

**SHEEP RIVER  
REGIONAL UTILITY CORP.**



**MINUTES  
BOARD OF DIRECTORS MEETING  
THURSDAY, MAY 17, 2018  
MUNICIPAL OFFICE - COUNCIL CHAMBERS 1:30 P.M.**

**OFFICERS PRESENT:** Delilah Miller, Chairperson and Director - MD  
Harry Riva Cambrin, Interim CEO - MD  
Heather Thomson, Recording Secretary and Director - TV  
Christine Hummel, Interim Treasurer - MD

**DIRECTORS PRESENT:** Sharlene Brown, Director - BD;  
Ruth Goodwin, Director - BD;  
Gary Rowntree, Director - TV;  
Jackie Stickel, Councillor - BD  
Todd Sharpe, Director - TV

**DIRECTORS ABSENT:** John Waring, Director - TV

**STAFF PRESENT:** Andy Pfeifer, Chairperson SRRUC Technical - TV  
Bridget Lacey, Administrative Assistant - TV

**GUESTS PRESENT:** Cathy Wight, Mayor, Village of Longview - Class B Shareholder;  
Lynda Cooke, Urban Systems  
Theo Owel, MPE Engineering

1 CALL TO ORDER  
Chair Miller called the May 17, 2018 SRRUC Board of Directors (BOD) Meeting to order at 1:31pm

2 ACCEPTANCE OF THE AGENDA

2.1 Adoption of the May 17, 2018 SRRUC Board of Directors (BOD) meeting agenda

**SRRUC.BOD.18.05.17.01** Motion by Director Goodwin that the Board accept the May 17, 2018 SRRUC Board of Directors meeting agenda as presented.

**CARRIED**

## 3 ADOPTION OF PREVIOUS MINUTES

- 3.1 Adoption of April 12, 2018 Sheep River Regional Utility Corp. Board of Directors (BOD) Meeting Minutes

**SRRUC.BOD.18.05.17.02** Motion by Director Brown that the Board adopt the April 12, 2018 SRRUC Sheep River Regional Utility Corp. Board of Directors (BOD) Meeting Minutes as presented.

**CARRIED**

- 3.2 Adoption of April 19, 2018 Sheep River Regional Utility Corp. Board of Directors (BOD) Special Meeting Minutes

**SRRUC.BOD.18.05.17.03** Motion by Director Thomson that the Board adopt the April 19, 2018 SRRUC Sheep River Regional Utility Corp. Board of Directors (BOD) Special Meeting Minutes as presented.

**CARRIED**

## 4 ADMINISTRATIVE/FINANCIAL UPDATE

- 4.1 Account Payable for Approval

**SRRUC.BOD.18.05.17.04** Motion by Director Rowntree that the Board approve the May 17, 2018 Accounts Payable in the amount of \$165,789.15

**CARRIED**

- 4.2 Statement of Operating Revenue & Expenses

**SRRUC.BOD.18.05.17.05** Motion by Councillor Stickel that the Board accept the March 31, 2018 Statement of Operating Revenue & Expenses as information.

**CARRIED**

- 4.3 SRRUC Financial Statements

1. Decision whether to allow audited financial statements and auditor's letters to be made available to the public website.

**SRRUC.BOD.18.05.17.06** Motion by Director Goodwin that the Board agree to publish the 2016 and 2017 Audited Financial Statements and management letters from the auditors on the SRRUC website.

**CARRIED**

- 4.4 Reserve for Capital Expenditures

**SRRUC.BOD.18.05.17.07** Motion by Director Goodwin that the Board postpone the discussion regarding the transfer of surplus as outlined in the 2017 audited financial statements Schedule 2 for capital expenditures to the next board meeting.

**CARRIED**

## 4.5 Budget Approval by Shareholders

**SRRUC.BOD.18.05.17.08** Motion by Director Brown that the Board agree to distribute the SRRUC 2018 Operating Budget to the CAO's of each municipality to align the format of the shareholder operating budgets publication and then add them to their respective Council Meeting Agendas during the first week of June, for the shareholders to approve.

**CARRIED**

## 5 OLD BUSINESS

## 5.1 Website Development

**SRRUC.BOD.18.05.17.09** Motion by Director Goodwin that the Board table discussion regarding website development until after the discussion of item 5.3

**CARRIED**

## 5.2 Operating and Management Agreement - Contract Update

Legal advice obtained re: SRRUC.BOD.18.04.12.12 Motion by Director Brown that the Board seek legal advice on whether it is a shareholder or BOD decision regarding who is hired for Management and Operations of SRRUC.

**SRRUC.BOD.18.05.17.10** Motion by Director Brown that the Board agree to accept the proposal provided by the MD of Foothills for the Management and Operation of SRRUC.

**CARRIED**

## 5.3 Going in-camera

**SRRUC.BOD.18.05.17.11** Motion by Director Brown that the Board go in-camera at 2:25 pm.

**CARRIED**

**SRRUC.BOD.18.05.17.12** Motion by Director Rowntree that the Board come out of in-camera at 2:40 pm

**CARRIED**

## 5.4 Operating and Management Agreement - T.V. Update

Turner Valley update regarding advancing a proposal for management and operations of SRRUC

Todd Sharpe advised that the Council of the Town of Turner Valley has decided not to advance a proposal for the Management and Operation of SRRUC.

- 5.5 Direct Intake Project - AB Environment requirement for further delineation of contaminated soil.

**SRRUC.BOD.18.05.17.13** Motion by Director Goodwin that the Board agree to move item 5.1 to amalgamate with item 7.1 regarding discussion of website content.

**CARRIED**

**SRRUC.BOD.18.05.17.14** Motion by Director Stickel that the Board agree to accept the report regarding Alberta Environment's requirement for further delineation of contaminated soil for information.

**CARRIED**

- 5.6 Wholesale Water Supply Agreement – MD of Foothills  
- Lynda Cooke

**SRRUC.BOD.18.05.17.15** Motion by Rowntree that the Board agree to postpone discussion of the Wholesale Water Supply Agreement to the next BOD meeting.

**CARRIED**

## 6 NEW BUSINESS

- 6.1 Appointment of Director - Todd Sharpe

**SRRUC.BOD.18.05.17.16** Motion by Director Rowntree that the Board accept the resignation of Heather Thomson as a Director of SRRUC.

**CARRIED**

**SRRUC.BOD.18.05.17.17** Motion by Director Goodwin that the Board agree to appoint Todd Sharpe as a Director of SRRUC as a representative for Turner Valley.

**CARRIED**

**SRRUC.BOD.18.05.17.18** Motion by Director Sharpe that the Board agree to take 5-minute break at 2:57pm.

**CARRIED**

**SRRUC.BOD.18.05.17.19** Motion by Chair Miller that the Board reconvene the meeting at 3:10 pm

**CARRIED**

- 6.2 Water Distribution Reports  
Re: John Waring request

**SRRUC.BOD.18.05.17.20** Motion by Director Brown that the Monthly Water Production Data table be forwarded to the SRRUC Communications Committee for discussion.

**CARRIED**

7 COMMUNICATIONS

7.1 Website Content  
7.1.(was blended with 5.1)

SRRUC web presence will be managed by the MD Foothills, to be hosted on the Municipal website, at a cost of approximately \$1600. The Communications Committee will meet to decide content and the content reviewed by the Board prior to posting.

7.2 Next Quarterly Communication

8 NEXT MEETING

8.1 Tuesday, July 3 at 1:30pm.

9 ADJOURNMENT

Chair Miller adjourned the meeting at 3:30 pm.