AGENDA

Wednesday, September 18, 2013

Regular Meeting

7:00 pm

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1) **Call to order**
2) **Approval of Agenda by motion**
3) **Approval of Minutes**
    - Regular meeting minutes from August 8, 2013
    - Special meeting minutes from August 13, 2013
4) **Financial Statement**
    - Financial Activities for month of September
5) **List of Accounts Paid**
    - September accounts paid
    - Bills to be approved for payment
6) **Tabled Matters**
    - Phone calls to those already on the seasonal waiting list regarding forms to be filled out and deposit required – will be tabled to October meeting
7) **New Business**
    - **2014 rates**
8) **Correspondence**
    - **Vaughn Jones – mobile cottage**
    - **Harvey and Linda Marcil – request to leave trailer over the winter**
    - **SAL Engineering – proposal for pipeline project**
    - **R.M. of Maple Bush – confirmation of request for speed bump on South Side of booth**

9) **Staff Reports**
    - Park Manager's Report
    - Administrator's Report

10) **Committee Reports**
    - Rip Rap – Bob Olynick
    - Lagoon - Gerry Rein

11) **Next Meeting Date**
    - **October 10, 2013**

14) **Adjournment**

Present: Bob Olynick
Gerry Rein
Devone Miner
Jim Campbell
Geraldine Silvester
Scot Robinson
Mark Dean
Dave Schmitz

Absent: Ruby Cozart

Also Present: Michelle Mackow; Park Manager, Corinne McQuaker; Bookkeeper

Call to Order: **With a quorum being present, Board Chairman, Bob Olynick, called the meeting to order at 7:00pm**

Discussion: Bob Olynick informed the Board Members that Dave Montgomery and a couple others from Lakeview Campground did a feasibility study on the idea of putting in a sewer service. They used a line-level and found that the slope of the area was not conducible to sewer line installation.

Agenda: Bob Olynick added Rip-Rap to the agenda
Gerry Rein added lagoon update to the agenda

057:2013 D.Schmitz/J.Campbell
THAT the agenda for the September 18th, 2013 Regular Board Meeting is approved.

CARRIED

Minutes:
058:2013 G.Rein/S.Robinson
THAT the minutes for the August 8th, 2013 Regular Board Meeting are approved as presented.

CARRIED

Matters Arising From the Minutes:

- Gerry Rein brought up the tent trailers and wondered what the final decision was. Michelle Mackow commented that the final decision was deferred to the October meeting.

059:2013 M.Dean/D.Schmitz
THAT the minutes for the August 13th, 2013, Special Board Meeting are approved as presented.

CARRIED

Matters Arising From the Minutes:

- Discussion over the 'No Fishing Off The Docks'. There was a letter in the Herbert Herald from Elaine Guntch that contained misinformation regarding this subject. The letter stated that the signs had been removed and fishing was now allowed off the docks. Instead of asking Elaine Guntch to retract that statement it was decided that the signs will be welded onto poles that are anchored to the ground and we will continue to correspond the rule and the reasons for it, in an effort to get everyone used to the idea.

Financial Statement & List of Accounts Paid:

- Corinne McQuaker informed the Board Members that the loan for the lagoon is now in the account.
- Corinne recommends more control over cash at the Pool and the Concession for 2014. More frequent cash outs and less people in the register. Even though there is no suspicion of theft there were many days when the younger workers had a hard time balancing the till transactions.
- Corinne spent many hours going through the accounts on the Sage accounting system. She spent time with Sage on the phone and they agree that there have been too many users on this system. It is no longer possible to add accounts and Sage recommends we start over. Corinne recommends we switch to quick books rather than start over with Sage. She also recommends we get an accountant to assist with accounting other than Accounts Payable, Accounts Receivable, and Payroll. Having an accountant help us prepare for the Audit in regards to depreciation and other things could help to keep the audit cost down.
- Scott Robinson spoke about the bill presented from the DLCD for water usage during the 2012 season. He will investigate the cost.

060:2013 G.Silvester/S.Robinson
THAT the financial statements and the list of accounts paid have been approved as presented.

