

AGENDA
Sheep River Regional Utility Corp
Board of Directors Meeting



June 23, 2026
1:00 pm
Foothills County Administration Office
309 Macleod Trail South – High River

	Pages
1. CALL TO ORDER	
2. ADDITIONS TO THE AGENDA	
3. ADOPTION OF THE AGENDA	
4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING	
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Presented by: Foothills County Utilities Foreman Cory Lyons	
6.5 Water Treatment Plant Air Compressor Replacement – Request for Budget Increase Approval	
Presented by: Foothills County Utilities Foreman Cory Lyons	
7. ROUND TABLE	
8. NEXT MEETING	
The next meeting of the Sheep River Regional Utility Corporation Board is to be determined.	
9. ADJOURNMENT	



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

**April 23, 2026
6:00 pm
Foothills County Administration Office
309 Macleod Trail South – High River**

Directors: Diamond Valley (Chair) Ted Bain, Diamond Valley Director Colin Fleming, Diamond Valley Director Cindy Holladay, Foothills County Director Laura Kendall

Staff: SRRUC CEO Harry Riva Cambrin, Foothills County Corporate Services Manager Reginald Hammond, SRRUC Recording Secretary Garity Stanley, Manager of Utilities Doug Haase, Utilities Foreman Diamond Valley Cory Lyons

1. CALL TO ORDER

The Sheep River Regional Utility Corp meeting of April 23, 2026 was called to order at 6:32 p.m.

2. ADDITIONS TO THE AGENDA

None.

3. ADOPTION OF THE AGENDA

**Resolution 15-26
Moved By: Colin Fleming**

That the Agenda for the April 23, 2026 Sheep River Regional Utility Corp meeting be approved as PRESENTED.

Carried

4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING

4.1 SRRUC Meeting Minutes - January 27, 2026

**Resolution 16-26
Moved By: Colin Fleming**

That the minutes from the January 27, 2026 Sheep River Regional Utility Corp meeting be accepted as presented.

Carried

5. ACCOUNTS PAYABLE

5.1 Accounts for Approval - February 23, 2026

5.2 Accounts for Approval - March 23, 2026

5.3 Account for Approval - April 27, 2026

Resolution 17-26

Moved By: Cindy Holladay

That the Accounts Payable listings dated February 23, 2026, in the amount of \$77,862.06; March 23, 2026, in the amount of \$20,645.72; and April 27, 2026, in the amount of \$126,381.74 be accepted for payment.

Carried

6. BUSINESS

6.1 Operations Update

C. Lyons provided the following update:

- The HACH TU5300 NTU analyzer has been in operation for approximately six weeks and is working well. The unit is expected to save approximately 650 cubic metres of water annually.
- They have had the HACH TU5300 NTU analyzer in place for about a month and half and reported saving water; 650 cubes per year. The unit is in place and running well
- The Water Usage Report showed raw water storage levels remaining consistent throughout February. It was later determined that a plugged line to the pressure transmitter at the Booster Station was causing inaccurate storage level readings. On April 16, 2026, the line was cleared and the transmitter recalibrated, resulting in the reported storage level dropping from 99% to 80.8%. Future reports will reflect the corrected readings.
- He noted some concern regarding higher water demand and advised that the direct intake was shut down when turbidity levels exceeded 50 NTU. This may result in lower storage levels going forward.
- To help maintain storage levels, he requested approval to bring Well 7 back into service. The well had previously been shut down due to reclamation work. Recent testing showed all results were within acceptable limits.
- The facility recently switched to a new salt supplier that provides a higher-quality product. Since making the change, no filters have required replacement.
- The aeration blower failed and was replaced through Nexxon at an approximate cost of \$13,000. This expense will appear in the April 29, 2026 accounts payable report.
- East Diamond Valley had been using approximately 15,000 cubic metres of water per day. A major leak was recently identified and repaired, resulting in an estimated water savings of approximately 500 cubic metres per day.
- The 30-horsepower pump was sent in for repair. Upon inspection, it was determined that more extensive repairs were required than originally anticipated. The necessary replacement parts had to be ordered from the United States and are expected to arrive within the next few weeks.
- Repairs are required on the dual-action valves located on top of the GAC units. Staff are currently working with the Safety Department and several suppliers to identify the most suitable fall protection equipment, which would allow the repairs to be completed in-house

and result in cost savings. It is anticipated that the repairs will be completed within the next few weeks.

