

**Robson – Raspberry Improvement District**

**Board of Trustees Meeting**

**APRIL 9<sup>th</sup> 2025**

**Minutes**

Attendees: Wes Greep, Jenn Holt, Paul Markin, Jordan Durkin, Jesse Reel, Tracey Smith, Amy Lockhart, James Lindsay, Luke Magnall, Marie Chanton of Childs Chanton CPA., & Norm Wolfe

Call to order – 5:30 pm by Board Chair Wesley Greep.

**APPROVAL of the AGENDA**

**MOTION:** Jordan Durkin: Approval of the Agenda.

2<sup>nd</sup> Paul                      Jenn Holt: **MOTION CARRIED**

**Approval of February 12<sup>th</sup>, 2025 meeting minutes.**

**MOTION:** Jenn Holt: Approval of the distributed March 12<sup>th</sup> meeting minutes.

2<sup>nd</sup> Jordan Durkin              Paul Markin JR: **MOTION CARRIED**

**ARISING OUT OF THE MINUTES**

**Financials:**

**Exact Earnings:** Amy Lockhart presented the Board of Trustees with:

- Revised budget for 2025. Revisions needed.
- Profit/Loss Report
- Amy clarified: Taxes are for RRID WTP operations and Tolls are for RRID Administration.

**Childs Chanton:** Marie presented the final 2024 Financial Statement to the Board of Trustees for sign off.

- Advised RRID to institute Employee contracts
- Issued a Management Letter, providing recommendations on how RRID can improve administration.

**Special Attendees:** Wendy Settle (no show), Cheri & James Mortenson-Wiebe (no show), & Norm Wolfe (present). Norm Wolfe inquired about the tax levy increase for his property of 15 acres compared to previous years. Questioned why his 'non-arable' land was included in the increase. The Board of trustees clarified that all property owners are subject to a tax levy, for necessitating the operations for the RRID WTP, and is in accordance with the governing Improvement District Act of BC. Norm Wolfe expressed that RRID needs to communicate ahead of time for increases to allow property owners appropriate time to allocate funds, especially for 'Pensioners'. Norm Wolfe appreciated the Board of Trustees' willingness to openly discuss and provide a clear explanation for their decision. It was noted that the Board of Trustees had spent a great amount of time in 2024 during previous Board meetings, discussing options of

how to deal with RRID operations running at a deficit and how to keep the impact as low as possible for property owners.

**James Lindsay:**

- GIS equipment for RRID operator to perform DS mapping.
- James to install software, setup & build maps onto required equipment as needed.
- James to train RRID distribution operators how to use software & equipment.
- Not all DS main shut off valves found. Up to 450 found. In progress.

**Altercation with Property Owner Resident Today**

- Owner of 3561 Broadwater Rd was in Thailand. While away, property owner's tenant had no water. Property owner returned to his property in Robson and turned his water valve back on, causing a big leak and a hole in his yard to fill with water. RRID operator investigated, and turned the water off to prevent further damage.
- Property owner has had a persistent long term problem leak and the owner has refused to address.

**OPERATIONS AND MAINTENANCE**

**Jesse Reel & Luke Magnall**

- Turbidity meter is installed and working very well. Screen and SCADA did not match. Transmitter and SCADA now match. CyberDynamic assisted.
- Flow meter: John Arcright to install flow meter end of week of 14th. Modbus Gateway.
- Xenoncyber's contract is expiring. Board reviewed renewal.
- Compressor Vendor. Wentworth, is looking to visit plant on April 15th to inspect compressor.
- MITs.
  - Had 3 separate pressure transducers reading differently, recalibrated all and MITs working well.
- CIP (Recovery Clean)
  - Prior operators had set it up for manual chemical dosing rather than automatic
  - Had program freezing up BW vs CIP at same time
- UV system Control Panel Refurbishment
  - Ballasts are being evaluated for possible rebuilds.
  - RRID to give Xenon an entire CPP this autumn for complete once-over.
  - SK Electronics wont work on anything over 1 kW

- Coagulant
  - Flushed coagulant pumps and lines so that it's ready for when Alumichem arrives.
- Strainers running great.
- WTP is running well.
- Puck Chlorinator update: Ongoing research.

**Water System asset Study Proposal from Xenoncyber Dynamics:**

MOTION: Jenn Holt: To proceed with Water System Asset Study Proposal from Xenoncyber Dynamics.  
 2<sup>nd</sup> Jordan Durkin      3rd Paul Markin    MOTION CARRIED

**Cloud Storage:** RRID to utilize Dropbox.

**Water Metering Pilot Project update:** In progress.

**New Business**

QUOTES for:

- DWS Advantage – DuPont: Integra Tec XP 77: Tabled for further discussion
- CARO: Spring DBP Testing:  
 MOTION: Jenn Holt: Paul Markin to proceed with CARO Spring DBP testing: Cost \$1500.00  
 2<sup>nd</sup> Jordan Durkin      3rd Paul Markin    MOTION CARRIED
- EOS Positioning System/Samsung Tablet  
 MOTION: Jordan Durkin: To purchase EOS and Tablet under WMG Project. Administrator to order.  
 2<sup>nd</sup> Paul                      3rd Wes Greep:    MOTION CARRIED
- Hall Printing: WTP Brochures/Poster  
 MOTION: Jenn Holt: To proceed with ordering 500 WTP pamphlets: Cost \$283.97 and ordering and framing a poster. Administrator to provide total cost, a proof & to proceed.  
 2<sup>nd</sup> Jordan Durkin      3rd Paul Markin    MOTION CARRIED
- DHC Communications: Administrator to request a quote for FOBS.
- Kootenai Hydrant Annual Maintenance Cost  
 MOTION: Jenn Holt: To pay Kootenai Hydrant Services for Spring & Fall Hydrants Maintenance cost.  
 2<sup>nd</sup> Jordan Durkin      3rd Paul Markin    MOTION CARRIED

**Trustee Position Definitions:** Chair, Treasurer, Process, Distribution, Watershed & Communications.

- Board discussed the need for more Trustees to alleviate the workload and encourage more participation from the community. Administrator to research the number of allowable trustees. Tabled until May Board meeting 2025.

### **AWWA Membership**

**MOTION:** Jenn Holt: To purchase AWWA Technical Guidance Documents: \$Cost up to \$300.00  
2<sup>nd</sup> Jordan Durkin      3<sup>rd</sup> Paul Markin    **MOTION CARRIED**

**Ladybird Campsite Signage:** Tabled for further communications.

**Administrator Computer:** Empty data, wipe, and reformat: Administrator to contact Brad Nault & set up an appointment for services.

**Questionnaire for the Public:** In progress.

### **Publicize 2025 Budget**

**MOTION:** Jenn Holt: To release the 2025 budget onto the RRID website.  
2<sup>nd</sup> Jordan Durkin      3<sup>rd</sup> Paul Markin    **MOTION CARRIED**

**Special Meeting for the Public:** Regarding Increased Tax Levy. In progress

**Survey for property owners:** In progress.

Meeting Adjourned