CARRIED

New Business:

- Rates for 2014
  - Michelle Mackow presented information regarding rates amongst the seasonal and reserve sites. In both 2012 and 2013 the seasonal sites brought in an average of $1200/site and the reserve sites brought in an average of $1900/site. 60% of the seasonal sites pay $1600/season or more. Somewhere along the way the cost of operating the Park was lost when the rates were being set. There is a cost to be in the Park and then there is a fee for the services at the site over and above that. It would appear that the seasonal sites with fewer services were not increased enough over the years. Overall, the Patrons are paying for the amenities and the cost to run the Park. The services of water, sewer, and power are determined by the actual cost of the service. Michelle will break down the costs of 2013 further in order to clearly show what each site should contribute to the operations of the Park. The format for fees going forward will look like this:
    - Base Rate (this is the cost per site to operate the Park) + Water + Power + Sewer + Winter storage

- Board Members were in agreement that a fee for keeping things in your site over the winter needed to be reintroduced. There was a time when this fee was charged.
- Because the Board Members are waiting for more of a breakdown and a clearer picture of the cost to operate the Park they are unable to determine the fees at this time. Therefore, the Board Members past the following motion to satisfy the usual upcoming November invoicing for the next season.

061:2013 D.Schmitz/M.Dean
THAT invoicing for seasonal sites will begin with a $750.00 deposit for the 2014 season plus a $100.00 winter storage fee due on November 30, 2013.

- Board Members asked Michelle to make sure that the invoicing includes the following information:
  - Notification that the rates are increasing
  - Final billing will arrive in March with an April 30,2014 due date
  - Your deposit will be refunded should you choose not to keep the seasonal site.

Correspondence:

- **Vaughn Jones – mobile cottage -** Mr. Jones sent an email correspondence to request that he be allowed to put a mobile cottage on his subleased lot in PTC #1. This is Mr. Jones second request for this with the first one being in 2012. The Board denied this request for a second time.
- **Harvey and Linda Marcil – request to leave trailer over the winter –** This request was denied by the Board Members as this patron is in a reserve site and not a seasonal site.
- **SAL Engineering – proposal for pipeline project –** this is a second proposal from a consultant for the water pipeline from the main potable water well to Rusty's Coulee Marina
- **R.M. of Maple Bush – confirmation of request for speed bump on South Side of booth –** this request was approved by the council for the R.M. of Maple Bush

062:2013 D.Miner/D.Schmitz
THAT all correspondence was read and filed.

CARRIED

Park Managers Report:

- Written report is attached to and forms a part of these minutes.

At this time, Michelle Mackow brought forward topics that needed Board Members input:

- Water Pipeline Project - At the last meeting the Board Members did not approve the water pipeline project but rather asked Michelle to begin to pump and re-test the inspection hole at Walleye Cove where a well could be potentially drilled. Michelle informed the Board Members that the tests on the inspection hole that were done recently showed that the Selenium level was way over the acceptable amount. However, the pumping of the hole was not sufficient and Michelle will ask Ken Mulholland to pump the test hole again with the big compressor once it is repaired, and resubmit samples again.

Park Managers Report cont'd:

Michelle provided Board Members with a recap of the past discussions regarding this topic. This is included and forms a part of these minutes. Michelle also confirmed that the last estimate on drilling a well at Walleye Cove came from Cliffton Associates and was just under $100,000.00. Michelle also provided information from Robert Heron (attached) regarding the pump test on the replacement well at Sunshine and assured the Board Members that the well is capable of providing for the usage at both the main campground and Rusty's coulee based on a cistern type system. Board members agreed that it is time to solve the potable water problem at Rusty's Coulee and that Michelle should go ahead and start with preliminary arrangements to have the project initiated. Michelle will keep the Board up to date on all progression.

- Roads - Michelle wanted to talk to the Board Members about the roads in the Park, again. At an earlier Board meeting this year Michelle was told that there was not a gravel program on the budget and that she should only fill holes on the road with gravel where necessary. Recently, Michelle asked Boyd Gustafson and Ken Mulholland to tour the Park Roads and estimate the hours required to grade all the roads in the Park. The estimation was about 6 hours. In addition to that Michelle commented that once the roads were graded it would be best to put a good covering of gravel over the roads and allow it to settle over the winter. Board Members were in agreement with this and asked Michelle to get rates from the R.M. of Maple Bush and then request their services. It is understood that the R.M. Roads come first and with time permitting the Park roads will be done after that.
- Winterizing the Docks – there is some discrepancy as to the correct process for this. Michelle will call other Marinas and Bill Betts.

Committee Reports:

- **Bob Olynick – Rip Rap -** Bob would like to remind everyone of the importance of Rip Rap on our shorelines. It is understood that this is a costly project and Palliser Park needs to lobby for support and funding from the Government to achieve a solid shoreline. Mark Dean will speak with the Administrator at the R.M. of Maple Bush; Geraldine Silvester will contact someone she knows at Saskatchewan Tourism; and Bob Olynick will be writing letters to various government officials.
- **Gerry Rein – Lagoon -** The fence for the lagoon still needs to be completed. The overage for the lagoon costs remain to be about $10,000.00 for each the Park, the DLCD, and the Village of Riverhurst.
- **DLCD and PRPA – tax and fee issues –** PRPA will meet with Candice Grant of Robertson Stromberg to discuss options.

