



**REGULAR
BOARD OF DIRECTORS
MEETING**

Via Zoom

May 18, 2026

4:00 pm

MEETING AGENDA

Monday, May 18, 2026 4 p.m.

Meeting is via Zoom

Invitation is available on District website: bottlebaydistrict.org;

or send request for invitation to billb@bbsewer.org

Phone into Zoom meeting at (253) 215-8782; meeting ID 882 7045 6511; passcode 307172

Physical meeting place: 65 Glengary Bay Rd, Sagle ID 83860

1. Call to Order -- START VIDEO
2. Announce Quorum Present
3. Introduce Attendees
4. General Comments to the Board
5. Approval of Written Minutes of April 20, 2026 regular meeting (Shearer) – **Action Item**
6. Treasurer’s Report (Davis)
 - Financial reports for April 2026 and YTD
 - Status of checking accounts & accounts in Local Government Investment Pool
 - Review paid invoices (invoices attached to agenda email)
 - Update on billing and collecting fees
7. Public Hearing on Amended FY 2025 Budget
8. Motion to adopt resolution to Amend FY 2025.(Davis) – **Action Item**
9. Operations Report (Hansen)
 - Discussion: Status of Ardurra Engineering work on system rules
10. Collections Report (Binnall)
11. Permit and Compliance Matters (Binnall) – **Action Items**

HU#	Landowner	Application Received	Deposit Received	BLP Permit Approved	Construction Started	Inspections Underway	Inspections Completed	“As-Built” Received	Remarks
012	Safe Harbor 17 W Shoreline Lane	✓	✓						Has applied to county for set-back variance
024	Evans Gages Road	✓	✓						Holding for details/BLP on home construction
038	Island Vista W Shoreline Lane	✓	✓	✓	✓	✓	✓		Holding for as-built to return deposit

040	Wyckoff Falconjack Trust 171 Eureka Rd	✓	✓	✓	✓				Construction underway
059	Sorani 487 Bay Drive	✓	✓	✓					BLP application received; addition to home
098	Petersen 855 E Bottle Bay Rd	✓	✓	✓	✓	✓			Construction underway
141	Grubb 85 Fawn Drive								Sent letter requesting Encroachment Permit application for construction of a wall across the lateral
171	Simchuk 117 E Shoreline Lane	✓	✓	✓	✓	✓			Holding for inspection of pump control
183	Haraf 115 Bel Tane Place	✓	✓	✓	✓	✓			
228	Turner 334 Bay Dr	✓	✓	✓	✓				New construction off Bay Dr
246	Parkin/Davis- JABS Trust 195 Bay Drive	✓	✓	✓	✓	✓			Accessory building
300	Smith 47 Fawn Drive	✓	✓						Holding for Brent to consult on location of tank, pump basin and lateral connection
305	Flint 601 E Bottle Bay Rd	✓	✓	✓	✓	✓	✓		Inspections complete; holding for "as built"
310	Wright 489 E Bottle Bay Rd	✓							Has sufficient tank next to road; no change in lateral. Not requiring a deposit

12. General Administrative Matters

- Preview of FY 2027 Budget (Berg) – discuss in June, authorize publication in July, adopt in August
- Update on Website (Shearer)
- Next meeting, Monday, June 15, 2026 at 4pm via Zoom.

13. Adjourn -- STOP VIDEO



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

April 20, 2026

The Bottle Bay Recreational Water and Sewer District (BBRWSD) Regular Board meeting held by Zoom, was called to order at 3:55 p.m. by Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Steve Shearer, Rob Behrens, Katrina Faulkner and Jon Davis. Also in attendance were Bob Hansen and Brent Binnall (WSM), RuthAnn Zigler, Recording Secretary and Susan Shea, Accountant. Guest: Travis Smith.

CONSENT AGENDA

Steve Shearer made a motion to approve the March 16, 2026 Regular Board meeting minutes as presented. Jon Davis seconded and the motion carried.

PUBLIC COMMENTS

There were no public comments.

REPORTS

Treasurers Report

Status of checking accounts and accounts in Local Government Investment Pool: The Mt. West Bank (2094) account balance is \$60,649.29; Mt. West Bank (8384) account balance is \$18,411.16. LGIP1 account balance is \$95,166.76; and LGIP2 account balance is \$114,678.56.

Publish an amended FY 2026 budget, adding \$8,000 to the “other administrative expenses” cost line to pay for Ardurra’s preparation of new Residential System Requirements and reducing the capital expense cost line by \$8,000 to maintain a balanced budget: Board agreed to have Ardurra prepare the new RSR’s which they quoted at \$7,200.

