

MINUTES OF MEETING NO.31-22

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 LOCATION Lundar Golf Course DATE August 18, 2022

PRESENT:

N. Brandstrom	Chairperson	Dog Lake Sub District
T. Nevkashonoff	Vice Chair	Swan Creek Sub District
B. Sigfusson	Director	Shoal Lake Sub District
M. McLelland	Director	Swan Creek Sub District
J. Cruise	Provincial Appointee	MECP
D. Timmerman	Watershed Planner	MECP
L. Miller	Manager / Financial Admin.	WIWD
K. Benson	Manager	WIWD
K. Christensen	Financial Administrator	WIWD

REGRETS: L. Finney Director Dog Lake Sub District
 J. Bittner Director Lake St. Martin Sub District
 G. Brown Director Lake Francis Sub District

WRITTEN BY: K. Christensen Financial Administrator WIWD

ITEM		ACTION BY
1.0	CALL TO ORDER N. Brandstrom called the meeting to order at 9:00 a.m.	
2.0	APPROVAL OF AGENDA <u>242-22: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board approved the agenda with the additions of 7.15 Audit.	CARRIED
3.0	APPROVAL OF MINUTES <u>243-22: J. Cruise – T. Nevakshonoff</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 30-22, July 12, 2022 as presented.	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity K. Christensen presented the financial report: Noventis Credit Union Statement of Accounts from July 1 to July 31, 2022; Visa Noventis Credit Card Details from May 30, 2022 to June 28, 2022; CIBC Visa Credit Card Details from June 22, 2022 to July 21, 2022; Account Reconciliation Summary Report from July 1, 2022 to July 31, 2022; Bank Account Transactions Report from July 13, 2022 to August 17, 2022; Comparative Income Statement – YTD from April 1, 2022 to August 17, 2022; Carryover of expenditures from April 1, 2022 to August 17, 2022. <u>244-22: M. McLelland – J. Cruise</u>	

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	BE IT RESOLVED THAT the Board approved the expenses of July 13, 2022 to August 17, 2022 \$40,967.81 (cheques # 830-855) Noventis Credit Union Statement of Accounts from July 1 to July 31, 2022; Visa Noventis Credit Card Details from May 30, 2022 to June 28, 2022; CIBC Visa Credit Card Details from June 22, 2022 to July 21, 2022; Account Reconciliation Summary Report from July 1, 2022 to July 31, 2022; Bank Account Transactions Report from July 13, 2022 to August 17, 2022; Comparative Income Statement – YTD from April 1, 2022 to August 17, 2022; Carryover of expenditures from April 1, 2022 to August 17, 2022.	CARRIED
5.0	SUB DISTRICT RECOMMENDATIONS There were no sub district recommendations.	
6.0	OLD BUSINESS	
6.1	Southwest Interlake Integrated Watershed Management plan (IWMP) There are still funds available after the workshop that presented the SW IWMP. Another workshop may be planned in the future to use the funds to promote the SW IWMP.	
6.2	Northwest Interlake IWMP The second meeting for the NW IWMP will be held on August 23, 2022 at the Ashern Legion at 6:30 p.m..	
6.3	Policy Board reviewed SECTIONS 11-16, Personnel Policy.	
6.4	GRowing Outcomes in Watersheds (GROW) Staff have been completing project inspections. Next Letter Of Interest opens on September 7, 2022 and closes on October 5, 2022.	
6.5	Tree Program Staff received tree variety list from Sabados Greenhouse, intake for the 2022-2023 Community Tree Nursery Program will open on September 1 st , 2022, and close on October 31 st , 2022.	
6.6	Hometown Green Team, Canada Summer Jobs, Metis Grant Both summer students will work their last day on August 26, 2022. Final reports will be submitted to Hometown Green Team and the Metis Grant.	
6.7	Water Testing Staff transported 97 samples on August 2, 2022 to Horizon Lab. The WIWD paid for 23 samples that we were re-tests from previous water testing days that were not eligible for a coupon at time of testing.	

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6.8	<p>Rental Building</p> <p>Had delegation with RM of Coldwell council about WIWD purchasing building, 9 Main Street Lundar.</p>	
6.9	<p>Water Retention Projects</p> <p>The WIWD has received four expressions of interest to establish Water Retention Basins. Potential project sites will be inspected by staff and available board members as soon as weather permits.</p>	CARRIED
6.10	<p>On-Farm Climate Action</p> <p>MAW is anticipating intake to open up by the end of August. Staff are working with producers to implement more projects.</p>	CARRIED
6.11	<p>Advertising</p> <p>Last invoice from C-FRY has been received and paid.</p>	
6.12	<p>Rain Barrels</p> <p>100 Rain barrels, 100 composters, and 50 kitchen collectors were received on August 17, 2022.</p> <p><u>245-22: M. McLellnad – B. Sigfusson</u> BE IT RESOLVED THAT the Board agreed to sell the new rain barrels at \$50.00 a piece, composters at \$30.00 a piece, and kitchen collectors at \$10.00 a piece.</p>	CARRIED
6.13	<p>Grant Advance</p>	TABLED
6.14	<p>Composting Workshop</p> <p>A second composting workshop will be held at the Ashern Legion on August 25th, 2022 at 7:00, with composting enthusiast Derek Cundy presenting.</p>	
6.15	<p>Office Supplies</p> <p>Staff expressed the need to have a petty cash fund in the office. Board discussed the options of purchasing a safe.</p>	
7.0	<p>NEW BUSINESS</p>	

