

Meeting Lake Regional Park Authority
Meeting Minutes for the Board of Directors

September 25, 2021

Present:

- Bruce Chatterson - R.M of Round Hill
- Rick Doell - R.M. of Round Hill
- Jim Allchuch - R.M. of Meeting Lake
- George West - R.M. of Meeting Lake
- Gord Brewerton - Member at Large
- Denise Staver - R.M. of Spiritwood
- Bob Scott - R.M. of Douglas
- Mandy Dyck - R.M. of Douglas
- Jim Cleghorn - Park Manager

Not Present: Steve Regush - Member at Large, Mike Hamoline - R.M of Spiritwood

1. Bruce called the meeting to Order - 9:37AM

Approval of Agenda

2. Additions or Deletions – (7) dangerous goods in sub 5. (8) New leases to cabins add to old business. (9) Dust control under new business, (10) old business - Building Permits.
3. Bruce motioned to approve the agenda, seconded by George, motion carried.

Minutes from Last Meeting

4. Nothing new to add.
5. Approve minutes - Bruce made a motion to approve minutes from the last meeting, seconded by George, carried.

Correspondents

6. Received the water quality report - a few deficiencies to be dealt with but nothing serious that will affect the plant. Barry has this report and can do adjustments.

Chairman's Report – Bruce

7. Thank you to everyone in the room for the successful season.
8. Stumps have been removed around the beach and parking lot area, next is to do the ripwrap which Pat can do in 1 year.
9. Ken and Stella are retiring, contact in December to be sure but most likely will have to post the position. We need to get annual sales documents from Ken and Stella to be able to give to the next leaser.
10. Complaints -
 - a. Sand at the beach and playground needs to be topped up. One complaint says the sand is too sharp - this sand is virgin sand from when the playground was at the beach prior to moving the equipment. Sand fill was put underneath the current sand.
 - b. Public health called and reported dumping sewer and grey water - this is an issue we have dealt with already and will send a reminder email in the future to remind all within the park that this is not an acceptable behaviour, punishable by a fine.
11. Bruce moves his report, seconded by Bob, carried.

Managers Year End Report and Recommendations - Jim C

12. Year End Report.
13. Bathroom is still left open in the round hall but will be locked up soon.
14. Boat dock to be removed in the near future.
15. There are a couple building projects from cabin owners in the park that Jim knows about and has approved.
16. Questions:
 - a. What was made from the fishing derby = \$1,200.
 - b. Can we look at adding weeks to swimming lessons to see if we can get a badge

within a proper time frame or run for one month to get 2 sets of lessons in? Maybe the first week could be class younger children then the second week older? Hire another instructor to keep sessions full? Instructor has given us a regiment of what to advertise and set up for next year so we can be better prepaid (some people booked campsites for 1 week however it needs 2 week for the swim students to earn a swim badge).

- c. Building inspector permit - we are not to be responsible to send permit to inspector, requests are to go to Jim who can give form and then applicants are required to send the permit away themselves. A \$100 permit fee is also required to be paid to the park for a park permit. This needs to be adjusted and clarified in our procedures during the October meeting.

17. Manager Recommendations:

- a. Pop cooler in the store - Bruce looking into getting new Pepsi or Coke branded one and pricing, might be able to get a good used one, maybe have it reconditioned. Rick stated when they priced out new or refurbished for this one when purchased, research shows you get roughly 6 months out of refurbished and for the price difference it didn't pay. Jim A suggests getting D&L Simmenar to take a look and see if he can make it more quiet as it still cools well.
- b. Bathrooms by Camp Kitchen - To get quotes of putting up a new bathroom in the site with the power shed and demolish the current bathroom as it is coming to the point of not being repairable.
- c. Round Hall - To get quotes on replacing pillars/ other options from contractors/ how to proceed. Need a request for proposal from local contractors.
- d. Dust Control - Ricks suggests scraping off loose gravel and putting down fresh asphalt, like he has at home, for dust control. Spiritwood RM reps are not at meetings to suggest going to RM Meeting and proposing ideas. Need to get quotes - Need to apply to Spiritwood RM for them to send in an application on our behalf to get some sort of sealant for dust control.
- e. New air compressor might be required - go ahead and purchase a new compressor.
- f. Selling Park Sprayer - Used for pest control when we have a bug infestation and should not sell it.
- g. Flood lights in Mini Golf - repair with new bulb. Bruce suggests going to an LED in the future. Jim C to get the light bulb number and Bruce will bring new bulbs in.

Treasurer's Report – Denise Staver, Bob Scott

Accounts Receivable 2021

Outstanding cabins Berm/Lease fees (4 cabin owners) Brandy sent updated Statements September 6, 2021.

___Seasonal Zero outstanding

Sask Power Poles Sub 5

Signed contract has been received by Sask Power, waiting on date to be completed

Stumps at beach and Parking lot

Stumps removed from lake and brought away

Seasonal Sites

Leases have been handed out the past 3 weeks, all remaining have been mailed or emailed to seasonals sites.

Sand for beach & playground

Has been delivered will be spread in the next week

Sub 5 Concrete & moving of Garbage Bins

Completed, removed cement sidewalk, trucked away and leveled.
Need to add gravel & level spot for bins will be done next week

Clay & Gravel for Fire Garage

Area for Fire Garage next week clay & gravel, leveled to settle for winter

18. Going through the financial report - statements will be ready by the end of December to be delivered to the auditor.
19. Denise moves the treasurer's report, seconded by Bob, carried.

