Robson-Raspberry Improvement District Monthly Board Meeting Minutes

Date: August 19th, 2026 Time: 6:00 pm Location: RRID Office

Attendees: Chair: Wes Greep, Trustees: Jenn Holt, Paul Markin and Jordan Durkin

Operations: Jesse Reel and Andrew Leonard. Admin: Tracey Smith

1. Call to Order

The RRID Chair called the meeting to order at 6:03 PM.

2. Approval of Agenda

2.01 Call for additions or deletions: None

2.02 Motion to adopt the agenda.

Paul Markin motioned to adopt the agenda.

Jenn Holt second the motion Motion carried by Jordan Durkin

3. Adoption of Previous Minutes

3.01 The minutes of the last meeting held on July 8th , 2026, were circulated for the board to review.

Jenn Holt motioned to adopt the July 8th 2026 minutes.

Jordan Durkin second the motion Motion carried by Paul Markin

4. Operations and Maintenance Reports

Operations staff will present updates and may depart after reports are delivered.

4.01 WTP Monthly Operations Report: Read by Jesse Reel

Jenn Holt motioned WTP operations to purchase

- ½ instrument air regulator $402.92
- 1" MIT air regulator $660.39
- 2" air scour regulator $955.55
- ½" second air scour regulator $400.00

Jordan Durkin second the motion Motion carried by Paul Markin

4.02 Water Meter Pilot Project Addendum Letter: Billing rate study. Water Meter Committee will provide details for submission to the Ministry of Housing and Municipal Affairs.

5. Public Question and Answer Period

5.01 None

6. Business Arising from the Minutes

6.01 RRID Source Water Protection Plan Proposal update: No new update.

6.02 Office light install update: Pace Electric to install on Friday, August 21st.

Air-conditioner install update: Installed and operational.

6.01 Bulletin Boards: Bulletin boards will be installed in September 2026.

6.02 Post ADM Letter to website and email to subscribers' update: Posted and sent out.

7. Financial Report - Prepared by Exact Earnings

7.01 July 2026 Expenses Report

Jenn Holt motioned to approve July 2026 expenses.

Paul Markin second the motion Motion carried by Jordan Durkin

7.02 RRID Operations, Actuals vs. Budget Jan 01 - July 31, 2026

7.03 WMG Project, Actuals vs. Budget Jan 2025 - July 31, 2026

7.04 QuickBooks WMG Project Report Jan 2025 - July 31, 2026

8. Correspondence

8.01 Ken Wyllie: Ladybird Norns Creek Watershed Committee request.

Board is fine with appointments. Admin to email acknowledgement.

8.02 Ken Wyllie: License Application; 2294 McDaniels Road, Pass Creek.

Board agrees to objections and recommends a water meter be installed. Admin to respond via email.

8.03 Ken Wyllie: RRID Source Water protection Plan. No response required.

9. New Business

9.01 Accounts McDiarmid Road and disconnect notices: Admin and operations to work out details.

9.02 Repealing old bylaws: Old tolls bylaws to be repealed in 2027 tolls bylaw.

9.03 RRID Boundary Amendment: Admin waiting for further details.

9.04 WMG LTSA update: Admin working on each PID/Address and transferring appropriate docs into folders.

9.05 LGIS WMG claims submissions update: WMG claims submissions for fiscal year April 1st 2024/2025 and April 1st 2025/2026 are almost complete. April 1st to September 30th, 2026 will be submitted in October 2026.

9.06 Acera Insurance:

A) Yearly renewal invoice #426523

Jenn Holt motioned to pay for yearly insurance renewal invoice #426523 for $35,916.00

Jordan Durkin second the motion Motion carried by Paul Markin

B) WTP Increased Property Limits from Inspection invoice #418965

Jenn Holt motioned to pay WTP insurance increase invoice #418965 for $101.00

Jordan Durkin second the motion Motion carried by Paul Markin

9 In Camera Meeting — Trustees and Admin.

None Scheduled.

10 Adjournment: 8:10