

Emerald Lake Regional Park

Minutes

July 1<sup>st</sup>, 2013 – Main Store

Attendance: Vicki (N), Noreen (N), Yolaine (N), Roberta (N), Brad (N), Maurice (62), Barb (N)

Regrets: Victor

Brad called meeting to order at 7:00 p.m.

1. Presentations:

Brian Drackett:

- Golf carts – worked on for four hours. #3 and #4 are going; #2 is not working well and #1 needs parts. was assisting him to determine cause of problem. This has been diagnosed and parts will be obtained. \$200 - \$300 for parts and ELLA will cover.
- Ball diamond – complaint about a camper dumping grey water. Jane will deal with these campers.
- Golf course – Maurice said they were out at 6 am (4 of them) and had it cleaned up by noon.
- Toilets at beach store – think it may be a broken line. Clarence has been contacted and will be coming to dig up the site.
- is retiring and selling his equipment by the end of the month so if we are going to do anything with our roads we need to make a decision quickly.
- Wood – will re-order more wood at \$5/bundle.

Jane Prosser:

- She ordered new freezer from Foothills and it will be delivered tonight or tomorrow.
- Almost out of ice cream this weekend – very busy. Three staff could not keep up.
- Jane asked if we could purchase a dirt devil to take flies out of window sills
- Roberta asked if employees had Food Safe Course. Jane thought all staff except and had it.

Jane and Brian left the meeting at 7:30 p.m.

2. Actions from May 26 and June 9 Minutes

ACTION: Brad will call SaskTel about the pay phone at the beach – SaskTel previously took phone out due to vandalism etc. They had put another one in at main store and this will be left as is.

ACTION: Noreen to post cell # at store and monitor calls over the first few weeks of July. – Done

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ACTION: Yolaine to send a letter to the      to cease construction – done

ACTION: Vicki to get a list from Brent on what needs to be done on store for completion and will give him list of what Board wants. – Vicki sent an email with the list of 22 items. She does not think he came up yet. Roberta said he was up working this week.

ACTION: Maurice will get quote for eave troughs on well house and beach store - \$3.75 - \$4.00 per foot. We have approx. 128 feet. Maurice said if any money left in the budget at the end he will get it done.

ACTION: Maurice will get signs for beach store washrooms and will get golf price sign fixed. – He got the washroom signs done.

ACTION: Yolaine to do a letter to the five families and advise they have to pay the \$150 – Yolaine did the letter. Roberta said three still outstanding. Interest will be charged now.

ACTION: Yolaine will phone      to tell them to disregard letter sent – done

ACTION: Noreen will do a letter to the other leaseholders in ball diamond – Not completed yet

ACTION: Yolaine to do a letter to the      – done

ACTION: Jane to call      about reminder to be paid or camp site not secured – Roberta talked to Jane about this.

ACTION: Yolaine to send letter of approval to      – done

ACTION: Brad will check to see if trees planted by      by July 1<sup>st</sup> Maurice and Brad will also make sure deck fits properly on site – Brad said both trees were planted in treed area. We will need to be clearer on future situations. Trees should have been planted in open space.

ACTION: Yolaine will send a letter to the      to approve and remind him that trees needs to be planted by July 1<sup>st</sup>. - done

ACTION: Yolaine will have Trevor post this on website as a “did you know” segment – done

ACTION: Yolaine to send a letter to the      about re-measurement – done

ACTION: Yolaine will place pizza order – done

ACTION: Noreen will compose and send a letter to the campers once she gets information from Jane – done

ACTION: Yolaine will email      to advise she can look for alternate work – done

ACTION: Bruce will fix the speed bumps that were broken during snow removal – not complete yet as gravel needs to be put down first.

**MOTION:**

3. Treasurer's Report:

- Discussed prices to be charged for sand, gravel, etc. so Roberta knows what to charge.

Sand - \$25/bucket.

Top Soil - \$35/bucket

Gravel - \$35/bucket

Clay – no charge

- Cell booster works – tested – Bruce hasn't had time to install
- SRPA Grant received - \$16,270.08
- WCB – adjudicator still working on claim. went back to the clinic yesterday. Roberta will call and tell the adjudicator he missed time. Vicki asked if proper equipment worn. Maurice said that is not the reason for the injury – some jobs you cannot wear gloves at all times.
- – received \$100 and Transfer of Lease
- Quote received from Willow Insurance for package policy. Question on charges going from unlicensed vehicle to licensed. Will there be another charge in fall? Vicki suggested Roberta call to confirm what the charges will be exactly.

**ACTION:** Roberta to call the insurance company and see if there is a credit in the fall? She will go ahead with the less expensive route once she has the information.

- Golf course hours – Roberta to keep track of golf course hours. She asked Maurice if all staff are aware and he said they will be talked to about it.