2026- 08 Rob Behrens made a motion to publish the FY 2026 budget as presented. Jon Davis seconded and the motion carried.

Discussion on how to pay your BBRWSD bill and how to receive your BBRWSD invoice: There are four (4) ways that customers can choose to pay their BBRWSD bill and they are now published on our website. If customers choose to have their quarterly invoices emailed, there is no cost to the customer. If the customer chooses to have their quarterly invoices mailed, there will be an extra \$1.00 charge on each quarterly invoice to cover the cost of postage and processing.

Operations Report (March)

The latest Bottle Bay Recreational Water and Sewer District Reuse Permit, M-015-06, was issued on May 28, 2021 and will expire on May 27, 2028 (7 yrs.) Pre-Application Conference is required within 12 months of permit expiration. Permit Renewal Application is required within 180 days of permit expiration. On March 19, 2026, we requested a minor permit modification to extend the permit expiration date to May 27, 2031 and as of this date, we have not had a response from DEQ.

Collections Report (March)

Status report on capital and other construction projects: There were two (2) new construction installation inspections, multiple locates and one (1) site review.

Capital Improvement Program

Mainline connection and pump control upgrades are on hold.

Permit & Compliance Matters

Safe Harbor, hookup #012 – Applied to county for set-back variance.

Evans, hookup #024 – There is a motor home on the property and customer has indicated they would like to put in a septic tank and hook onto the Sewer District. As of this date a BLP has not been submitted.

Island Visa, hookup #038 – Holding for as-built before returning the deposit.

Wyckoff, hookup #040 – Construction is underway.

Sorani, hookup #059 – Haven't received inspection request for addition to home.

Petersen, hook #098 – Inspection is underway.

Simchuck, hookup #171 – Haven't received request for inspecting the controller that was installed.

Haraf, hookup #183 – Inspection is underway.

Turner, hookup #228 – BLP was submitted and construction is underway.

Parkin/Davis, hookup #246 – Application and deposit has been received, BLP permit application was approved and the inspection is underway.

Layton, hookup #239 – Construction has started; a permit is not required for the remodel.

Davis/JABS, hookup #246 – Application and deposit was received and the BLP permit has been approved.

Smith, hookup #300 – Septic tank will be installed in the next couple of weeks.

Flint, hookup #305 – The mainline connection is not complete. Owner was informed that they need to increase the size of their tank.

Wright, hookup #310 – Has sufficient tank next to road; no change in lateral.

Oakley, hookup #211 – The Sewer District paid a contractor for the pump install and hookup and Oakley's application/permit fee will be reduced by that cost.

General Administrative Matters

Motion to adopt capital improvement plan for FY 2026: It was proposed that we do five (5) new connections and five (5) new pump control units. The mainlines are the most critical to get completed.

2026-09 Rob Behrens made a motion to install seven (7) mainline connections and three (3) pump control units. Katrina Faulkner seconded and the motion carried.

Motion to adopt Policy 011 on shared septic tanks: A policy on shared septic tanks was distributed to the Board for their review and discussion.

2026-10 Rob Behrens made a motion to adopt Policy 010 Policy on Shared Septic Tanks as amended to reference DEQ on Item #1. Katrina Faulkner seconded and the motion carried.

Update on Website: Bill Pay and slide show of pictures have been added to the website. We can add more pictures if Board members would like to submit them. We need to identify what the pictures are.

Next meeting: The next meeting is scheduled for Monday, May 18, 2026 at 4:00 p.m. by zoom.

ADJOURNMENT

The meeting was adjourned at 4:47 p.m.

1:43 PM

Bottle Bay Water & Sewer District Operational Income/Expenses - Budget vs. Actual

