

**SHEEP RIVER  
REGIONAL UTILITY CORP.**



**MINUTES  
BOARD OF DIRECTORS MEETING  
TUESDAY, FEBRUARY 27, 2018  
MUNICIPAL OFFICE - COUNCIL CHAMBERS 1:30 PM**

**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;  
John Waring, Director - TV  
Jackie Stickel, Councillor - BD

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

**GUESTS PRESENT:** Lynda Cooke, Urban Systems  
Kris Nelson, Urban Systems  
Theo Owel, MPE Engineering

1 CALL TO ORDER

2 ACCEPTANCE OF THE AGENDA

2.1 Adoption of the Feb 27, 2018 SRRUC Board of Directors (BOD) meeting agenda

**SRRUC. BOD.18.02.27.01** Motion by Director Waring that the Board accept the February 27, 2018 SRRUC Board of Directors meeting agenda as amended with the addition of Item 6.3 "Invoice of Potable Water Controls" and the movement of item 8.1 Communication Plan - Website discussion to 4.4 in order to precede discussion of the 2018 Capital and Operations Budget (item 4.5).

**CARRIED**

3 ADOPTION OF PREVIOUS MINUTES

3.1 Adoption of January 16, 2018 SRRUC Board of Directors (BOD) meeting minutes

**SRRUC. BOD.18.02.27.02** Motion by Director Brown that the Board adopt the January 16, 2018 SRRUC Board of Directors (BOD) Meeting minutes as presented.

**CARRIED**

## 4 ADMINISTRATIVE/FINANCIAL UPDATE

## 4.1 Financial report

**SRRUC. BOD.18.02.27.03** Motion by Director Stickel that the Board request a report from Andy Pfeifer regarding the difference in the 2017 actual vs. budgeted costs of wages and benefits.

**CARRIED**

## 4.2 Draft - Statement of Operating Revenue and Expenses at 2017-12-31

**SRRUC. BOD.18.02.27.04** Motion by Director Brown that the Board accept the Draft Statement of Operating Revenue and Expenses at 2017-12-31 as presented.

**CARRIED**

## 4.3 Accounts Payable

**SRRUC. BOD.18.02.27.05** Motion by Director Waring that the Board approve the accounts payable in the amount of \$107,527.47.

**CARRIED**

## 4.4 Communication Plan "Website" budget discussion

**SRRUC. BOD.18.02.27.06** Motion by Director Goodwin that discussion of the Communication Plan - Website be postponed to the next meeting of the SRRUC Board.

**CARRIED**

## 4.5 2018 Capital and Operations Budget and Wholesale Water Charges

**SRRUC. BOD.18.02.27.07** Motion by Director Waring that the Board approve the 2018 Capital and Operations Budget and Wholesale Water Charges as presented including implementation of Option 3 - Consumption Revenue charged at a 100% Fixed Rate.

**CARRIED**

## 4.6 Sharing of Electrical Utility Bills TV &amp; SRRUC

The Technical Committee is recommending to the Board acceptance of MPE' s utility billing splits as outlined in the February 5, 2018 Memorandum - Sharing of electrical costs.

**SRRUC. BOD.18.02.27.09** Motion by Director Stickel that the Board postpone discussion and request that the Technical Committee report back to the Board with further electrical billing details regarding the request to share electrical costs.

**CARRIED**

## 5 OLD BUSINESS

## 5.1 Update in-camera - Operations Discussion

**SRRUC. BOD.18.02.27.10** Motion by Director Goodwin that the Board of Directors meeting go in-camera at 3:49 pm.

**CARRIED**

**SRRUC. BOD.18.02.27.11** Motion by Councillor Stickel that the Board of Directors come out of in-camera at 4:00 pm.

**CARRIED**

## 5.2 Millarville Update

- WWSA – MD of Foothills
- MD – TV Water Transmission Agreement

## 5.3 Direct Intake Update

Mr. Owel advised that the approvals are in place and that the system should be in place by July / August.

## 5.4 Waterworks Approval Expiry Notice

Mr. Owel advised that they are proceeding with the Waterworks Approval renewal with no changes to the application.

## 6 NEW BUSINESS

## 6.1 Access &amp; Storage – FRESC Project

**SRRUC. BOD.18.02.27.13** Motion by Director Waring that the SRRUC Board grant access and storage permission to the FRESC project as requested, and that Andy Pfeifer look into any liability insurance coverage that may be required.

**CARRIED**

## 6.2 SRRUC Annual General Meeting (AGM)

**SRRUC. BOD.18.02.27.14** Motion by Director Brown that the Board direct Lynda Cooke to contact Brownlee regarding the requirements for an AGM.

**CARRIED**

## 6.3 Potable water controls - billing

**SRRUC. BOD.18.02.27.15** Motion by Director Brown that the Board request that examination of Black Diamond's potable water controls billing be deferred to the Technical Committee for review and recommendation.

**CARRIED**

7 IN-CAMERA

7.1 In-Camera

**SRRUC. BOD.18.02.27.16** Motion by Director Rowntree that the Board accept discussion of the "In-Camera" definition (Item 7) for information.

**CARRIED**

8 COMMUNICATIONS

8.1 Revised Communication Plan

**SRRUC. BOD.18.02.27.17** Motion by Director Brown that the Communication Plan be accepted as information.

**CARRIED**

8.2 Request for Communication for Direct Intake Construction

**SRRUC. BOD.18.02.27.18** Motion by Director Goodwin that the Board direct the communications committee to develop an update on the direct intake project and any other items that may be appropriate to add to the communication.

**CARRIED**

8.3 Request for Infrastructure Capacities Summary - to be included in the communication update

9 NEXT MEETING

April 12, 2018 1:30 p.m. TV Chambers

10 ADJOURNMENT

Chair Miller adjourned the meeting at 4:50 p.m.