AGENDA

Thursday, June 13, 2013
Regular Meeting
7:00 pm

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1) **Call to order**
2) **Approval of Agenda by motion**
3) **Delegation –** no delegation
4) **Approval of Minutes**
    - Regular meeting minutes from May 9, 2013
5) **Matters Arising From the Minutes**
6) **Trial Balance**
7) **List of Accounts Paid**
    - Bills to be approved for payment (presented to the Board for review)
8) **Bank Reconciliation**
9) **Tabled Matters**
    - Budget for 2013 – need a motion to accept and adopt the 2013 budget
10) **New Business**
    - Walleye Classic
    - House Boats in the Marina
    - PTC #1, #2, and #3 – no one applied for a lease renewal. All leases have expired
    - Who is able to attend the AGM
11) **Correspondence**
    - **Walley Classic**
    - **Application to move out a mobile home and move in a new one**
    - **SRPA grant of $17,855.72**
    - **Correspondence from Gerrand Rath Johnson regarding Dutertre v. PRP**
    - **Water Security Agency –** confirmation that permit for Trailer Park Well has been cancelled and combined with the main well permit
    - **J.C. Tremblay –** application for lease renewal
    -
12) **Staff Reports**
    - Park Manager's Report
        - Written and Verbal
    - Administrator's Report
        - Written Report
13) **Committee Reports**
14) **Next Meeting Date**
    - **JULY 11, 2013**
15) **Adjournment**

Present: Bob Olynick
Gerry Rein
Devone Miner (in for Mark Dean)
Jim Campbell
Geraldine Silvester
Kirk Dyck
Darell Hackney
Ruby Cozart
Bob Olynick

Also Present: Michelle Mackow; Park Manager& Corinne McQuaker; Administrator

Absent: Mark Dean

Call to Order: **With a quorum being present, Board Chairman, Bob Olynick, called the meeting to order at 7:15pm**

Agenda: add -
- Gas Pump at marina
- Lagoon Update

037:2013 D. Hackney/R. Cozart
THAT the agenda for the June 13, 2013 regular board meeting be approved.

CARRIED

Delegation: No scheduled delegations for this meeting.

038:2013 G. Sylvester/K. Dyck
THAT the minutes for the May 9, 2013, Regular Board Meeting is approved as presented.

CARRIED

Matters Arising From the Minutes:

- Planning of the August long weekend supper and dance is underway. Greg Vanloosen has arranged for a permit from 5pm to 12 midnight. He does need security and needs to request approval from the R.M. of Maple Bush to host this function. There will be no tent. Board Members have asked Michelle Mackow to draft a permit for holding a function in the park. The permit will include: site design, security requirements, and other permits required, clean up requirements, and set up.
- Regarding the Lindquist file; Darrel Hackney explained that he spoke with lawyer Rod Rath and the last correspondence received by the Park was Lindquist's lawyer speaking to the Parks lawyer and nothing is required of the Park at this time.

Trial Balance/List of Accounts Paid/Bank Reconciliation

039:2013 K.Dyck/Geraldine Sylvester
THAT the financials are accepted as presented.
CARRIED

040:2013 D.Schmitz/D.Hackney
THAT the 2013 Budget is accepted as presented and is attached to these minutes.
CARRIED

- A request for support from the Riverhurst Walleye Classic Committee

041:2013 R.Cozart/K.Dyck
THAT Palliser Regional Park will support the Walleye Classic by allowing the usage of picnic tables, waiving launch fees on the Saturday and Sunday that the tournament is on, and no charge for the days, during the tournament, that the House Boat being used by the Walleye Classic is in the Marina, and by arranging the slips to accommodate the Walleye Classic in the Marina area.
CARRIED

- A discussion about House Boats in the Marina. Board Members were in agreement that House Boats are too big for the marina area and that current house boat owners should be issued notice that this will be the last year for their permit in the Marina. Board Members asked Michelle Mackow to compose a letter explaining their decision and this season's fee increase, to the current House Boat owners in the Marina. The following motion resulted:

042:2013 K.Dyck/G.Rein
THAT as of September 1, 2013, House Boats will no longer be allowed in the marina area and **THAT** the fee for house boats in the marina for this season will be $1500.00
CARRIED

- Currently, the leases for PTC#1, #2, and #3 are expired as of October, 2012. Michelle Mackow will contact the PRP Lawyer and inquire about the current status of the leases. Further to that, letters of notice to PTC lessees will be composed.
- Gas pump at the Marina for boat fuel. Trouble with the pump resulted in Kirk Dyck acquiring information that suggested the Park should be using a submersible pump for this application. Dave Schmitz volunteered to bring his own pump and see if he could get it working for the Walleye Classic weekend. A new gas set-up is tentatively on the budget for next year.
- Lagoon Update – Board Member, Gerry Rein, offered an update regarding the construction of the new lagoon. Gerry explained that the new primary cell is five times the size of the two old primary cells. The new secondary cell is the same size as the old one. In addition to this, Gerry informed the other Board Members that there was a need to find more clay and this will increase the cost of the construction of the lagoon.
- Brenda and Bill Bossence have applied to move out their current permanent trailer at PTC#2 lot #15 and move in a new one. Michelle Mackow and Dave Schmitz will go to the lot and determine whether or not the permit will be approved or not.
- J.C. Tremblay has purchased PTC # 1 lot 17 from Delmar Robertson. He has applied for a renewed lease. This matter has been tabled until the Board Members have heard from the lawyer regarding PTC leases.

