

MINUTES OF MEETING NO.5-20

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LOCATION	Lundar Ag Building	DATE	June 18, 2020

Present:

N. Brandstrom	Chairperson	Dog Lake Sub District
K. Fjeldsted	Vice Chairperson	Swan Creek Sub District
B. Fleury	Director	Lake Francis Sub District
L. Finney	Vice Director	Dog Lake Sub District
B. Sigfusson	Director	Shoal Lake Sub District
J. Bittner	Vice Director	Lake ST. Martin Sub District
P. Dunlop	Provincial Appointee	ARD
L. Miller	Manager / Financial Admin	WIWD
I. Zotter	Financial Adm. Assistant	WIWD

REGRETS:

P. Watson	Watershed planner	ARD
C. Halaburda	Director	Lake ST. Martin Sub District

WRITTEN BY: I. Zotter

ITEM		ACTION BY
1.0	<p>CALL TO ORDER</p> <p>N. Brandstrom called the meeting to order at 9:20 a.m.</p>	
2.0	<p>APPROVAL OF AGENDA</p> <p><u>21-20: P. Dunlop - B. Fleury</u> BE IT RESOLVED THAT the Board approved the agenda with additions:</p> <p>7.4 Mileage Rates 7.5 Beardy Creek LWBSF 7.6 Outdoor Speaker</p>	CARRIED
3.0	<p>APPROVAL OF MINUTES</p> <p><u>22-20: B. Sigfusson – K. Fieldsted</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 4-20 May 21, 2020 as presented</p>	CARRIED
4.0	<p>FINANCIAL REPORT</p> <p>L. Miller presented the financial report: CIBC Corporate Classic Visa Credit Card Details from March 22, 2020 to April 21, 2020 and from April 22, 2020 to May 21, 2020; Noventis Credit Union Statement of Accounts from April 1 to April 30, 2020 and from May 1 to May 31, 2020; Noventis Credit Union Account Reconciliation Statement April 1 to April 30, 2020 and from May 1 to May 31, 2020; Bank Account Transactions Report from April 1, 2020 to June 9, 2020; Comparative Income Statement – YTD from April 1, 2020 to June 9, 2020;</p> <p><u>23-20: K. Fjeldsted – P. Dunlop</u> BE IT RESOLVED THAT the Board approved the expenses of \$ 74,937.59 (cheques # 108-118, # 119, 120 –VOID, 121-164); CIBC Corporate Classic Visa Credit Card Details from March 22, 2020 to April 21, 2020 and from April 22, 2020 to May 21, 2020; Noventis Credit Union Statement of Accounts from April 1 to April 30, 2020 and from May 1 to May 31, 2020; Noventis Credit Union Account Reconciliation Statement April 1 to April 30, 2020 and from May 1 to May 31, 2020; Bank Account Transactions Report from April 1, 2020 to June 9, 2020; Comparative Income Statement – YTD from April 1, 2020 to June 9, 2020;</p>	CARRIED

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5.0	SUB DISTRICT RECOMMENDATIONS The Board discussed member's attendance at the Executive Meeting. Additions to be made to the WIWD Manual and to be presented to the Board for a review.	
6.0	OLD BUSINESS	
6.1	Integrated Watershed Management plan (IWMP) The Advertisement placed in the Lundar Bull Sale Calendar. Public Meetings are postponed indefinitely due to COVID-19	
6.2	Northwest Interlake IWMP No updates at this time	
6.3	Siglunes Project The legal matter of the WIWD taking ownership, administration and maintenance from Ducks Unlimited (DU) over the Dike on Siglunes Creek will be addressed in fall 2020.	
6.4	Hatchery Drain & Swan Creek Project completed, last payment received.	
6.5	Policy <u>24-20: B. Fleury – P. Dunlop</u> BE IT RESOLVED THAT the Board approved to change the name on the existing WIWCD Policies and Manual from WIWCD to WIWD.	CARRIED
6.6	Conservation Trust Fund / Trees Most tree seedlings distributed. Some trees received from supplier were damaged, Sabados Greenhouse issued one time vouchers, which will be used to replace damaged trees.	
6.7	Conservation Trust / Cover Crops Submitted applications for the "Working with Landowners to improve Soil Health in Lake Manitoba Watershed" Project are processed. Staff communicated with consultants to verify the eligibility of proposed crops. The Final Decision on the approvals and the awarded amounts has not been reached.	
6.8	GRowing Outcomes in Watershed (GROW) WIWD "Working together to improve watershed health in the West Interlake Watershed" request to the Conservation Trust has been approved, in principle, for full funding.	