Adjournment:

062:2013 M.Dean
THAT this meeting is adjourned. (10:40 pm)

Minutes approved this 10th day of October, 2013

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Bob Olynick, Chairman Michelle Mackow, Park Manager

Park Managers Report – September 12, 2013

Marina - Debby is cleaning out the store. Ken and I talked and we see no reason to heat the shop or the store this winter. Everything will be winterized and drained.

Public Beach Area

Pool – Ken says that last year the pool would drop about 2" every 3 or 4 days. This year it drops 2" every day. That's about 6000 gal/day. The level in the pool has dropped significantly since the pool closed on August 25. He has no idea where the water is going. It's not all evaporation. The Pool's financial results will be provided in October.

Kid Camp – this program will be cancelled for next year. The cost to the Park is too much. Results will be provided in October.

Concession – Leona did a great job for Palliser Park this year. I will provide final results in October.

Admissions – a great job by Marry-Ellen Dyck and her staff. Cost of running the booth will be provided in October.

Water – Pipeline to Rusty's Coulee Marina - see Rusty's Coulee Water Issue Report at end of document

Roads – I'm meeting with Ken and Boyd Gustafson on Sunday, September 15, to discuss the condition of the roads in the Park. We are meeting at 9am if any of the Board Members would like to join us. Keep in mind that Boyd will be retiring from grading this fall. I have asked Boyd to go around with Ken and myself and give me an idea of cost to repair the current road conditions.

Sewer

Power

Electrical – SaskPower electrical inspector was here on Wednesday morning. The wiring at the fuel tank at the marina is unacceptable and we have been given a default for this. We need to correct the situation immediately. We have the submersible pump all ready and I will call Mark Hicks and see when he can come and correct the wiring. I don't see a need for more fuel storage at the Marina. I don't intend to put a new tank on the 2014 budget. We will have some repairs and additions to the current system though.

Staff – Only Ken, Al and Bob are still working. I may call in the summer students for some weekend work if need be.

Other: We have only one month to decide on fees for 2014. I have been doing a lot of thinking and evaluating. I can see where we have a short fall with the seasonal rates when compared to reserve sites.

This is what I know:

- There are 294 sites in the 'site pool'
- There are 75 trailers
- There are 103 cottages
- For a total of 472 sites. (plus 30 group sites)

Numbers are for 2013 to August 30th

- Daily sites brought $20,785.00
- Weekly sites brought $171,884.00
- Seasonal sites brought $241,317.75

(I didn't include the group sites. I need to look into that a bit more, however this makes very little difference to the end result.)

When I evaluate those numbers it tells me that on average:

- the reserve sites will bring about $1900 each per year (based on 100 reserves)
- the seasonal sites will bring about $1200 each per year (based on 200 seasonals)
- Expense to date (Aug.30, 2013) is $782,216.00/472 is $1657.00 per site in the park
- Budgeted expense is $1,029,895.00/472 is $2181.00 per site in the park
- 60% of the seasonal sites in the Park are paying $1600 or more.

Therefore the shortfall lies with the other 40% of the seasonal sites. I say this for a few reasons:

- You can see how much the reserve sites bring in comparison to the seasonals. Yet 60% of the seasonals are at $1600+
- You can see that our expenses to date and our budgeted expenses require between $1650 and $2150/site
- You are striving to bring the cottages and the PTC to around $1050 and those patrons pay an additional $550/year for utilities, minimum.

Perhaps all camp sites in the Park should start at $1500.00/year and then services are added:

Site	**Cost Calculation**	**Recommended Seasonal Fee**	**Current Fee**
No service	$1500	$1500	$700
Water only	$1500 + $40	$1540	$930
Water/30 ampr	$1500 + $40 + $150	$1690	$1200
Water/30 amp/Sewer	$1500 + $40 + $150 + $150	$1840	$1600
Water/50 amp/Sewer	$1500 + $40 + $300 + $150	$1990	$2000

The above is just an example. It's food for thought. Please think about it.

There is another problem – it's the sequence of establishing rates, park wide, regarding the budget process. We send out our seasonal invoicing in November and we don't see our budget numbers until March, if you're lucky, more like April. This could be changed one way or another.

