



**WESTLAKE WATERSHED
DISTRICT**

MEETING: #51

Lawrence Community Center

June 5th, 2024 @9:00am

Call to Order: 9:00 am

Present: Tom Anderson - Board Chairman
Walter Tymchuk - Sub-District 107 (L), Board Member
Harry Harris - Sub-District 107A, Sub-District Member
Ken Dunn - Sub-District 110, Board Member
Barry Sliworsky - Sub-District 157(M), Board Member
Barry Heppner - Sub-District 157(M), Sub-District Member
Fred Shurko - Sub-District 157(L), Sub-District Member
Ernest Smadella - Sub-District 157, Member at large
Colin Mailman - Sub-District 113, Board Member
Tim Stott - Sub-District 160, Board Member
Cameron Anger - Sub-District 160, Sub-District Member
David Senkowski - Provincial Representative
Bobby Bennett - Provincial Watershed Planner
Lindsay Cherpin - District Manager
Cary Anderson - District Administrator

Absent regrets:

Neil Preston - Sub-District 107 (L) - Sub-District Member
Roger Smith - Sub-District 110, Sub-District Member

1. Resolution #506 – JUNE2024

Be it resolved that the Agenda be approved as presented.

Tymchuk - Stott
CARRIED

2. Resolution #507 – JUNE2024

Be it resolved that the **May 2nd, 2024** Meeting Minutes be approved as presented and attached.

Mailman - Dunn
CARRIED

3. In-Camera – Wage reviews, district truck use, 500k personal use policy

The board made a motion to go in camera at 9:35

The board moved out of camera 9:42

Senkowski - Stott
Tymchuk - Heppner

Resolution #508 – JUNE2024

Be it resolved that the District GROW Coordinator, Tatiana Sarigumba receive a \$1 raise and the District Administrator, Cary Anderson receive a \$2 raise.

Be it also resolved that the District Manager, Lindsay Cherpin's contract be renewed with a \$2 raise .

Tymchuk - Stott
CARRIED

Resolution #509 – JUNE2024

Be it resolved that the **District Policy Directive Section # 5.4 Equipment Use or Rental** Highlighted section be taken out

Dunn - Senkowski

The Board will not lend or rent any WATERSHED DISTRICT equipment for private use.

Staff may survey for custom use at board approved rate.

~~The district truck can be used up to 500km for personal use per month. Anything over/provincial rate for mileage must be paid to the district.~~

To be Replaced with the following,

At all times the district vehicles are used. The district staff is to fill out the logbook that is provided in each vehicle to log the date, odometer and destination along with staff initial.

All district vehicles are not to be used for personal use. In the occurrence of an emergency during business hours, the Board and or Manager is to be notified.

CARRIED

4. Financial Reports

(a) **Resolution #510 – JUNE2024**

Dunn - Senkowski

Be it resolved that the **MAY 2024 cheque list** be approved as presented and **ATTACHED**.

CARRIED

(b) Income Statement – Presented to the board for information

(c) 2024-2025 Final Budget – Presented update budget to the board as attached

(d) Administrator meeting report –

- Meeting consisted of a presentation from eScribe, which is a meeting management system. They have presented the attached proposal for all 12 districts. One district is presently using it. The following are their pros and cons. 3-year contract for an annual software and support fees for an Efficiency bundle is \$4,599 plus implementation fee \$1,297 or Digital Readiness Bundle \$7,416 implementation fee \$2,094

Pros:

- Automatic upload of minutes to your website
- Agenda template provided that can be easily edited (multiple templates for different types of meetings)
- Digital meeting packages (no printing documents required)
- Simplified minute taking (digital roll call, simple entering for resolutions and movers, attach documents directly to the
- corresponding agenda item)
- Prepares word document copy of minutes with a click of a button (no formatting required)
- Minute taking updates in real time for the admins on the account
- Board members can digitally make their own notes within the program throughout the meeting
- Good customer service (quick to help)
- Consistently updating the software to make it more user-friendly

Cons:

- Training courses required before they give you access to the program and training required for Board members
- Minimum 3-year contract
- Expensive
- Takes time to catch on to the program
- Lots of virtual meetings are required regarding setup etc.
- Board members either need their own device to use at meetings or you have to provide one for them (laptop, tablet, etc.)