- The harmonic filter project is moving forward. The electrical contractor has disconnected the existing unit and preparations for the next phase of the project are underway.

Resolution 18-26

Moved By: Councillor Kendall

That the Sheep River Regional Utility Corp accept the operations update for information.

Carried

6.2 Monthly Water Usage Reports

6.2.1 Treated vs Raw - February 2026

Resolution 19-26

Moved By: Cindy Holladay

That the Monthly Water Usage Report dated February 2026 be accepted as presented.

Carried

6.2.2 Treated vs Raw - March 2026

Resolution 20-26

Moved By: Ted Bain

That the Monthly Water Usage Report dated March 2026 be accepted as presented.

Carried

6.3 Stantec - Proposal - 2026 Groundwater Monitoring and Sampling Program

Resolution 21-26

Moved By: Councillor Kendall

That the Sheep River Regional Utility Corp., authorize the Chair to sign the April 6, 2026 Stantec proposal.

Carried

6.4 Kaizen Lab - Analytical Report - Water Potability Analysis

Resolution 22-26

Moved By: Cindy Holladay

That the Sheep River Regional Utility Corp. approve bringing Well 7 back into service once staff confirm with ConocoPhillips that no additional work is scheduled for the site this summer.

Carried

7. ROUND TABLE

Round table discussion occurred.

- T. Bain inquired about arranging a plant tour. Administration will distribute a Doodle poll to coordinate a suitable date and time.

- L. Kendall requested an update regarding Conoco and asked why payment had not been received. H. Riva Cambrin advised that the outstanding amount is \$600.00 and noted that Conoco has not responded to his inquiries.
- H. Riva Cambrin provided an update on line loss.
- C. Lyon requested that additional testing be conducted on Well 7 should the decision be made to bring it back into operation.
- D. Hase noted that ConocoPhillips could provide confirmation that reclamation activities have been completed.
- C. Holladay inquired about available grant opportunities.

Resolution 23-26

Moved By: Cindy Holladay

That the Board direct administration to do extra testing on well 7 weekly for the first month of operation.

Carried

8. NEXT MEETING - June 23, 2026

The next meeting of the Sheep River Regional Utility Corporation Board is scheduled for June 23, 2026 at 1:00 p.m

9. ADJOURNMENT

Resolution 24-26

Moved By: Ted Bain

That the April 23, 2026 Sheep River Regional Utility Corp meeting be adjourned at 7:39p.m.

Carried

SRRUC Chair

SRRUC CEO

**Sheep River Regional Utilities Corporation
Accounts for Approval
Payment Run dated May 25, 2026**

EFT No. Payable to:

EFT227	Avail LLP inv. EN16024 - 2025 financial statements	6,399.75	\$6,399.75
EFT228	ClearTech Industries Inc. inv. INV1210896 - 3 drums of coagulant	2,215.50	\$2,215.50
EFT229	Foothills County inv. 37783 - April/26 paid expenses	30,689.20	\$30,689.20
EFT230	Hifab Holdings Ltd. inv. 162855 - delivery of coagulant	151.96	\$151.96
EFT231	KaizenLAB Inc. inv. INV0108486 - Pkg 1 - schedule 2 Wells and Stilling Basin inv. INV0108955 - Pkg 3 - schedule 3A (PSBlend)	449.69 361.43	\$811.12
EFT232	MPE Engineering Ltd. inv. 2065-001-05-20 - general engineering inv. 2065-007-26-04 - operational support 2026 inv. 2065-008-00-08 - harmonic filter replacement	407.93 1,644.30 422.10	\$2,474.33
EFT233	Procesco Inc. inv. 1001702 - solenoid valves, unions	603.75	\$603.75
EFT234	T & T Disposal Services inv. 93082 - garbage & recycling	375.03	\$375.03
EFT235	Town of Diamond Valley inv. 20260352 - Apr/26 operating shared costs	10,323.78	\$10,323.78
TOTAL EFT's			<u>\$54,044.42</u>