05/14/26

Cash Basis

Unaudited

	Dec '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	48,790.52	56,087.94	-7,297.42	87.0%
System Service Fee Income	46,898.72	52,745.85	-5,847.13	88.9%
Inspection Fees, Fines & Other	3,613.55	2,083.31	1,530.24	173.5%
County Payments	849.31	833.31	16.00	101.9%
WEP Sinking Fund Income	25,320.07	29,002.94	-3,682.87	87.3%
Property Tax Levy	25,166.31	14,220.00	10,946.31	177.0%
Interest & Investment Income	3,703.96	3,333.35	370.61	111.1%
Total Income	154,342.44	158,306.70	-3,964.26	97.5%
Gross Profit	154,342.44	158,306.70	-3,964.26	97.5%
Expense				
Administration				
Information Services	439.50	1,666.69	-1,227.19	26.4%
Recording Sec	750.00	791.69	-41.69	94.7%
Accounting Services	5,438.16	6,666.69	-1,228.53	81.6%
Legal Services	405.00	1,000.00	-595.00	40.5%
Audit Services	0.00	3,125.00	-3,125.00	0.0%
Insurance	3,126.00	2,291.69	834.31	136.4%
Administration - Other	697.70	833.31	-135.61	83.7%
Total Administration	10,856.36	16,375.07	-5,518.71	66.3%
Collection System				
Vehicle Expense	1,345.22	1,875.00	-529.78	71.7%
Utilities	3,103.97	3,333.31	-229.34	93.1%
General Maintenance & Repair	4,835.57	12,500.00	-7,664.43	38.7%
Supplies, Pumps & Equipment	379.78	8,333.35	-7,953.57	4.6%
Total Collection System	9,664.54	26,041.66	-16,377.12	37.1%
Treatment & Land Application				
Other Treatment Expenses	0.00	416.69	-416.69	0.0%
Other Consultant Services	437.50	416.69	20.81	105.0%
License Compliance & Testing	0.00	4,166.69	-4,166.69	0.0%
Operating Chemicals	0.00	3,333.35	-3,333.35	0.0%
Licensed Operator Contractor	38,425.00	38,895.81	-470.81	98.8%
Total Treatment & Land Application	38,862.50	47,229.23	-8,366.73	82.3%
Total Expense	59,383.40	89,645.96	-30,262.56	66.2%
Net Ordinary Income	94,959.04	68,660.74	26,298.30	138.3%
Other Income/Expense				
Other Expense				
Capital Expenses				
Debt Service DEQ Loan				
DEQ Loan Principal	24,112.20	20,154.45	3,957.75	119.6%
Interest Expense	12,579.60	10,422.18	2,157.42	120.7%
Total Debt Service DEQ Loan	36,691.80	30,576.63	6,115.17	120.0%
Debt Service - White Property	7,500.00	7,500.00	0.00	100.0%
Capital Improvements	1,050.00	25,000.00	-23,950.00	4.2%
Unscheduled Capital Projects	0.00	4,166.69	-4,166.69	0.0%
Total Capital Expenses	45,241.80	67,243.32	-22,001.52	67.3%
Total Other Expense	45,241.80	67,243.32	-22,001.52	67.3%
Net Other Income	-45,241.80	-67,243.32	22,001.52	67.3%
Net Income	49,717.24	1,417.42	48,299.82	3,507.6%

Bottle Bay Water & Sewer District
Operational Income/Expenses - Budget vs. Actual

05/14/26

Cash Basis

Unaudited

	Apr 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	11,148.04	11,217.58	-69.54	99.4%
System Service Fee Income	10,059.14	10,549.17	-490.03	95.4%
Inspection Fees, Fines & Other	906.75	416.67	490.08	217.6%
County Payments	0.00	166.66	-166.66	0.0%
WEP Sinking Fund Income	5,627.72	5,800.58	-172.86	97.0%
Property Tax Levy	616.03	2,844.00	-2,227.97	21.7%
Interest & Investment Income	667.81	666.67	1.14	100.2%
Total Income	29,025.49	31,661.33	-2,635.84	91.7%
Gross Profit	29,025.49	31,661.33	-2,635.84	91.7%
Expense				
Administration				
Information Services	63.00	333.33	-270.33	18.9%
Recording Sec	150.00	158.33	-8.33	94.7%
Accounting Services	656.25	1,333.33	-677.08	49.2%
Legal Services	0.00	200.00	-200.00	0.0%
Audit Services	0.00	625.00	-625.00	0.0%
Insurance	0.00	458.33	-458.33	0.0%
Administration - Other	12.78	166.67	-153.89	7.7%
Total Administration	882.03	3,274.99	-2,392.96	26.9%
Collection System				
Vehicle Expense	165.89	375.00	-209.11	44.2%
Utilities	624.64	666.67	-42.03	93.7%
General Maintenance & Repair	0.00	2,500.00	-2,500.00	0.0%
Supplies, Pumps & Equipment	0.00	1,666.67	-1,666.67	0.0%
Total Collection System	790.53	5,208.34	-4,417.81	15.2%
Treatment & Land Application				
Other Treatment Expenses	0.00	83.33	-83.33	0.0%
Other Consultant Services	0.00	83.33	-83.33	0.0%
License Compliance & Testing	0.00	833.33	-833.33	0.0%
Operating Chemicals	0.00	666.67	-666.67	0.0%
Licensed Operator Contractor	7,775.00	7,779.17	-4.17	99.9%
Total Treatment & Land Application	7,775.00	9,445.83	-1,670.83	82.3%
Total Expense	9,447.56	17,929.16	-8,481.60	52.7%
Net Ordinary Income	19,577.93	13,732.17	5,845.76	142.6%
Other Income/Expense				
Other Expense				
Capital Expenses				
Debt Service DEQ Loan	18,345.90	6,115.33	12,230.57	300.0%
Debt Service - White Property	1,500.00	1,500.00	0.00	100.0%
Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Unscheduled Capital Projects	0.00	833.33	-833.33	0.0%
Total Capital Expenses	19,845.90	13,448.66	6,397.24	147.6%
Total Other Expense	19,845.90	13,448.66	6,397.24	147.6%
Net Other Income	-19,845.90	-13,448.66	-6,397.24	147.6%
Net Income	-267.97	283.51	-551.48	-94.5%

