

Emerald Lake Regional Park Meeting

Monday, November 2, 2015, @ 6:30 p.m.

Minutes

1. Meeting called to Order at 6:35
2. Attendance: Don, Todd, Bryce (Mileage: 50km), Debbie (Mileage: 280km), and Jasmine
Absent: Darcy, Roberta, Victor
3. Action Items
 - a. Water leak in main wellhouse
 - i. Debbie will discuss with Mitch to see if he can fix this when he comes to do the showerhouse.
 - b. Todd was to speak to the Aldred's regarding their lot
 - i. Todd spoke to them and they would like their lot re-measured, surveying their lot was discussed but it was left at that.
 - ii. This will be addressed when we need to address surveying the cabin and seasonal lots.
 - c. Insurance
 - i. This has been completed and sent in.
 - d. Septic invoices from Perry Dicus for 2015
 - i. Debbie will contact Perry to follow up.
 - e. Bryce was to advise Glenn via email that his request for a side by side was denied by the Board
 - i. Bryce did contact Glenn to advise
 - f. Glenn Weber – Septic Invoice
 - i. The invoice has been sent to Glenn Weber, but as of the meeting date it was not paid.
 - g. Food Safe Courses
 - i. Debbie unable to confirm at this point who should/would be taking these courses and will deal with it when the timing is appropriate
 - h. Mansell request
 - i. This request was looked at on September 18, 2015, and approved by the Board via email
 - i. Don was to speak to Brad Butler about his truck and trailer being parked in the roadway and obstructing traffic
 - i. Don spoke to Brad on September 18, 2015, and was advised that Brad would attend to moving his truck and trailer
 - j. Attendance at the SRPA Fall Seminar
 - i. Debbie and Jasmine attended
 - k. Weed removal permit

- i. Debbie has attended to this.
- l. SaskEnergy Line Locates - Magna Electric requested a credit card number to charge "Private Line Locates"
 - i. Bryce approved the use of his credit card as long as approximate charges were advised beforehand.
- m. Sanding at the beach
 - i. The Board has approved sanding at the beach of approximately 10 loads of sand at a cost of \$170.00/load, with a proposed maximum of \$2,000.00.
- n. R.M. Appointments
 - i. The Board agreed with having Roberta add a notice with the Seasonal power bills regarding people putting their names in for the RM Appointments for the end of December.
- o. Paint
 - i. The Board approved, via email, the purchase of 4 additional gallons of paint to complete the picnic tables and power boxes.
- p. Xplornet, Sasktel, SaskPower
 - i. Debbie will attend to the six month cut-off (November to April). Debbie advised we will be paying an additional \$110.00 as the cut off normally occurs in October but due to need we extended the cut off to November. Roberta put the phones on the seasonal discount from October 1, 2015, to April 30, 2015.

MOTION: To accept all action items as presented. Todd/Bryce. Motion Carried.

4. Adoption of Agenda

MOTION: To Adopt Agenda. Don/Jasmine. Motion Carried.

5. Review of Minutes as circulated

MOTION: To Adopt the Minutes with the following revision: Jasmine/Bryce. Motion Carried.

Bruce Mansell's contract will be for the period of October 1, 2015, to September 30, 2016.

6. Old Business

- a. Update on search for Treasurer
 - i. We will be setting up interviews in the next couple of weeks. Still ongoing
- b. Parking issues
 - i. **ACTION:** write up a policy to indicate only 2 vehicles are allowed per campsite and put it in the list of Rules and Regulations for daily campers. We will have this done for next year.

ii. Storage area (old garbage dump)

1. **ACTION:** Revise the newsletter to state all winter items must be removed from the compound by May 1, 2016, put posts in (make the spots approximately 20 ft x 10 ft), we will put numbers on the posts and keep a list at the store of who has rented the site. The sites are to be open by May 15, 2016.
2. **ACTION:** Debbie to get signs made stating that May through October are for summer item storage only by paid users.

MOTION: To convert the old compound to parking. We will charge \$25.00 per site, with a \$15.00 refundable deposit to be returned at the end of each year and will do a lottery system to determine the site usage each year. Don/Jasmine. Motion Carried.

c. Global Terminals

- i. **ACTION:** Roberta to advise if the increase in fees was implemented already. Todd emailed Roberta to follow up.

7. No Correspondence

8. Treasurer Report – Roberta was absent but we did have the end of September 2015 financial information to review.

9. New Business

a. Park Security

- i. The RCMP have advised that they will be doing cabin checks due to the recent break in that has occurred.
- ii. The RCMP have been reissued one gate card. The other cards that have been issued to them have been lost.

b. Snow Removal Contract

MOTION: To approve the price increase from Peter Kartes previous years' contract and approve the contract.

- i. **ACTION:** Debbie will contact Peter Kartes to advise that his contract will be renewed for the 2015/2016 winter season.

c. Magna Electric

- i. **ACTION:** Debbie will put up signs to show where we approve the trenching to go.

- d. Seasonal Power Bills
 - i. There was a 20% increase in power charges for cost recovery purposes.
- e. 2016 SRPA Award Nomination Form
 - i. We will wait until next year to do this.
- f. Marina
 - i. **ACTION:** To obtain additional pricing and information prior to preselling slips.
Debbie to adjust newsletter to remove the presell information.
- g. Memorial Plaques
 - i. We will sell the plaques for \$35.00.
- h. Newsletter
 - i. To be revised according to this suggestions at this meeting and approved once finalized.
 - ii. **ACTION:** Debbie to get quotes for renovations to shower house and to check into the option of doing cards instead of using coins. As well as to provide the cost for the campground power upgrades proposed.
- i. Budget Items
 - i. Projects proposed for next year
 1. Full service to “C”
 2. Power to “P”
 3. Retrofit to shower house
 4. New park truck

ACTION: Debbie to price out what she is able to for the above projects.
- j. Removal of Board Member Letter and Notification
 - i. We agreed to send the letter to Mr. Norman Pelletier via email through the Emerald Lake Regional Park Secretary account.
- k. Member appointment discussion
 - i. **ACTION:** To update our governance policies to be that Board Members can serve up to a maximum of two consecutive terms and then will be required to take one term off and if a Board Member re-applies for their second consecutive term they will be put back on the Board.
 - ii. **ACTION:** Contact the RM and Village regarding Todd and Bryce being re-appointed.
- l. SRPA Conference
 - i. New Reservation System

1. We will add this discussion to the budget discussions.

m. Debbie's Start Date and Employment Discussion

- i. April 25, 2016
- ii. Debbie has proposed a salary of \$18,000.00 and will work part time in July and August, or \$16,000.00 and will only be available for emergencies and ordering for July and August. These options will be discussed again.
- iii. Rick's Wage will be at \$17.00 per hour as he will now be the Supervisor.
- iv. **ACTION:** Debbie to do up budget requests for staffing.

10. Next Meeting

- a. Budget meeting – January – once the new Board Members have been appointed.
- b. Next meeting – December 13, 2015, at 10:00 a.m.

11. Adjournment