**ACTION:** Maurice will get a log book and let staff know.

- Discussion on how to separate expenses from main store vs. beach store.

**ACTION:** Noreen will ask Jane for staff schedules to give to Roberta.

- Insurance policy – Noreen had asked to look at it so Roberta gave her a copy.
- Roberta gave mileage cheques to board members
- Swimming lessons – suggested paying \$600 for week of swimming lessons.

**MOTION:** made a motion to pay \$600 for swimming lesson week. seconded. All in favour.  
MC.

- Roberta and Vicki questioned staff Food Safe Certificates.

**ACTION:** Noreen will tell Jane that staff without Food Safe Course can only do till work until further notice.

- Roberta did a budget for maintenance and operating expenses/golf course expenses.
- Signage – there is an invoice she hasn't entered yet as she did not have their information
- Roberta emailed May month end today. If any questions, let her know.
- Staff meeting – she asked that in future it be done before July long weekend. There were some days in June that staff did not balance tills. Noreen told her that they did attempt meetings but were unable to get staff together due to other jobs, exams, grads, etc.
- Mileage spreadsheets completed

4. Correspondence:

*letter* – 2 cheques for \$25/each requesting to move a septic tank and to build a new deck.

**ACTION:** Yolaine to send a letter approving requests after Board members review. Brad will let Yolaine know if approved.

*letter* - \$25 fee and deck request.

**ACTION:** Yolaine to send a letter that we need a drawing and for building inspector to review and send in to Board.

**ACTION:** Noreen will talk to him to request drawing and advise.

– Letter from lawyer providing Transfer of Lease.

– Letter approving dumping in their lagoon. Brad said Board needs to make a decision. Brad would like to have a meeting with .

**ACTION:** Brad will arrange a meeting with as soon as possible.

- Vicki discussed their meeting with Water Security Agency. 1) public utility – partner with someone close; 2) work with engineer to determine capacity; 3) apply for grants; 4) look for land – no sand. More cost effective to get others in.

**MOTION:** made a motion for ELRP to spearhead a public utility partnership to explore putting a lagoon in the community. seconded. All in favour. MC.

**ACTION:** Maurice asked that someone attend their council meeting to discuss partnership with them.

**ACTION:** Vicki will spearhead research on the lagoons.

*letter* – letter read disputing the \$150 discount. Discussion held on this matter. As a board member advised it was ok, Board will agree this time.

**ACTION:** Yolaine to send a letter stating they were not late in paying their fees but missed the early discount but Board will not charge this year.

- want to replace trailer – letter read and action already taken

**ACTION:** Brad will revisit the site.

- golf tournament request

**ACTION:** Yolaine to send a letter that they need to show their day pass or seasonal park sticker upon arrival. Charge will be \$12 per game. Ask for a list of participants.

- Park is happy to support this tournament but future discussion to be held on enforcement of entrance fees.

–letter requesting permission to move septic tank - completed

– letter read – permit for deck replacement - completed

– letter read – request to upgrade trailer - completed

– letter read

**ACTION:** Brad will read through information from Ministry.

5. ELLA Report:

- AGM yesterday – went well
- Fireworks – spectacular show but there was a misfire and injury resulting from this. Gentleman received second degree burns. Barb contacted his wife and has apologized. Gave contact information if they need anything. His camera may have been damaged. He received great medical care from . Brad said in future need to see if any preventions, etc.

**ACTION:** Jane to replace First Aid Kit and price out burn kit.

**ACTION:** Barb will put together a plan/recommendation for future re: fireworks.

6. Other Business:

- e-mail received re: tree removal

**ACTION:** Yolaine to advise that she can remove one tree if she plants two more in open area. Tree cannot be removed until her trailer is removed.

- Maurice advised that there was a party on June 29<sup>th</sup> at the site. He received a complaint for noise on both Friday and Saturday night. Barb was not there – she had rented an additional site. Maurice has talked to her about this and recommends a letter be sent.

**ACTION:** Yolaine will send a letter advising complaints were made and this may affect future lease if ongoing.

**MOTION:** made a motion that we apply to PDAP to fix our roads. seconded. All in favour. MC.

– Brad talked to him about construction. He wants to know what the Board wants. Letter has been sent to him already. Discussion held on this matter. If he does not comply – Board may revoke his lease. He has signed a lease that says he will abide by the rules/regulations of our park and he is not doing so at this time.

**ACTION:** Brad will call him to see when he is here and when we can meet with him.

*letter* – Signed lease agreement. Letter read and discussed. Barb met with him as the leaseholder rep. Gave a brief discussion of their meeting.

**ACTION:** Barb will draft up a letter to him to address his concerns.

Next meeting – Monday July 15<sup>th</sup> at 7:00 p.m.