New Business:

20. Sub 5 Property Line - met with Bruce in Sub 5 (land owner), he was going to send documentation regarding the property line for us to install "No Trespassing" signage on the berm. Maybe get Peter to fly over with his drone for us to map out a straight perimeter line once we receive the property line information.

21. Seasonal lot Waiting List Process and Lease Renewals - Steve sent protocol to be gone over in October, however current process appears to be efficient. Need to add in procedures including the whole board being informed of who is on list, who is leaving or moving site, etc like we do for cabin leases.
22. Transfer of Responsibilities (Denise/Bob to Brandy/Jim) - Bob states tomorrow most responsibilities should be transferred over, a few more meetings to go to pass information over. Bob has some grants left to go over with Denise in the meantime (capital grants due Nov 30).
23. WTP/Directional Boring - Bob - Suggested blueprint for new lines to be added and old lines to tie in through boring to the new plant. Curb stops shown in drawing as well for easy hook up. 3 quotes for directional drilling to South Shore lift station - one did not come through with a price quote just said they would do job - NB project (D&C) \$75,000 for the project without looking at the site or any details, Talon (estimate based on per meter) \$18,000 to \$20,000 not including Pat's digging (roughly \$1500 per day roughly = \$6,000 to budget on the high side). Board discussion, Bob has quite a bit of information on what needs to happen next, discussing pricing list.
24. **Motion**: To have Talon Industries go forward with the proposed directional drilling quote (he will contact Stein and Heattech to coordinate) at the quoted pricing made by Jim, seconded by George, carried.
25. Seasonal Commitment Fee Allocation (April 2019 Motion) - Needs to be entered into GL codes properly to show this line separately and described properly to insure no confusion in the future.
 - a. Septic for more seasonals is being considered for our capitol project list.
26. Board Member Retention - Members leaving and what will be needed to fill. Suggested to have councillor members of RMs to represent on the board - email to be sent to RMs suggesting this. Possible bonus' for main staff.
27. **Motion** for Jim and Dave to receive \$1,000 bonus via prepaid Visa gift cards each for this year of work made by Mandy, seconded by Jim A, motion carried.
28. Dwayne Prosko lease - Requesting a copy of the lease showing he purchased the cabin in 1999, however our lawyers do not have a copy of this nor does the original seller. Cost will be \$400 to have this rewritten stating cabin was sold in 1999 to the park as we can not present a copy of the lease.
29. **Motion** to give Dwayne Prosko a new lease dating back to 1999 by Rick, seconded by Bob, motion carried.
30. Floating Swim Platform - Bruce received a quote 10 x 10 is about \$2,000 (not plastic). Bruce went to look at the doc.
31. Year End Newsletter - Bylaws are completed, AGM minutes, newsletter year end would go out to all Cabin Owners and Seasonal Sites so everyone has a copy of this.
32. Bill Paterson - Farmers Market - We would like to go ahead with once a month farmers

market - Bruce to email Bill.

Old Business:

33. Water service agreement update - Bob - One government official left to handle all agreements and is very busy, hoping to hear back soon regarding agreements.
34. Special Lease - Waterfront - Bob is filling out the remaining forms to send in to the government.
35. Water plant committee - Document supplied regarding the list of what (Nomad Construction) Kinley Sevick suggests to be finished. These projects are all waiting on other parts of the plant to be finished in order to finalize, Kinley can not finish the deficiencies until all of the remaining projects through other contractors are completed.
 - a. Propane - in place, Heat Tech to connect it and set up for insulation/heat tank.
 - b. Electrical - Stein Electric
 - c. Water Tanks - In place
 - d. Construction Contract - Noman Construction
 - e. Mechanical - Heat Tech / Delco
 - i. Ag Society in Spiritwood - rental of porta potty 306-883-9220 (Chad)
36. Sound system - Upgraded (via Trevor) - Bob and Bruce to meet up with Trevor and go through. A \$300 booster is required to put WiFi into the water treatment plant due to the metal cladding sides.
37. Lake capacity - Jim A states the study will be completed this week as it has to be submitted by the end of the month. He will know more once the study is completed.
38. Dangerous goods - Hildebrant - Jim C has tried to reach out but has been instructed to send an email, with a read receipt, regarding the status of his yard and hazardous containers are being kept in an unsatisfactory way causing concern from other cabin owners.
39. Cabin Leases - Ongoing lease transfer was sitting at lawyers office months ago, Bruce and Denise working on a letter to send stating all agreements are required to be signed by a certain date and will go through our lawyers.
40. Building Permits - to be gone through and properly documented during the October job allocation and description meeting.
41. Sub 5 Garage Lease - Lease has been paid and signed.

Next meeting is scheduled October (9am-5pm) 23rd, 2021 @ Choice Electric Supply in Saskatoon.

Adjourn - 1:07 pm

MLRP Park Authority Meeting – September 25, 2021

Minutes read and approved by the following people from Meeting Lake Regional Park Authority:

Signature:

Please print name and Board Designation:

Signature:

Please print name and Board Designation: