



Minutes: Board of Directors Meeting
Date: April 17, 2013
Location: G.H. Dawe Centre, Red Deer

In attendance

Board Members and Alternates:

Rod Boshnick, Industry
 Bob Bryant, Government
 Tyler Callicot, Government
 Dale Christian, Public
 Bonnie Denhaan, Public
 Brian Goliss, Industry
 Andy Lamb, Government
 Shane Lamden, Industry
 Alasdair MacKinnon, Public
 Paddy Munro, Government
 Jim Saltvold, Public
 Ed Szymanek, Industry
 Reg Watson, Public
 Kevin Warren, Executive Director

Committee Members:

Lauren Maris, Communications
 Aaron Rognvaldson, TWG

Meeting Support:

Kim Sanderson

Not Attending

Jim Ainslie, Public
 Kelly Bauer, Government
 Paul Bradley, Industry
 Ken Dahl, Government
 Paul Harris, Government
 Amber Hines, Government
 Cliff Knutson, Government
 Jennifer Lutz, Government
 Jim McKinley, Government
 Tali Neta, Government
 Kim Ng, Public
 Dan Richen, Government
 Leonard Standing on the Road, Public
 Clay Tjostheim, Industry

ACTION ITEM SUMMARY

Item	Who	Deadline
68.1: Kevin will prepare a summary of strategic plans from other airsheds.	Kevin Warren	June 19
72.1: Kevin will advise the board prior to requesting an extension from the City of Red Deer to monitor at the Lancaster site.	Kevin Warren	June 2013
72.3: Kevin will follow up with CASA about why Jim Ainslie has not been contacted for the Human and Animal Health Team,	Kevin Warren	May 1
73.1: Kevin will forward the <i>Red Deer Advocate</i> article and the PAMZ media release related to the 2009-11 CWS assessment results to the board.	Kevin Warren	May 1
73.2: Andy Lamb will follow up with his ESRD colleagues to determine the status of Penn West's request for Wimborne, and advise the board.	Andy Lamb	May 1
73.3: The TWG will assess the risks and consequences of the proposed program cuts and present these to the board at the June meeting at which time the board will make a decision on applying to ESRD to amend the monitoring program	TWG & Board	June 19
73.4: Kevin will arrange logistics for the next meeting in Rocky Mountain House and will invite area residents where PAMZ has done monitoring.	Kevin Warren	May 15

Reg Watson convened the meeting at 3:04 pm. Those present introduced themselves.

1. ADMINISTRATIVE ITEMS

1.3 Approve Agenda

One item was added under other business: determine location for AGM. The amended agenda was approved by consensus.

1.2 Minutes of January 30, 2013 Meeting

The minutes of the January 30, 2013 meeting were approved by consensus.

1.3 Report on Action Items

Item	Status
68.1: Kevin will prepare a summary of strategic plans from other airsheds when he receives all the plans.	The executive agreed that Kevin should prepare a summary based on plans received to date, by the June meeting.
69.2: The IRG will further consider how PAMZ could be involved with health impact assessments with respect to ambient air quality and report back to the board.	Done; see IRG report.
71.1: The communication committee will prepare a media release concerning the 2009-11 CWS assessment results after they have been released by ESRD.	ESRD posted results in January and PAMZ issued a media release with a link to that web post. The <i>Red Deer Advocate</i> ran an item, and Kevin also did interviews with three radio stations (one in Lacombe and two in Red Deer).
72.1: Kevin will advise the board prior to requesting an extension from the City of Red Deer to monitor at the Lancaster site.	June 2013
72.2: Lauren will send a copy of the summary of municipal anti-idling actions to Kevin for distribution to the board.	Done.
72.3: Kevin will follow up with CASA about a) why Jim Ainslie has not been contacted for the Human and Animal Health Team, and b) possible PAMZ participation on the Odour Management Team.	a) Kevin has not heard back from his earlier request to CASA for information as to why Jim had not been contacted and Jim has still not been contacted. Kevin will follow up. b) The Odour Management Team is just being established and PAMZ and the AAC should be contacted soon.

