#### Deer Valley Hamlet Board Meeting (Agenda & Minutes) DATE: June 6, 2017 **TIME: 7:00pm** Chair Kristen Abel Secretary Dave Frey Participants: Dave Frey Chair: Secretary: ✓ Kristen Abel ✓ Brian Obrigewitsch **Public** ✓ Jamie Benson Dave Frey ✓ Kristy Ehman Deer Valley Board Chair Deer Valley Board Secretary

### **AGENDA AND MINUTES**

Meeting Notes	Carried/Rejected
7:00pm	
- Adopted as is	Carried
Review of Action Items from Previous Meeting	
Review of Task List	
Update from Park Subcommittee  - Working on different ideas, primarily using Deer Pointe Place lots  - Went door-to-door to look at some options and see what people want  - Come back with plans for DV Sign – July 4 <sup>th</sup> - Come back with draft options for Park – August 1 <sup>st</sup> - Present 2 options to public at General Meeting in September	
Review Notes From Meeting with RM  - Follow up with RM for list inspected manholes and timeline for when the remainder will be visually inspected – AI – Kristen  - Need email from Cam to AI and Travis saying we are able to direct work required for utility – AI – Brian	
Speed Bumps - Concerns from the Community - Next Steps (if any)	
	7:00pm  - Adopted as is  Review of Action Items from Previous Meeting  Review of Task List  Update from Park Subcommittee - Working on different ideas, primarily using Deer Pointe Place lots - Went door-to-door to look at some options and see what people want - Come back with plans for DV Sign – July 4 <sup>th</sup> - Come back with draft options for Park – August 1 <sup>st</sup> - Present 2 options to public at General Meeting in September  Review Notes From Meeting with RM - Follow up with RM for list inspected manholes and timeline for when the remainder will be visually inspected – AI – Kristen - Need email from Cam to AI and Travis saying we are able to direct work required for utility – AI – Brian  Speed Bumps - Concerns from the Community

	Next year, we will swap the "Children at Play" sign with the speed bumps so that the bumps are after the 40 sign. Add finishing caps to add 1' onto each bump (spring 2018).	Carried
	<ul> <li>Water Utility</li> <li>Review documents prior to submission to RM (must be submitted by June 8<sup>th</sup>)</li> <li>What is the plan for invoice cycle?</li> <li>Can Brad Johns or Cam provide engineer report for work performed on 9<sup>th</sup> hole? – Al Brian</li> <li>Need to look at Lift Station repair once we take over</li> </ul>	
	Resolution  > Quarterly bill cycle, meters read annually with equalized payments. Update request for RM and submit.	Carried
	<ul> <li>Easements</li> <li>Next steps for easement registration – waiting for list of easments from RM – AI – Dave to follow up</li> <li>Cam to register easement by 8<sup>th</sup> hole – AI – Brian to follow up</li> </ul>	
	Resolution  ➤ RM to send out letters to homeowners	Carried
	Sanitary Sewer Line Repair  - Do we want to engage an engineering firm, or go straight to a contractor?  - Should get at least 2 quotes, need to determine if this will be under or over \$75k to see if we need to put out an RFP	
	Resolution  Decline the quote from McElhaney and contact Cary's Trenching to come in and do the work (get quote to determine if under \$75k) – AI Dave	Carried
	RFP Review & Award - Review Curtis Construction RFP	
	Resolution  > Award RFP to Curtis Construction – AI – Dave to send letter to RM	Carried
	Curtis Construction Invoice for Ditch Drainage  - Mike Darr is wondering if there is any further work that is required, and if so, what specifically? If not, can we pay the invoice?	
	Resolution  Pay invoice for work done (quoted amount only) with caveat that if the ditch does not drain, they will complete the work.	Carried
New Items	Communications	
	- 3 days communication out to community for any work being done	

	Recycling from Loraas	
	- \$4700 for once a month, \$6200 for bi-weekly	
	- Raise as an option at General Meeting in September (vote)	
	Additions to Utility Subcommittee	
	- Kristy Ehman, Mark Hay, Don Burlack	
	- Ask to attend June 20 <sup>th</sup> meeting	
	Invoices (if any)	
	- SaskPower	
	- Loraas	
	- Curtis (none this month)	
	- AllNorth	
	- SARM	
	Resolution	
	Pay SaskPower, Loraas (when it is submitted as long as it is in line with previous months), AllNorth, SARM	Carried
Adjourn	8:58pm	
aujourn	6.50pm	Carried

# Items Deferred from Previous Meeting(s):

- Architectural Controls to determine administration process
- Quote for drainage for field north of Deer Valley Road
- Street Lights
- Deer Valley Signs

#### **NEW ACTION ITEM:**

- Kristen Contact Leon Friesen to have rezoning agreement signed; follow-up with RM to get list/timeline of manhole inspections;
- Brian Contact Travis regarding bolt replacement, pump testing and hydrant excising; contact CAM to get an email sent to Travis/Al saying that we have authority to give direction for Utility maintenance tasks; Contact Cam regarding easement registration of 8<sup>th</sup> hole
- Dave Contact McElhanney and Cary's Trenching; send invites to subcommittees for next meetings; Award RFP to Curtis Construction; submit motions to RM

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

Recycling: \$4700/year for monthly pickup, \$6200/year for bi-weekly

Park Options: Present 2 options for voting

Election for Utility Committee

Next Meeting:

Date	Location	
June 20	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	