

## MINUTES OF MEETING NO. 4

NAME:	Executive Board	PAGE:	1 of 4
LOCATION:	WIWCD Office, Lundar	DATE:	October 24, 2008
DATE OF MEETING:	October 23, 2008		
PRESENT:	D. Oliver W. Fleury E. Zotter N. Brandstrom A. Melnichuk L. Miller E. Shay	Chairperson Sub District Vice Chairperson Director Director Manager Financial Administrator Watershed Planner	Lake Francis Sub District Member Shoal Lakes Sub District Member Lake Francis Sub District Member Dog Lake Sub District Member WIWCD WIWCD Manitoba Water Stewardship
REGRETS:	J. Cruise	Director	Swan Creek Sub District Member
WRITTEN BY:	L. Miller		

ITEM	DESCRIPTION	ACTION BY
<b>1.0</b>	<b>CALL TO ORDER</b>	
	D. Oliver called the meeting to order at 10:12 AM.	
<b>2.0</b>	<b>DELEGATIONS</b>	
	Gord Goldsborough, Chair – Lake Manitoba Stewardship Board (LMSB)	
	The LMSB consist of 13 members with one seat not filled. Gord is also the Director of the Delta Marsh Field Station since 1996. The mandate of the LMSB is to gather information about the activity around Lake Manitoba and the impact of those activities. They are concentrating on the south portion of the lake as the water from the north flows south. They want to determine the number of cottage developments around the lake and to do a survey of the cottagers to determine where their sewage and grey water is going. The LMSB also wants to know the population and economy of each Watershed. Their first step is to educate the LMSB members on the issues at hand. They are very interested in working with the CD and local people on various projects.	
<b>3.0</b>	<b>APPROVAL OF AGENDA</b>	
	<b><u>31-08: E. Zotter – N. Brandstrom</u></b> <b>BE IT RESOLVED THAT</b> the Board approved the agenda as presented.	<b>CARRIED</b>
<b>4.0</b>	<b>APPROVAL OF MINUTES</b>	
	<b><u>32-08: N. Brandstrom – B. Sigfusson</u></b> <b>BE IT RESOLVED THAT</b> the Board adopt the minutes of the Executive Board meeting held September 18, 2008.	<b>CARRIED</b>
<b>5.0</b>	<b>BUSINESS ARISING FROM MINUTES</b>	
	No Business.	
<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> L. Miller reported at the time of the meeting the bank account was \$151,421.76. See attached cheque log. <b><u>33-08: W. Fleury – N. Brandstrom</u></b> <b>BE IT RESOLVED THAT</b> the Board hereby approved the Financial Report as presented.	<b>CARRIED</b>
<b>8.0</b>	<b>CHAIRPERSON/MANAGERS REMARKS</b>	
<b>8.1</b>	<b>Chairperson</b> B. Sigfusson attended the Manitoba Conservation District Association meeting in Dauphin, October 7, 2008. At the time of the Executive Board meeting B. Sigfusson was in hospital, no report was given. Some of the CDs are talking about pooling their resources together and purchasing a trailer of composters for a better price. It was suggested that maybe the WIWCD could have a Composting Workshop for its residents and sell the composters at cost. Manager to gather more information. CFRY radio contacted D. Oliver earlier in the month re: CD Office Grand Opening.	
<b>8.2</b>	<b>Manager</b> Letters for office space proposals were sent to unsuccessful candidates.	

