



## **MINUTES**

### **Sheep River Regional Utility Corp. Board of Directors Meeting**

Friday December 14, 2018 at 1:30 p.m.

Turner Valley Municipal Office – Council Chambers

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Officers: Harry Riva Cambrin, CEO SRRUC  
Christine Hummel, SRRUC Treasurer

Directors: Delilah Miller, Chair MD Director  
John Waring, Turner Valley Director  
Cindy Holladay, Turner Valley Director  
Lana Hamilton, Turner Valley Director  
Ruth Goodwin, Black Diamond Director  
Sharlene Brown, Black Diamond Director  
Jackie Stickel, Black Diamond Director

Staff: Todd Sharpe, Turner Valley CEO  
Courtney Russell, SRRUC Recording Secretary

Guests: Theo Owel, MPE  
Jill Hardy, MPE  
Lynda Cooke, Urban Systems  
Kris Nelson, Urban Systems  
Leslie Lambert, MD Communications

#### Meeting Call

To order: Chair Delilah Miller called Meeting to order at 1:35 p.m.

Introductions: SRRUC Directors and staff introductions.

#### **RESOLUTION 05/2018**

Moved by Director Sharlene Brown to acknowledge Director Cindy Holladay and Director Lana Hamilton as new SRRUC Directors.

CARRIED

Additions: There were three additions to the agenda.  
8D. MPE Update – Theo Owel & Jill Hardy.  
8J. Follow up Communication to the resolutions of minutes.  
8K. Email request from resident for SRRUC information – Delilah Miller.

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Chair

**SHEEP RIVER  
REGIONAL UTILITY CORP. MINUTES**



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Agenda

Adoption: **RESOLUTION 06/2018**  
Moved by Director Jackie Stickel that the Board accept the December 14, 2018 agenda with additions.  

CARRIED

Previous Minutes: **RESOLUTION 07/2018**  
Moved by Director John Waring that the Board accept the minutes of the meeting held on Monday October 22, 2018 as presented.  

CARRIED

AGM Minutes: **RESOLUTION 08/2018**  
Moved by Director Sharlene Brown that the Board accept the minutes of the Annual General Meeting held on Thursday November 29, 2018 as presented.  

CARRIED

Accounts Payable: **RESOLUTION 09/2018**  
Moved by Director Ruth Goodwin that the accounts payable dated December 14, 2018 in the amount of \$62,067.54 be accepted as presented.  

CARRIED

SRRUC Website Update: Leslie Lambert and Kris Nelson updated the Board on the new SRRUC Website. Website to go live on Monday December 17, 2018. Directors to present new website to individual Councils. There will be a SRRUC media release for consistency.  
**RESOLUTION 10/2018**  
Moved by Director Ruth Goodwin that the new website go live on December 17, 2018 and a SRRUC media release be distributed.  

CARRIED

Leslie Lambert left the meeting at 1:52 p.m.

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Chair



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2019 Budget

Draft #1: Christine Hummel discussed the 2019 Budget Draft #1.

**RESOLUTION 11/2018**

Moved by Director Sharlene Brown that the Board accept the 2019 Budget Draft #1 as presented.

CARRIED

Statement of  
Operating  
Revenues &  
Expenses:

Christine Hummel discussed.

**RESOLUTION 12/2018**

Moved by Director John Waring that the Statement of Operating Revenues and Expenses dated October 31, 2018 be accepted as presented.

CARRIED

Intake Project  
Interim  
Funding:

Todd Sharpe discussed.

Town of Turner Valley requested advancement of funds from DRP for the direct intake project. Harry Riva Cambrin advised Donna Fowler is working on behalf of Turner Valley managing the DRP, and has requested additional advances from DRP. No response from DRP yet, could be a few months until an advance is approved. Project almost wrapped up other than some landscaping in the spring. Could be additional costs to the project that DRP will not cover.

**RESOLUTION 13/2018**

Moved by Director Ruth Goodwin that SRRUC commit to the Town of Turner Valley to cover funds related to the SRRUC direct intake shortfall.

CARRIED



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Direct Intake

Project Update: Theo Owel & Jill Hardy discussed.

Double liner installed as of last week. Fencing installation currently under way.  
Preparing to add a few meters of water into pond while the weather is mild.

**RESOLUTION 14/2018**

Moved by Director John Waring that the Board accept the direct intake update as information.

CARRIED

Monthly Water

Usage Report: **RESOLUTION 15/2018**

Moved by Director Jackie Stickel that the Board accept the Monthly Water Usage Report dated November 30, 2018 for information as presented.

CARRIED

AEP Renewals

Update: Harry Riva Cambrin discussed.

In discussions with Frank Lotz, AEP requirement for renewal is to send out a public notice. Looking for a 10-year renewal, will send out a public notice in the New Year for renewals.

Amendment of

AEP Approval: Harry Riva Cambrin discussed.

AEP approval amendment needed to allow servicing of Millarville and area. Approval to show Millarville in map for service area.

**RESOLUTION 16/2018**

Moved by Director Sharlene Brown that the Board approve the amendment of the AEP Approval to include Millarville in the service area.

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**RESOLUTION 17/2018**

Moved by Director Sharlene Brown that the Board advise the Communications Committee that the SRRUC media release include clear communication that water is not going to Millarville from Turner Valley.

CARRIED

SRRUC & MD  
Agreement:

Harry Riva Cambrin discussed.

**RESOLUTION 18/2018**

Moved by Director John Waring that the Board approve the agreement between SRRUC and the MD of Foothills as presented.

CARRIED

WWAC  
Request:

Chair Delilah Miller discussed.

**RESOLUTION 19/2018**

Moved by Director Sharlene Brown that the Board approve WWAC minutes prior to distribution.

CARRIED

Director Lana Hamilton left the meeting at 3:19 p.m.

**RESOLUTION 20/2018**

Moved by Chair Delilah Miller that the Board agree to take a 5-minute break at 3:19 p.m.

CARRIED

Chair Delilah Miller reconvened the meeting at 3:32 p.m.

Communications

Group Update: There are a couple of communication items left to deal with, may take a few more meetings to see them through. Website launch and SRRUC Media Release.

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Chair

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**ACTION:** Harry Riva Cambrin to contact Maureen Nelson Chair of the WWAC Committee regarding the request to contact Oilfields High school to see if there is interest for a student to sit on the WWAC Committee as a non-voting member.

Request for

Information: Chair Delilah Miller received an email request for SRRUC information on the RFP and operating agreement between SRRUC and the MD of Foothills.

**ACTION:** Harry Riva Cambrin to discuss sharing of documents with lawyer.

Next Meeting: The next scheduled meeting shall be on January 17, 2019 at 1:00 p.m. at Turner Valley Municipal Office in Council Chambers. Regular SSRUC meetings to be held on the third Thursday of every month at 1:00 p.m. at Turner Valley Municipal Office in Council Chambers or at the call of the chair.

Adjournment: **RESOLUTION 21/2018**  
Moved by Chair Delilah Miller that the meeting adjourn at 4:03 p.m.

CARRIED

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SRRUC Chair

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SRRUC CEO