



**SHEEP RIVER REGIONAL UTILITY CORP
BOARD OF DIRECTORS MEETING MINUTES**

**January 19, 2023
9:30 am
VIA VIDEOCONFERENCE**

Directors: Foothills County Director (Chair) Delilah Miller, Diamond Valley Director (Vice-Chair) Heather Thomson, Diamond Valley Director Barry Crane, Diamond Valley Director Cindy Holladay

Staff: Diamond Valley CAO Shawn Patience, SRRUC Treasurer Christine Hummel, Diamond Valley Manager of Finance and Corporate Services Corinne Middleton, Utilities Foreman Dennis Leis, SRRUC CEO Harry Riva Cambrin, Foothills County Manager of Infrastructure Jeff Edgington, Legislative Assistant Mary Ellen Beck

1. CALL TO ORDER

The Sheep River Utility Corp meeting of January 19, 2023, was called to order at 9:30 a.m.

2. ELECT CHAIRPERSON AND VICE-CHAIRPERSON

2.1 Election of Chairperson

CEO Harry Riva Cambrin asked for nominations for the position of Chairperson and Vice-Chairperson for the 2023 year.

Director Heather Thomson nominated Director Delilah Miller as Chairperson. Director Miller accepted the nomination.

No further nominations were received.

CEO Harry Riva Cambrin declared Director Delilah Miller as Chairperson for the 2023 year.

2.2 Election of Vice-Chairperson

Chair Delilah Miller asked for nominations for Vice-Chairperson.

Director Barry Crane nominated Director Heather Thomson for Vice-Chairperson. Director Heather Thomson accepted the nomination.

No further nominations were received.

Chair Delilah Miller declared Director Heather Thomson as Vice-Chairperson.

2.3 Appoint Banking Officers

Reappoint banking officers Christine Hummel and Harry Riva Cambrin.

Director Cindy Holladay agreed to assume the position of Banking Officer.

Chair Delilah Miller declared Director Cindy Holladay as Banking Officer with signing authority for SRRUC.

Resolution 1/2023

Moved By: Barry Crane

That the Board appoint Christine Hummel, Director of Corporate Services, Harry Riva Cambrin, Municipal Manager, and Director Cindy Holladay as Banking Officers with signing authority for the Sheep River Regional Utility Corp.

Carried

3. ADDITIONS TO THE AGENDA

None

4. ADOPTION OF THE AGENDA

Resolution 2/2023

Moved By: Heather Thomson

That the Agenda for the January 19, 2023, Sheep River Utility Corp meeting be approved with the correction to the item 6 Accounts payable December 2022 and January 2023.

Carried

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING

5.1 SRRUC Meeting Minutes for Acceptance November 15, 2022

Resolution 3/2023

Moved By: Cindy Holladay

That the minutes from November 15, 2022, Sheep River Utility Corp meeting be accepted as amended to correct resolution 70/2022 to 'That the Board adopt the 2022 Budget as interim budget until the final budget is presented in January.'

Carried

5.2 Water Works Advisory Committee Meeting Minutes for Acceptance November 15, 2022

Resolution 4/2023

Moved By: Heather Thomson

That the minutes from the November 15, 2022, Water Works Advisory Committee meeting be accepted as presented.

Carried

6. ACCOUNTS PAYABLE

6.1 Accounts for Approval - December 2022

Resolution 5/2023

Moved By: Barry Crane

That the Accounts Payable dated December 15, 2022, in the amount of \$22,895.08 be accepted for payment.

Carried

6.2 Accounts for Approval - January 2023

Resolution 6/2023

Moved By: Cindy Holladay

That the Accounts Payable dated January 19, 2023, in the amount of \$33,051.70 be accepted for payment.

Carried

7. OLD BUSINESS

7.1 Water Collection, Holding Capacity, and Plant Output update

CEO Harry Riva Cambrin confirmed that the reservoir level of capacity was good and posed no issue for increase population growth at this stage. For future development SRRUC should investigate access to licences to retrieve water from the Sheep River.

Resolution 7/2023

Moved By: Barry Crane

That the Water Collection, Holding Capacity, and Plant Output update be accepted for information.

Carried

8. BUSINESS

8.1 2023 Budget

Christine Hummel presented the 2023 Budget and 2023 Capital Budget.

Resolution 8/2023

Moved By: Barry Crane

That the 2023 Operating Budget be accepted as presented.

Carried

Resolution 9/2023

Moved By: Heather Thomson

That the 2023 Capital budget be accepted as presented.

Carried

8.2 Operations update

Dennis Leis gave a verbal report on operations.

- Network equipment failures have occurred. Therefore, we need to order electronic equipment and fix network issues at a cost of \$12,000.00, which has been allocated within the Operating budget approved by the Board.
- The direct pump is working very well, and the reservoir is well above where it normally is at this time of year.
- EPEA has approved the installation of the pump in the river.
- The direct pump is supplying 90% of water in the reservoir. If it remains stable and sustainable in the spring Dennis recommends

that facilities do maintenance on the equipment and work on the generator.

Resolution 10/2023

Moved By: Cindy Holladay

To proceed with the network equipment, upgrade purchase.

Carried

8.3 Monthly Water Usage Report

8.3.1 Monthly Water Usage Report - November 2022.

Resolution 11/2023

Moved By: Barry Crane

That the Monthly Water Usage Report dated November 2022 be adopted as presented.

Carried

8.3.2 Monthly Water Usage Report - December 2022

Resolution 12/2023

Moved By: Cindy Holladay

That the Monthly Water Usage Report dated December 2022 be adopted as presented.

Carried

8.4 Draft - Statement of operating Revenues and Expenses - Dated December 31, 2022

Christine Hummel presented the preliminary draft Statement of Operating Revenues and Expenses dated December 2022.

Resolution 13/2023

Moved By: Cindy Holladay

That the preliminary draft statement of operating revenue and expenses dated December 2022, be accepted as information and be brought back to the Board at the April 20, 2023, meeting for approval after the audit takes place.

Carried

8.5 WWAC Update

Harry Riva Cambrin gave a verbal update on WWAC.

Resolution 14/2023

Moved By: Barry Crane

That the Board accept the verbal report for information

Carried

8.6 Communications Update

Director Heather Thomson requested SRRUC meeting minutes be sent to Diamond Valley's Legislative Services Manager.

9. ROUND TABLE

Harry Riva Cambrin requested signatures from the Directors on behalf of Brownlee for submission to registries.

10. NEXT MEETING

The next SRRUC meeting is scheduled for April 20, 2023, at 1:30 p.m.

11. ADJOURNMENT

Resolution 15/2023

Moved By: Chair Delilah Miller

That the January 19, 2023, Sheep River Utility Corp meeting be adjourned at 11:05 a.m.

SRRUC Chair; Delilah Miller

SRRUC CEO; Harry Riva Cambrin