Action 73.1: Kevin will forward the *Red Deer Advocate* article and the PAMZ media release related to the 2009-11 CWS assessment results to the board.

1.4 Membership

To date membership fees from 16 of 19 large companies have been received, for a total of \$547,089 out of a budget of \$587,528. Payment remains outstanding from Shell Shantz, and Penn West Wimborne and Gilby, amounting to \$40,439. PAMZ is waiting to hear ESRD's decision regarding amendments to Penn West Wimborne's approval, which is being handled out of the Calgary office, as this will determine whether the Wimborne amount owing is to be paid. Exxon Lone Pine was shut in last year and they applied to amend their approval to remove the monitoring clauses, but did pay for this year. Devon is building a new plant southwest of Rocky Mountain House, but this will not require an ESRD EPEA approval and would not change Devon's membership fee as the plant is a sweet gas processing facility.

Action 73.2: Andy Lamb will follow up with his ESRD colleagues to determine the status of Penn West's request for Wimborne, and advise the board.

Seven of 28 invoiced municipalities have paid for total of \$46,601. Payment is expected from two more, which will meet the budgeted amount for municipalities. Of the 68 small member companies invoiced, 20 have paid, for a total of \$24,000 out of the \$25,000 budgeted.

Kevin made a presentation to Rocky Mountain House on April 16 and will make one to Lacombe on May 13. He also presented to Crew Energy on March 20, focused on the Delburne monitoring results.

Wayne Ungstad has resigned as a PAMZ director, which may also affect Leonard Standing on the Road as he relies on Wayne for transportation to meetings. Kevin is trying to contact Leonard. PAMZ is looking for other public members.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

Aaron Rognvaldson reported that the TWG met April 12, discussing among other things, the Focus performance review and options to reduce the monitoring program costs in light of possible future funding shortfalls and continued SO₂ emission reductions in the zone. Kevin met with Focus on April 9 for a Q1 performance review and gave them a "B+" overall. PAMZ is still waiting for the amended SOPs (which was an action arising from the Audit report). Focus hired a third party to tour the stations and complete an internal audit; that report will be shared with PAMZ. PAMZ also requested updated site documentation materials to review.

The TWG discussed and agreed to propose to the board several changes to the Air Quality Monitoring program in response to the \$38,000 funding shortfall for 2013:

- For 2013, only \$22k vs. the original budget of \$60k will be transferred to capital expenses reserve, leaving about \$72k in this fund at the end of 2013. This decision is only for the short term and will not continue into 2014.
- Dropping the ozone passives would save \$25k on analytical costs. PAMZ has a lot of data from this 13-year program and knows the trends. The passive network provides monthly average concentrations and the Alberta Ambient Air Quality objectives are focused on hourly and 8-hour exposure times.
- The David McCoy Portable Station can be redeployed as the second permanent Red Deer station at Lancaster Park for April 2014. PAMZ would apply to ESRD for \$92k to operate and maintain the station. If this is not successful, the unit could go into the rental market for use by other airsheds or private industry. Some of the geographic monitoring formerly conducted using the David McCoy Station could be assigned to the Martha Kostuch station for some of the six sites annually.
- Technical issues could be treated as special projects with monitoring done using ESRD's PAML unit. Use of the PAML and funding would have to be applied for from ESRD.

As NO_x and SO₂ emissions continue to fall in the zone, PAMZ funding will drop. The expectation is that by 2017, monitoring fees will be collected and administered by the new Environmental Monitoring Commission.

The path forward after this meeting is:

- Discuss proposed changes with ESRD
- Make final TWG decision at June 14 meeting
- Board approval at June 19 meeting
- Apply to ESRD to change program, with approval needed by end of October
- Budget incorporating changes approved November
- McCoy station out of service Dec. 31, 2013, and installed and commissioned at Lancaster by April 2014

The board briefly discussed the proposed changes and agreed in principle with the plan proposed by the TWG.

