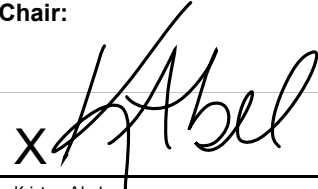
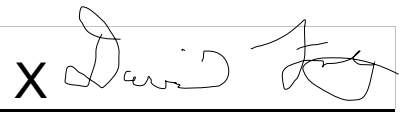


## Deer Valley Hamlet Board Meeting (Agenda & Minutes)

DATE: February 7, 2017

TIME: 7:00pm

<b>Chair</b>	Kristen Abel		
<b>Secretary</b>	Dave Frey		
<b>Participants:</b>	<ul style="list-style-type: none"> <li>✓ Dave Frey</li> <li>✓ Kristen Abel</li> <li>✓ Brian Obrigewitsch</li> </ul>		
	<b>Public</b> <ul style="list-style-type: none"> <li>✓ Mike Walker</li> <li>✓ Bryan Marshall</li> </ul>	<b>Chair:</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <span style="font-size: 2em; font-weight: bold;">X</span> </div> Kristen Abel Deer Valley Board Chair	<b>Secretary:</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <span style="font-size: 2em; font-weight: bold;">X</span> </div> Dave Frey Deer Valley Board Secretary

### AGENDA AND MINUTES

Item	Meeting Notes	Carried/Rejected
<b>Convene</b>	<b>7:05pm</b>	Carried
<b>Adopt Minutes of Previous Meeting</b>	<ul style="list-style-type: none"> <li>- After some discussion, it was determined that items documented in the meeting minutes may need to be expanded on to prevent misinterpretation. Specifically, in regards to information documented in the January 03, 2017 minutes.</li> </ul>	Carried
<b>Open Items</b>	<b>Architectural Controls/Bylaws – next steps</b> <ul style="list-style-type: none"> <li>- Pending response from Deer Valley Development regarding their current processes and procedures for new building permit approvals, determine if we want to create a sub-committee.</li> </ul>	
	<b>Budget</b> <ul style="list-style-type: none"> <li>- Reviewed and adjusted.</li> </ul>	
	<b>Resolution</b> <ul style="list-style-type: none"> <li>➤ Submit 2017 budget to RM for consideration</li> </ul>	Carried
	<b>Invoices</b> <ul style="list-style-type: none"> <li>- Double check on invoices to Curtis for 2016, are Actuals in budget fiscal year or calendar year – check invoices, seems to be out by ~35-\$40k? (AI – Dave)</li> </ul>	
	<b>Resolution</b> <ul style="list-style-type: none"> <li>➤ Pay SaskPower January Invoice</li> <li>➤ Pay January Curtis Construction Invoice</li> </ul>	Carried
<b>Water Utility SubCommittee</b>	<b>Update</b> <ul style="list-style-type: none"> <li>- Need to create an Asset Register to understand what is there and then determine liabilities</li> <li>- Check with Darcie on Camera Report, Lagoon Design Report, Underground drawings for Deer Valley and Inclinator</li> </ul>	

	<p>report that were used last summer to check for slumping. (AI – Kristen)</p> <ul style="list-style-type: none"> <li>- Need point of contact for water utility in Lumsden (AI – Kristen)</li> <li>- Will return next month with update</li> </ul>	
<b>New Items</b>	<p><b>Invoice payment sign-off procedures</b></p> <ul style="list-style-type: none"> <li>- Will look into setting up SaskPower as online bill rather than paper bill (AI – Dave)</li> <li>- Move email account for Curtis to Deer Valley gmail account (AI – Dave)</li> </ul>	
	<p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>➤ All invoices will be reviewed by the Deer Valley Hamlet Board.</li> </ul> <p>Invoices from the following vendors may be electronically submitted to the RM for payment after Board review:</p> <ul style="list-style-type: none"> <li>○ Curtis (snow removal/standby only at contracted rates), SaskPower (street lights) or Loraas.</li> </ul> <p>All other invoices must have at least 2 Board Member signatures (can be provided via email) for payment.</p>	Carried
	<p><b>2017/2018 Goals and Targets</b></p> <ul style="list-style-type: none"> <li>- Develop a goals and targets document to ensure items do not fall of the radar.</li> <li>- Kristen to look at templates to see if there is something we can use (AI – Kristen)</li> </ul>	
	<p><b>Curtis Contract</b></p> <ul style="list-style-type: none"> <li>- When do we need to get on the RFP/ITQ, is there a template or old version we can use to go to market with? Do we issue it or does RM? (AI – Dave)</li> </ul>	
<b>Adjourn</b>	<b>9:10pm</b>	Carried

**Items Deferred from Previous Meeting(s):**

December 6, 2016

- **Bylaws**
- **Architectural Controls – to determine administration process**
- **Hamlet employee/Current contracts**

**ACTION ITEM:**

- **Kristen – Check with Darcie on reports for water utility and Lumsden water point of contact (see above for details)**
- **Kristen – look for templates to use for Goals/Targets**
- **Dave – Double check on invoices to Curtis for 2016**
- **Dave – Set up SaskPower invoice as eBill**
- **Dave – Change email account for Curtis Construction invoices to Deer Valley account**
- **Dave – look into RFP/ITQ templates for Contractor services**

**Next Meeting:**

<b>Date</b>	<b>Location</b>	
March 7	104 Deer Ridge Drive	
April 4	104 Deer Ridge Drive	
May 2	104 Deer Ridge Drive	
June 6	104 Deer Ridge Drive	
July 4	104 Deer Ridge Drive	
August 1	104 Deer Ridge Drive	
September 5	104 Deer Ridge Drive	
September ?	GENERAL MEETING	