- Either we look at budget for the next year prior to the invoicing in November or we make a change to the November invoicing. I heard a suggestion that we could continue to ask for $600.00, or a predetermined deposit, by November 30 and not include the yearly rate on that invoicing. We could just inform the site holder that the rate for the year will be provided in February and the remaining amount will be due on March 31. Or we could extend that last part to a March notification and an April 30 due date. If they site holder pays the 600.00 in November and then decides to surrender the site, after learning the current year's rate, they can be refunded.

Patrons:

Farmers Market: results in October

Golf Course:

Advisory Councils: we have a new representative. Carol Wilson will represent Meadowlark Mesa.

Seasonal Sites:

Daily/weekly/monthly sites:

DLCD:

PTC:

Rusty's Coulee Water Issue Report

Dear Board Members;

The following is a recap of the time an effort spent on deciding what to do regarding the need for potable water at Rusty's Coulee Marina.

As you can see, this has been an ongoing issue for over 4 years and each year was declared to be the last year for hauling water. I believe the whole thing started in 2009 but I did not review the 2009 minutes in depth, however that would mean that the board has been discussing this matter for over 4 years.

I know that choosing the correct solution is very important. By not making any decision at all, PRP has hauled water for as much as 5 years and are looking like they will haul again next year.

As the manager I find this unacceptable. I was told that the one project we would do this year was pipeline the water up to the Marina. The project is in the2013 budget for $50K. It looks like this project will be as much as double that amount, although we don't know that for sure.

I took the time to arrange for the correct process to conduct this project. We are, in fact, required to hire a hydro-geologist as a consultant. I have received two proposals for the consultant position.

I found a contractor that was willing to do things at just above cost. I agree that I need obtain more than one cost estimate for the contract work to assure PRP is getting the best price possible.

I was very disappointed to hear the board say that this will not be happening any time soon. And that you now want me to go back to the idea of the well at the Marina. The well at the Marina will be 450' deep. The well at Sunshine Coulee is 65' deep. The WSA wants storage in the main park and this will help solve that problem, as well as the problem of no water at Rusty's.

I have asked Robert Heron to support the idea that the well will provide for the usage based on a cistern system. I will bring it to the meeting.

I have attached the cost of hauling over the last five years. I'm sure that this estimate is low.

Item	Amount
Water cost	$ 2,400.00
150 loads @ $16/load	
Fuel	$ 3,750.00
150 loads @$25/load	
Truck/Trailer	$ 5,000.00
Total Yearly Cost	**$ 15,950.00**
Since 2009	**$80,000.00 to date**
5 years @ $16000/year	

I have read the results of the original test drilling program from October 2009 at Rusty's Marina. It would seem possible that we would in fact be able to use the water at Rusty's. Ken Mulholland will pump this test hole and have the water analyzed once again. This will take time and delay the project again.

When I go through the budget to date – if we don't spend the $50,000.00 that is on the budget for potable water to Rusty's, the overage on the budget will not be looked at favorably by the people in the Park who's fees were increased.

The questions are –

1. Should PRP be hauling water again (for a 5th or 6th year)?
    a. This project should have been taken care of before the expansion in Sunshine was ever considered. The well or pipeline would have been paid for now.
2. Do we want to drill a well at 450'? A well this deep has its challenges when there is a problem. Pulling a pump 450' is far worse than pulling a pump 65'.
3. Do we want to pipeline the water from Sunshine Coulee? We have had pump tests done and I have supportive documentation that the well will provide for the usage based on using a holding tank. The WSA wants us to get a tank for chlorine contact time, as well.

I told the people in the Park that we spend far too much money on hauling water and that we need to get water to the Marina NOW. I think it is a foolish decision to haul water to the Marina again in 2014. The longer we postpone the decision the more likely we will be doing just that.

Synopsis of Events/Discussions from Board Authority Meetings on this topic:

Feb 2010

11. Water well for marina area – Jim has read the report in detail – the selenium level is just over the legal limit and may drop with use – a well on the site should have the capacity but he will communicate further with Clifton and Assoc. – we would likely need a large cistern and chlorination – Jim suggests an 8" well.

March 2010

- Jim suggested that we investigate what type of a filter system we actually have. He has contacted the driller and the engineer people are currently using irrigation water for this purpose. Potable water could still be trucked to marina centre – 2000 gal – Bob suggested that someone check with Namone. Don suggested we have the engineer, Cathy Williamson contact Namone – Jim will contact Cathy.

April 8, 2010

#4. - Jim contacted the person about the Marina well. She then contacted Bill.

- The chlorinated system seems to be the way to go at the Marina. We need to contact the Health inspector. If we can't use the water there is no point to dig a well.

April 22, 2010

- Bill and Ken will be meeting with Nimone on Thursday may 3rd regarding the water quality at Walleye Cove and Schooner Bay. It is very possible that well #2 will be shut down, if this is the case what will we do. For the **short term** it looks like we will be hauling water.

