



Robson-Raspberry Improvement District

Monthly Board Meeting

Date: November 12th, 2025 Time: 6:00 pm Location: RRID Office

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

Administrator Tracey Smith. Operations: Jesse Reel, Luke Magnall, & Ben Gordan.

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.

Added: 4.06 - Operator requested RDCK Landfill application.

Added: 9.11 - Admin request for copier/printer replacement.

2.02 Motion to adopt the agenda.

Motion to adopt the November 12th agenda: Jenn Holt

2nd Jordan Durkin Motion carried.

3. Adoption of Previous Minutes

3.01 The minutes of the last meeting held on October 15th, 2025, were circulated for the board to review.

Motion to adopt October 15th Minutes: Jenn Holt

2nd Jordan Durkin Motion carried.

4. Operations and Maintenance Reports

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

4.01 WTP Monthly Operations Report –Read by Jesse Reel.

Motion for WTP Operations to pull a pump for possibility of repair: Jenn Holt

2nd Paul Durkin Motion carried.

Motion to purchase a pallet jack for \$800.00: Jenn Holt

2nd Paul Markin Motion Carried.

4.02 WMG Field Report – Read by Luke Magnall



Robson-Raspberry Improvement District Monthly Board Meeting

- 4.03 WMG Open House October 16th update: Low turn out, went well.
- 4.04 MoTT & RRID Paving projects 2026: Board discussion.
- 4.05 WMIC monthly Report – Jordan Durkin – no new update.
- 4.06 Paul Markin recused himself from the Water Meter Committee due to a family member tender submission for the Water Meter Installation bid.
- 4.07 Set up account with RDCK Landfill. Admin to set up.

5. Public Question and Answer Period

- 5.01 None scheduled

6. Business Arising from the Minutes

- 6.01 Doane Grant Thornton Engagement Letter: RRID to accept.

7. Financial Report - Prepared by Exact Earnings

- 7.01 October 2025 Expenses Report

Motion to approve October 2025 accounts payable: Jen Holt

2nd Jordan Durkin Motion carried.

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

- 7.03 2026 budget review: Admin to request a 2026 proposed budget from Exact Earnings. Exact Earnings to clarify line 5410 in proposed budget.

8. Correspondence

- 8.01 Jagged Edge – November 5th email.

Motion to approve \$1000.00 budget for repairs: Jenn Holt

2nd Paul Markin Motion carried

9. New Business

- 9.01 Accounts. Admin to forward reimbursement. DS Operator to provide admin with cost of supplies for invoice.
- 9.02 IHA file request: Jesse Reel to provide Admin with data.
- 9.03 Blue pipe vs galvanized pipe. Tabled to Wednesday Op's meeting.
- 9.04 RDCK Open House – January 7th, 2026: Board to confirm date.
- 9.05 RRID CEC & Bylaw 112 review: Admin to inquire of Ministry.



Robson-Raspberry Improvement District Monthly Board Meeting

- 9.06 RRID Boundary changes: Petitions to extend boundary signed by trustees.
Admin to file with BC Assessment.
- 9.07 LTSA Account Admin update: Chair to update account.
- 9.08 Kootenai Hydrant Services: To provide a quote for repairs.
- 9.09 CWF Asset Study Review. Board discussion.
- 9.10 Membrane Technology Course: Jan/19/2026. Cost \$730.00. Paul
Operators to provide input. More information to come.
- 9.11 Replacement of office copier/printer: Admin to provide details and costs.

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

Two items Scheduled.

11. Adjournment: 9:25 pm