



**BOTTLE BAY RECREATIONAL
WATER AND SEWER DISTRICT REGULAR BOARD MEETINGS**

December 19, 2023

The Bottle Bay Recreational Water and Sewer District (BBRWSD) Regular Board meeting held by Zoom, was called to order at 4:00 p.m. by Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Rob Behrens, Jon Davis and Steve Shearer. Also in attendance were Bob Hansen, Brent Bennall, and RuthAnn Zigler, Recording Secretary. Absent: Jack Lensing.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

The October 17, 2023 regular Board meeting minutes was tabled to next meeting.

REPORTS

Treasurers Report

Resolution to approve FY 2023 Profit & Loss statement: The Board reviewed and discussed the FY 2023 Profit & Loss statement.

2023-29 Rob Behrens made a motion to approve the FY 2023 Profit & Loss statement as presented. Steve Shearer seconded and the motion carried.

Resolution to amend Capitalization policy:

2023-30 Rob Behrens made a motion to amend the Capitalization policy to increase from \$1,000 to \$2,500. Steve Shearer seconded and the motion carried.

Status of checking accounts and accounts in Local Government Investment Pool: The Mt. West Bank (2094) account balance is \$41,585.89; Mt. West Bank (8384) account balance is \$13,261.85; LGIP1 account balance is \$85,262.76; and LGIP2 account balance is \$149,079.63.

Resolution to approve Water System Management Contract for 2024

The Sewer District has a master contract with Water System Management and the contract is updated every year; the contract was distributed to the Board for their review.

2023-31 Rob Behrens made a motion to approve the 2024 Water System Management contract as presented. Jon Davis seconded and the motion carried.

Operations Report (October and November)

We are in in great shape and also getting better control of the I & I.

Collections Report (October and November)

Status report on capital and other construction projects:

Overflow basin pump upgrade has been completed; ten (10) pump control upgrades have been completed; seven (7) Airvac upgrades (with main line connection) has been completed; and 15 mainline connection upgrades has been completed with five (5) remaining.

Permit & Compliance Matters

There were no permit and compliance matters to discuss.

Discussions:

Meeting with Bob Hansen regarding facilities planning: Rob gave an update on the discussion on the succession plan for Bob and Brent who are an integral part to our system; Bob on the permitting side and Brent on the ground side. It is important for the Board to understand the exposure we have in the District. There was also discussion on the CIP program. Brent's job works as an ebb and flow; in the summer it's really high with a lot of work and the winter slower and his compensation is balanced. When the District adds a \$100,000 CIP program to his schedule it throws his compensation out of balance. We need to make sure to run the CIP program through Bob for liability, permitting, etc. The district's system is getting older and some of the parts have run their cycle and need to be replaced. Bob suggested that we do a study on the whole system; there is grant matching money and we can have someone come in and analyze the entire system to show where our weaknesses and exposure is and what the first, second, third, etc. things we should start upgrading in the next five (5) to ten (10) years to make sure our system is upgraded and safe to protect the lake.

2023-32 Jon Davis made a motion to authorize Rob Behrens and Bill Berg meet and look at a planning grant and to send DEQ a Letter of Intent. Rob Behrens seconded and the motion carried.

Replacement for Director Jack Lensing: The Board received a resignation letter from Jack Lensing's daughter on December 12, 2023. Jack has been moved to an assisted living home in Spokane. Jack was an active member in the community for a long time and the Board agreed to give an update on Jack in the community newsletter. The Board will actively search for someone who meets the criteria to serve on the Board to fill the vacancy.

2023-33 Steve Shearer made a motion to accept Jack Lensing's resignation letter. Jon Davis seconded and the motion carried.

General Administrative Matters

"Info" email forwarding and using the "bbsewer" email address and MS 365: Bill reported that he is trying to get the District's "Info" email system working again through MS 365.

Next meeting: The next meeting is scheduled for Tuesday, January 16, 2024 at 4:00 p.m. by Zoom.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.