

## MINUTES OF MEETING NO. 3

NAME:	Executive Board	PAGE:	1 of 4
LOCATION:	WIWCD Office, Lundar	DATE:	September 19, 2008
DATE OF MEETING:	September 18, 2008		
PRESENT:	D. Oliver B. Sigfusson E. Zotter N. Brandstrom E. Shay S. Anderson	Chairperson Vice Chairperson Director Director Watershed Planner Senior Watershed Planner	Lake Francis Sub District Member Shoal Lakes Sub District Member Lake Francis Sub District Member Dog Lake Sub District Member Manitoba Water Stewardship Manitoba Water Stewardship
REGRETS:	J. Cruise	Director	Swan Creek Sub District Member
WRITTEN BY:	S. Anderson		

ITEM	DESCRIPTION	ACTION BY
<b>1.0</b>	<b>CALL TO ORDER</b>	
	D. Oliver called the meeting to order at 10:10 AM.	
<b>2.0</b>	<b>DELEGATIONS</b>	
	No Delegations.	
<b>3.0</b>	<b>APPROVAL OF AGENDA</b>	
	<u><b>23-08: B. Sigfusson – E. Zotter</b></u> <b>BE IT RESOLVED THAT</b> the Board adopt the agenda with the following additions: 11.4 Trapper Education Program	<b>CARRIED</b>
<b>4.0</b>	<b>APPROVAL OF MINUTES</b>	
	<u><b>24-08: N. Brandstrom – B. Sigfusson</b></u> <b>BE IT RESOLVED THAT</b> the Board adopt the minutes of the Executive Board meeting held August 21, 2008 and September 11, 2008.	<b>CARRIED</b>
<b>5.0</b>	<b>BUSINESS ARISING FROM MINUTES</b>	
	E. Shay confirmed all municipal levies were received for 2008-2009. Offer of employment received back from perspective candidates. Both accepted and signed. Board chair to sign.	
<b>6.0</b>	<b>SUB DISTRICT RESOLUTIONS</b>	
	No Sub District Resolutions.	
<b>7.0</b>	<b>FINANCIAL REPORT</b>	
<b>7.1</b>	<b>Bank Account Activity</b> E. Shay distributed bank activity statements indicating a balance of \$142,909.50.	
<b>7.2</b>	<b>2009-2010 Budget</b> Board noted that the budget should be revised later this year to reflect operational direction to include waterway infrastructure assessments. Board directed staff to look at purchase options for a GPS unit for projects. Requested budget presentation to be switched with Seine-Rat River CD. <u><b>25-08: E. Zotter – B. Sigfusson</b></u> <b>BE IT RESOLVED THAT</b> the Board hereby re-approve the 2009-2010 Draft Budget as presented.	<b>CARRIED</b>
<b>8.0</b>	<b>CHAIRPERSON/MANAGERS REMARKS</b>	
<b>8.1</b>	<b>Chairperson</b> Explained Lake Francis Advisory Group mandate relating to Lake Manitoba and the Twin Beach Water Control Structure. Board discussed Conservation District (CD) program mandate and Sub Districts.	
<b>8.2</b>	<b>Watershed Planner</b> E. Shay noted that Sub District meetings have been scheduled. <ul style="list-style-type: none"> <li>• Swan Creek Sub District – September 30 at 10 AM</li> <li>• Dog Lake Sub District – October 1 at 7 PM</li> <li>• Shoal Lakes/Lake Francis Sub District – October 3 at 10 AM</li> </ul> Met with B. Betcher regarding ground water programming recommendations. Provided new staff with reading material.	

