

Robson – Raspberry Improvement District

Board of Trustees Meeting

MARCH 12th 2025

Minutes

Attendees: Wes Greep, Jenn Holt, Paul Markin, Jordan Durkin, Jesse Reel, Tracey Smith, Amy Lockhart, James Lindsay, & Luke Magnall.

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

APPROVAL of the AGENDA

MOTION: Jenn Holt: Approval of the Agenda.

2nd Paul MOTION CARRIED

Approval of February 12th, 2025 meeting minutes.

MOTION: Jenn Holt: Approval of the distributed February 12th meeting minutes.

2nd Jordan Durkin MOTION CARRIED

OPEN ISSUES & DISCUSSIONS

***Operations and Maintenance – Jesse Reel + Luke Magnall**

***Raw Water Pond:** Summit has the RW valve actuator. Display failed. \$6K to fix, \$15K for a new actuator. Summit quote tabled to April Board meeting.

***Raw Water Pumps:** Lost communication mid Feb and lost RUN command. No issues since. Xenon did change the program to add failsafe related to high chlorine issue (chlorine was dosed while RWP's not running)

***Strainers:** 2 strainers repaired, waiting for electrician to commission them. One strainer repaired and is up and running.

***MIT & Air Compressors:** Foam coming from compressor. Mfg is sending a service technician who will train Ops and investigate issue. Jesse updated cut-in/cut-out pressures and will update MIT initiation in next week.

***UV-A:** Crash on "flow". Xenon removed code written for high flow that shut down on UV-A. ALARM display is binary. Jesse got code descriptors.

***UV-B:** Electrician to install replacement breaker. Failed ballast. \$5k each to replace. WTP down to 2 working ballasts. Luke to research rebuilding of ballasts. June deadline.

***UV-C:** Low intensity, struggling to keep up with freshet WQ. Lamps currently @ 5500hrs – max is 9000hrs. Check on warranty.

***WTP:** TELUS dropped Fiber optic line. Internet and emergency line operational.

***Raw Water Valve:** Display is damaged - \$6K to fix.

***Puck Chlorinator:** Quote \$18K. Jesse provided cost comparison for liquid sodium 'vs' puck calcium hypochlorite. Jesse to provide more research data.

***Mag Meter:** Flow meter ordered

***Turbidity Meter:** Turb monitoring is a key element for potable safety along with MIT and C12 residual.

MOTION: Paul Markin: To purchase Turbidimeter from HACH with Auto cleaning, EPA Version.

2nd Jenn Holt MOTION CARRIED

***Flagging and Mapping:** James Lindsay – 80% of valves are mapped. Lots of CSVs under fences and sheds. Mostly between church and school. James provided a list of remaining CSVs to be found with home addresses. James suggested RRID purchase the Arrow w/Samsung tablet to access live data.

***WSABC Annual Spring Workshop:** Luke Magnall requested RRID to fund his attendance and stay in Kelowna on March 27th and 28th, 2025. Total cost \$790.00.

MOTION: Jenn Holt: RRID to pay \$380.00 for the cost of the workshop portion only, for Luke Magnall to attend the WSABC Annual Spring Workshop. Luke to cover remaining costs.

2nd Jordan Durkin 3rd Paul Markin MOTION CARRIED

***Emergency Repair Report – 26/2/25 – Luke Magnall:** Upload reports to cloud folder and Administrator to maintain hard copy file in RRID office.

***TELUS 'vs' Shaw comparison:** Discussion about a 3yr contract for the WTP and RRID office. Administrator provided cost savings analysis comparing month to month 'vs' 3yr contracts with Telus. Shaw would have to install all necessary equipment and pole. At this time, Shaw is not cost effective. Board to decide on the signing of a 3yr Telus contract.

***RDCK acquisition update:** Wes is the Lead communications. Administrator to advise RDCK via email.

***AGM 2025:** Location confirmed. 3067 Waldie Avenue in Robson. To advertise by send out an alert through the RRID website, in the local Castlegar news paper, and post on RRID outdoor digital signage/board.

***Asset Study update:** On going

***Electric outdoor sign:** Operational

***Financials:** Board discussion with Amy Lockhart of Exact Earnings.

-Budget for 2025. Amy to revise budget to reflect 2025 needs and discuss in April Board meeting.

-Monthly meeting reports: Board requested a running expense report for every Board meeting. To review in April Board meeting.

-Exact Earnings to invoice the 10% penalty fee to be applied to 2024 balances over due. To be sent out with 2025 billing cycle in March.

-Exact to implement new Taxes and Tolls for 2025 bylaws 116 + 117.

-Amy to open 2 additional Super Saver accounts for optimal interest at Kootenay Savings and to confirm allocated amounts in each account.

MOTION: Jenn Holt: Amy Lockhart @ Exact Earnings to open 2 Kootenay Super Saver accounts on behalf of RRID. Amy to confirm amounts in each account.

2nd Jordan Durkin 3rd Paul Markin MOTION CARRIED

***Fiscal year end 2024:** Meeting with Childs Chanton. Jenn Holt, Tracey Smith and Amy Lockhart in attendance. Amy Lockhart of Exact Earnings and Tracey Smith, Administrator for RRID provided Childs Chanton with required documents. Childs Chanton to review and make requests for further documentation as required. Seville invoices for connection work required.

***Canada Housing Infrastructure Fund:** Paul Markin – Discussion for possible future grants.

***Rick Grant Leak Repair:** Wes Greep. Repair leak @ 1084 Gleboff Road

MOTION: Jenn Holt: To repair water leak @ 1084 Gleboff Road

2nd Jordan Durkin 3rd Paul Markin MOTION CARRIED

***New water connection:** New build @ 2510 Knob Road, Robson. Ken Hunter-Oglow. Ken to visit RRID office and fill out 'Water Service Connection' form. Administrator to make contact and provide a copy of Connection Bylaw No.112 and Capital Expenditure Bylaw No. 66 upon completed and signed Water service Connection application.

***Projects require community engagement:** Paul Markin – Tabled

***Cloud Storage:** Administrator to set up cloud storage for RRID. Cloud storage enables Trustees and Administrator to upload and access documents when required.

***Statistics Canada:** Mandatory 2024 Biennial Drinking water Plants Survey. Paul to complete by April 30th, 2025.

***Kaleden Irrigation District Law Suit against the Province of BC:** Board discussion.