



Robson-Raspberry Improvement District

Monthly Board Meeting

Date: August 20th, 2025 Time: 6:00pm

Location: RRID Office

Attendees: Trustees Wes Greep, Jenn Holt, Paul Markin, Jordan Durkin, Andrew Coates.

Administrator Tracey Smith. WTP Operators Jesse Reel and Luke Magnall.

1. Call to Order

The RRID Chair called the meeting to order at 6:05 PM.

2. Approval of Agenda

- 2.01 Called for additions or deletions. No additions or deletions requested.
- 2.02 Motion to adopt the agenda

Motion to adopt the agenda: Jenn Holt

2nd: Jordan Durkin Motioned carried.

3. Adoption of Previous Minutes

- 3.01 The minutes of the last meeting held on July 9th, 2025, were circulated for the board to review.

Motion to adopt minutes of July 9th, 2025: Jenn Holt

2nd: Jordan Durkin Motion carried

4. Operations and Maintenance Reports

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

- 4.01 Jesse Reel read July WTP Operations Report.
- 4.02 Luke Magnall read the Distribution Field Reports.
- 4.03 Distribution leak July 11th, 2025: RRID responsible for repair.
- 4.04 WTP membranes/CARM – No new update.
- 4.05 EOCP: WT Class 3, WD Class 2.
- 4.06 Bylaw 113: Board discussed required edits and final copy for review in September board meeting.

5. Public Question and Answer Period

- 5.01 None.

6. Business Arising from the Minutes

- 6.01 Security Cameras: Ben to install.
- 6.02 Melnick subdivision: Admin to respond to MoTI as completed.
- 6.03 Pass Creek/RDCK: RDCK responded stating they will provide RRID with requested information.



Robson-Raspberry Improvement District Monthly Board Meeting

- 6.04 Jordan Durkin of the Water Metering Implementation Committee, Shared monthly report updates.
- 6.05 WSA 2025 Meter Supply Review: Tabled for further response.
- 6.06 Property Owner Survey/Questionnaire: Tabled for further discussion.

7. Financial Report - Prepared by Exact Earnings

- 7.01 July 2025 Expenses

Motion to accept July 2025 expenses: Jenn Holt

2nd: Jordan Durkin Motion carried

- 7.02 Board reviewed Profit & Loss Report for January – July 2025.

8. Correspondence

- 8.01 Jagged Edge: Ben to weed whack around building.

9. New Business

- 9.01 Admin to mail out disconnect notices with statements for overdue accounts.
- 9.02 New website emergency phone number: Admin to contact Telus regarding RRID's obligation or contract, and contact Rogers for additional cost of adding a third phone number to quote.
- 9.03 Distribution System repairs on private property: RRID responsible for repairs.
- 9.04 Property with well: Admin to contact Ministry and IHA for guidance.
- 9.05 Exact Earnings: Add Exact to RRID CRA account: Jenn Holt to contact Exact earnings for clarification.
- 9.06 Trustees, employees, & contractors unavailable/away: Board agreed to employees and contractors to notify Admin of unavailability and scheduled time off.
- 9.10 Admin to send out monthly minutes to trustees as soon as possible, action items to be added to minutes and written on boardroom white board when needed.
- 9.11 RDCK Subdivision Moratorium: Not required at this time.
- 9.12 Board reviewed **Sample** of 2025 Capital Works Renewal Reserve Fund Disbursement Bylaw (118): Admin to provide final copy for September, board meeting.

10. In Camera Meeting – Trustee's and Admin.

None scheduled.

11. Adjournment: 9:45PM