

**ASSINIBOINE WEST WATERSHED DISTRICT  
BOARD MEETING  
Tuesday, December 20, 2022, at 10:00 a.m.  
In person and ZOOM**

<b>PRESENT:</b>	
Darcy Oliver - Arrow River (Chairman)	Ryan Canart – General Manager
Jack Lenderbeck – Lake of the Prairies (Vice)	Vickie Laite – Administrator
Todd Brown – Oak River (left at 12:20 pm)	Jeff Howard – Regional Manager
Mervin Starzyk – Arrow River	Adam Kerkowich – Regional Manager
Charles Bertram – Assiniboine River	Madeline Dressler – Provincial Planner
Dennis Pedersen – Lower Little SK River	
Ray Frey– Upper Little SK River	
Glenda Chescu – Shell River ZOOM	Regrets:
Mike Shenderevich – Provincial Appointee	Colleen Cuvelier – Regional Manager
Rusty Still – Birdtail Creek	Barry Lowes – Silver Creek

Chairperson Darcy Oliver called the meeting to order at 10:05 am

1. Approval of Agenda

**Frey/Shenderevich**

**Resolution#2022-12-01**

Motion to adopt the agenda as circulated.

CARRIED

2. Adoption of Minutes

**Lenderbeck/Starzyk**

**Resolution #2022-12-02**

Motion to adopt the minutes as amended from the November 17, 2022 regular meeting as presented.

CARRIED

3. Approval of Financial Statements

**Still/Bertram**

**Resolution #2022-12-03**

Motion to approve the Financial Report from November 15 to December 12, 2022;

That revenue in the amount of \$158,407.60 and expenses in the amount of \$457,011.46 including cheques numbering 1818 to 1952, direct deposits numbering DD2677 to DD2698, on-line payments, pre-authorized debits, VISA purchases and transfers are approved for payment.

CARRIED

**Frey/Pedersen**

**Resolution #2022-12-04**

Motion to approve the November 2022 Bank Statement and the November 2022 Bank Reconciliation as presented.

CARRIED

a. ALUS Payment Transfer

**Brown/Lenderbeck**

**Resolution #2022-12-05**

Motion to transfer funds from:

ALUS 2015-16 in the amount of \$19,619.27;  
ALUS 2016-17 in the amount of \$4,875.00;  
ALUS 2017-18 in the amount of \$3,265.50;  
ALUS 2018-19 in the amount of \$1,379.00;  
ALUS 2019-20 in the amount of \$6,778.96;  
ALUS 2020-21 in the amount of \$11,684.50;  
ALUS 2021-22 in the amount of \$10,245.42;

To the Operating Account, to cover ALUS Annual Payments.

CARRIED

**Bertram/Still**

**Resolution #2022-12-06**

Motion to transfer \$9,000.00 from the General Account to the ALUS 2022-23 Account for funding received from Environment and Climate Change Canada – Lake Winnipeg Basin Program for ALUS program support.

CARRIED

b. Budget Deviation

**Frey/Shenderevich**

**Resolution #2022-12-07**

WHEREAS the Assiniboine West Watershed District Board would like to deviate from the 2022/2023 final budget and has reviewed and approves of the changes to the budget as described in budget deviation request # AWWD1

THEREFORE BE IT RESOLVED THAT the Assiniboine West Watershed District requests that Watershed Districts and Programs Section approve the budget deviation request #AWWD1.

CARRIED

c. 2023/24 Municipal Levy

The Board discussed the 2023/24 Municipal Levy request, staff will supply the Board with options for an informed decision at the January meeting.

4. MAW Report

Mike Shenderevich reported that there had been no meetings due to conference organization. The Board discussed that it would be better to have some variety regarding the keynote speakers at future conferences. MAW sent out surveys for input from the conference.

5. Chairman's Report

Nothing to report

6. Provincial Report

Next financial interim report is due January 15, 2023; Shell River IWMP – Public engagement is underway; Watersheds 101 was held at conference, there will be virtual sessions offered in January and February.

7. Regional Reports

The Regional Reports are attached and are considered part of the minutes.

8. GM Report

The General Managers Report is attached and are considered part of the minutes.

**Starzyk/Pedersen**

**Resolution #2022-12-08**

Motion to accept the reports as presented.

CARRIED

9. Board Member Issues/Opportunities

**Bertram/Pedersen**

**Resolution #2022-12-09**

Motion to have repairs done to the JD Seeder in an amount up to \$15,000.00.