- At the meeting there was also a EGS Database presentation – Transforming Data into Actionable Intelligence. This company is being used by MAW for GROW data and they presented it to the administrators to better understand the administration and financial part of the database.
- An update was also given from the Province for Financial Responsibilities and from MAW with Current & Upcoming Priorities that is also attached.

5. **Provincial Update** – Provincial Watershed Planner did not have a June update at this time due to the black out. A lot of changes are in place with the provincial staff right now. Lacy is acting as Manager currently and Madeline is Senior Watershed Planner.

6. **Business Arising from Past Meetings**

(a) Email resolutions.

Resolution #501 – MAY/JUNE2024 (Emailed resolution)

Heppner - Dunn

Be it resolved that Westlake Watershed District hire Brady Stott and Chance Bourassa for the term positions of Summer Labourers, from May to September 2024 at \$18.00/hour, with employment dates defined in the hiring agreement.

CARRIED

Resolution #502 – MAY/JUNE2024 (Emailed resolution)

Stott - Tymchuk

Be it resolved that we send in a contractor to go clean out the culvert about 1/2 mile down Harcus Rd drain as soon as possible. Not to exceed \$700. To be expensed out of Sub-District 160

CARRIED

Resolution #503 – MAY/JUNE2024 (Emailed resolution)

Stott - Tymchuk

Be it also resolved that we send the same contractor to clean out the culverts on Lone Spruce Rd and on Beaulieu Rd on Amaranth Marsh Dr. Not to exceed \$700 for each culvert. To be expensed out of Sub-District 160

CARRIED

Resolution #504 – MAY/JUNE2024 (Emailed resolution)

Stott - Tymchuk

Be it resolved that the District Administrator attend the Administrator Meeting in Gimli for May 23 and 24th. Room rental (1 night), travel and meal expenses be approved to be covered by the district.

CARRIED

Resolution #505 – MAY/JUNE2024 (Emailed resolution)

Dunn - Senkowski

Be it resolved that Westlake Watershed District hire an approved contractor to remove the beaver dam adjacent to the Iris School Drain. Landowners are taking care of the beavers with their own trapping permit. Not to exceed \$700, to be expensed out of Sub-District 110.

CARRIED

(b) Westlake Watershed District Investment Savings Account –

Resolution #511 – JUNE2024

Dunn - Senkowski

Be it resolved that \$200,000 from the Westlake Investment Savings Account (110412630490) be put into a 1 year term deposit at 4.75% interest.

CARRIED

(c) Policy – To be TABLED

7. **New Business –**

(a) Board management project priorities (Sub-District 160 – STOTT) – To be TABLED to policy meeting

(b) Letter to RM in regard to compound fence –

Resolution #512 – JUNE2024

Dunn - Senkowski

Be it resolved that the district manager send a letter to the RM of Alonsa council requesting them to cover the cost for chain link fence on one side of the compound to store culverts.

CARRIED

(c) Alonsa School Grad Award request –

Resolution #513 – JUNE2024

Smadella - Dunn

Be it resolved that the district donate \$100 towards a Grad award to the schools that are in the Westlake Watershed District (Alonsa, Rorketon and Winnipegosis).

CARRIED

(d) MAW Conference feed back – Manager to respond

(e) Heavy Equipment Rates and Guide Membership – The board is not interested at this time

(f) RM of Alonsa Water Rights License for East of NE/SE 31-20-12w. – Manager to write a letter indicating the board does not have any concerns with this water rights license.

