



# Robson-Raspberry Improvement District

## Monthly Board Meeting

Date: October 15<sup>th</sup>, 2025      Time: 6:00 pm      Location: RRID Office

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

Administrator Tracey Smith. Operators Jesse Reel, Luke Magnall, Ben Gordon.

### 1. Call to Order

The RRID Chair to call the meeting to order at 6:00 PM.

### 2. Approval of Agenda

2.01 Call for additions or deletions.

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 September 10th, 2025, were circulated for the board to review.

**Motion to adopt the September 10<sup>th</sup>, 2025 minutes: Jenn Holt**

**2<sup>nd</sup> Paul Markin      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 to purchase a new chemical transfer pump: Jenn Holt**

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

4.02 WMG Field Report Luke Magnall: no report available.

4.03 RRID Draft tender documents and cost estimate. Board discussion.

4.04 WMG Open House October 16<sup>th</sup> Slides and FAQ: Presented by Jesse Reel.

4.05 WMG monthly Report and

A.) Budget forecast presented by Jordan Durkin. Board discussion.

B.) Water-meter vote.



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Motion to purchase through Flow Systems, remote shut off valves under the water-meter grant project. Remote shut off valves must be supplied to RRID by June of 2026: Jenn Holt

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

### 5. Public Question and Answer Period

5.01 None scheduled

### 6. Business Arising from the Minutes

6.01 Bylaw No. 118: 2<sup>nd</sup> reading.

Motion to repeal Bylaw No. 113 with the creation of Bylaw No. 118: Jenn Holt

2<sup>nd</sup> Paul Markin      Motion carried

6.02 New Website Emergency phone number update: RRID to stay with current phone number.

6.03 2025 Capital Works Renewal Reserve Fund

Disbursement Bylaw No. 119 1<sup>st</sup> and 2<sup>nd</sup> reading.

Motion to accept 2025 Capital Works renewal reserve Fund

Disbursements Bylaw No. 119: Jenn Holt

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

6.04 Exact Earnings CRA and CARM update: In progress.

6.05 Acera Insurance renewal updated invoice.

Motion to approve payment of Acera Insurance invoice #298008: Jenn Holt

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

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

7.01 September 2025 Expenses Report

Motion to approve September 2025 accounts payable: Jordan Durkin

2<sup>nd</sup>: Paul Markin      Motion carried



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7.02 Profit & Loss Report: January – August 2025.

### **8. Correspondence**

8.01 None.

### **9. New Business**

9.01 Overdue Accounts and Disconnects: In progress.

9.02 Doane Grant Thornton Engagement Letter: Childs Chanton is no longer in business. Research options for an auditor required.

9.03 Funds for Strategic Management Study: Board discussion.

9.04 Offensive Behaviour Policy: Document presented by Paul Markin.

9.05 Civil Contractor Standing Offer Agreement: Tabled.

9.06 November Mid-Year update outline: Tabled.

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

Scheduled 3 items.

### **11. Adjournment: 9:20 PM**