May 11, 2010

- By adding two more tanks on the well at the DLCD, by putting a 25,000 gallon storage tank at the Marina, and running a pipe to the Marina using a slow drip the storage tank could be filled rather than trucking water to the Marina.

June 10, 2010

- Two more filters could be put on DLCD water and then it could be sent to the Marina. But if #1 well is not good and is closed down we will need DLCD water for this part of the Park.
- Payable to Clifton Associates for $8,887.83 is still in the Payables. Don will take a look at it and have an answer for the next meeting.

June 30, 2010

- Jim Campbell moved that we have Clifton and Associates make the application to the Dept. of Environment regarding the new well at the Marina.
  Darrell Hackney second the motion.
  All in favour.

July 15, 2010

- The well at the Marina – we will be pushing the water up with a compressor (it is too deep for a pump) and then pumping it for a few days. We may have to do this a couple of times to see of the selenium level is lowered.
- Even if the well can be used the water is not great tasting for drinking so why are we putting money into that. We should be looking at running a line from Riverhurst. Don was approached following the AGM and two separate companies will be sending ain a quote concerning running the line from Riverhurst.

August 12, 2010

- In keeping with Sask Environment's request we are keeping track of the number of trips made to get potable water for the Marina. A flow meter is on the Schooner Bay side.
- To-date no one has contacted Don with information about the cost of running a pipeline from Riverhurst.
- There is the possibility that there will be changes to the standards and regulations for wells that are considered seasonal wells. These changes may take place as soon as January 2011 and this may change our water to potable.
- A truck and trailer have been leased for two months from Dumonceau's Trailers. Potable water is being trucked from Riverhurst to the two cisterns. The cost of trucking the potable water will be determined at the end of the camping year. A number of changes must take place in order to continue to supply potable water to Walleye and Schooner. This will be determined at the end of the camping year and brought forward to the Board.

September 9, 2010

- March Consulting recommends we continue to look for solutions for our ongoing water needs. They looked at the possibility of running a pipeline from Riverhurst to the Park as one option.

However they looked at the filtration system the DLCD has and suggested that we may want to expand this system to include the Park. In their opinion this option could be the least expensive and easier to maintain and control. The issue is if the present water supply would be adequate to meet the demands of the whole park.

- We will continue to haul water until the end of the season
- The truck and trailer will be returned to Joe Dumonceaus on Sept 1-th
- Need to review and put together plans for next season.

June 2, 2011

- Purchase a 28' trailer from Dumonceau's Trailers for $6900.00 on a lease to own basis
- Will continue to lease a one ton from Dumonceau's to haul water
- Need to retest the well for potable

July 28, 2011

- Testing the well first week in august
- If tested potable will have casing put into well this fall
- If test is not positive, will have the ROS put in place
- Either way, this is the last year for hauling water from Riverhurst

September 29, 2011

- We are in the process of running and testing the existing well water and will know if it will pass environment requirements for potable water.
- If the tests are unsuccessful then we will look at ROS to be installed in spring of 2012
- The tests came back as successful – the selenium went from .1 to .08 which is in the acceptable range for Health. However we need Health to confirm this.
- Then we will need to run a 5" pipe with pump down the well. After some discussion it was suggested that the water be pumped into the holding tanks that are already in place. Chlorination and demand should not be a problem.

November 10, 2011

- Discussion on the well at walleye cove. Have already contacted Clifton associates about what is required to get started in the spring.

December 8, 2011

- Clifton Associates Ltd. Will have an estimated cost of the well by January meeting.

January 12, 2012

- Received information from Clifton Assoc.
- They quoted $95,755 to complete the well at the Marina

D.Schmitz/G. Silvester – that the DLCD be approached about running a pipe to the Marina from their well and cost out the piping from the well to the marina.

February 9, 2012

- Pipeline to Marina from the DLCD. Bill has talked with John McGee. John suggests we run the pipe in the ditch. Well need to get an easement from Rodney Kent to go across the pasture. The cost to put the pipe in, connect and run is $1.10/ft
- We are probably looking at approximately $18000.00 to get the pipe in.

D.Schmitz/D.Hackney – that we go ahead with the pipeline. Carried.

March 8, 2012

– talked to Sadie, she is going to present our proposal to the DLCD Board. We could run a line on the west side of the road down the Marina from the hydrant.

April 19, 2012

- Received a letter from the DLCD stating they are unable to provide water this year. They will look at it next year once the new lease agreement is in place.
- We will be hauling water to the Marina from Riverhurst again this year.