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6.9	<p>Winter Watering System Applications</p> <p>WIWD received one new application for the Off Site Winter Watering Program. Staff to follow up on previously submitted requests.</p> <p><u>25-20: L. Finney – J. Bittner</u> BE IT RESOLVED THAT the Board approved to accept P. Gaudry application.</p>	CARRIED
6.10	<p>Riparian Project</p> <p>Staff made an inquiry pertaining the easement on the riparian area along the drain at K. Gudmundson location, and to ensure the buffer is sufficient. Response has not been received.</p>	
6.11	<p>Advertisement / truck/ signs</p> <p>The Board presented with quote to update main sign on the building, and to order decals for composters and rain barrels.</p> <p><u>26-20: J. Bittner – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to accept the quote from G. Morden</p>	CARRIED
6.12	<p>Rain Barrels</p> <p>Staff collected quotes on the cost and the delivery for new stock of rain barrels. Preliminary votes were collected from the Board members via phone call and email. Recorded votes are on file. Barrels were delivered on June 15.</p> <p><u>27-20: B. Fleury – P. Dunlop</u> BE IT RESOLVED THAT the Board approved to purchase 100 rain barrels and to sell them to the public at cost of \$ 50.00 each, including taxes</p>	CARRIED
6.13	<p>Administrative Assistant Wages</p> <p>The Board will review this subject In-Camera</p>	
7.0	NEW BUSINESS	
7.1	<p>Appointee for Signing Authorities (financial)</p> <p>Due to requirements of two signatures on cheques and the recommendation that the person with assigned Signing Authority is not authorized to sign their own cheques, it would be beneficial for the WIWD to appoint an additional persona with signing authorities.</p> <p><u>28-20: P. Dunlop – J. Bittner</u> BE IT RESOLVED THAT the Board approved to appoint N. Brandstrom as an additional Board Member with a Signing Authority for banking transactions.</p>	CARRIED
7.2	<p>Computer</p> <p>The computer, reserved for summer student, has not been updated since 2008. Due to Network Issues and outdated software, the unit is not communicating properly with the main server, which creates difficulties for summer student to perform any tasks related to digital files.</p>	

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	<p>The WIWD anticipating to work with ArcGIS files in the future, which will require the unit with high speed processor, advanced Video card and substantial size of the hard drive and RAM.</p> <p><u>29-20: L. Finney – K. Fjeldsted</u> BE IT RESOLVED THAT the Board approved to purchase new equipment for the office in the range of \$ 3,000.00 plus tax</p>	CARRIED
7.3	<p>Canada Summer Job / Green Team</p> <p>The WIWD received funding from Canada Summer Job and the Urban Green Team for summer position. The announcement of funding was delayed due to pandemic this year. Student, who has been working for the WIWCD previously, expressed wishes to work at the WIWD this summer. Due to time sensitivity the Board preliminary voted on the decision to hire summer student over the phone. Recorded votes are on file.</p> <p><u>30-20: B. Fleury – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to hire summer student at \$ 15.00 per hour beginning June 1, 2020.</p>	CARRIED
7.4	<p>Mileage</p> <p>The Board passed the resolution to increase the mileage rate from \$ 0.42 to \$ 0.43 per km to match provincial rates in January 2019. Mileage rate for reimbursement was calculated at \$ 0.42 per km without changes. The Board discussed the issue, and decided that due to fluctuation on gas prices, the rate should stay without changes</p> <p><u>31-20: B. Fleury – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to accept the mileage rate at \$ 0.42 per km and to amend the resolution # 879-19: L. Finney – C. Halaburda, dated January 17, 2019.</p>	CARRIED
7.5	<p>Beardy Creek / Lake Winnipeg Basin Stewardship Fund</p> <p>Application to conduct a study on Beardy Creek submitted to Manitoba Fish and Wildlife Enhancement Fund (FWEF) The WIWD exploring possibilities to utilise Lake Winnipeg Basin Stewardship Fund with the cooperation of other districts participants.</p>	
7.6	<p>Outdoor Speaker</p> <p>The Board requested staff to collect quotes for outdoor speaker. Staff presented the quotes.</p> <p><u>32-20: P. Dunlop – J. Bittner</u> BE IT RESOLVED THAT the Board approved to purchase Outdoor Speaker equipment for up to \$ 500.00</p>	CARRIED
8.0	REPORTS	
8.1	<p>Chairperson</p> <p>Brief verbal update</p>	

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8.2	MCDA Rep Report Brief verbal update	
8.3	Manager Report Brief verbal update	
8.4	Watershed Planner Report N/A	
9.0	<p>IN CAMERA DISCUSSION</p> <p><u>33-20: B. Fleury – L. Finney</u> BE IT RESOLVED THAT the Board went in camera at 11:23 a.m. to discuss human resources</p> <p><u>34-20: B. Sigfusson – L. Finney</u> BE IT RESOLVED THAT the Board moved out of camera at 11:30 a.m.</p> <p><u>35-20: P. Dunlop – B. Fleury</u> BE IT RESOLVED THAT the Board approved Administrative Assistant wages as proposed in the Letter (letter is on file at the office) starting April 1, 2020.</p>	
10.0	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> ➤ Water Availability and Drought Conditions Report, April 2020 and May 2020; ➤ Subdivision Application # 4606-20-7948. The Board provided no comments; ➤ Letter from Minister of Families, Heather Stefanson to Ms. Simpson and Ms. Oakley, Manitoba Federation of Non-profit Organizations, dated May 13, 2020; ➤ Request for comments pertaining to Easement # 73479. The Board provided no comments. 	
11.0	<p>NEXT MEETING:</p> <p>July 16, 2020 9:00 A.M. Location to be determined</p>	
12.0	<p>ADJOURNMENT</p> <p><u>36-20: B. Sigfusson – K. Fieldsted</u> BE IT RESOLVED THAT we adjourn at 11:38 a.m.</p>	CARRIED
	<p>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors</p>	

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	<hr/> <p>Neil Brandstrom, Chairperson WIWD</p> <hr/> <p>Linda Miller, Financial Administrator WIWD</p>	
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