8. Board Member Items/MAW Report –

Sub-District 157(M) – Have concerns of water being brought into the Weiden Dr, with Rd 197 2 culverts 1 from Mossey and 1 by Lakeshore. Goes through RM drains into Weiden Drain

MAW Report – Read by Harry reiterating the Conference feed back request. MAW Conferences will be in Brandon this year. MAW sponsored tour for Redboinne Watershed District August 14 & 15. MAW policy books will be out shortly.

Sub-District 157(L) – What is the process for beaver bounty? Manager explained the new resolution in place at this time. Is indicated in the Manager report

- Dr on 364 are not running need to be cleaned.

Sub-District 110 – Larry S water rights license has been approved and he has agreed to put spoil piles on his property and take care of spreading them afterwards. The district will provide provincial approved staked levels for contractor. The manager will draw up an agreement for his signature before work takes place.

- Crossing on Rd120N and 66W – Manager indicated recommendations by the water rights officer, which was to request information from Ken R the Provincial Engineer.
- Attended a group meeting that Garret Cameron set up in regard to water issues in the Garrioch Creek Dr area. It is unfortunate that we are unable to help because our drain runs on the south side. This is a municipal issue and the RM has a good plan. The manager has reported on this in her manager report.
- Would like to add the following to **the RFQ for the district compound that is being built.**
 - 1 ft of 4" down and 6" of $\frac{3}{4}$ down
 - Use soil to put proper slopes around the compound
- Would also like manager to put out RFQ for Garrioch Creek Dr. project

Sub-District 160 – Marcus Dr culverts needs to be replaced as well as trap.

- Lone spruce culvert also need to be replaced. The RM is talking about closing this road so it would be a good idea to check with them to see when this is going to take place so the culverts can be replaced at the same time the road is closed.
- Hoffman Dr, spoke with landowner. He is happy with Dr. Requesting a new approach and replace up stream culvert the RM of Alonsa is putting in a through grade.

Sub-District 157(M) – Wondering when surveys are going to be looked at? Manager indicated as soon as possible, been delayed because of the rain. Also reiterated Barry H concerns about water being brought into the Weiden Dr. Manager indicated the Water Rights Officers has agreed to come out next week and look at with her and a board member.

Sub-District 107(L) – Question regarding Provincial Engineer support. Indicating a lot of our projects are being put on hold because of the speed at which the Engineer can provide support. Manager to please look for more engineer support from somewhere to get projects rolling. Concerned about not being able to spend our provincial grant again because of this reason. Manager indicated that the province did hire another Provincial Engineer to help with the workload to speed things up, but will take note to concern.

- Rd 85W (Twp 29 Range 15) –

Resolution #514 – JUNE2024

Tymchuk - Smadella

Be it resolved that 10 yards of gravel be put on Rd 85W. To be expensed to Sub-District 107(L)

CARRIED

9. **Manager Report** – Presented as attached.

- Manager will respond to Sandy Bays message.
- Manager to make the decision in regard to district cell phone.
- The board does approve late rate sheet submission from Eagle Point Construction
- **Demo Tours - July 31 (Waterhen and Eddystone)** Lunch and Refreshments Included
- **Soil Health Workshop July 17, 2024 Ste. Rose du Lac Community Center and Breault Ranching**
 - Includes keynote speakers Micheal Thiele (Understanding Ag), Blain Hjertaas (Understanding Ag) and Clayton Breault (Breault Ranching) Lunch Included, Start time 10am.
- Keynote speakers are not charging anything. The board has agreed to provide a token of appreciation to the guest speakers.

- **Resolution #515 – JUNE2024**

Smadella - Dunn

Be it resolved that a temporary crossing be put in for Zamrykut and Hutala access on Horyn drain until Ken Rakhra provides design plan.

CARRIED

- Waiting on stickers to advertise compost bins. Administrator is ordering stickers

10. **Next Meeting Date – Wednesday, July 3rd, 2024 in the Alonsa Community Hall**

Adjourned by Tymchuck 12:25pm

District Chair

District Administrator