



Robson-Raspberry Improvement District May 14th, 2025 Meeting Minutes

Date: May 14th, 2025 Time: 6:00pm

Location: RRID Office

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

1. Call to Order: Wes Greep called the meeting to order at 6:00 PM.

2. Approval of Agenda

2.01 Paul Markin called for addition to agenda: 9.16 Infrastructure Planning

2.02 Motion to adopt agenda and addition: Jenn Holt

2nd Jordan Durkin 3rd Paul Markin Motion carried.

3. Adoption of Previous Minutes

3.01 Motion to approve circulated April 9th, 2025 minutes: Jenn Holt

2nd Jordan Durkin 3rd Paul Markin Motion carried.

4. Operations and Maintenance Reports

4.01 WTP Operations Update – Jesse Reel / Luke Magnall

Raw Water Pond

Motion: Jordan Durkin – To purchase a new Rotork valve – cost \$9825.00

2nd Paul Markin 3rd Jenn Holt Motion carried.

UF Skids: Train #1 leaky valve.

New valve is required. Operator to check if rebuilding old valve is an option for a spare before ordering a new valve. Due to high summertime demand, a spare is necessary.

CIP Skid: Maintenance clean & recovery clean procedures were updated.

Accu-tab chlorination system: In progress

Backwash Skid: BW pump tags readjusted. Failed pressure transducer.

Two new transducers ordered.



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UV Skid: Mag meter installed and electrician to connect power and communication wires.

Coagulation System: Water quality improved. Old coagulant removed off-site.

New Compressor: Operational

Cyber subscription annual service: Jenn Holt signed E-contract.

5. Public Question and Answer Period

5.01 None Scheduled

6. Business Arising from the Minutes – Section 6

6.01 Trustee's Report 2025.

Motion: Jordan Durkin. Paul to read Trustees speech at 2025 RRID AGM:

2nd Jenn Holt 3rd Wes Greep Motion carried.

6.02 Asset Study Update: In progress

6.03 2025 Budget Public Notice: Post on RRID website.

6.04 DHC Communications: Board requested a demo in September 2025.

6.05 AWWA Standards: In progress.

6.06 Ladybird Campsite Signage: Tabled until October 2025.

6.07 WTP Integrator: Xenoncyber Contract Renewed.

6.08 Water Metering Implementation Committee Monthly Report – Jordan

A. Requested a quote for Avenza subscription. Admin to provide.

B. Add finding valves on mapping.

C. Operator to draft up a 'Door Knocker' for valve locating.

D. RFP: Received proposals from US and WSA. Awarded consulting work to WSA based on evaluation.



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2nd Paul Markin 3rd Jenn Holt Motin carried.

7. Financial Report - Prepared by Exact Earnings

7.01 April 2025 Expenses

Motion to accept April 2025 Expenses: Jenn Holt

2nd Jordan Durkin 3rd Paul Markin Motion carried

7.02 Profit & Loss Report: January – April 2025. Board discussion.

8. Correspondence

8.01 No Correspondence at this time.

9. New Business

9.01 Overdue Accounts: In progress

9.02 RDCK Signage – Cost-sharing and upgrade (Bluegrass sign): In progress

9.03 RDCK Fair Grounds - signage graphic design proposal: Tabled to June 2025.

9.04 Pass Creek – Water service request discussion: Contract in progress.

9.05 Security Camera & Public Warning Signage: Admin to research and provide Board with a quote

9.06 Office Technology Review: Admin to order a replacement computer. Columbia Business Computers to set up.

9.07 Internet Service Review: Tabled to September/October 2025.

9.08 AGM Preparation – Finalization of Trustee Reports and website posting & General Discussion: Admin to organize and prepare documents etc.

9.09 Water Meter Grant Funds: Exact Earnings to deposit WMG funds into Kootenay Savers Accounts to receive highest possible interest.

9.10 Streamlining RRID Board Meetings: In progress

9.11 Streamlining RRID Email Communications with Admin: Admin to prioritize.

9.12 New water service installation on Knob Rd: Admin to inquire of permit details.

9.13 BCA Rolling Reporting: In progress.



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- 9.14 RRID Bylaws: Capital Expenditures & Renewal Reserve: Board clarified bylaws for Admin.
- 9.15 Increasing Board of Trustee Members: Admin discussed RRID Letters Patent approved for five trustee positions. Board declined.
- 9.16 Addition: Infrastructure Planning: Tabled for October 2025.

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

11. Adjournment