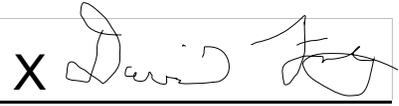


## Deer Valley Hamlet Board Meeting (Agenda & Minutes)

DATE: October 5, 2017

TIME: 6:30pm

<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>	<ul style="list-style-type: none"> <li>✓ Roger Juarez</li> <li>✓ Warren Wagner</li> <li>✓ Darcy Schrader</li> <li>✓ Todd Obrigewitsch</li> </ul>	<p><b>Chair:</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">               X <u>Kristen Abel</u>              Kristen Abel              Deer Valley Board Chair         </div>
	<p><b>Utility Board</b></p> <ul style="list-style-type: none"> <li>✓ Jeremy Atwood</li> <li>✓ Don Burlack</li> </ul>	<p><b>RM</b></p> <ul style="list-style-type: none"> <li>✓ Krystal Strong</li> </ul>	<p><b>Secretary:</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">               X <u>Dave Frey</u>              Dave Frey              Deer Valley Board Secretary         </div>

### AGENDA AND MINUTES

Item	Meeting Notes	Carried/Rejected
<b>Convene</b>	<b>6:34pm</b>	<b>Carried</b>
<b>Adopt Minutes of Previous Meeting</b>	- Adopted as is	<b>Carried</b>
	<b>Review of Task List</b>	
	<p><b>Invoices (if any)</b></p> <ul style="list-style-type: none"> <li>- Midwest Survey - \$1,732.50</li> <li>- Star News Publishing (ad for AGM) - \$92.40</li> <li>- SARM - \$1,422.91</li> <li>- Kelln Solar - \$2,580.75</li> <li>- SaskPower - \$278.67</li> <li>- Loraas - \$1,118.17</li> <li>- RM - \$22.51</li> <li>- Curtis (if any)</li> </ul>	<b>Carried</b> <b>Carried</b> <b>Carried</b> <b>Carried</b> <b>Carried</b> <b>Carried</b> <b>Carried</b>
	<p><b>Resolution(s)</b></p> <ul style="list-style-type: none"> <li>➤ Pay all invoices as presented</li> </ul>	<b>Carried</b>
<b>New Items</b>		
	<p><b>Municipal Reserve (transfer)</b></p> <ul style="list-style-type: none"> <li>- Remediation tasks need to be complete before the land is transferred (info)</li> </ul>	
	<p><b>Road condition of Deer Valley Road past Clubhouse</b></p> <ul style="list-style-type: none"> <li>- Weeds are encroaching and narrowing the road, and some more gravel may be needed</li> </ul>	
	<b>Resolution(s)</b>	

	<ul style="list-style-type: none"> <li>➤ Defer to January for budgetary considerations, action in the spring.</li> </ul>	<b>Carried</b>
	<p><b>AGM Action List Review</b></p> <ul style="list-style-type: none"> <li>- Update Bylaw for parking trailers on the streets</li> <li>- Request for asphalt speed bumps rather than temporary ones <ul style="list-style-type: none"> <li>○ Is there a risk to snow removal equipment? Follow-up with Curtis (AI – Dave)</li> <li>○ Get quote from Commercial Asphalt Maintenance (AI – Dave)</li> </ul> </li> <li>- Pedestrian walk-ways in ditches</li> <li>- Stop sign location at intersection of Deer Valley Road and Deer Ridge Drive</li> <li>-</li> </ul>	
	<p><b>Resolution(s)</b></p> <ul style="list-style-type: none"> <li>➤ Update bylaw to include trailer/RV parking on street</li> <li>➤ Put asphalt speedbumps down in spring (defer to January for budget)</li> <li>➤ Defer Pedestrian walk-ways until after park is built to ensure they are still needed</li> <li>➤ No action regarding stop sign</li> </ul>	<b>Carried</b> <b>Carried</b> <b>Carried</b> <b>Carried</b>
<p><b>7:00</b></p>	<p><b>Transition Utility Board</b></p> <ul style="list-style-type: none"> <li>- Financials</li> <li>- Employees – current/required</li> <li>- Current infrastructure</li> <li>- Current maintenance needs – Lift Station, Pre-Sediment Chamber</li> <li>- Options assessment from Mike Walker about future options for water supply</li> <li>- What expenditures have we authorized?</li> <li>- What are the governance requirements from the Hamlet Board?</li> <li>- Lawyer contact info/budget</li>   <li>- Krystal (Dufferin Utility representative) – <ul style="list-style-type: none"> <li>○ Board meets quarterly</li> <li>○ Administrator is responsible for new build hook-ups, accounting, communication, has signing authority to pay regular recurring invoices and office supplies, provides annual financials and report through Auditor (Dudley &amp; Co)</li> <li>○ Auditor provides final end of year financial statements and GST return</li> <li>○ Uses Quickbooks Pro for financials/accounting, uses Conexus for checking account and savings</li> <li>○ Can pay via cheques, Tel-pay or e-transfer</li> <li>○ Currently charge an Admin Fee (\$40), Environmental Fee (\$20) and Maintenance Fee (\$40) per quarter, 9000 galon per quarter minimum charge to all users, 2% charge for outstanding balances</li> <li>○ Certified Operator would provide reports for water testing at the quarterly meetings for approvals (sign-off).</li> <li>○ Board is governed by RM Bylaw as well as resolutions they have made.</li> <li>○ Contract with Operator to supply services, if Certified Operator is not available, it is up to that person to provide services as per the contract (not up to the Board to find a temp replacement).</li> <li>○ Boards &amp; Committees bylaw should outline insurance/liability coverage.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>o Environmental Project Officer with WSA is Lauren Daly will be contact for annual audit, should touch base just to introduce yourselves.</li> <li>o Utility Board to report back to Hamlet Board in December.</li> <li>o Does equalized payments every quarter and a meter reading (true-up) annually</li> </ul>	
<b>Adjourn</b>	<b>8:27pm</b>	<b>Carried</b>

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

- **Architectural Controls – to determine administration process**
- **Quote for drainage for field north of Deer Valley Road**
- **Street Lights (Dark sky compliant fixtures)**
- **Asphalt Speedbumps**
- **Pedestrian walk-ways**

**Topics for Discussion at 2018 General Meeting:**

**Next Meeting:**

<b>Date</b>	<b>Location</b>	
October 17	104 Deer Ridge Drive	
November 7	104 Deer Ridge Drive	
November 21	104 Deer Ridge Drive	
December 5	104 Deer Ridge Drive	