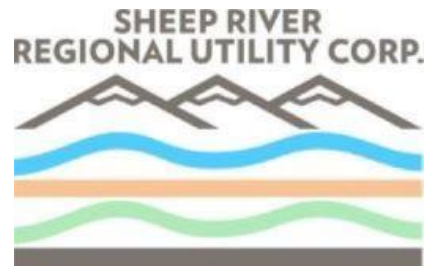


**SHEEP RIVER REGIONAL UTILITY CORP  
BOARD OF DIRECTORS MEETING MINUTES**



**February 22, 2024**

**2:00 pm**

**Diamond Valley - Former Turner Valley Council Chamber**

**514 Windsor Avenue - Diamond Valley**

**Directors:** Foothills County Director (Chair) Delilah Miller, Black Diamond Director Heather Thomson, Cindy Holladay, Barry Crane

**Staff:** SRRUC Treasurer Christine Hummel, SRRUC CEO Harry Riva Cambrin, Foothills County Corporate Services Manager Reginald Hammond, SRRUC Recording Secretary Krista Conrad, Manager of Utilities Doug Haase, Utilities Foreman Diamond Valley Cory Lyons

---

**1. CALL TO ORDER**

CEO H. Riva Cambrin called the Sheep River Utility Corporation meeting of February 22, 2024 to order at 2:01 p.m.

**2. ELECT CHAIRPERSON AND VICE-CHAIRPERSON**

**2.1 Election of Chairperson**

CEO H. Riva Cambrin called for nominations for chairperson of Sheep River Regional Utility Corporation board of directors for 2024.

B. Crane nominated D. Miller.

There were no further nominations.

D. Miller was declared as chairperson of the Sheep River Regional Utility Corporation board of directors for 2024.

**2.2 Election of Vice-Chairperson**

D. Miller called for nominations for vice-chairperson of Sheep River Regional Utility Corporation board of directors for 2024.

D. Miller nominated B. Crane.

There were no further nominations.

B. Crane was declared vice-chairperson for 2024.

**2.3 Appointment of Banking Officers**

**Resolution 01**

**Moved By:** Barry Crane

That D. Miller, C. Hummel, and H. Riva Cambrin be named as banking officers for 2024.

**Carried**

**4. ADOPTION OF THE AGENDA**

**Resolution 02**

**Moved By:** Cindy Holladay

That the agenda for the February 22, 2024 Sheep River Utility Corporation meeting be approved as presented.

**Carried**

**5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING**

**5.1 SRRUC Meeting Minutes - December 21, 2023**

**Resolution 03**

**Moved By:** Heather Thomson

That the minutes of the December 21, 2023 Sheep River Regional Utility Corporation meeting be adopted as presented.

**Carried**

**6. ACCOUNTS PAYABLE**

**6.1 Accounts for Approval - January 18, 2024**

**Resolution 04**

**Moved By:** Barry Crane

That the Accounts for Approval dated January 18, 2024 be approved.

**Carried**

**6.2 Accounts for Approval - February 22, 2024**

**Resolution 05**

**Moved By:** Cindy Holladay

That the Accounts for Approval dated February 22, 2024 be approved.

**Carried**

**7. OLD BUSINESS**

**8. BUSINESS**

**8.1 Operations Update**

An operations update was provided by C. Lyons.

- Raw water storage level is maintaining around 90%. Currently all wells are off at the moment, and drawing only from the direct intake.
- No recent repairs have been done, but the air line running into the raw storage will need to be replaced soon and the raw water meter needs to be upgraded as the current meter is not as accurate and has trouble picking up lower flows. The new meter will capture volumes better and be able to detect low flow.
- The direct intake is doing well but would be turned off if spring run-off caused water to be too turbid, and the wells would come online at that point.

**8.2 Monthly Water Usage Reports**

**8.2.1 Treated vs Raw - January 2024**

**Resolution 06**

**Moved By:** Barry Crane

That the Monthly Water Usage Report dated January 31, 2024 be accepted as presented.

**Carried**

**8.3 Draft 2023 Financial Statement**

C. Hummel presented the draft 2023 Financial Statement.

**Resolution 07**

**Moved By:** Cindy Holladay

That the 2023 Financial Statement we accepted as presented.

**Carried**

**8.4 2023 Transfer to Capital Reserve**

**Resolution 08**

**Moved By:** Heather Thomson

That \$210,000 be transferred to Capital Reserve.

**Carried**

**8.5 Drought Planning**

H. Riva Cambrin provided an update on drought planning for the Sheep River.

- The Sheep River has been doing well so far. It collects water from two main sources: snow pack and ground water influence.
- Something to watch will be snow pack, which will require municipalities to put in place conservation measures. It is recommended municipalities move to Level 2 now, which could be downgraded if the situation alters.
- SRRUC is required to advise municipal CAOs to move to Level 3 restriction when the reservoir hits 70%, and when reservoirs reach 60% then Level 4 restrictions must be implemented.
- The Province would consider Level 5 restrictions under a state of emergency so only residents and institutions would have access to water.
- Conservation measures are crucial to preserve water levels.

**8.6 Water Supply Agreement**

H. Riva Cambrin reported in the original creation of the corporation there was a water supply agreement between SRRUC and the two municipalities to which water was supplied, and needs to be reviewed.

The agreement will be sent to solicitors for review and updates, and brought back to the board.

**8.7 SRRUC Water Licence Discussion**

Information was provided regarding how water licences work with I/Os, how flow rates per licence are measured, and well capacity.

**8.8 SRRUC Contract with Foothills County**

There was discussion regarding the term of contract between Foothills County and SRRUC, and the notice required for SRRUC to go to a new contract.

B. Crane suggested any change at this point would take the new contract decision into a new term, and Diamond Valley has a new CAO. The municipality would like to take time to bring its new CAO up to speed on

SRRUC operations prior to making a motion to transfer operations from Foothills County to Diamond Valley.

**8.9 WWAC Member Resignation - B. Wright**

**Resolution 09**

**Moved By:** Heather Thomson

That the Board accept the resignation of B. Wright from the Water Works Advisory Committee.

**Carried**

**Resolution 10**

**Moved By:** Cindy Holladay

That the Board direct Diamond Valley administration to advertise for a new Water Works Advisory Committee member.

**Carried**

**9. ROUND TABLE**

There was round table discussion around golf course water use and sharing of water licences.

**11. ADJOURNMENT**

**Resolution 11**

**Moved By:** Cindy Holladay

That the February 22, 2024 Sheep River Utility Corporation meeting be adjourned at 3:15 p.m.

**Carried**

---

SRRUC Chair; SRRUC CEO