BOTTLE BAY RECREATIONAL WATER & SEWER
 DISTRICT
 PO BOX 304
 SAGLE ID 83860-0304

***** CHECKING ACCOUNTS *****

Account Title: BOTTLE BAY RECREATIONAL WATER & SEWER
 DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	5
Account Number	@XXXXXXXXXXXX@2094	Statement Dates	4/01/26 thru 4/30/26
Previous Balance	60,649.29	Days in the statement period	30
4 Deposits/Credits	15,463.53	Average Ledger	64,392.78
8 Checks/Debits	12,429.53	Average Collected	64,392.78
Service Charge	.00		
Interest Paid	.00		
Ending Balance	63,683.29		

Deposits and Additions

Date	Description	Deposits
4/03	DDA Regular Deposit	6,603.00
4/10	DDA Regular Deposit	2,314.00
4/20	Idaho Info 5402 CCD BOTTLEBAYWATERS 091000014122494	177.00
4/24	DDA Regular Deposit	6,369.53

Debits and Withdrawals

Date	Description	Withdrawals
4/01	Bill Paid-JAMES WHITE Conf #27 0	1,500.00-
4/01	CHECK 500099 RUSSELL OAKLEY	497.00-
4/15	AVISTA8002279187 BILL PAY CCD 14732567671 031101117878419	624.64-
4/20	VISA PAYMENT CCD 043000097415928 043305137886955	293.00-
4/21	BOTTLE BAY REC WEP Xfr PPD	754.97-

Bottle Bay Operation

TOTALLY FREE BUSINESS CHECKING @XXXXXXXXXXXX@2094 (Continued)

Debits and Withdrawals

Date	Description		Withdrawals
4/21	BOTTLE BAY REC	AP	8,682.03-
		PPD	
	Bottle Bay Operating		
4/28	CHECK	500102	65.89-
	CO-OP SUPPLY		
4/30	Cash Management Monthly Fee		12.00-

Checks in Number Order

Date	Check No	Amount	Date	Check No	Amount
4/01	500099	497.00	4/28	500102*	65.89

* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
4/01	58,652.29	4/15	66,944.65	4/24	63,761.18
4/03	65,255.29	4/20	66,828.65	4/28	63,695.29
4/10	67,569.29	4/21	57,391.65	4/30	63,683.29



OFFICE OF THE IDAHO STATE TREASURER

Julie A. Ellsworth, State Treasurer

LGIP Monthly Statement

Bottle Bay Water & Sewer District

Jon Davis
P.O. Box 304
Sagle, Idaho 83860

Statement Period

4/1/2026 through 4/30/2026

Summary

Beginning Balance	\$114,678.56	Fund Number	2660 - Bottle Bay Water & Sewer District
Contributions	\$364.95	Distribution Yield	3.9053%
Withdrawals	\$0.00	April Accrued Interest	\$369.27
Ending Balance	\$115,043.51	Average Daily Balance	\$115,043.51

Detail

Date	Activity	Status	Type	Amount	Balance
04/01/2026	Beginning Balance				\$114,678.56
04/01/2026	Contribution	Processed	March Reinvestment	\$364.95	\$115,043.51
04/30/2026	Ending Balance				\$115,043.51

Although every effort is made by the Idaho State Treasurer's Office to supply current and accurate information on this monthly statement, it is the responsibility of your agency to verify the enclosed information and report any discrepancies to the Fund Administrator. Please review your statement and report discrepancies within thirty days of the date of this statement.

