



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

**October 18, 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 and Rob Behrens. Also in attendance were Bob Hansen, Brent Binnall (WSM) and RuthAnn Zigler, Recording Secretary. Absent: Jack Lensing.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

Rob Behrens made a motion to approve the September 20, 2022 Regular Board meeting minutes as amended. Jon Davis seconded and the motion carried.

### **REPORTS**

#### **Treasurers Report**

The Mt. West Bank account balance is \$103,522.15, LGIP1 account balance is \$81,266.56 and LGIP2 account balance is \$161,196.92.

Jon informed the Board that we currently pay \$250/year for an answering service to answer the phone for the District; it was recommended we change to a cell phone service for customers to text a message which would go to Susan (the accountant) and Jon and then the message would be passed on to the appropriate person to respond. Susan is looking into the cost.

Jon recommended we pay bills online rather than writing and signing checks. Jon, or another authorized check signer on the account would review all bills to be paid and then authorize Susan to go through bill pay on our Mt. West bank account.

Jon recommended that we allow customers to pay their account with a credit card. He will see what the fee structure is to process credit card payments and bring to the Board for their review and authorization at the next scheduled meeting.

Jon recommended that we look into going paperless by sending invoices to customers by email. Bill suggested we include a form in the next billing cycle that customers can fill out to authorize the District to email their invoices rather than mailing.

#### **Operations Report**

- Both irrigation pumps have been replaced. There may be a fried PLC. After the irrigation season, we will be performing further diagnostics in an effort to isolate potential problems. For now, we are concentrating on keeping the irrigation system operational.

## Collections Report

- All new construction installations are compliant and are proceeding without issue.
- During a repair at hookup #182, it was discovered that the lateral line/main line connection was done using ferrous metal fittings which is showing significant rust corrosion and had a catastrophic failure. This condition has been found at all connections that we have exposed on work done during the early, original installations (1973 through 1988). Brent recommended that all suspect connections be replaced with non-ferrous/plastic fittings as necessary. After surveying, it was found that 103+ hookups and 17 AirVacs may fall into this category.

After discussion, the Board recommended we replace five (5) main/lateral connection points and two (2) AirVacs and see what our costs are.

**2022-23** Rob Behrens made a motion to authorize Brent to incorporate the replacement of five (5) main/lateral connection points and two (2) AirVacs in his general maintenance for this fiscal year. Steve Shearer seconded and the motion carried.

- There has been a significant rise in the published schedule of rates and charges for septic tank pumping and it was recommended that we review the cost for what we are billing customers to make sure the District is covering their costs.

**2022-24** Rob Behrens made a motion to change the rate schedule for septic tank pump out to \$750 and run this cost for six months to see if it's high or low and then adjust at that point. Steve Shearer seconded and the motion carried.

## Permit & Compliance Matters

The Board was updated on the active projects for Partridge, Naccarato, Harris and Peterson.

**2022-25** Rob Behrens made a motion to waive Naccardo's penalty fees but charge him \$100 for failing to call for an inspection. Jon Davis seconded and the motion carried.

## REPORTS

Timber Basin Airpark request regarding cabin sewer connections: Rob reported that as of this date we have had no further response from Timber Basin Airpark. If/when we hear back from Timber Basin Airpark we will write up the conditions of adding them into our District.

Policy on installing pump control units: A policy was distributed to the Board for their review on replacement of septic pump control units.

**2022-26** Steve Shearer made a motion to adopt Policy #007 as presented. Jon Davis seconded and the motion carried.

## General Administrative Matters

Open meetings act reminder: Bill reminded the Board that we should not send group emails to Board members on items that are going to be voted on because that constitutes a meeting.

White promissory note change: Bill reported that the owner of the White Trust promissory note that the District pays each month has passed away. The note will be assigned to someone else and Bill will inform the Board of the change.

Update on website renovation: Steve reported that Thomas Leo at TLC Web Hosting has given him instructions on what we need to outline on the revisions we would like to make on our website which include mobile phone/tablet responses, navigation issue, material presentation, the ability to self-edit the website. We need to define what we want done to the website and then contact TLC Web Hosting to implement the changes. The Board was encouraged to present their ideas in the next couple of months. \$5,000 is budgeted for website changes in the FY 2023 budget.

Other: Rob reported that we had a request for logging off of Bottle Bay Road; there are a lot of downed trees and he thinks that we are responsible for cleaning them up. Due to liability issues, the public wasn't previously allowed to do the cleanup. Bill stated that he can draft up a Hold Harmless Agreement.

**2022-27** Rob Behrens made a motion that if a member of the District requests to clear the downed trees that Avista dropped along Bottle Bay Road, we allow them to remove the trees but have them sign a Hold Harmless Agreement and give them guidelines on what logging can be done. Steve Shearer seconded and the motion carried.

Next meeting: The next meeting is scheduled meeting for November 15, 2022 at 4:00 p.m. by Zoom.

#### **ADJOURNMENT**

The meeting was adjourned at 5:23 p.m.