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	<p>Five water samples were submitted and six abandoned well applications were received. One application was rejected because it does not meet the criteria of the program. Four applications of drilled wells were accepted and the hand dug well will need more investigation before proceeding. The Board felt there should be more information on the application forms for well sealing, including depth and width of well.</p> <p>The Financial Administrator attended Simply Accounting training in Ashern on October 22, 2008.</p> <p>L. Kennedy took the Manager on a tour of the Shoal Lakes Sub District.</p> <p>N. Brandstrom will be taking the Manager on a tour of the Dog Lake Sub District.</p> <p>The Manager and Financial Administrator have been busy setting up the new office.</p> <p>Letters were sent to high school students in Lundar, Ashern, St. Laurent, Inwood and Warren for the Logo contest. A prize of \$100.00 will be awarded to the winner of the Logo contest. If no response from the schools, a graphic designer will be hired.</p> <p><b><u>34-08: E. Zotter – W. Fleury</u></b>  <b>BE IT RESOLVED THAT</b> the Board hereby approved the cash prize of \$100.00 for the Logo contest.</p>	<b>CARRIED</b>
<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</b>	
<b>10.1.1</b>	<p><b>Approval of Receipts</b></p> <p>The Board approved the expenses for Ann and Linda to purchase office supplies and mileage.</p>	
<b>10.1.2</b>	<p><b>Approval of Contractor Bills</b></p> <p>Pay Invoice #3 for \$ 880.95 and return Invoice #2 to the RM of Coldwell.</p> <p><b><u>35-08: E. Zotter – N. Brandstrom</u></b>  <b>BE IT RESOLVED THAT</b> the Board agreed to pay Invoice #3 and return Invoice #2 to the RM of Coldwell.</p>	<b>CARRIED</b>
<b>10.1.3</b>	<p><b>Office Supplies</b></p> <p>The Board has approved staff to purchase office supplies as needed up to \$500.00 monthly to a maximum of \$3,000.00 or budget amount.</p> <p><b><u>36-08: W. Fleury – E. Zotter</u></b>  <b>BE IT RESOLVED THAT</b> the Board gave approval for staff to purchase office supplies as needed up to \$500.00 monthly to a maximum of \$3,000.00 or budget amount.</p>	<b>CARRIED</b>
<b>10.2</b>	<p><b>Website</b></p> <p>Manager did not have all information ready for this Board meeting. She was given some contacts to pursue and will have full website development information ready for the next Board meeting.</p>	
<b>10.3</b>	<p><b>Policy Development</b></p> <p>The Manager and Financial Administrator along with E. Shay will come up with some policies for the All Members meeting January 7, 2009. Policies discussed here will be voted on the AGM meeting. A Policy Committee consisting of the Manager, Financial Administrator and two Board members will meet bi-annually to discuss policies. Manager will send out letters to all members to regarding the meeting on January 7, 2009. D. Oliver to phone Wendy Bulloch from MCDA to see if the WIWCD could have the election process put on the agenda.</p>	
<b>10.4</b>	<p><b>Tenant Agreement</b></p> <p>Kevin Hallderson, Fire Chief, needs to finalize the fire inspection before the rental agreement can be signed. The Board feels the agreement should be with the RM of Coldwell for \$100.00 per month plus hydro and the RM of Coldwell to have an agreement with Sandra Thorgilsson for the remainder of the rental monies. Rent backpay will be from September 2008. S. Thorgilsson or the RM of Coldwell to fix north wall concrete foundation in the next week or two. The Manager will speak to S. Thorgilsson.</p>	
<b>10.5</b>	<p><b>Trapper Education Program</b></p> <p>Report from Neil Brandstrom attached</p> <p>Financial Administrator to pay bill for \$633.32.</p>	
<b>10.6</b>	<p><b>Insurance</b></p> <p>Manager had quotes from Linda Baker from HED Insurance and Dick Petersen from Petersen Agencies. The Board felt the quotes were for different coverage. Manager to go back to both parties and get quotes on the same coverage for the next meeting.</p>	