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ITEM	DESCRIPTION	ACTION BY
<b>9.0</b>	<b>IN CAMERA DISCUSSIONS</b>	
	No In Camera Discussions.	
<b>10.0</b>	<b>UNFINISHED BUSINESS</b>	
<b>10.1</b>	<b>Office Space – Request for Proposals</b> B. Sigfusson was excused as a potential conflict of business at 11:23 AM.	<b>CARRIED</b>
<b>10.1.1</b>	<b>Lindell Development Inc. Proposal</b> Amended cost and term.	
<b>10.1.2</b>	<b>RM of Coldwell Proposal</b> Board came to the consensus that the RM of Coldwell submitted the most appropriate proposal. <u>26-08: E. Zotter – N. Brandstrom</u> <b>BE IT RESOLVED THAT</b> the Board approve the proposal submitted by the Rural Municipality of Coldwell attached hereto. <b>FURTHER BE IT RESOLVED THAT</b> the Chairperson is authorized to sign a tenant/rental agreement with said council. B. Sigfusson returned to the meeting at 11:28 AM	
<b>10.2</b>	<b>Office Equipment</b> Once an office location has been determined, Crown Assets can be contacted to see whether office equipment can be acquired at a reduced rate. Board expressed appreciation to those that responded to the Request for Proposals (RFP). Directed staff to send a letter to the unsuccessful proponents. Office requires fire code inspection prior to signed tenant agreement. E. Shay noted that the board will require two (2) computers, area network, digital storage, desks, filing cabinets and related software applications for the two staff positions and accessories for board room. \$11,800 in equipment cost estimates was provided, reviewed and kept of file. The CD will also require at some point, GPS unit, Arcview and possibly some field equipment. Board directed new staff to proceed with acquisition and to obtain assistance from Manitoba Water Stewardship where required. Board directed the new staff to purchase minor office supplies, if needed. For example, paper towel, bathroom supplies, cleaning products, coffee maker, etc. Board directed manager to hire local contractor to assist with office set up where required. <u>27-08: N. Brandstrom – B. Sigfusson</u> <b>BE IT RESOLVED THAT</b> the Board approve the purchase of the hardware, software, and office related equipment listed within said resolution for district operations: <ul style="list-style-type: none"> <li>• Laptop computer, monitor, docking station, keyboard, mouse \$2,000</li> <li>• Desktop, monitor, keyboard, mouse \$2,000</li> <li>• External network hard drive \$400</li> <li>• All In One Printer \$600</li> <li>• Cables \$200</li> <li>• Microsoft office Professional 2007 \$600</li> <li>• Simply Accounting Pro \$400</li> <li>• Two (2) desk/workstations \$1,500</li> <li>• Two (2) chairs \$400</li> <li>• Paper and stationary \$200</li> <li>• Conference room tables (2) \$1,000</li> <li>• Conference room chairs (10) \$1,500</li> <li>• Microwave \$200</li> <li>• Small Fridge \$300</li> <li>• Filing Cabinets <u>\$1,000</u></li> <li>Total <u>\$12,300</u></li> </ul> <b>FURTHER BE IT RESOLVED THAT</b> the Board authorizes E. Shay and H. Sigfusson to charge on credit and be reimbursed for approved invoices.	
<b>10.3</b>	<b>Human Resources</b> Board noted that a salary advance up to \$1000.00 is available for employees if requested. Board authorizes staff to purchase supplies for the office, coffee room and board room.	
<b>10.3.1</b>	<b>Conservation District Manager position</b> Candidate requested to start one week earlier, September 22, 20082	

