

**Robson – Raspberry Improvement District**

**Board of Trustees Meeting**

**JANUARY 8th, 2025**

**Minutes**

Attendees: Wes Greep, Jen Holt, Paul Markin, Jordan Durkin, Jarrod Whitehead, Jesse Reel, Luke Magnall, Tracey Smith.

\*Call to order – 6:00 pm by Board Chair Wesley Greep.

Approval of December 11<sup>th</sup>, 2024 meeting minutes.

**MOTION: Jarrod Whitehead     2<sup>nd</sup> Paul Markin MOTION CARRIED**

\*ADDITION TO AGENDA: RDCK APPLICATION FORM\*

**MOTION: Jordan Durkin. Approval to add RDCK application form to agenda for discussion.**

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

**OPEN ISSUES & DISCUSSIONS**

**\*Operations and Maintenance – Jesse Reel & Operator Luke Magnall**

Update on the December 11<sup>th</sup>, 2024 report

\*1a) **JESSE & LUKE** updated on the progress of installed Bray Valves, UV Lamps, Quartz Sleeves, and breakers. Operating very well but continues to experience major drops in communications causing fluctuations. More monitoring of circuit board sequencing needed. Jesse to investigate. Preventative maintenance kits with correct nozzles are required. Cost is \$2100.00.

**MOTION: Jen Holt. To order correct Preventative Maintenance Kit & provide RRID Admin with email of order.**

**2<sup>nd</sup>: Jarrod Whitehead.             MOTION CARRIED**

\*1b) **JESSE** updated on the installation of the new air-compressor: pipe fitter to hook up to the main line. MITs are a top priority.

\*1c) Raw-pond is clean and up to normal level.

\*1d) Chlorine skid/generator. Requires a lot of work. RRID to have further discussion of possible solutions.

- \*1e) Discussion regarding the repair or replacement of the current Actuator.
  - \*1f) Jesse to provide RRID with a list for 'Flow Meters'.
  - \*1g) Removal of trees and branches at WTP needed.
  - \*1h) Water Quality Alerts: Will send 2<sup>nd</sup> alert one week after initial alert sent out to remind residents of current 'In Place Alert'. Standardized messages/alerts tabled until February, 2025.
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**\*2a) Bylaw No. 116 & 117 UPDATE**

Submitted and in progress

**\*2b) SUBDIVISION REGULATIONS: BYLAW No.103**

Tabled until required information is available regarding the Pilot Metering Grant.

**\*2b) FOXLEE – UPDATE**

NEW owner 'Agreement Contract' has been signed by Laura Bisaro. Wes to contact for further details.

**\*3) METERING PILOT GRANT PROGRAM - UPDATE**

Application is in progress.

**\*4) NORNS CREEK - UPDATE.**

Project completed.

**\*5) DURKIN INVOICE - UPDATE**

Invoice created, distributed and confirmation received.

**\*6) WATER METER COMPARISON - UPDATE**

Tabled until acceptance or denial of Metering Pilot Grant Program and RDCK Water Service request.

**\*7) OUTDOOR SIGNAGE - UPDATE**

To be tested for functionality.

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

Tabled until June 2025

**\*9) RDCK APPLICATION OF INTEREST – UPDATE**

Administrator to finalize and submit application.

**\*10) ON/OFF 2024 INVOICES – UPDATE**

Administrator sent out invoices for water on/off services rendered throughout 2024. Invoices dated for December 31<sup>st</sup>, 2024.

**\*11) TELUS – Update**

No new information. Administrator set up Telus payment portal. Exact Earnings has access.

**\*12) STANDARDIZED ALERT MESSAGES - UPDATE**

Administrator distributed IHA samples for various alerts.

**NEW BUSINESS**

**\*13) FINANCIAL STATEMENTS AND EXPENDITURES**

Expenditures for December 2024 – Supplier and Payroll.

**MOTION – Jen Holt: Approve expenses for December 2024.**

**2<sup>nd</sup> – Paul**

**MOTION CARRIED**

Exact continues to transfer and update all account receivables and payables.

**\*14) ATCO – NORNS CREEK - UPDATE**

Completed.

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

Application in progress. Deadline for submission is January 31<sup>st</sup>, 2025

**\*16) IMPLEMENTATION OF AUTOMATED PAYROLL SYSTEM - UPDATE**

In progress. Exact to inform of start date.

**\*17) MELNICK**

Refusal to pay 2024 water on/off services rendered to the property of 1225 Relkoff Road. Jen Holt confirmed services were indeed rendered at said address as Jen Holt was physically present at the time.