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ITEM	DESCRIPTION	ACTION BY
<b>11.0</b>	<b>NEW BUSINESS</b>	
<b>11.1</b>	<p><b>Road Signs</b></p> <p>Sign costs are \$500.00 per sign from Manitoba Infrastructure and Transportation (MIT). MIT will install the signs according to Board approval. The Board decided they would purchase five (5) signs and would like them located:</p> <ul style="list-style-type: none"> <li>• Highway 6, one each at the north and south entrances to the District.</li> <li>• Highway 68, one each at the east and west entrances to the District.</li> <li>• TBD: one on Highway 17, east of Inwood.</li> </ul> <p><b>37-08: N. Brandstrom – E. Zotter</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved the purchase of five road signs at a cost of \$500.00 per sign.</p>	<b>CARRIED</b>
<b>11.2</b>	<p><b>Exterior Office Sign</b></p> <p>Tabled to the November 20, 2008 meeting.</p>	
<b>11.3</b>	<b>Programming</b>	
<b>11.3.1</b>	<p><b>Abandoned Well Sealing Program</b></p> <p>Reviewed applications for abandoned well sealing program</p> <ul style="list-style-type: none"> <li>• Six (6) abandoned well applications were received. One (1) application was rejected because it did not meet the criteria of the program. Four (4) applications for drilled wells were accepted and the hand dug well will need more investigation before proceeding.</li> </ul> <p><b>38-08: N. Brandstrom – E. Zotter</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved the four abandoned drilled wells for sealing.</p>	<b>CARRIED</b>
<b>11.3.2</b>	<p><b>Well Drillers</b></p> <p>Well Drillers have to be certified. The Manager will contact well drillers in the area for quotes.</p>	
<b>11.4</b>	<p><b>Computer Network</b></p> <p>Tabled to November 20, 2008 meeting</p>	
<b>11.5</b>	<p><b>Newspaper Subscriptions</b></p> <p>Subscribe to the Co-operator</p> <p><b>39-08: E. Zotter – N. Brandstrom</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved the request to subscribe to the Co-operator.</p>	<b>CARRIED</b>
<b>11.6</b>	<p><b>Credit Cards</b></p> <p>\$500.00 limit per person per purchase per month for non-resolution expenditures.</p> <p><b>40-08: W. Fleury – E. Zotter</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved the staff to have a \$500.00 limit per person per purchase on the credit card.</p>	<b>CARRIED</b>
<b>11.7</b>	<p><b>Municipal Benefits Package</b></p> <p>The Manager and Financial Administrator have declined the Health Insurance package and are enrolling in the Municipal Employee Benefits Pension (MEBP) package.</p> <p><b>41-08: W. Fleury – N. Brandstrom</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved staff to decline Health Insurance and enroll in the MEBP.</p>	<b>CARRIED</b>
<b>11.8</b>	<p><b>Convention</b></p> <p><b>42-08: E. Zotter – N. Brandstrom</b></p> <p><b>BE IT RESOLVED THAT</b> the Board approved to send five (5) Board members and Manager to the MCDA Convention December 1-3, 2008.</p>	<b>CARRIED</b>
<b>12.0</b>	<b>CORRESPONDENCE</b>	
<b>12.1</b>	<p><b>Electrician</b></p> <p>Mark Eyolfson is coming next week to install baseboard heaters and a fan in bathroom. He showed the Manager a plan for a new office. The Board felt Mr. Eyolfson should come to a Board meeting to discuss this issue.</p>	
<b>12.2</b>	<p><b>Response from Province re: letter sent from the RM of Grahamdale</b></p> <p>The Province sent the RM of Grahamdale a letter stating that they would not approve funding and that they should look in to joining the WIWCD.</p>	
<b>12.3</b>	<p><b>Newspaper Article re: Grand Opening of WIWCD</b></p> <p>The Board reviewed articles from the Stonewall Argus, Interlake Spectator and the Manitoba Co-operator.</p>	
<b>12.4</b>	<p><b>Potential Contractor</b></p> <p>D. Oliver was contacted by a potential contractor by mail. The WIWCD will keep this information on file for future reference.</p>	
<b>12.5</b>	<p><b>North-West Interlake Water Management Association</b></p> <p>The brochure was passed around and reviewed by the Board.</p>	

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ITEM	DESCRIPTION	ACTION BY
13.0	<b>NEXT MEETING</b>	
	<b>November 20, 2008 at 10:00 AM</b> CD Office.	
14.0	<b>ADJOURNMENT</b>	
	<b><u>43-08: W. Fleury – N. Brandstrom</u></b> <b>BE IT RESOLVED THAT</b> we adjourn at 2:10 PM.	<b>CARRIED</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.	
	<i>Original signed by</i> _____ Doug Oliver, Chairperson WIWCD  <i>Original signed by</i> _____ Linda Miller, Financial Administrator WIWCD	