

Robson – Raspberry Improvement District

Board of Trustees Meeting

December 11th, 2024

Minutes

Attendees: Wes Greep, Jen Holt, Paul Markin, Jordan Durkin, Jesse Reel, Luke Magnall, Tracey Smith, James Lindsay

*Call to order – 5:00 pm by Board Chair Wesley Greep.

Approval of November 20th meeting minutes.

MOTION: Jen Holt 2nd JORDAN DURKIN MOTION CARRIED

OPEN ISSUES & DISCUSSIONS

*Operations and Maintenance – Jesse Reel

On December 3rd, the Board voted via emergency email to order Bray Valves, UV Lamps and Quartz Sleeves. (Items #1 and #3)

MOTION: Paul Markin: Administrator to order items #1 and #3 RE: email.

2nd Jen Holt MOTION CARRIED

*1a) **JESSE** updated the progress for the quote and ordering of broken Bray Valves, UV Lamps, Quartz Sleeves, and breaker replacements.

Discussion for the cause of the current water quality advisory - malfunctioning pump, UV panel corrosion, and next steps for optimal Plant operation.

Jesse provided a quote for plumbing the air lines to the new compressor and schedule for all tasks to be completed.

MOTION: Jen Holt. To hire Arcright Plumbing & Heating Ltd to perform necessary repairs
RE: quote.

2nd: Paul Markin. MOTION CARRIED

*1b) **LUKE** discussed the need for SOP (Standard Operation Procedures) as an operator for RRID.

*Incidental Report Forms.

*Distribution call outs.

How to evaluate an emergency call or non emergency call and who is to respond. Ben to create an assessment for what determines an emergency call.

*Concerns of property owners preventing location of and access to curb stops due to various debris, overgrown vegetation or buildings covering/blocking the RRID curb stop.

*Discussion for efficient protocol for the ordering and payment of Plant parts and equipment.

Operators to research and provide RRID Administrator with 'detailed quotes from suppliers' for ordering.

*****1c) WATER LEAK @ GLEBOFF & UPPER LEVELS**

Discussion to determine next steps – in progress.

***2a) SUBDIVISION REGULATIONS: BYLAW No.103**

Tabled until January 2025

***2b) FOXLEE – Update**

Locate NEW owner for 'Agreement Contract'.

***3) GIS DATA – James Lindsay**

Discussed progress of locating & GPS tagging and of RRID's water valve flags - including Plant facility. Progress ongoing until Spring of 2025.

James to provide quote for Tablet for GPS data and training. Tabled until Spring of 2025.

***4) BYLAW No.114 Taxes and No.115 Tolls FINAL READING**

Bylaw No. 114. An increase of 5% for 1.a and a decrease for 1.b.

Bylaw No.115. An increase of 5% across the board

MOTION: Jen Holt: Creation of Bylaw No.116 Taxes and No. 117 Tolls for 2025 and repeal Bylaw No. 114 and Bylaw No. 115.

2nd Jordan Durkin MOTION CARRIED

***5) KWL UPDATE: PAUL MARKIN - Update**

No new updated info.

***6) WATER METER COMPARISON - Update**

Tabled until January 2025.

***7) OUTDOOR SIGNAGE - Update**

Completion of roof build and reinstalling of digital display board. Ben to test digital board is fully operational.

***8) LOCATION OF PROPERTIES WITH 2 OR MORE DWELLINGS – Update**

Tabled until June 2025

***9) RRID CREDIT CARD - Update**

New credit card has been ordered.

***10) ON/OFF 2024 INVOICES – Update**

Administrator to send out invoices for water on/off services rendered throughout 2024

***11) TELUS – Update**

No new information. Waiting for TELUS to appropriate RRID accounts.

NEW BUSINESS

***12) FINANCIAL STATEMENTS AND EXPENDITURES**

All accounts are up to date.

***13) STANDARDIZED ALERT MESSAGES**

Administrator to research IHA for 'standardized' alert messages recommendations. Re: failures and advisories.

***14) ATCO – NORNS CREEK**

Update: First area of cutblock #30 completed. Active in 2nd area of cutblock #32. On schedule to complete primary industrial work by December 24th, 2024. Will advise should there be changes.

***15) KWL - WATER METER PILOT PROGRAM GRANT**

Discussion for submitting an 'Invitation to Express Interest' for a funding grant and requirements package.

MOTION: Paul Markin – Administrator to email expressing interest in the WATER METER PILOT grant program to obtain the information package & review along with an invite to a Q&A session on Dec 16th at 2:00 pm.

2nd Jordan Durkin. **MOTION CARRIED**

***16) IMPLEMENTATION OF AUTOMATED PAYROLL SYSTEM - Update**

Exact Earnings confirmed to implement for January 2025