PAP # Pre-authorized Payments

59	Town of Diamond Valley	Utility Statement 03/01/26-04/30/26	162.80
		Bank withdrawal June 15/26	<u> </u>
Total PAPs			<u>\$162.80</u>
TOTAL Payments			<u><u>\$54,207.22</u></u>

**Sheep River Regional Utilities Corporation
Accounts for Approval
Payment Run dated June 23, 2026**

EFT No. Payable to:

EFT236	Foothills County inv. 38023 - May/26 paid expenses	27,907.91	\$27,907.91
EFT237	Ridgeline Electrical Services Ltd. inv. 6723 - river intake pump wiring	253.58	\$253.58
EFT238	Chinook Pumps Ltd. inv. 262122 - direct intake pump repair	4,912.95	\$4,912.95
EFT239	Procesco Inc. inv. 1001708 - ball valve, unions, pipe inv. 1001709 - gear box	1,489.95 5,596.50	\$7,086.45
EFT240	Town of Diamond Valley inv. 20260391 - May/26 operating shared costs	9,439.27	\$9,439.27
EFT241	Nexom Inc. inv. 111341 - aeration blower	13,311.53	\$13,311.53
EFT242	T & T Disposal Services inv. 97130 - garbage & recycling	375.03	\$375.03
		TOTAL EFT's	<u>\$63,286.72</u>

TOTAL Payments \$63,286.72



Sheep River Regional Utility Corporation

Treated Daily Demand vs Raw Water Diversion

Year/Month/Day	Diamond Valley West Treated (m3/day)	Diamond Valley East Treated (m3/day)	Diamond Valley Total (m3/day)	Millarville Crossing Treated (m3/day)	Total Treated Water To Distribution (m3/day)	Raw Storage Water Used WTP (m3/day)	Process Loss (m3/day) Treated - Raw Used	Diamond Valley TW5A, CW8 Into Raw Water Reservoir (m3/day)	Diamond Valley VW5 Into Raw Water Reservoir (m3/day)	Stilling Basin Into Raw Water Reservoir (m3/day)	Total Into Raw Water Reservoir (m3/day)	Raw Water Storage Percentage
2025-04-01	872	1020	1892	10	1902	2124	222	139	1131	1217	2487	88.7
2025-04-02	848	985	1833	8	1841	2008	168	137	1118	1207	2462	88.8
2025-04-03	859	976	1835	7	1842	2093	251	143	1045	1207	2395	89.3
2025-04-04	844	976	1820	8	1828	2072	244	136	995	1206	2337	89.2
2025-04-05	866	978	1844	10	1854	2193	339	134	1012	1208	2354	88.4
2025-04-06	879	987	1865	7	1873	2106	234	134	1029	1207	2370	89.6
2025-04-07	822	975	1797	9	1806	2218	412	134	1020	1208	2362	89.2
2025-04-08	867	1007	1874	10	1884	2118	234	132	1020	1207	2359	90.2
2025-04-09	863	1028	1891	9	1900	2055	155	133	1021	1207	2361	89.8
2025-04-10	863	1038	1901	8	1909	2174	265	131	1017	1207	2355	92.3
2025-04-11	838	1014	1852	8	1860	2033	173	130	1011	1207	2348	91.7
2025-04-12	888	1012	1900	10	1910	2126	216	129	1012	1206	2347	90.9
2025-04-13	846	1032	1878	8	1886	2252	366	127	1012	1208	2347	91.7
2025-04-14	875	1003	1878	8	1886	2012	126	128	1012	1078	2218	90.5
2025-04-15	860	1018	1878	8	1886	2253	367	117	982	1035	2134	90.3
2025-04-16	850	997	1847	8	1855	2111	257	125	1062	1027	2214	83.0
2025-04-17	860	1004	1864	6	1870	2161	291	162	1056	997	2215	80.8
2025-04-18	854	1016	1870	7	1877	2010	133	132	1056	1013	2201	80.9
2025-04-19	905	1041	1946	8	1954	2278	324	132	1055	1013	2200	80.9
2025-04-20	824	1077	1901	7	1908	2253	345	136	1025	911	2072	80.9
2025-04-21	847	1059	1906	8	1914	2143	229	135	1040	369	1544	80.7
2025-04-22	876	1031	1907	9	1916	2198	282	131	1091	3	1225	79.8
2025-04-23	872	1003	1875	9	1884	1999	115	126	1175	537	1838	79.1
2025-04-24	871	996	1866	8	1875	2196	322	128	1228	864	2220	79.1
2025-04-25	888	985	1873	8	1881	2201	320	127	1203	863	2193	79.3
2025-04-26	924	981	1905	8	1913	2139	226	125	1203	863	2191	79.5
2025-04-27	880	1008	1888	9	1897	2086	189	72	1196	971	2239	79.5
2025-04-28	870	994	1864	8	1872	2087	216	35	1186	1078	2299	79.4
2025-04-29	886	1023	1909	7	1916	2216	300	35	1174	1077	2286	79.3
2025-04-30	880	1030	1910	9	1919	2190	271	26	1164	1079	2269	79.4