CARRIED

Mervyn Starzyk informed the Board that there is a Mayors & Reeves Meeting that will be taking place in January. Ryan will put together a package regarding the Watershed District to be presented at the meeting.

a. DU Memorandum of Understanding

**Lenderbeck/Shenderevich**

**Resolution #2022-12-10**

Motion to authorize staff to sign the Ducks Unlimited Memorandum of Understanding on behalf of the Assiniboine West Watershed District Board.

CARRIED

b. Nomination Committee

A nomination committee was discussed; this committee would be responsible for selecting the best suited board members for specific committees. The Board decided that they were not large enough to use this type of committee.

10. In Camera

**Frey/Lenderbeck**

**Resolution #2022-12-11**

Motion to go in camera at 11:53 am.

CARRIED

**Starzyk/Bertram**

**Resolution #2022-12-12**

Motion to exit the in camera session at 12:04 pm and resume regular meeting.

CARRIED

Discussion: Staff

**Frey/Pedersen**

**Resolution #2022-12-13**

Motion to accept the Human Resource Committee's Option #2 recommendations on wage increases for the 2023 Calendar Year.

CARRIED

11. Unfinished Business

a. Strategic Planning Update

Ryan contacted Leanne Tibbats and she would be available in February to start the strategic plan. Ryan will organize the meeting for the afternoon of the February Board Meeting.

12. Correspondence

a. Audit Tender

**Frey/Lenderbeck**

**Resolution #2022-12-14**

Motion to accept the Audit Proposal from SENSUS Chartered Professional Accountants, for the years ending March 31, 2023, 2024, & 2025.

CARRIED

b. Subdivision

The Board reviewed two subdivisions, one located in Prairie View Municipality and one located in the RM of Harrison Park. The Board had no concerns regarding either subdivision, but would like to recommend that the number of acres included in the subdivision in Harrison Park be increased.

**Pedersen/Still**

**Resolution #2022-12-15**

Motion to purchase additional laptops for staff up to \$1,500.00.

CARRIED

13. Adjournment

**Chescu/Starzyk**

**Resolution #2022-11-16**

Motion to adjourn the meeting to meet again on Tuesday, January 17<sup>th</sup> at 10:00 am, or at the call of the Chair.

CARRIED

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CHAIRPERSON

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ADMINISTRATOR

Past meetings/presentations

- Dec 2<sup>nd</sup> – Staff Evaluations
- Dec 5<sup>th</sup>-7<sup>th</sup> – MAW Conference
- Dec 13<sup>th</sup> – GROW Trust Budget via Zoom
- Dec 14<sup>th</sup> – IWMP Meeting

Upcoming

- Jan 9<sup>th</sup> – Soil Health Workshop
- TBD – Sub-District Elections

Survey / GIS Activity

- Thomas Lake survey – water level/culvert

Maintenance/Supplies

- Office cleaning – Mop/Vacuum/dishes/garbage
- Snow removal (Steps, Walkway, Parking Lot)
- Truck Towed to Shop – Fuel Pump
- Office supplies (paper, staples, pens, envelopes, etc)
- Emergency vehicle items (Tow strap, booster cables, booster pack, etc)
- Printer Repair – Replace barrel inside printer and clean out
- Calibrate DO equipment

External funding

- Finish final report for Ag action
- Work with Craigs to complete EFP
- Submit new legals for SWIP acres and sign approved ones
- Get signatures for approved GROW contracts and collect receipts/invoices
- Working with Producers on PWCP applications
- Begin our last round of DO Tests
- Confirmed all ALUS projects in our region are still in place and due a payment

Programming

- Weekly staff meetings
- Contact Roblin School for IWMP questionnaire
- Review DO Test Budget

## Board Meeting Summary/Miniota Area Report Nov 17-Dec19, 2022:

### TREES SHELTERBELTS:

12 confirmed applications and interest for another 5-10 with more calls being received.

### GROW ALUS:

Majority of contracts signed and processed for payment

- How hard can you chase somebody and try and give them money?
- New SWIP potentials in various stages of review and prep for next PAC mtg.
  - Need for promo and identifying acres
- ALUS and GROW site checks as required and when in areas
- Need a plan for ground truthing next spring

### SMALL DAMS/ AG ACTION:

- Dams completed
- Stevenson Dams spillways all repaired and gates open on #1 and #3. Middle one will have to wait til spring and handle broke and needs lengthened to be above water.
- Dandridge Dam repair complete
- There are a few new potential sites to look at and analyze for future.
- Would be great to be a couple years ahead on identifying, designing and licensing

### CROSSINGS:

- Bickerton second site completed

### PWCP:

- Applications are being received and being processed as efficiently as possible

### SEED DRILL:

- Seed drill #1 at Sprenger Repair Shop.

