



Robson-Raspberry Improvement District Monthly Board Meeting

Date: September 10th, 2025 Time: 6:40 pm Location: RRID Office

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

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.

Additions were called by:

Wes Greep – Driveway repair.

Jordan Durkin – Hiring a RRID Manager.

Administrator – Requested time off.

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

2nd: Paul Markin Motion carried

3. Adoption of Previous Minutes

3.01 The minutes of the last meeting held on August 20th, 2025, were circulated for the board to review.

Motion to adopt the August 20th, 2025 minutes: Jordan Durkin

2nd: Jenn Holt 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.

4.02 WMG Field Reports: Read by Luke Magnall.

4.03 Quance Road Excavation complaint September 10, 2025

Jesse Reel to contact property owner and investigate.

5. Public Question and Answer Period

5.01 None scheduled



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6. Business Arising from the Minutes

- 6.01 Bylaw No. 118: 1st reading.
- 6.02 New Website Emergency phone number update: No new information.
- 6.03 2025 Capital Works Renewal Reserve Fund
Disbursement Bylaw No. 119: Tabled to October board meeting.
- 6.04 WMI Committee Monthly Report – Jordan
- 6.05 Letter of award from WSA/Meter selection Award to Flow Systems:
Motion to conditionally award Flow Systems: Jenn Holt
2nd: Jordan Durkin Motion carried
- 6.06 Property Owner Survey/Questionnaire. Tabled for further review.
- 6.07 Camera installation and subscription: Operator installed cameras.
Motion to purchase a yearly Blink Camera subscription: Jenn Holt
2nd: Paul Motion carried.
- 6.08 Property with well update: Board member to discuss with property owner. Administrator to inquire of Ministry.
- 6.09 Exact Earnings: CRA account update: No new update

7. Financial Report - Prepared by Exact Earnings

- 7.01 August 2025 Expenses **Report**
Motion to approve August 2025 accounts payable: Jenn Holt
2nd: Paul Markin Motion carried
- 7.02 Profit & Loss Report: January – August 2025.

8. Correspondence

- 8.01 Melville email: Administrator to respond - Date of repair within 2 weeks.
- 8.02 Ministry Bylaw 107 inquiry: Current taxes fall under Group 1 of Bylaw 107. Administrator to confirm with Ministry.

9. New Business

- 9.01 Overdue Accounts and Disconnects – Administrator and Board discussion.
- 9.02 Acera Insurance Renewal: Add Volunteers Insurance. Acera to provide updated invoice.



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- 9.03 Property owner driveway repair: Board and operators discussion.
- 9.04 Administrator's requested time off: Board approved. October Board Meeting rescheduled to October 15th, 2025
- 9.05 Discussion regarding the need for RRID to hire an approved Manager recommended by RDCK.

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

None scheduled.

11. Adjournment: 9:15 PM