

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA

Held on July 18, 2018, 7:00 pm at the office of the WRTBWA at 13977 St, Peters Road, Marshfield, PEI

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**Present:** John Hughes, Sarah Wheatley, Clare Martin, George Coade, Scott Stevens, Matt Steeves, Esther Currie, Cathy Corrigan, Lowell Vessey, J.P. Arsenault, Ryan Winters

**Absent:** n/a

George called the meeting called to order at 7:05 PM

## 1. Minutes from the June 20, 2018 meeting:

Minutes from the June 20, 2018 meeting read by Esther. After discussion, John moved to approve the minutes from June 20<sup>th</sup>. Clare seconded. All were in favour and the minutes were approved.

## 2. Chairperson's Report – George:

Winter River Water Committee - we attended the meeting on June 26. The Miltonvale wellfield hasn't been pumping water full time yet. It continues to run during business hours. They still don't have the computer system all set up. Lowell didn't think they would ever be running to full capacity. Sarah explained that one well can be running to 1000 gal/min. but five may pull water away from each other. George explained that the Province is going to be updating their Water Act and Building Code for housing construction.

## 3. Treasurer's Report – Lowell Vessey presented

All the money from DFO has been received for the last fiscal year and the advance for this year. George requested a copy of the budget to get approved.

June 01, 2018 Opening balance: \$79,333.82

- Less outstanding cheques clearing: \$4,564.75 -> \$74,769.07
- Less expenses: \$39,958.07 -> \$34,811.00
- Plus deposits: \$112,966.37 -> \$147,777.37
- Outstanding cheques remaining: \$22,545.04 -> \$170,322.46

June 30, 2018 Closing Balance: \$170,322.46

Lowell is wondering why the City Police department is not getting back to us regarding the cheque fraud that we reported.

## 4. Committees

### ● Field Committee – John

John thinks we should organize an outing for board members to visit work sites. The next time we get together will be August 15th, John discussed the need to consider the end of summer fun day for the staff. John wants someone to take over as chair of the Field Committee, he would stay on as a member. Lowell would like to re-join this committee. JP will be interested in taking on the position of Chair for one year. This was discussed, and the motion was passed that JP would be Chair of Field Committee.

## 5. Coordinator's Report – Sarah Wheatley (see report)

- Multi-year projects, benefits are being seen now that we are past year 1.
- Communication - Newsletter, Social media - Instagram/Twitter, there are now 1182 followers between them.
- Landowner permission from Vanco- haven't heard back yet. Scott suggested that we push for a response, and everyone agreed. Vanco is working on a new irrigation system with a holding pond.
- Watershed Management Fund - Kate MacQuarrie had taken it on.
- Coastal Restoration Fund - may not be announced yet but they are likely having another round of funding.
- One of the staff cut her hand, went to the QEH, discussion had re: tetanus vaccine, will check immunization status.

## 6. Budget

- Sarah reviewed the line items within the 2018-19 budget, and some items for 2019-20. Scott advised to ensure items purchased with funding for the 2018-19 budget year are received before March 31<sup>st</sup> (not just purchased before March 31).
- George asked, and JP moved that the budget update be accepted as presented, Lowell seconded. No discussion needed, all were in favour and motioned carried.

## 7. New Business – Officer’s Pond Fishway Project

- Tenders for the fishway construction have been received
  - J.E. Matheson Construction \$178,100
  - Kings County Construction Ltd. \$280,000
  - Island Coastal Services \$392,082
  - Cardigan Excavators No Bid
  - Engineer’s original estimate \$171,320
- All prices exceed our budget, so cost saving measures are being explored. Some options and rough estimates of savings:
  - Moving the excess soil to a closer location: \$34,000
  - Change from open bottom culvert to A) closed bottom culvert: \$30,000 or B) different open bottom culvert: \$10,000
  - Different design for water flow control structure: \$4,000
- Once we decide on design changes, should we go back to all bidders to allow them the opportunity to price the new job, or only ask the lowest bidder? Suggested giving all bidders an opportunity to rebid, or at least the two lowest, who also have the most experience with these projects.
- Extensive discussion of the option of putting excess soil on the nearby land that the watershed owns. There were several concerns with this option, and questions of which steps should be taken first.
  - Sarah’s estimates of cost savings were based on the provincial trucking rate tables, but contractor may calculate this differently
  - Culvert would be needed for vehicle access to property, and there would be a lot of truck traffic during the move – for both these reasons Dept. of Transportation may need to be involved.
  - Sarah spoke to Dale Thompson from Dept. of Environment on the phone who said that there were no permits required to move soil onto the property if we were outside the 15m buffer zone from the river. But can we get this in writing, or will officials in Environment change their mind if they see the site?
  - How much work is required to compact and/or stabilize the soil at this new site? Do we need the engineer to visit the site or otherwise create plans for this?
  - Do we need a full detailed survey of the property to determine the best placement for the soil?
- Meeting with landowner:
  - Sarah had asked Frank if he wanted some fill anywhere, he stated he’d like some placed on the bank by his barn. This may be within or very close to the buffer zone.
  - Sarah stated that Frank asked who will be responsible for maintaining this structure after it is completed - Ducks Unlimited? He also asked about any possible impacts to water quality, his view, buffer zones around the adjacent agricultural field, and the long-term maintenance.
- George recapped the estimate of what the project might cost.
- Ryan suggested a clarifying question to the lowest bidder from the tender process.
- Matt offered to check the site out and possibly do some surveying
- After all the discussion, four action items were set:
  - Sarah to check with Matheson Construction for rough estimate of savings on transportation if we use our land for excess soil
  - B.O.D. to inspect our property
  - Matt will do a site survey, and Sarah will send her staff to help Matt.
  - Sarah will call and ask Ducks Unlimited to find out the turnaround time for getting a decision on our proposal for ongoing maintenance of the site.

## 8. Next Meeting

George decided the 2017/18 Work Report will be a topic of discussion for the next meeting.

### Meeting adjourned 9:20

Next meeting: August 15, 2018

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Signature – George Coade, Chair of WRTBWA

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Date

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Signature – Esther Currie, Secretary of WRTBWA

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Date