



## **Robson-Raspberry Improvement District Monthly Board Meeting Minutes**

Date: July 9<sup>th</sup>, 2025 Time: 6:00pm Location: RRID Office

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

Administrator Tracey Smith. Operators Jesse Reel and Luke Magnall.

Public: Kelly Fraser & Martin Whitehead.

### **1. Call to Order**

The RRID Chair called the meeting to order at 6:00 PM.

### **2. Approval of Agenda**

#### **2.01 Call for additions or deletions**

Administrator called for deletion of 6.04 – duplicate item.

Jenn Holt added Foxlee Road inquiry. Added into 8.01.

#### **2.02 Motion to adopt the agenda**

Motion to adopt June agenda: Jenn Holt

2<sup>nd</sup> Paul Markin Motion carried.

### **3. Adoption of Previous Minutes**

#### **3.01 Minutes of June 11<sup>th</sup>, 2025 were circulated for the board to review.**

Motion to adopt minutes of June 11<sup>th</sup>, 2025: Jordan Durkin

2<sup>nd</sup> Jenn Holt Motion carried.

#### **3.02 Revised minutes of May 14<sup>th</sup>, 2025 were circulated for the board to review.**

Motion to adopt minutes of May 14<sup>th</sup>, 2025: Jenn Holt

2<sup>nd</sup> Paul Markin Motion carried.

### **4. Operations and Maintenance Reports**

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

#### **4.01 WTP Operations May Report Update – Jesse Reel**

Read May Operations Report.

Compressor Maintenance Package.

Motion to purchase one of each item from compressor maintenance package and 1 liter of oil : Jenn Holt

2<sup>nd</sup> Paul Markin          Motion carried.

4.02    Distribution Field Report: Luke Magnall

4.03    EOCP: Operator Jesse Reel submitted WTP recertification application.

4.04    WTP Membranes.

Motion to purchase from RRID Savings Account now, to secure 18 DuPont XP77 membrane modules from DWS Advantage: Jordan Durkin

2<sup>nd</sup> Andrew Coates          Motion carried.

## **5. Public Question and Answer Period**

5.01    Kelly Fraser presented her concerns regarding hobby farms and livestock water needs.

5.02    Martin Whitehead: Presented account information.

## **6. Business Arising from the Minutes**

6.01    DHC Communications: No new information

6.02    AWA Standards: Reports purchased.

6.03    Asset Study: In progress

6.04    Pass Creek/RDCK: RDCK to respond after July 14<sup>th</sup>, 2025.

6.05    Security Camera: Purchased and to be installed.

6.07    Property Owner Survey/Questionnaire: Tabled to August 2025.

6.08    Knob Road permit application: MOTI reviewing application.

6.09    Avenza subscription: Completed. In use by RRID Operators.

6.10    Water Meter Implementation Committee Monthly Report: Jordan Durkin

Motion to approve the Equipment RFP: Jenn Holt

2<sup>nd</sup> Andrew Coates          Motion carried.

- 6.11 Melnick Subdivision: Administrator to contact MoTT for clarification and ensure all bylaw requirements have been met.

## **7. Financial Report - Prepared by Exact Earnings**

- 7.01 June 2025 Expenses

Motion to approve June 2025 accounts payable: Jordan Durkin

2<sup>nd</sup> Paul Markin      Motion carried.

- 7.02 Profit & Loss Report: January – May 2025: Board reviewed.

## **8. Correspondence**

- 8.01 Ratepayer website contact submission dated June 12<sup>th</sup>. 2025:

Foxlee Road: Moving the water mainline.

Board discussion: Moving the water mainline that supplies Foxlee Road will commence either in the fall of 2025 or the spring of 2026 in conjunction with the water meter installation project currently in progress to avert higher costs.

Administrator to reply to inquiry.

## **9. New Business**

- 9.01 Overdue accounts: Statements and notices to be sent out.

- 9.02 Outdoor water restrictions: No change.

- 9.03 RRID 2025 water demand: Board reviewed.

- 9.04 WSA Agreement & Authorization to Proceed Document: Board Chair signed.  
Administrator to forward and file.

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

11. Adjournment 9:33pm