



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

November 15, 2022

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 Chair Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Steve Shearer, Jon Davis, Jack Lensing and Rob Behrens. Also in attendance were Bob Hansen, Brent Binnall (WSM), RuthAnn Zigler, Recording Secretary and Susan Shay, Accountant.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Rob Behrens made a motion to amend the agenda as presented. Jon Davis seconded and the motion carried.

Steve Shearer made a motion to approve the October 18, 2022 Regular Board meeting minutes as amended. Rob Behrens seconded and the motion carried.

REPORTS

Treasurers Report

The Mt. West Bank account balance is \$103,305.73, LGIP1 account balance is \$81,406.74 and LGIP2 account balance is \$161,474.98.

The Board agreed that we will inform customers that we are going paperless and will be emailing their bills and the newsletter. If customers do not want information from the District by email, they will have to opt out of this format. An effort will be made to begin collecting email addresses from our customers.

Susan reported that we are trying to eliminate the number of paper checks we are mailing out. With a discussion with Mountain West Bank, we have the ability to make ACH payments to all of our vendors. Susan confirmed that she will contact each of our vendors to get their banking information. Vendors who do not want our bill payments through ACH will continue to receive a paper check payment.

Susan reported that she contacted Access Idaho and they have an agreement with the State of Idaho to offer credit card services to any local government entity. There are credit card rules that the District will have to comply with. It won't cost the District anything to enroll. Access Idaho would send a link that we would post on our website and when a customer wants to pay by credit card they would click on the link and put in their credit card information. Susan would go into the Access Idaho account to retrieve a report that lists customers who paid by credit card and she would post in our QuickBooks program. A flat 3% fee is charged to the customer when they pay by credit card. This is a service we can offer to our customers as another option of paying their bill.

In the October meeting there was discussion to discontinue the answering machine service and change to a cell phone which will only be used for calls and texts but will need to have WiFi capability. We will need to get a credit card to pay for this service. Susan will have the cell phone and will handle all questions from customers concerning their bill and then pass all other messages to the appropriate person to respond.

2022-28 Rob Behrens made a motion to authorize the purchase of a cell phone and discontinue the answering machine service. Jon Davis seconded and the motion carried.

If we want to change auditors, the Board will need to send a letter of interest to the District's current auditors and to other firms they would like to consider.

Operations Report

- There may be a fried PLC. Now that the irrigation season is over, Bob will be performing further diagnostics in an effort to isolate potential problems.

Collections Report

- All new construction installations are compliant and are proceeding without issue.
- The steel tank at the Sewer District building will be replaced this fall.
- Brent received a cost report on remediation of corrosion of main/lateral connection points. The Board approved moving forward to replace two (2) air vacs and five (5) connections.

Permit & Compliance Matters

The Board was updated on the active projects for hookups #109 and #293.

General Administrative Matters

Approval of Waste System Management contract modifications for 2023: The Board received and reviewed the proposed revision for WSM to increase the monthly compensation from \$6,550/month to 6875/month and hourly compensation increase from \$47.00/hour to \$49.00/hour effective January 1, 2023; all other contract terms and conditions to remain in force.

2022-29 Jon Davis made a motion to approve the WSM contract as presented. Rob Behrens seconded and the motion carried.

Legal notice for septic pump out price increase: The legal notice for the septic pump out price increase to \$750 was posted.

White promissory note change: Nothing new to report on the White promissory note.

Update on website renovation: Steve and RuthAnn are reviewing different websites to see what will work for our website update and will be drafting a proposal for the Boards review. We are still looking for input from Board members.

Other: Rob reported that the District currently does not have correct or complete maps of where our system is located. Brent recommended having a Geo Tech map on a wall in the District office that shows our entire system; where the main pumps, hookups and laterals are and even the owner's lot. At Rob's request, Brent has started compiling information.

Bill informed the Board that this is not a budgeted item in the 2022-2023 budget so the budget would need to be amended to incorporate the cost. The Board requested that Brent put together a cost estimate and present to the Board at the December meeting or a special meeting.

Next meeting: The next meeting is scheduled meeting for December 20, 2022 at 4:00 p.m. by Zoom.

ADJOURNMENT

The meeting was adjourned at 5:09 p.m.