Min	822	975	1797	5.83	1806	1999		26	982	3	1225	79.1
Avg	866	1010	1876	8.18	1884	2137	253	120	1078	1016	2215	85.1
Max	924	1077	1946	10.10	1954	2278		162	1228	1217	2487	92.3
Total m3	25978	30292	56270	245.52	56516	64105	7590	3611	32351	30479	66441	

↑
Cells will highlight red if volume is more than 3000 m3 per day for DV.

11.84%
Loss

Full Level
End of Month
Average Month Volume

186,403
148,004
158,579

100.00%
79.4%



Sheep River Regional Utility Corporation

Treated Daily Demand vs Raw Water Diversion

Year/Month/Day	Diamond Valley West Treated (m3/day)	Diamond Valley East Treated (m3/day)	Diamond Valley Total (m3/day)	Millarville Crossing Treated (m3/day)	Total Treated Water To Distribution (m3/day)	Raw Storage Water Used WTP (m3/day)	Process Loss (m3/day) Treated - Raw Used	Diamond Valley TW5A, CW8 Into Raw Water Reservoir (m3/day)	Diamond Valley VW5 Into Raw Water Reservoir (m3/day)	Stilling Basin Into Raw Water Reservoir (m3/day)	Total Into Raw Water Reservoir (m3/day)	Raw Water Storage Percentage
2026-05-01	892	1042	1934	8	1942	2152	210	118	1166	1078	2362	79.7
2026-05-02	886	1035	1921	6	1927	2040	113	151	1162	1078	2391	80.1
2026-05-03	934	1065	1999	6	2005	2306	301	152	1159	1078	2389	80.2
2026-05-04	899	1061	1960	9	1969	2254	285	151	1167	1079	2397	79.9
2026-05-05	855	1017	1872	10	1882	2210	328	149	1184	1078	2411	80.3
2026-05-06	1152	1061	2213	11	2224	2387	163	148	1185	1079	2412	80.1
2026-05-07	1301	1059	2360	8	2368	2619	251	146	1176	1078	2400	80.0
2026-05-08	932	1095	2027	11	2038	2444	406	144	1176	1078	2398	80.0
2026-05-09	921	1082	2003	7	2010	2178	168	142	1176	1079	2397	80.0
2026-05-10	959	1107	2066	9	2074	2299	225	140	1187	1065	2392	80.1
2026-05-11	918	1079	1997	8	2005	2238	233	139	1201	1057	2397	80.7
2026-05-12	898	1090	1988	10	1998	2363	365	138	1202	1056	2396	80.6
2026-05-13	950	1083	2033	7	2040	2302	262	136	1203	1058	2397	80.6
2026-05-14	917	1091	2008	7	2015	2258	243	133	1210	1057	2400	80.7
2026-05-15	916	1063	1979	7	1986	2149	163	132	1225	1057	2414	80.6
2026-05-16	857	1055	1912	8	1920	2286	366	131	1228	1057	2416	80.6
2026-05-17	847	1042	1889	7	1896	2058	162	127	1229	1057	2413	80.9
2026-05-18	920	1042	1962	9	1971	2374	403	127	1229	1057	2413	81.2
2026-05-19	915	1062	1977	8	1985	2104	119	62	1228	1057	2347	81.4
2026-05-20	876	1042	1918	10	1928	2231	303	39	1246	1057	2342	81.4
2026-05-21	920	1110	2030	11	2041	2290	249	40	1253	1057	2350	81.5
2026-05-22	943	1119	2062	10	2072	2309	237	57	1250	1057	2364	81.8
2026-05-23	962	1154	2116	12	2128	2445	317	54	1245	1057	2356	81.2
2026-05-24	1014	1146	2160	12	2172	2318	146	55	1245	1057	2357	81.5
2026-05-25	975	1167	2142	14	2156	2396	240	100	1245	1057	2402	81.6
2026-05-26	956	1132	2088	17	2105	2433	328	135	1244	1056	2435	81.7
2026-05-27	983	1118	2101	13	2114	2274	160	135	1245	1041	2421	81.6
2026-05-28	995	1166	2161	16	2177	2592	415	138	1264	1036	2438	81.5
2026-05-29	959	1145	2104	11	2115	2233	118	150	1314	938	2402	81.7
2026-05-30	907	1083	1990	11	2001	2315	314	182	1353	0	1535	81.5
2026-05-31	897	1058	1955	8	1963	2193	230	186	1399	0	1585	80.8
Min	847	1017	1872	6.13	1882	2040	113	39	1159	0	1535	79.7
Avg	944	1086	2030	9.67	2040	2292	252	124	1226	990	2340	80.8
Max	1301	1167	2360	16.82	2368	2619	415	186	1399	1079	2438	81.8
Total m3	29256	33671	62927	299.91	63227	71050	7823	3837	37996	30696	72529	

