



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

**June 21, 2022**

The Bottle Bay Recreational Water and Sewer District (BBRWSD) regular Board meeting 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, Jon Davis, Steve Shearer and Rob Behrens. Also in attendance were Bob Hansen, Brent Binnall (WSM) and RuthAnn Zigler, Recording Secretary. Guests: Kirby McKee, Will Valentine, Scott McNee and Conner Murphy. Absent: Jack Lensing.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

Rob Behrens made a motion to approve the May 17, 2022 Regular Board meeting minutes as presented. Jon Davis seconded and the motion carried.

### **REPORTS**

#### **Treasurers Report**

Jon reported the Mt. West Bank account balance is \$111,387.68 LGIP1 account balance is \$80,944.06 and LGIP2 account balance is \$160,557.22.

#### **Operations Report**

- Land application area appears to be sufficient to handle estimated lagoon storage volume and influent from the growing season (April through October), including precipitation.
- Start-up soil samples and monitoring well samples have been pulled and submitted to the lab for analysis.

#### **Collections Report**

- All new construction installations are compliant and are proceeding as normal.
- Waste System Management performed a study to determine conditions of air vacs and have determined that several are approaching service life and need to be scheduled for rebuild and replacement.

#### **Permit & Compliance Matters**

The Board was updated on the active projects for Partridge, Sestero, Oakley, Saladin, May, Naccarato, Green, Angle of Repose LLC, Brace, High, Saladin and Petersen.

#### **Discussions**

Status of Rate Analysis and FY 2023 Budget preparation: A rate analysis report was distributed to the Board from Scott McNee prior to the meeting for their review and comment. Scott went through the rate analysis and answered questions from the Board.

DEQ Capital Improvements Survey: We received a request from DEQ asking if we want to submit a capital improvement plan with an estimate of project cost. Bob reported that Idaho Department of Environmental Quality (DEQ) is working with the Environmental Protection Agency on the Clean Watersheds Needs Survey (CWNS). The Bottle Bay community has been identified as a small community with a population of 10,000 people or fewer. If/when the needs survey is submitted to the EPA, the EPA will present the summary to Congress. Bob also reported that it is not mandatory to submit this plan to DEQ. There was no action from the Board to provide DEQ with this data.

Bill stated that the District does need to put together a capital improvement plan if we are collecting money and putting it into a restricted account for capital.

Policy on paying to repair asphalt roadways: From time to time, the District finds it necessary to disturb the asphalt road surface to access the sewer line so a policy was drafted and presented to the Board for their review and comment.

**2022-12** Rob Behrens made a motion to adopt the proposed policy on replacing asphalt surfaces. Steve Shearer seconded and the motion carried.

Policy on Capitalization: A policy was drafted for capitalizing expenses in excess of \$1,000 if they are designed to last five (5) or more years and was distributed to the Board for their review and comment.

**2022-13** Rob Behrens made a motion to adopt the capitalization policy as presented. Jon Davis seconded and the motion carried.

Website upgrade: Steve reported that he discussed revising the website with TLCWebHosting. The estimated cost to design a new website is between \$1,500 to \$2,000 which would include website training and one year of website hosting. After one year the District's yearly cost would be \$134.00 for webhosting and the domain registration; our current cost is \$83.40/year. The additional expense is for the account upgrades and software used in the new site. The District will still have the ability to update the website and have 24/7 technical support if needed. The new website would also support mobile phones and tablets which are limited for our current website.

Steve recommended we budget this expense in the 2022-23 budget and put together a task force to help design the new website.

### **General Administrative Matters**

Water Right for District water well: Bill reported that he completed and submitted the District's water rights claim. Anyone that has a well or pulling water from the lake for irrigation must submit a claim. A website link for applying will be put in the newsletter for our customers.

Next meeting: The next meeting is scheduled meeting on July 19, 2022 at 4:00 p.m., at Jon's house.

### **ADJOURNMENT**

The meeting was adjourned at 5:00 p.m.