

Redboine Watershed District
Board Meeting No. 3/2324 Minutes
August 18, 2023
Harvest E-mail Meeting

Present: All Members Present via Email.

1.0 Call to Order by Chairperson

Call to Order via original email from office staff. The Agenda and the Minutes from Previous Meeting were provided and approval of the minutes is tabled until the next regularly scheduled meeting.

2.0 Administration & Program Reports

2.1 - District Manager's Report

The Board was given the Manager's Report via email and were given the opportunity to email questions back to the District Manager.

2.2 - Administrator's Report

The Board was given the financial update for the district since the last Board Meeting, including updated Year-End versions of the Budget and Income Statement, as well as the current Bank and Credit Card Statements.

RESOLUTION #1/3/2324

Moved by: M. Piper

CARRIED

Seconded by: W. McTavish

Motion to approve the Administrator's report including list of expenditures totaling: \$137,151.59.

2.3 - Project Manager's Report

The Board was given an updated Project Manager Report and an update on the projects and programs that are ongoing via email and encouraged to email any questions back to the Project Manager.

2.4 - Technician's Report

A Technician's Report was not available for this meeting. The Board was encouraged to email any project questions to the Technician.

3.0 Reports from Committees

3.1 - Employee Committee Report

The Board was informed of the resignation of the current PWCP Coordinator and asked to begin the process of hiring of a new PWCP Coordinator.

RESOLUTION #2/3/2324

Moved by: M. Piper

CARRIED

Seconded by: W. McTavish

Motion to accept the resignation of J. Sampson and begin the process of hiring a replacement PWCP Coordinator.

3.2 - Watershed Planner Report

The Board was given the financial update for the district since the last Board Meeting, including updated Year-End versions of the Budget and Income Statement, as well as the current Bank and Credit Card Statements.

4.0 Business Arising from Previous Meetings

Business Arising from Previous Meetings was tabled until the next regularly scheduled meeting.

5.0 New Business

5.1 - RRBC Conference Registration - Jan. 16-18, 2024

The Board was given the information on the upcoming RRBC Conference in Fargo from Jan. 16 - 18, 2024. The Board was informed of the request by G. and P. Lowry, who will be presenting at the conference on behalf of RBWD, to have some extra RBWD staff present at the conference to help with support. Staff also requested the Board to cover any of the Lowry's conference and accommodation expenses that weren't being covered by the RRBC.

RESOLUTION #3/3/2324

Moved by: M. Piper

CARRIED

Seconded by: W. McTavish

G. & P. Lowry have been asked to present at the 2024 RRBC Conference in January 2024 during a producer panel. RRBC will be covering hotel costs for the Lowrys for a portion of the conference. Office Staff are recommending that RBWD cover any remaining hotel and conference costs for the Lowry's to attend the full conference. Motion to pay any remaining hotel and registration costs that are not covered by the RRBC for G. & P. Lowry to attend the full 2024 RRBC Conference.

RESOLUTION #4/3/2324

Moved by: W. McTavish

CARRIED

Seconded by: C. Morgan

Due to G. & P. Lowry attending the 2024 RRBC Conference in January 2024 as presenters, they have requested additional office staff to attend the conference to help them get around the conference venue more comfortably. Motion to send J. Reid, J. Corvino & A. Smith to the 2024 RRBC Conference in Fargo, ND that takes place January 16-18, 2024. RBWD will cover the cost of registration and accommodation for staff that are attending.

5.2 - E-Transfer Approval for PWCP Coordinator Position Salary

The Board was asked by the Administrator for authorization to use E-Transfer as a method of payment for the PWCP Coordinator position as it is a contract position with little office time for efficient administration tasks.

RESOLUTION #5/3/2324

Moved by: M. Piper

CARRIED

Seconded by: W. McTavish

Due to the RBWD PWCP Coordinator position being a contract position with a high portion of work at home hours, the Financial Administrator is looking to use E-Transfers as a more efficient and timely method of delivering the contracted salary to the RBWD PWCP Coordinator on pay days. Motion to approve E-Transfers as a method of payment for the RBWD PWCP Coordinator when necessary.

6.0 Information & Correspondence

6.1 - Next Meeting Date: October 20, 2023 - Location TBD

The Board was given the date of the next meeting and will be informed of the meeting location closer to the meeting date.

7.0 Adjournment

The meeting was adjourned upon reaching the end of the voting timeline that the Board was given in the original email from office staff.

Minutes Approved By:

Board Chairperson: M. Piper

Financial Administrator: A. Smith