



# Robson-Raspberry Improvement District Monthly Board Meeting

Date: March 11th, 2026      Time: 6:00 pm      Location: RRID Office

Attendees: Trustees Chair Wes Greep, Jenn Holt, Jordan Durkin, & Andrew Coates

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

## 1. Call to Order

The RRID Chair called the meeting to order at 6:03 PM.

## 2. Approval of Agenda

2.01 Call for additions or deletions.

4.05 WMG work schedule: Jordan Durkin.

9.04 Manager Scope of Service: Jordan Durkin.

2.02 Motion to adopt the agenda.

**Motion to adopt the agenda: Jenn Holt**

**2<sup>nd</sup> Jordan Durkin                      Motion Carried.**

## 3. Adoption of Previous Minutes

3.01 The minutes of the last meeting held on February 18th, 2026, were circulated for the board to review.

**Motion to adopt February 18th Minutes: Jenn Holt**

**2<sup>nd</sup> Andrew Coates                      Motion Carried**

## 4. Operations and Maintenance Reports

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

4.01 WTP Monthly Operations Report —Jesse Reel

4.02 WMG Field Report — Luke Magnall

4.03 WMIC monthly Report —Jordan Durkin

4.04 IHA Operations Permit received.

4.05 WMG Work Schedule: Board affirmed hours to be divided between two operators.

## 5. Public Question and Answer Period

5.01 None scheduled

## 6. Business Arising from the Minutes

6.01 ICIS Membership: Tabled until response is received.



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6.02 RDCK Expression of Interest Survey: 12 Incomplete. 7 Does not support. 164 Does support. Total submissions 183 (1 late/184)

6.03 RRID Assessment Bylaw No. 120 notices: Mailed out March 31/26.

6.04 Kootenai Hydrant Services: Tabled until quote is received.

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

7.01 January 2026 Expenses Report

**Motion to approve February Expenses: Jenn Holt**

**2<sup>nd</sup>: Jordan Durkin Motion carried**

7.02 Profit & Loss Report January 2026: Board reviewed.

7.03 WMG Profit & Loss Report: Board reviewed.

### 8. Correspondence

None scheduled

### 9. New Business

9.01 Doane Grant Thornton 6pm:

A) Presented and discussed 2025 Final Financial Statements

B) B)Audit Interim Invoice for \$5722.50

**Motion to pay \$5722.50 for interim audit invoice: Jenn Holt**

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

9.02 2026 AGM scheduled advertising: AGM April 22, 2026 advertisement in Castlegar News, on RRID outdoor digital board, & RRID website.

9.03 Acera Insurance Directors & Officers Liability Renewal:

**Motion to pay \$2743.00 for yearly insurance coverage: Jenn Holt**

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

9.04 Manager Scope of Service: Board reviewed and discussed necessary contract details required.

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**10. In Camera Meeting – Trustees and Admin**

Scheduled

**6. Adjournment: 9:35 pm**