



Robson-Raspberry Improvement District Monthly Board Meeting

Date: December 10th, 2025

Time: 5:00 pm

Location: RRID Office

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

Admin: Tracey Smith. Operations: Jesse Reel, Luke Magnall & Ben Gordan.

1. Call to Order

The RRID Chair called the meeting to order at 5:03 PM.

2. Approval of Agenda

2.01 Call for additions or deletions.

Admin called to add first reading of Bylaw 121.

Added under New Business 9.06

2.02 Motion to adopt the agenda.

Motion to adopt December 10th agenda: Jenn Holt

2nd Jordan Durkin Motion Carried

3. Adoption of Previous Minutes

3.01 The minutes of the last meeting held on November 12th, 2025, were circulated for the board to review.

Motion to adopt November 12th, 2025, minutes: Jenn Holt

2nd Andrew Coates Motion Carried

4. Operations and Maintenance Reports

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

4.01 WTP Monthly Operations Report –Jesse Reel

4.02 WMG Field Report – Luke Magnall

Motion for Operations to purchase replacement phesto solenoids for quoted cost of \$2328.51: Jenn Holt

2nd: Jordan Durkin Motion Carried

Motion for Operations to purchase 2 sump pumps for WTP floor drains for cost up to \$1000.00: Jenn Holt

2nd: Andrew Coates Motion carried



Robson-Raspberry Improvement District Monthly Board Meeting

- 4.03 Online Membranes Technology Course: No new update.
- 4.04 RDCK Landfill Application: Account set-up.
- 4.05 Pallet-jack: Purchased and onsite.
- 4.06 WMIC monthly Report:
 - A) Container Storage Perimeter Fencing

5. Public Question and Answer Period

- 5.01 None scheduled

6. Business Arising from the Minutes

- 6.01 CWF Asset Study
 - Motion to go forward with Asset Study Scope Change proposed by Urban Systems and XenonCyber Dynamics for a cost of \$10 000.00: Jordan Durkin
 - 2nd: Andrew Coates Motion Carried
- 6.02 IHA file request: Completed.
- 6.03 RDCK Open House: Date set for January 14th at 6pm to be held at the Robson Community Center. Notice to be posted on the RRID website and sent out to rate payers.
- 6.04 RRID CEC & Bylaw 112: Requires financial studies and Engineer's Seal.
- 6.05 RRID Boundary: Completed.
- 6.06 LTSA: In progress.
- 6.07 Kootenai Hydrant Services: Tabled to January 2026.
- 6.08 Office copier: Delivered and onsite.

7. Financial Report - Prepared by Exact Earnings

- 7.01 November 2025 Expenses Report
 - Motion to approve November 2025 accounts payable: Jen Holt
 - 2nd: Andrew Coates Motion carried.



Robson-Raspberry Improvement District Monthly Board Meeting

- 7.02 Profit & Loss Report: January – November 2025.
- 7.03 2026 budget review: RRID to arrange a meeting with Exact Earnings in January 2026. Exact to assist Admin.

8. Correspondence

- 8.01 Jagged Edge: Positive feedback and thanks for completion of repairs.

9. New Business

- 9.01 Accounts. Admin: In progress. To discuss further at January board meeting.
- 9.02 Bylaw No.118 changes were made: page header bylaw number corrected from 113 to 118, Section 8 typo corrected to owing, Section 23 correction of d to c, Section 24 (b) removed the word 'or' , certify true copy signature line changed from Trustee to Corporate Officer.
- 9.03 1st reading of Bylaw No. 120
- 9.04 2nd reading of Bylaw No. 120 and passed.
- 9.05 1st reading of Bylaw No. 121
- 9.06 1st reading of Bylaw No. 122
- 9.07 Mild Weather Source Water Quality: Paul Markin presented a sample bulletin and all board members accepted.
- 9.08 Black Mountain Irrigation District: Petition
Motion to sign and submit 'Petition to the Ministry of Housing and Municipal Affairs, BC: Jenn Holt
2nd: Jordan Durkin Motion Carried.

10. In Camera Meeting – Trustees and Admin.

Scheduled.

11. Adjourned 7:03pm