↑
Cells will highlight red if volume is more than 3000 m3 per day for DV.

11.01%
Loss

Full Level
End of Month
Average Month Volume

186,403
150,614
150,656

100.00%
80.8%

Sheep River Regional Utilities Corporation
Unaudited Statement of Operating Revenues and Expenses
For the Month Ending March 31, 2026

Revenues	2026 Budget	2026 Actual	Remainder	Remainder %
Variable water requisitions	\$ 738,200	\$ 180,084	\$ 558,116	76%
Fixed rate requisitions	181,500	43,524	137,976	76%
Interest income	38,000	5,844	32,156	85%
Other income	38,000	-	38,000	100%
	\$ 995,700	\$ 229,452	\$ 766,248	77%
Expenses				
Wages and benefits	\$ 259,000	\$ 63,014	\$ 195,986	76%
Amortization	235,000	-	235,000	100%
Engineering fees	150,000	6,126	143,874	96%
Utilities expense	120,000	29,454	90,546	75%
Work contracted	60,000	12,833	47,167	79%
WTP maintenance & repair	50,000	5,360	44,640	89%
Groundwater monitoring & testing	45,000	20,710	24,290	54%
Administrative fee	38,000	9,500	28,500	75%
Small tools & supplies	30,000	4,514	25,486	85%
Insurance	20,000	-	20,000	100%
Fuel expense	20,000	4,199	15,801	79%
Operating supplies	15,000	1,920	13,080	87%
Legal Expense	10,000	-	10,000	100%
Audit	6,000	6,095	(95)	-2%
Telephone	5,000	1,130	3,870	77%
Computer services	5,000	1,089	3,911	78%
Postage	200	-	200	100%
Conferences, memberships, training	2,000	34	1,966	98%
Office supplies	2,500	-	2,500	100%
Meals & mileage	1,000	66	934	93%
Bank charges	1,000	225	775	78%
Advertising	500	111	389	78%
	\$ 1,075,200	\$ 166,380	\$ 908,820	85%
Excess of Revenue Over (Expenses)	\$ (79,500)	\$ 63,072	\$ (142,572)	
Add back in amortization	235,000	-	235,000	100%
Capital purchases	(38,000)	(5,043)	(32,957)	87%
Transfer to capital reserve	(117,500)	-	(117,500)	100%
	\$ -	\$ 58,029	\$ (25,072)	

GL accounts**Comments**

1-41-00-101

1-41-00-100

1-00-00-555

1-00-00-550 Usually recorded at year end for capital purchases (FC + TDV pays SRRUC)

2-41-00-110,2-41-00-115

2-41-00-950 At year-end

2-41-00-210 Majority of expenses are usually incurred in Q3-Q4

2-41-00-550

2-41-00-235

2-41-00-240,2-41-00-215 Majority of expenses are usually incurred in Q3-Q4

2-41-00-215 18% higher than Q1 2025, and 10% higher than Q1 2024. Seems to vary based on needs.

