

SUNSET VIEW HAMLET BOARD MEETING – JUNE 19, 2023

PRESENT: DARRYL GREENING, RHONDA BARTLETT, KYLE NERBUS, KEN HERGOTT, SHELDON HOOD, RON ROMMEL, KEVIN PAINTER

Darryl called the meeting to order at 7:00 PM

1. Utility Board update:
 - i. \$120,000.00 dollars budgeted for the last year.
 - ii. \$113,000.00 of that has been used in the repairs and tank installation.
 - iii. Currently there are 12 shutoffs throughout the hamlet.
 - iv. There is a need to install 9 more shutoffs in the future with a goal of 5 or 6 this fall.
 - v. It was identified that the Hamlet Board and the Utility Board need to collaborate more with budgeting and will get together on **October 2nd, 2023 at 7:00 PM** to work on both budgets.
 - vi. There have been 60 curb stops done in the Hamlet with the need to do many more.
 - vii. There is a need to fix two hydrants in the Hamlet that were not budgeted for.
 - viii. The 2nd water tank is completed and there will be a new meter installed on the tank in July that has already been paid for. There is a small leak in the door but not enough to empty the tank.
 - ix. There is a contract in place for maintenance of the water plant at the cost of \$10,000 per year. This is a specialized service that can't be done by anyone locally.
 - x. There was a request to install a hydrant for watering at the park. This hydrant would be lockable.
 - xi. There is a cost to support Glen in taking his Level II certification. The Hamlet Board will consider helping with the cost of that.

1. Rhonda accepted responsibility of being the scribe. The chair position was accepted by Darryl.

1. Review of Action Items from the previous meeting:
 - i. Drainage project update: The plan must be re-submitted to the RM as they cannot find any record of discussion in the past. There will need to be three quotes from contractors for the work that needs to be done. Line locates and surveys will also need to be done. **ACTION:** Darryl will get three quotes for the work that needs to be completed.
 - ii. Beach erosion: Kyle is still working on this. **ACTION:** Kyle to continue to gather information on steps needed.
 - iii. Gravel and CC application: Some of this is completed. The office driveway and an area at

the north beach need to be done. **ACTION:** Darryl to ensure these are completed.

- iv. Utility Board collaboration: Both will continue to meet regularly and work the budgets together.
 - v. Emergency Preparedness update: Darryl and Kyle met with Brent Edwards and Larry Baker to discuss moving forward with a plan. There was a suggestion to test the hydrants. Brent will also provide a draft Emergency Response Plan to work from. We would ask for volunteers to provide help an emergency event rather than designate one person. Once we see the draft plan we can build forward.
 - vi. Emergency Key Update: Rhonda ordered and received the emergency key boxes to hang outside the office. The keys will be accessible in an emergency rather than having a code door lock. We will need to get information out to the residents on how the key system works and signage made for the key. **ACTION:** Rhonda will find out where to get signage.
 - vii. Meeting with RM Admin on RM service agreement: There will be a document developed to inform the Hamlet what services are provided by the RM to the Hamlet.
 - viii. Meeting with the RM of Turtle View: Darryl will set up a meeting with Turtle view to discuss opportunities for shared services. **ACTION:** Darryl to set up meeting.
 - ix. Information on the widening of roads: Darryl has not had the chance to check on this. **ACTION:** Darryl to follow up with Tom Dipple.
 - x. Public Washroom Update: Rhonda had called Crush Environmental and they were not at all interested in servicing one porta potty for the hamlet. They did offer a decent used one to purchase at 600.00 or a new one at 1000.00. There will need to be more discussion on what we should do.
 - xi. Garbage management: Darryl and Myron discussed. We will look at having the bin dumped weekly in the summer and more often if necessary.
 - xii. Wake zone information gathering: Rhonda left a message with the RM of Turtle View and has never received a call back. Ken provided the name and number of a contact. **ACTION:** Rhonda will follow up with the contact
1. Community Courts Path Forward:
 - i. Ken reported that there were complaints to the RM office after the Sunset View AGM.
 - ii. The complaints centered mostly around the noise.
 - iii. The cost to move the court to the location that the RM suggested would be too high.
 - iv. It was decided that the committee for the court and Darryl attend a RM meeting to appeal the decision of the RM.
 1. Turtleford Coop account for purchasing: Going forward Myron or anyone on the Hamlet board will have the ability to bill at the Coop in Turtleford. The bill must clearly have the printed name of the person who is purchasing as well as the name of the Sunset View Hamlet.
 2. Fay Hope Park fertilizer and weed control: There was a consensus that the Hamlet should

be purchasing the fertilizer and weed spray for the park as Kevin Hope has been doing this in the past.

3. Park Culvert repair: **ACTION:** Darryl will contact Mitchell's regarding the repair.
4. Maintenance Contract: There was discussion on the concerns brought forward from the current maintenance person. It was decided for this year we could offer the month of October for the same wage as the other months in the contract. It was also decided that there would be a more comprehensive job description developed for the maintenance position and that the position would be posted in January. **ACTION:** Rhonda to look at the job descriptions and wages of other resort maintenance positions and then develop a draft for the future position here.
5. SSVB Hamlet Guide: This Hamlet Board will work toward creating a guide for future boards outlining the objectives of any activity or work and the best practices around that work or activity.

ACTION ITEMS		
Action	Person Responsible	Date to Be Completed
Getting quotes for the drainage project	Darryl	June 30 th , 2023
Discussion of beach erosion with Paige Hundt	Kyle	June 30 th , 2023
Completion of the gravel and calcium chloride for the Hamlet	Darryl	July 15, 2023
Complete installation, signage and information sharing for the emergency access key	Rhonda	July 15, 2023
Meeting set up with the RM of available services	Darryl	June 30 th , 2023
Meeting set up with the RM of Turtle View	Darryl	September 1 st , 2023
Information gathering on widening of the roads	Darryl	June 30 th , 2023
Wake zone information gathering	Rhonda	June 30 th , 2023
Construction contact for culvert repair	Darryl	July 15, 2023
Work on new maintenance job description and contract	Rhonda	September 15, 2023