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7.1	<p>Day Camps</p> <p>Staff attended the day camp in Lundar on August 16, 2022 to present Watershed health through various activities. Staff will be attending St. Laurent's day camp on August 19, 2022, and Grahamdale's day camp on August 23, 2022.</p>	
7.2	<p>Mulch</p> <p>Staff presented the board with the idea of purchasing hemp mats for the Community Tree Nursery Program to increase tree survival. Staff will contact Sabados Greenhouse in regards to dispersing them as applicants pick up their trees.</p>	
7.3	<p>2nd Soil Health Workshop</p> <p>Staff worked with Mary-Jane Orr from Manitoba Beef and Forage Initiative, and Jonathan Bouw a grazing mentor for the Interlake region, to organize a second Soil Health workshop in the Ashern area. The workshop will consist of field tours to highlight rotational grazing strategies and cover cropping practices implemented by local producers. With a supper to follow at the Ashern Auction Mart.</p>	
7.4	<p>Cell Phone</p> <p>L. Miller requested to buy out the current cell phone contract.</p> <p><u>246-22: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to allow L. Miller to buy out the cell phone and contract from the WIWD.</p>	CARRIED
7.5	<p>Lunch Hour</p> <p><u>247-22: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board approved to allow staff lunch break to remain at a 45 minute paid lunch break so the office can remain open during the lunch hour.</p>	CARRIED
7.6	<p>Sub-District Meetings</p> <p>Sub-district meetings will be held at the Lundar Legion on September 12th, 2022 at 7:00 p.m..</p>	
7.7	<p>Events</p> <p>The WIWD will be partnering with the EIWD to set up a booth at the Interlake Outdoor Show on September 10 & 11, 2022 to promote the watersheds.</p> <p>The WIWD will be setting up a booth at the Roger Kimlee Festival in Eriksdale on August 20, 2022 to promote programming.</p>	
7.8	<p>Drone Rental Cost</p> <p>The board discussed the opportunity of partnering RM's renting the drone.</p> <p><u>248-22: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to allow partnering RM's to rent the drone from the WIWD for \$100/day plus the staff members wage, meals, and mileage.</p>	CARRIED

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7.9	<p>Signing Authority</p> <p>249-22: J. Cruise – M. McLelland BE IT RESOLVED THAT the Board approved K. Benson, K. Christensen, G. Brown, N. Brandstrom, and B. Sigfusson to have signing authority.</p>	CARRIED
7.10	<p>Executive Boards Role in Local GRow Committee (LGC)</p> <p>L. Miller has resigned off of the LGC. The Board decided to wait till after the next LGC meeting before appointing a new member.</p>	
7.11	<p>GROW Project Coordinator</p> <p>250-22: J. Bittner – M. McLelland BE IT RESOLVED THAT the Board approved to hire I. Zotter at \$23.00/hr as the GROW Project Coordinator with Job Duties that were finalized on July 13, 2022 (pdf. Job Description - 2022 GROW Project Coordinator – July 13, 2022 Final).</p>	CARRIED
7.12	<p>Well Sealing For Businesses</p> <p>All wells can be funded through the Well Head Protection Program, residential or business.</p>	
7.13	<p>Indigenous Partners for Living Labs</p> <p>MAW is hosting a Living Labs meeting on September 23, 2022 for watersheds to engage their Indigenous partners in the program.</p>	
7.14	<p>Veterans News</p> <p>The Veterans News reached out to the WIWD for donations by placing an ad in their magazine. The board decided to decline as the WIWD already donates to the Legion magazine.</p>	
7.15	<p>Audit</p> <p>The Board reviewed 2021-2022 Audited Financial Statements and recommendations.</p> <p>251-22: B. Sigfusson – T. Nevakshonoff BE IT RESOLVED THAT the Board accepted the 2020-2021 Audited Financial Statements.</p>	
8.0	REPORTS	
8.1	<p>Chairperson Report</p> <p>N. Brandstrom gave a brief verbal update.</p>	
8.2	MAW Rep Report	

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	J. Cruise gave a verbal report on the MAW meeting he attended, consisting of tours on projects completed by the EIWD.	
8.3	Manager Report K .Benson gave a verbal report on duties performed. Written report is on file at the WIWD office.	
8.4	Watershed Planner Report D. Timmerman provided a brief verbal update.	
8.5	Human Resource Committee N/A	
9.0	IN CAMERA DISCUSSION N/A	
10.0	CORRESPONDENCE <ul style="list-style-type: none"> ➤ Email from April North “Dates for a Companies’ office registration – information session?” sent July 6, 2022. Meeting to take place on September 19, 2022. ➤ Devon Williamson contacted the WIWD to get contacts of producers to interview for his university thesis. July 20, 2022. Various producers from the District participated in the interviews. ➤ Email from Jane De Pauw “Assiniboine Community College School of Ag & Environment In-Person Employer Day- HOLD THE DATE November 15th” sent July 21, 2022. ➤ Email sent out to all Districts “West Interlake Watershed District Staff Changes” July 21, 2022. ➤ Document sent from MHHC on August 4, 2022 “Trust Guidance Respecting the Use of Multiple Funding Sources for One Activity”. ➤ Email from Erin Deederly “Accessing Watershed District offices for workshop” sent on August 10, 2022. ➤ Email from Megan Thomson (MHHC) “MHHC is hiring a Grants Associate” sent August 12, 2022. ➤ Email from Pembina Valley Watershed District “Career Opportunity-Job Posting Watershed District Manager” 	
11.0	NEXT MEETING: <p style="text-align: center;">August 31, 2022 9:00 A.M. WIWD Office / Zoom option</p>	
12.0	ADJOURNMENT <u>252-22: B. Sigfusson – M. McLelland</u> BE IT RESOLVED THAT we adjourn at 11:48 a.m.	CARRIED

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