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10.3.2	<p><b>Financial Administrator position</b> Start September 29, 2008. Half time (25 hours per week) and holidays scheduled between staff.</p>	<b>CARRIED</b>
10.3.3	<p><b>Interview Candidates</b> Board authorized D. Oliver to send a letter of regret to unsuccessful candidates. <b>28-08: E. Zotter – B. Sigfusson</b> <b>BE IT RESOLVED THAT</b> the Board approve the employment start dates of September 22, 2008 for the Manager and September 29, 2008 for the Financial Administrator. <b>FURTHER BE IT RESOLVED THAT</b> the employee period will commence on October 22, 2008.</p>	
10.5	<p><b>WIWCD Grand Opening Event</b> October 3, 2008 10:00 AM at CD Office. Speaking order was revised. New manager to contact Sub District members and to forward an invitation to the Chairperson of the Lake Manitoba Stewardship Board. E. Shay to acquire banner for open house and CD related events. Cost approved at next board meeting.</p>	
10.6	<p><b>Logo and Website</b> Board directed staff to approach area schools to participate in designing a District logo. Submissions should be received in the office no later than November 14, 2008. Board directed staff to develop a Request for Proposal for website design, hosting and training – to be completed by the end of November 2008.</p>	
10.7	<p><b>Policy Development</b> E. Shay will work with new Administrator and Manager to develop organizational policy. Policy committee to be established following future board meeting. Board meetings will be held every third Thursday.</p>	
11.0	<p><b>NEW BUSINESS</b></p>	
11.1	<p><b>Road Signs</b> E. Shay advised Board on sign standards. Board directed new Manager to provide cost estimates. Manitoba Infrastructure and Transportation will be contacted for specifications and placement.</p>	<b>CARRIED</b>
11.2	<p><b>Exterior Office Sign</b> Board directed new Manager to provide cost estimates.</p>	
11.3	<p><b>Programming</b> E. Shay provided ground water based programming based on recommendations from Manitoba Water Stewardship – Ground Water Branch. Board directs staff to prepare program (well head inventory assessments, flowing wells, abandoned wells and well head protection) application, funding criteria and program policy.</p>	
11.4	<p><b>Abandoned Well Sealing Program</b> Recommend all works be completed through trained contractors such as licensed well drillers until such time an area technician is trained. Ground Water recommended the board consider a conductivity meter. Staff directed to advertise an abandoned well program in area newspapers and post in local RM offices.</p>	
11.5	<p><b>Trapper Education Program</b> Seeking support from the district to bring in an instructor from Brandon area. Eriksdale resident coordinating a trapper education program for area residents interested in learning more about trapping, pelting, and valuing. Focus is for the entire western Interlake area. Board consensus was this was not a grant and compliments the mandate and may assist the watershed with beaver management. Board directed staff and members to contact partnering councils to eliminate municipal grant duplication. N. Brandstrom declared a conflict and abstained from the vote. <b>29-08: E. Zotter – B. Sigfusson</b> <b>BE IT RESOLVED THAT</b> the Board approve supporting the Trapper Education Program in Eriksdale, Manitoba from October 3 – 5, 2008, including covering the costs for accommodations, travel expenses, material and venue expenses up to \$1,000.00.</p>	

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11.5	<p><b>Budget Presentation</b>                      E. Shay advised the Executive Board that the CD is required to present their proposed budget to Manitoba Water Stewardship. Manitoba Conservation District Association Executive is also invited to gain an understanding of the issues and opportunities.                      E. Shay provided Board members with a draft budget summary presentation for consideration.                      Board consensus to have all members in attendance and for the Chairperson to lead the discussion.                      Board requested a change in the presentation schedule to accommodate Chairpersons' employment obligations.</p>	
12.0	<b>CORRESPONDENCE</b>	
	No Correspondence.	
13.0	<b>NEXT MEETING</b>	
	<p><b>October 23, 2008 at 10:00 AM</b>                      CD Office.</p>	
14.0	<b>ADJOURNMENT</b>	
	<p><b>30-08: B. Sigfusson – N. Brandstrom</b>  <b>BE IT RESOLVED THAT</b> we adjourn at 1:00 PM.</p>	<b>CARRIED</b>
	<p><b>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors.</b></p>	
	<p><i>Original signed by</i>                      _____  <b>Doug Oliver, Chairperson</b>  <b>WIWCD</b></p> <p><i>Original signed by</i>                      _____  <b>Sheldon Anderson, Senior Watershed Planner</b>  <b>Manitoba Water Stewardship, on behalf of the WIWCD</b></p>	