Park Manager's Report

- The written Park Manager's Report is attached to and forms a part of these minutes.
- Park Manager's Verbal Report:
    - Michelle Mackow asked the Board Members what the Parks responsibility in regards to supplying potable water to the Meadowlark Mesa area is. Board Members are confident that it was clear to Meadowlark Mesa developers that they would be responsible to get potable water to their trailer.

043:2013 J.Campbell/D. Hackney
THAT Palliser Regional Park will not haul water to the Park Patrons at Meadowlark Mesa.

CARRIED

- Park Manager announced she will be doing inspections on water hookups at Palliser Regional Park, as soon as possible.
- Michelle Mackow brought up the regulation and bylaw regarding piggybacking in Palliser Regional Park. Board Members told Michelle that they had discussed that topic in detail over a year ago and the motion and regulation and bylaw that is on the books still stands. Board Members asked Michelle to talk to people in the Park that currently have more than one trailer on their site.

- Dave Schmitz was contacted by Sage View Golf Course regarding soffits and fascia on the club house building.

Committee Reports:

- no reports presented

Next Meeting Date:

- July 11, 2013

Adjournment:

044:2013 J.Campbell
THAT this meeting is adjourned. (11:20 pm)

Minutes approved this 09th day of July, 2013

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Bob Olynick, Chairman Michelle Mackow, Park Manager

Park Managers Report – June 13, 2013

Marina slips are being filled daily. It's looking good for a full Marina this year.
I have Bill Betts for hauling water and working in the store. I will use the summer maintenance at the Marina for incidentals they can handle and the permanent maintenance will have to accommodate anything that is beyond the summer staff. People in Meadowlark are asking the park to haul water for them. I have set this rate at $75/load plus the cost of water; this will only be done when time permits.

Pool working towards getting finished painting by Tuesday, June 18.
Public Health scheduled to inspect pool on June 27th
Pool to open for public swim on Saturday June 29 and Sunday June 30
Lessons to begin Monday July 1
Deandra May will be teaching Bronze Medallion and Bronze Cross beginning July 8th.

Concession
Cleaning and ordering next week
Opening June 24th
Public Health to inspect June 20th
Hours are 10am – 9pm (grill on from 11 – 7 or 8) Monday to Friday
11am – 9pm Saturday and Sunday

Admissions

Correspondence to the Patrons
Monthly newsletter to all Park Patrons available at Admissions, Marina Store and Concession. Newsletter will be out the weekend following the board meeting. I may correspond with additional letters to specific campgrounds within the park when necessary.

Water
Jenna Furseth did the annual inspection on June 11, 2013. Everything looks good. Recommendations were as follows: 1.) when the tests are not as they should be adjustments must be made immediately and retesting done the same day 2.) PRP still needs to update an Emergency response plan and a Quality Assurance/ Quality Control Plan 3.) water storage for increased contact time with the chlorine.

I put out correspondence to patrons regarding the irrigation water. We are required to do this twice annually and inspect the sites once annually. I will do the inspection in the coming month.

I will initiate the project of pipelining the water to the Marina this month. I will contact Ryan Evans and Jason Ford of the Water Security Agency and confirm whether a consultant is necessary or not.

Roads – I have talked to RM of Maple Bush – they will be coming to do the roads asap. I asked them to do all the roads they are able to do with the grader. Roads in tighter areas will need another solution??
Dust control will be coming for week of June 25. The RM is aware and roads will be patrolled prior as required.

Sewer

Power

Electrical

Mark Hicks has wired in the Pool Pumps and has the new site and Pete's site wired in for power.

We do not have the marina fuel set up properly at the Marina. We need a new pump and will have to re-wire things. I also have a lead on a used 2000 gal fuel tank. I'll get more information for the next meeting.

Staff - all staff has been hired for the season.
Permanent Maintenance – 3
Summer Maintenance – 4.5
Concession – 6 part time and 2 at 30–40 hours/week
Marina – 2 full time and 2 part time; plus a casual for fuel/wood/ice
Pool – 6 full time

Patrons - underground sprinklers?
Tent trailers?
Using park equipment to benefit the park – eg: road work with our tractor
Refusing to pay for some services