



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

Date: June 11<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.

### **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

No additions or deletions requested

2.02 Motion to adopt the agenda

Motion to accept June agenda: Jordan Durkin

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

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

3.01 The minutes of May 14<sup>th</sup>, 2025 were circulated for the board to review.

Trustee Paul Markin requested Admin to revise May minutes: Tabled to July.

3.02 Minutes for May 25<sup>th</sup> AGM 2025: Tabled to April 2026.

### **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 / Luke Magnall

Jesse read the May operations report.

#### **Accu-tab chlorination system:**

Apply for IHA construction permit before ordering accu-tab system.

Motion to apply for IHA construction permit: Jordan Durkin

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

4.02 EOCP: Jesse to contact EOCP with required information.

4.03 May Operations Report: No longer needed.

## 5. Public Question and Answer Period

5.01 None Scheduled

## 6. Business Arising from the Minutes

6.01 DHC Communications: Board requested September 10<sup>th</sup>, 2025 at 5pm for the demo. Admin to make request.

6.02 AWA Standards- Paul

Motion to purchase 3 AWWA Standards for ultrafiltration and developing rates for small systems: Jenn Holt

2<sup>nd</sup> Jordan Durkin Motion carried.

6.03 **Water Metering Implementation Committee Monthly Report** – Jordan Durkin

A) Water meter consultant, Neal Klassen, has been hired to assist RRID water meter committee for public education and engagement.

B) Public outreach training for Admin and Operators to be provided by water meter consultant, Neal Klassen.

C) Operators to reach out to the public to locate csv's that are difficult to find.

D) Preparation for the upcoming water meter public open house presentation and discussion set for Thursday, June 12, 2025.

E) Additional worker hired to assist RRID operator for locating and flagging csv's.

F) RFP for equipment selection in progress.

6.04 Pass Creek – Admin to email contract to RDCK.

6.05 Security Camera: Columbia Business Computers recommendation.

Motion to purchase 3 Blink Cameras and monitoring subscription: Jenn Holt

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

6.07 Knob Road permit application. Admin to contact MoT.

6.08 Infrastructure Planning update – Tabled for further research.

6.09 WMG Funds – Kootenay Savers Account – Completed by Exact Earnings.

- 6.10 Office Technology update: Computer set up. Microsoft subscription renewed.
- 6.11 Avenza subscription: Admin to update account email address for subscription. Service available to operators for GIS mapping.

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

- 7.01 May 2025 Expenses

Motion to approve May 2025 accounts payable: Jenn Holt

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

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

## **8. Correspondence**

- 8.01 Ratepayer website contact submission dated May 27<sup>th</sup>. 2025: Board discussion.

## **9. New Business**

- 9.01 Strategic Priority Fund Application: Enquiries in progress.
- 9.02 Melnick Subdivision: Admin to inform of further requirements needed.
- 9.03 RRID subdivision proposal: Jordan Durkin. Board to review.
- 9.04 Water Demand Charts – Board discussion.

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

- 11. Adjournment at 9:18pm