### Estimate for maintenance bearings, bushings, tires and labour below:

*Inspected the seed drill and found the following for unit.*

*Gauge wheel bearings/opener*

*Furrow wheel pin and bushing/opener*

*Press wheel pin and bushing/ opener*

*Plastic seed boot tab/opener*

*12 tubes cracked*

*Seed tube connector missing*

*Wheel bearings repacked and tightened*

*Drive chains replaced*

*Will have quote from John Deere later today, have seem to misplaced the quote but it was **\$3,300 in parts** I believe.*

*Labour for inspection 300*

*Labour per opener (24openers@3hr) is 72hrs*

*Labour for tire and wheel bearings is 4hrs*

*Labour for chains is included with inspection*

*Labour rate is \$90/hr*

Total quote for **labour after gst is \$7497**

**Sprenger Total= \$10,797.00**

Tires Quote installed at Kal Tire 4 tires @ \$513.01 + install= **\$2,426.41**

ECO ACTION/LIVING LABS:

- Money to allocate

GIS/SURVEYING:

- Thomas Lake Level was an attempted survey but they had equipment issues. 2<sup>nd</sup> request for an additional culvert level near Glossop
- ESRI charity licensing will be coming due soon (Rute to assess the number needed as we transition from Arc GIS Desktop to ARC GIS Pro)

WELLS:

- Still Approx. 6 left Onanole, Rapid City areas. Contractors have been contacted and we are on their list, presumably will be next year.

COMMUNITY and MISC:

- MAW conference in Winnipeg
- Rapid City Golf Course runway completed, rip rap, live stake willows and gabion abutments for 1 bridge and readjust second bridge to allow for water flow.
- Riparian Forest pad poured waiting for construction to begin
- Email issues seem to be resolved
- LWF area water samples returned at convention
- Holly attended producer/ seed dealer promo day at Hargrave
- Soil Workshops Jan 9-13<sup>th</sup> ( Inglis, Miniota, Shoal Lake, Minnedosa and Virden)
- Prep and plans for PHistory and yearly project summary, and subdistrict mtgs

### Past meetings/presentations

- November 24, 2022 – GROW database meeting
- November 24, 2022 – ALUS Prairie Hub meeting
- November 29, 2022 – PWCP bi-weekly meeting
- November 30, 2022 – ALUS Growing Roots participant wrap-up
- December 1, 2022 – met with Nicole Baldwin, Ian Cook, Cameron Hodgins, Dana Penrice & Ryan
- December 5-7, 2022 – MAW Conference
- December 5, 2022 – Provincial Manager meeting
- December 8, 2022 – ALUS database meeting
- December 14, 2022 – GROW Coordinator meeting

### Upcoming meetings/presentations

- 2023 ALUS Small-medium enterprise fundraising pilot
- January 11, 2023 – GROW Coordinator meeting
- January 25-27, 2023 – ALUS Growing Roots meeting
- January 31, 2023 – MHHC Trust funding amendment deadline
- January 2023 – PAC admin meeting
- February 2023 – Provincial Manager meeting (in-person)

### PWCP

- Met with landowner to finalize application

### Staff & Admin

- Prepared self-evaluations and met with Ryan

### Maintenance

- Snow clearing

### External funding

- ALUS
  - Submitted 2023 acre target project report
  - Processed 2022 agreements (12 traditional ALUS; 5 shelterbelt; 6 Grazing Forward; 15 Growing Roots), annual payments, establishment payments, created maps
  - Processed annual payments on 2015-2021 agreements (52 agreements)
  - Trained Vickie on ALUS ledgers
  - Prepared and submitted year-end report
  - Updated ECCC Lake Winnipeg Basin cash flow to reflect additional \$10,000 (total of \$40,000 received)
- GROW
  - Prepared and submitted 2023 Trust funding application
  - Processed agreements, annual payments (Year 2 – 26; Year 1 - 34), establishment payments



- Proofread Wetland Delineation Tool Guide document for creating Shallow Wetland maps
- Proofread SWIP landowner letter