: Staff to provide options for replacing the particulate analyzers. **ACTION COMPLETE.** Please see Agenda Item 7 for discussion.

Previous Action Item 7: Staff to provide long term trends in “quick read” format. **ACTION ONGOING.**

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

6. Financial Update/Budget Committee Report

Please see Appendix A.

The Budget Committee was able to meet, with Kent volunteering to head the group. The most significant cause of concern is the inability of the organization to forecast and collect the Budgeted Membership Fees. Bob has been/will be in contact with all of the organizations that we have invoiced that as of yet have not received a contribution from. A significant source of resistance has been the creation of the AER and AEMERA, and the anticipation of support becoming an aspect of their requirements. Other challenges include out of date data that does not capture investments or divestments and the frequency of staffing changes.

As part of WCAS's goal to increase funding, the suggestion was made that it may be time to look at outreach and communications; specifically contracting a consultant to address messaging. Options may include developing a social media package, presentations to colleges, oilman's groups, etc. The Palliser region has budgeted \$20K for such a contract.

ACTION ITEM: Bob to provide more information regarding a communications consultant.

7. Technical Committee Report

The Technical Committee has met and with the help of Matt Mazer and ESRD, WCAS was able to research PM Analyzer options, and determine Sharps are the most suitable to our needs. The hope is to install the new analyzers in next year, followed by Hinton and Drayton Valley the following year, and Steeper as it's NAPS funding allows. The Committee is also waiting on direction from AEMARA regarding a new Data Acquisition System.

ACTION ITEM: Bob to schedule a Budget Committee meeting prior to the next Board Meeting (November 28) to discuss the 2015 budget.

8. By-Law Review Committee Report

Lisa would like the opportunity to look at the Policies and Procedures for the next board meeting, to help address some basic questions regarding how the board runs. It was acknowledged that Calgary has an excellent Policies and Procedures manual.

9. Zone Managers Report

a. Airshed Plan Requirement – Please see Previous Action Item 5.

b. Emission Inventory/WCAS Funding Formula – Please see Previous Action Item 5 and Agenda Item 6.

c. Network Status

The network is running very well. The power line has now been buried at Carrot Creek and the new tower will be installed once it has been delivered. The sharp's have been installed at Tomahawk and Edson. Hinton experienced TRS exceedances likely due to road construction adjacent to the station. The Audit this summer also went extremely well, with just two analyzers slightly outside limits which were fixed immediately.

d. Alberta Airshed Council News

The council has been working hard to get ahead of the changes coming with AEMARA. There will be a meeting on November 18, in Sherwood Park, to discuss new ideas on how to work with AEMARA, ESRD and the AER. The meeting will be facilitated and documented. Bob will send out more information.

e. Equipment Upgrades – Particulate Analyzers

Please see 7. Technical Committee Report.

f. Capital Region Oversight Committee

A draft of the management program will be reviewed once it's available.

g. Genesee Site Development

The newest mine development plans are not as aggressive as they once thought they would be. Therefore the new WCAS site development may not be quite as rushed. The new proposal will be developed by Dr. Kindzierski and then passed on to ESRD for approval, followed by a move in the spring.

h. Communications Consultant Discussion

Please see 6. Financial Update/Budget Committee Report

i. Office Manager Position

In camera discussion.

10. Air Monitoring Update

Please see Appendix B.

11. Other Business

Motion: The West Central Airshed Society designates Barb Schmidtke as Treasure as well as a signing authority.

Motion: The West Central Airshed Society designates Lisa Avis as a signing authority.

Several years ago the West Central Airshed Society considered expanding its northern boundary to include the Fox Creek and Whitecourt region. As the 2008/2009 economic crisis unfolded all plans were tabled until conditions improved. Due to numerous changes it was felt that it may be a good time to revisit the idea. Considerations included increased participation, an ESRD need for monitoring, as well as an increased interest in the AHQI. Bob and Lisa to come back with more information such as logistics and geographic information, stations or passive monitors as well as details from the network rationalization with STI.

ACTION ITEM: Bob to provide more information regarding a possible Northern expansion.

Meeting Adjourned.