Action 73.3: The TWG will assess the risks and consequences of the proposed program cuts and present these to the board at the June meeting, at which time the board will make a decision on applying to ESRD to amend the monitoring program .

b) Air Monitoring Program

Kevin reported that levels at the Caroline station have been within historical normals since the last meeting. The HVAC heater has been repaired. The BAM PM_{2.5} monitor is more often pegging off the scale, which it is configured to do when a fault occurs. Focus is following up with the manufacturer to determine why this is happening; this is significant because when it happens, data need to be invalidated. This will likely be the first station where the PM_{2.5} monitor is replaced, but could be deferred to next year due to the financial uncertainty.

The Red Deer Riverside station had seven 24-hour PM_{2.5} AAAQO exceedances since the last meeting due to inversions and fog conditions, urban emissions and open burning. These were always associated with southerly winds and low wind speed conditions, and will likely keep PAMZ above the CWS for the 2011-2013 three-year assessment. All other parameters have been within normal historical ranges. PAMZ is seeing different wind patterns between this site and Lancaster. To investigate this discrepancy, Focus will install a surplus wind vane and cups to check the ultrasonic measurements at Riverside and do a more systematic assessment. The site will also undergo a clean-up of debris. At present PAMZ does not have a contract with ESRD to operate the Red Deer station. PAMZ has advised it will operate in good faith to the end of the second quarter (June 30) on the assumption that funds will be provided and will be the same as last year.

The David McCoy portable station was at the Lancaster site in Red Deer from Nov. 27 to March 28. Although PM_{2.5} is monitored differently at the McCoy and Riverside stations, and wind directions are different, the trends are generally similar. Five exceedances were recorded at the Lancaster site since the last meeting. The station went to Eagle Hill on April 10; PAMZ last monitored at this location in 2003. It will go to a new site at Sylvan Lake in early May; Kevin just finalized arrangements at this site, which is downwind from most of the town.

The Martha Kostuch portable station was located at a Devon water well at the Ferrier Acres site from January 11 to March 25, an arrangement noted at the last meeting. No significant SO₂ was noted but there were some elevated THC, NO_x and high PM_{2.5} levels during inversions. Kevin will meet with the resident to review the monitoring results when the March data report is completed. The station was at the factory for two weeks at the end of March for installation of a new HVAC system and roof railings. It was installed at the Everdell site on April 10, where a resident has concerns about hydrocarbon odours. This is generally a cold weather issue and the station will return next December to monitor again.

This site will provide good baseline data for the area as a number of new wells are planned in the next few years. The next location will be in north Rocky Mountain House near the town's sewage lagoon.

The levels and patterns for the passive monitors were consistent with historical normals for December 2012 through February 2013. The 2012 levels and patterns were consistent with 2011 and previous trends.

c) Ozone Management Plan (OMP)

This group has not met since the last board meeting. Medium term actions for the OMP will be highlighted in the 2012 annual report.

d) Issues Response Group (IRG)

The IRG met April 14 in Sundre. This year's public issues meeting will be in Didsbury on May 15 at the train station from 6-9 pm. A resident west of town has expressed concerns about flaring associated with well testing, so the ERCB has been asked to provide a speaker on flaring. The IRG discussed PAMZ's role in health impact assessments and concluded that without a human health committee, PAMZ does not have the expertise to provide information on health impacts. If a Human Health Committee forms again, PAMZ's role can be revisited. PAMZ does make data available to those who want to do health impact assessments and this will continue. Kelly Bauer indicated she will follow up on the results of the Sundre-Caroline Health study done in 2007 and report back to the board.

e) Communications Committee

Lauren Maris advised that 46 submissions were received for the photo contest. Winners and runners-up have been announced and posted on the website. The committee continues to assess the results and next steps for the contest. The winter-spring newsletter is out, and notice of the Martha Kostuch scholarship was sent to 43 regional high schools. Kevin has received a number of calls about it, and PAMZ will do a media release in May. Kevin also read a recent letter from last year's scholarship recipient who is studying in Kelowna. The committee is conducting a satisfaction survey of PAMZ stakeholders and has received 42 responses to date; deadline is the end of April.

