

**Robson – Raspberry Improvement District**

**Board of Trustees Meeting**

**November 20<sup>th</sup>, 2024**

**Minutes**

\*Call to order – 6:06 pm by Board Chair Wesley Greep.

Necessary revision of previous minutes to be reviewed at December meeting.

**MOTION: Jordon Durkin.**

**SECONDED: Jen Holt**

**MOTION CARRIED**

Operations and Maintenance – Presenter Jesse Reel

- Malfunctioning of 2 valves, likely due to over-use of water consumption. Jesse to order replacements for 6-inch butterfly valve and a 6-inch regular valve. Jesse believes having a stock of each valve for replacements on hand will be of value for RRID due to wait times of 6 to 8 weeks for delivery and to prevent possible down time or costly consequences.

**MOTION: Jen Holt – RRID to purchase necessary butterfly valve and regular valve replacements and Jesse to provide quote for additional on-hand valve replacements.**

**SECONDED: Jordon Durkin**

**MOTION CARRIED**

LOCATING OF RRID MAIN WATER VALVE FLAGS

- James Lindsay of GIS Tech. Locating and GPS tagging of water valve flags is still In progress.

**2024 TRUSTEE HONORARIUMS**

NEW BUSINESS:

FINANCIALS

- October Financial Statements and Expenditure Reports
- GIC investments with Kooteney Savings to roll over at renewal. Exact Earnings to execute
- Discussion of up-coming 2025 RRID budget planning
- Discussion of current payroll system and replacing it with a streamlined automated payroll system via Exact Earnings.

**MOTION: Jen Holt – Exact Earnings to Institute a new payroll system by the start of the new year, 2025.**

**SECONDED: Jordon Durkin**

## **MOTION CARRIED**

### **2024 Tax and Tolls Bylaws**

- First Reading of Bylaws No.114 and No.115

### **RRID WATERSHED INSPECTION 2024**

- A reading of KENNETH WYLLIE's most recent Watershed Inspection summary update

### **WATER LEAK**

- Luke Magnall: Possible water leak between curb stop and mains – Gleboff & Upper Levels Road – (easement)

### **HOSTILE CUSTOMERS**

- Luke provided an incident report to PAUL MARKIN regarding hostile customers regarding his physical presence on their properties to perform RRID required job tasks.

### **WATER FILTRATION**

- Discussion of future plans for a more sustainable and cost-effective water-treatment filtration system. Such as using sand for treating water. Research is in progress and discussions will continue.
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### **RRID OFFICE**

- Discussion of needed supplies. Reorganization of 'old' files and storage. Recycling and garbage disposal. Procedures going forward.

### **WATER METERS**

- Tabled until December Board meeting

### **TELUS**

- Discussion of possible broken phone line at 1477 Marshall Road – treatment facility. Luke Magnall to confer with TELUS technician during scheduled appointment on November 26<sup>th</sup>, 2024.

### **OUTDOOR SIGNAGE**

- Discussion to build a roof to protect the digital signage/message board and necessary repairs to make it operable.

**MOTION: Jen Holt – RRID to pay Ben Gordon to repair and build a roof over the outdoor message board.**

**SECONDED: Jordon Durkin**

**MOTION CARRIED**

## KWL - SOL SOURCE PROPOSAL

- Discussion of items critical for an asset study RE: taxes, tolls and capital expenditure charges to support asset lifecycle/renewal

**MOTION: JEN HOLT:** RRID to request from KWL a SOL Source Proposal for critical items of asset study.

**SECONDED: Jordon Durkin**

**MOTION CARRIED**

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### **ACTION ITEMS**

\*Subdivision Bylaw of water meter Imposition

Board

Research if RRID can impose water meter Bylaw on 'new' housing in subdivisions. Tracey to provide findings.

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\*Conflict of interest study regarding

Paul

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\*Foxlee Lots – still require 'Fenwick's' document and replacing of water lines?

Board

Tracey to send out invitation to 'Fenwick' to attend next meeting. Letter sent out (or post online due to Canada Post Strike) "Due to weather constraints, actions will be moved until the Spring of 2025".

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\*Turn on/Turn Off invoices. How far can we go back to bill to recoup monies paid to Ben for this service.

Jen Holt

Tracey to discuss matter with Amy. Exact to provide invoices for 2024 for turn on/turn off services.

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\*Invoices for March and April of 2024 for:

Dirty Diggers, Sorenson, Andrew Sheret, and Ben Gordon's time sheets

Jen Holt

Tracey to confer with Amy to retrieve said invoices. Trustees to sort through.

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\*December 11<sup>th</sup> invitation for employees Christmas dinner function at the Lion's Head.