2-41-00-125

2-41-00-510

2-00-00-310 Usually in Q3 and Q4.

2-41-00-540

2-41-00-500 Majority of expenses are usually incurred in Q2-Q4

2-41-00-220 As needed, not a regular monthly or quarterly expense.

2-41-00-225 Audit fees expenses once a year

2-41-00-250

2-41-00-230

2-41-00-200 No postage expenses incurred from 2024 to Q1 2026 as move to digital and EFT

2-41-00-280 Majority of expenses are usually incurred in Q3-Q4

2-41-00-530 Depends on needs, majority of expenses are usually incurred in Q3-Q4

2-41-00-205 As needed, not a regular monthly or quarterly expense.

2-00-00-300

2-41-00-270

2-41-00-950

2-41-00-700

Sheep River Regional Utility Corporation
309 Macleod Trail
High River, Alberta
T1V 1M7

June 16, 2026
File: B:\Prop\SRRUC\2065\P01

**Attention: Cory Lyons
Lead Operator**

Dear Mr. Lyons:

Re: SRRUC - ARU Upgrades – Budgetary Estimate

In follow-up to your request, I am providing this letter to raise awareness of the costs associated with upgrading the Alarm Reporting Unit (ARU) hardware and software, which are part of the SCADA system. This letter will summarize the ARU system and present recommendations for upgrades, complete with a budgetary cost estimate. Additionally, a brief project methodology is provided to explain the steps required to complete the recommended upgrades.

Recently, the ARU is an Industrial Control Links Lassen unit. This unit was installed as part of a larger upgrade at the Water Treatment Plant (WTP). This unit performs callouts using the existing analog phone line at the WTP, recently the ARU has shown signs of frequent failures at the beginning of each month, this has led to missed notifications to operations until the unit is power cycled. As a result, operations have raised concerns and would like to have the unit replaced with an updated method.

To complete the conversion the ARU would be replaced with a software version of callouts. The software would reside on the WTP servers to provide notifications to the operations team. The implementation of the solution would read the data directly from the relevant programmable logic controllers (PLCs) and provide alarming duties as required.

SCOPE OF ENGINEERING SERVICES

The proposed scope of engineering services is as follows:

- Install and commission the new ARU equipment.
- Demolish legacy ARU and wiring.

COST ESTIMATE

To complete the upgrades, MPE a division of Englobe (MPE) will offer professional engineering services on an hourly basis. The estimated cost/fees of completing the upgrades at the pump station can be viewed in *Table 1*.

The estimated cost for MPE's portion of this project is **\$16,525** including all estimated disbursements, and markups, and excluding taxes.

Table 1 – Cost Estimate Summary

	Hours	Hardware & Software	Disbursements	Cost
2026 Hourly Rates				
ARU Upgrade				
Project Kickoff and Administration	5			\$ 1,190
Software Installation and Configuration	4			\$ 620
SCADA Software	0		\$8,500	\$ 8,500
Voice Modem			\$150	\$ 150
Server RAM Upgrade			\$500	\$ 500
Optional Redundancy				\$ -
Optional Text Message Notifications and Cell Modem				\$ -
SCADA Development	20			\$ 3,085
SCADA Commissioning	16			\$ 2,480
PLC Programming Addressing if Required	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
Subtotal Hours	45			
Subtotal Fees	\$7,375	\$0	\$9,150	\$16,525
TOTAL HOURS	443			
Number of Weeks				
Subtotal Cost*		\$0	\$9,150	\$16,525

We trust that this meets your requirements. Should you have any questions or require additional information regarding the above, please contact the undersigned at 403-219-6316.

Yours truly,

MPE a division of Englobe



Troy Graham, P.Eng.
Electrical and Controls Team Lead

TG/ct

cc: Zane Spencer, MPE a division of Englobe