Next Meeting Dates: November 28

West Central Airshed Society
Income Statement as at September 22, 2014

REVENUES	<i>Actual</i>	<i>Total Budget For Year</i>	<i>Balance in Budget</i>
Membership			
Budgeted Membership Fees	157,192.78	385,000.00	227,807.22
Membership	<u>157,192.78</u>	<u>385,000.00</u>	<u>227,807.22</u>
Operating Membership			
Capital Power Corporation	22,954.33	39,277.80	16,323.47
TransAlta Generation Partnership	61,591.95	105,658.68	44,066.73
Operating Membership	<u>84,546.28</u>	<u>144,936.48</u>	<u>60,390.20</u>
Operating Agreement			
NAPS Grants (Steeper)	13,750.00	55,000.00	41,250.00
Operating Agreement	<u>13,750.00</u>	<u>55,000.00</u>	<u>41,250.00</u>
Operating Agreement			
West Fraser Hinton Pulp	4,000.00	12,000.00	8,000.00
Operating Agreement	<u>4,000.00</u>	<u>12,000.00</u>	<u>8,000.00</u>
Operating Agreement			
Capital Power Corporation	26,758.48	45,871.68	19,113.20
TransAlta Generation Partnership	71,799.56	123,084.96	51,285.40
Operating Agreement	<u>98,558.04</u>	<u>168,956.64</u>	<u>70,398.60</u>
Other Grants			
Other Grants	156,198.00	156,000.00	(198.00)
Other Grants	<u>156,198.00</u>	<u>156,000.00</u>	<u>(198.00)</u>
TOTAL REVENUES	<u>\$ 514,245.10</u>	<u>\$ 921,893.12</u>	<u>\$ 407,648.02</u>

EXPENSES

Office & Administration			
Bank & Credit Card Charges	688.33	1,000.00	311.67
Office Supplies (Stationary, Postage, Courier)	979.66	1,500.00	520.34
Office Equipment Rental (Printer)	1,569.92	2,376.00	806.08
Insurance	13,865.14	17,000.00	3,134.86
Computer Software & Accessories	229.76	350.00	120.24
Office Rental	4,500.00	6,000.00	1,500.00
Accounting & Legal	7,968.70	6,500.00	(1,468.70)
Telephone, Fax, Internet	3,529.72	6,000.00	2,470.28
Program Management	81,148.52	108,198.05	27,049.53
Office Manager / Admin. Assistant	28,076.40	37,435.30	9,358.90
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	2,989.62	2,500.00	(489.62)
Website	1,904.76	2,000.00	95.24
Contractor Training	-	2,000.00	2,000.00
Educational Programing	-	10,000.00	10,000.00
Office & Administration	<u>156,641.02</u>	<u>216,359.35</u>	<u>59,718.33</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)	329.58	2,500.00	2,170.42
Utilities Expense (Power, Telephone)	10,216.51	19,000.00	8,783.49
Contractor Expense: Fuel (All)	33,149.96	45,900.00	12,750.04
Contractor Expense	184,539.01	244,352.13	59,813.12
QA/QC Expense	34,368.83	45,825.07	11,456.24
Site Maintenance & Development (Capital)	90,522.96	100,000.00	9,477.04
Technical Workshops	1,261.61	1,000.00	(261.61)
Field Supplies	11,689.46	18,000.00	6,310.54
Accomodations & Meals	2,908.71	5,500.00	2,591.29
Data Network Support & Software	3,240.00	8,100.00	4,860.00
Shop	1,432.81	3,000.00	1,567.19
Ambient Air Monitoring	<u>373,659.44</u>	<u>493,177.20</u>	<u>119,517.76</u>
Agriculture Program			
Operations Contractor	29,001.47	50,000.00	20,998.53
Soil Sampling & Analysis	609.00	1,000.00	391.00
Miscellaneous Expenses / Site Maintenance	-	500.00	500.00
Agriculture Program	<u>29,610.47</u>	<u>51,500.00</u>	<u>21,889.53</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	22,912.56	30,550.09	7,637.53
Utilities Expense (Telephone)	8,835.75	9,500.00	664.25
Site Maintenance	7,048.35	15,000.00	7,951.65
Contractor Expense	65,179.89	86,906.55	21,726.66
Data Network Support & Software	2,160.00	5,000.00	2,840.00
Field Supplies	7,426.91	10,000.00	2,573.09
Land Owner Honorariums	1,000.00	1,000.00	-
Insurance	9,243.43	11,000.00	1,756.57
CPC/TGP Operating Agreement - AAM	<u>123,806.89</u>	<u>168,956.64</u>	<u>45,149.75</u>
TOTAL EXPENSE	<u>\$ 685,717.82</u>	<u>\$ 932,593.19</u>	<u>\$ 246,875.37</u>
SURPLUS (DEFICIT)	<u>\$ (171,472.72)</u>	<u>\$ (10,700.07)</u>	