



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

**September 16, 2025
1:00 pm
Foothills County Administration Office
309 Macleod Trail South – High River**

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

Absent: Diamond Valley Director Barry Crane

Staff: SRRUC CEO Harry Riva Cambrin, Recording Secretary Garity Stanley, Manager of Utilities Doug Haase, Cory Lyons

Guests: Foothills County Manager of Finance Disha Joshi

1. CALL TO ORDER

The Sheep River Utility Corp meeting of September 16, 2025 was called to order at 1:03 p.m.

2. ADOPTION OF THE AGENDA

Resolution 42

Moved By: Heather Thomson

That the Agenda for the September 16, 2025 Sheep River Utility Corp meeting be approved as presented.

Carried

4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING

4.1 SRRUC Meeting Minutes - May 15, 2025

Resolution 43
Moved By: Cindy Holladay

That the minutes from the May 15, 2025 Sheep River Utility Corp meeting be accepted as presented.

Carried

5. ACCOUNTS PAYABLE

5.1 Accounts for Approval - June 19, 2025

Resolution 44
Moved By: Heather Thomson

That the Accounts for Approval dated June 19, 2025 be approved.

Carried

5.2 Accounts for Approval - July 24, 2025

Resolution 45
That the Accounts for Approval dated July 24, 2025 be approved.

Carried

5.3 Accounts for Approval - August 25, 2025

Resolution 47
Moved By: Heather Thomson

That the Accounts for Approval dated August 25, 2025 be approved.

Carried

5.4 Accounts for Approval - September 16, 2025

Resolution 48
Moved By: Cindy Holladay

That the Accounts for Approval dated September 16, 2025 be approved.

Carried

6. BUSINESS

6.1 Operations Update

C. Lyons provided the following operations update:

- On June 8, 2025, the Harmonic Filter experienced a catastrophic electrical failure, catching fire. The local fire department responded. The replacement of the unit is in process, and they are waiting for a report that determines the cause. Once this is received, they will proceed with the insurance claim.
- The door they entered needs replacement.
- Rain events between July 15 and August 13 resulted in the direct intake being turned off due to increased levels of turbidity.
- The 10 HP pump needed motor replacement and is in for repairs.
- The 30 HP pump has had the packing replaced and will be sent in for service/inspection when removed prior to the winter season.
- On September 9, 2025, the facility experienced a phase loss from utility power. This was the result of a bird coming in contact with the two lines on a nearby power pole. The occurrence resulted in a surge of power to the facility. The surge suppression within the motor control centre provided protection but is now in need of repair.
- The leak was found on the east side of Diamond Valley and initially showed a downward trend in water loss. However, the east side is still using double the amount of the west side. Administration continues to investigate whether this is “normal” demand on the site and may conduct an inspection of the system.
- C. Holladay emailed the CAO of Diamond Valley requesting a comparison of metre reads to the amount of water being billed.
- C. Lyons inquired about who the HDPE pipe belonged to on-site. They will check with Diamond Valley to see if they can dispose of it or if it should be kept for use in future emergencies.

6.2 Monthly Water Usage Reports

The leak in Diamond Valley East was discussed in the Operations Update.

6.2.1 Treated vs Raw - May 2025

Resolution 49

Moved By: Heather Thomson

That the Monthly Water Usage Report dated May 31, 2025 be accepted as presented.

Carried

6.2.2 Treated vs Raw - June 2025

Resolution 50

Moved By: Cindy Holladay

That the Monthly Water Usage Report dated June 30, 2025 be accepted as presented.

Carried

6.2.3 Treated vs Raw - July 2025

Resolution 51

Moved By: Heather Thomson

That the Monthly Water Usage Report dated July 31, 2025 be accepted as presented.

Carried

6.2.4 Treated vs Raw - August 2025

That the Monthly Water Usage Report dated August 31, 2025 be accepted as presented.

Resolution 52

Moved by: Cindy Holladay

6.3 Water Works Advisory Committee - Dissolution and Request for Community Member on SRRUC Board

H. Riva Cambrin provided an update on the dissolution process for the Water Works Advisory Committee. Once both Councils have made motions, they will proceed with updating and filing the necessary documents, notifying the environment, and advertising for a member-at-large in the Western Wheel and on both municipal websites.

Resolution 53

Moved By: Heather Thomson

That the Board direct administration to submit a letter to Alberta Environment and Parks to request the formal dissolution of the Water Works Advisory Committee.

Carried

Resolution 54

Moved By: Cindy Holladay

That the Board direct administration to advertise vacancies on the Sheep River Regional Utility Corporation Board for members-at-large, pending approval from the Town of Diamond Valley Council.

Carried

Resolution 55
Moved By: Cindy Holladay

That the Board request administration to look into further reductions in testing requirements and discuss with engineering firms and Alberta environment.

Carried

7. ROUND TABLE

A round table discussion occurred.

8. NEXT MEETING AND AGM

The Annual General Meeting and regular meeting of the Sheep River Regional Utility Corporation is scheduled for November 27, 2025 at 1:00 p.m. at the Foothills County administration office.

9. ADJOURNMENT

Resolution 56
Moved By: Heather Thomson

That the September 16, 2025 Sheep River Utility Corp meeting be adjourned at 1:38 p.m.

Carried

SRRUC Chair

SRRUC CEO