The Action Hero award will be presented on Clean Air Day (June 5) and the committee is seeking nominations for this award. The City of Red Deer is planning an event for Clean Air Day and will work with PAMZ to identify an event where the award will be announced. A vehicle emissions testing clinic will again be held during Environment Week on June 7 & 8 at Parkland Mall and Kevin will be soliciting volunteers. PAMZ will have a booth at Earth Day celebrations on April 21 at the Kerry Wood Nature Centre.

From January to the end of March, there were 800 visits to the PAMZ website, split about evenly between new and returning visitors. PAMZ has switched to a new website hosting company based in Red Deer. There have been a few minor issues associated with the changeover, which are expected to be resolved.

ESRD is not providing funding for communications and outreach activities so PAMZ will revert to the previous format for the 2012 annual report and publish in digital form only.

f) Financial

Bob Bryant circulated current trial balances as at March 30, noting that savings are more than indicated and funds continue to come in. The auditor is now preparing the audit report for 2012 and the fee for the audit is expected to be less than last year.

3. CASA UPDATE

Kevin presented a short update based on information provided by CASA:

- The next board meeting will be June 6 in Edmonton.
- The CASA/AAC Joint Standing Committee (JSC) met with representatives from the Environmental Monitoring Group and ESRD to consider how the JSC can help inform emerging policy. The JSC is now drafting a letter to Ernie Hui on this matter.
- Electricity Working Group presented a project charter to the March board meeting.
- The board has approved the formation of an Odour Management Project Team and membership is now being determined.
- PM and Ozone Implementation Team presented its final report and two recommendations to the board in March and the team was disbanded.
- A statement of opportunity on non-point source emissions management was circulated to stakeholders in early April with a deadline of April 26 for feedback.
- The Guide to Managing Collaborative Processes is available online at <http://www.casahome.org/HomePageLinks/CommunityofPractice/ManagingCollaborativeProcessesGuide.aspx>

4. AAC UPDATE

Kevin reported that the AAC met March 25 and agreed to increase meetings to four a year from two; two meetings will be face to face and two will be teleconferences. Funds will be allocated to update the AAC website and add graphics. A conference will not be held this year as it was too difficult to recruit volunteers to organize one. The CASA Executive Committee recommended that AAC not be granted membership on the CASA board. The AAC is comfortable with this decision as the JSC appears to be working well and meeting AAC needs, and a number of stakeholders key to the AAC are involved with the JSC.

Kevin summarized the JSC meeting with Ernie Hui, noting that the overall message was to expect change. There seems to be a lack of clarity about the role and value of airsheds, so it is up to the AAC to ensure the message concerning the role and value airsheds provide is being heard by the right people in a timely manner. A letter is being sent from the AAC-CASA JSC outlining airsheds' roles and values and the AAC will have a follow-up meeting with Ernie in October. The new monitoring agency is focusing first on the three northern airsheds, and a new funding formula will affect airshed governance. The AAC feels airsheds need to be responsive to stakeholder needs or they will cease to exist. Airsheds are concerned that regions are getting different or little messaging from ESRD and are not hearing back about grant applications in a timely manner.

5. OTHER BUSINESS AND NEXT MEETING

The board agreed to hold the next meeting and AGM at Rocky Mountain House on June 19. The executive will plan an agenda to shorten the AGM portion and will invite Ernie Hui to come for dinner and make a subsequent presentation.

Action 73.4: Kevin will arrange logistics for the next meeting in Rocky Mountain House and will invite area residents where PAMZ has done monitoring.

The board meeting adjourned at 5:35 pm.