An investment in the LGIP is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. Although the LGIP seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the LGIP.



OFFICE OF THE IDAHO STATE TREASURER

Julie A. Ellsworth, State Treasurer

LGIP Monthly Statement

Bottle Bay Water & Sewer District

Jon Davis
P.O. Box 304
Sagle, Idaho 83860

Statement Period

4/1/2026 through 4/30/2026

Summary

Beginning Balance	\$95,166.76	Fund Number	3613 - Bottle Bay Water & Sewer District - WEP
Contributions	\$302.86	Distribution Yield	3.9053%
Withdrawals	\$0.00	April Accrued Interest	\$306.44
Ending Balance	\$95,469.62	Average Daily Balance	\$95,469.62

Detail

Date	Activity	Status	Type	Amount	Balance
04/01/2026	Beginning Balance				\$95,166.76
04/01/2026	Contribution	Processed	March Reinvestment	\$302.86	\$95,469.62
04/30/2026	Ending Balance				\$95,469.62

Although every effort is made by the Idaho State Treasurer's Office to supply current and accurate information on this monthly statement, it is the responsibility of your agency to verify the enclosed information and report any discrepancies to the Fund Administrator. Please review your statement and report discrepancies within thirty days of the date of this statement.

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BOTTLE BAY W AND S BL ACCT
Account number ending in 2934

ACCOUNT SUMMARY

Credit Limit	\$5,000.00
Credit Available	\$4,937.00
Statement Closing Date	April 28, 2026
Days in Billing Cycle	32
Previous Balance	\$293.00
- Payments & Credits	\$293.00
+ Purchases & Other Charges	\$63.00
+ FEE CHARGED	\$0.00
+ INTEREST CHARGED	\$0.00
= New Balance	\$63.00

PAYMENT INFORMATION

New Balance	\$63.00
Minimum Payment Due	\$25.00
Payment Due Date	May 23, 2026

Questions? Call Card Support 833-996-1461
Or write: PO Box 21077, Billings MT 59104-1077
Or Email: Inquiry@BusinessCardSupport.com

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
FEE'S				
TOTAL FEES FOR THIS PERIOD				0.00
INTEREST CHARGED				
TOTAL INTEREST FOR THIS PERIOD				0.00
TOTAL XXXXXXXXXXXX 2094				\$293.00-
04/17	04/17	7496656FV00XSN7JX	PAYMENT - THANK YOU	293.00-
		WILLIAM BERG	TOTAL XXXXXXXXXXXX 2110	\$63.00
04/12	04/12	2401134FN2X55YY2W	MICROSOFT#G152466708 MICROSOFT.COM WA	63.00
MCC: 5045 MERCHANT ZIP: 98052				

Totals 2026 Year-to-Date	
Total fees charged in 2026	\$0.00
Total interest charged in 2026	\$0.00

Please detach bottom portion and submit with payment using enclosed envelope



Mountain West Bank
PO Box 2360
Omaha NE 68103-2360

PAYMENT INFORMATION

Account number ending in	2934
Payment Due Date	May 23, 2026
New Balance	\$63.00
Minimum Payment Due	\$25.00
Past Due Amount	\$0.00

Make Check
Payable to:

Amount Enclosed:

\$

BOTTLE BAY W AND S BL ACCT
PO BOX 304
SAGLE ID 83860-0304

Visa
PO Box 60596
City of Industry CA 91716-0596



PO Box 1059
Coeur d'Alene, ID 83816-1059



143650-04A**015346
BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT WASTEWATER EXPANSION PROJECT
PO BOX 304
SAGLE ID 83860-0304

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Simply search for **Mountain West Bank**
in your device's app store.



Customer Service:



Website:

800-641-5401

www.mountainwestbank.com

Statement of Account

Account Title: BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT WASTEWATER EXPANSION PROJECT

Statement Dates 4/01/26 to 4/30/26 (30 days)

TOTALLY FREE BUSINESS CHECKING - XXXXXX8384

Previous Balance	\$18,411.16	Average Ledger	\$316.91
Deposits/Credits (1)	\$754.97	Average Collected	\$316.91
Checks/Debits (1)	\$18,345.90		
Service Charge	\$0.00		
Interest Paid	\$0.00		
Ending Balance	\$820.23		

💰 Credit Transactions

Date	Description	Amount
4/21	BOTTLE BAY REC WEP Xfr PPD Bottle Bay WEP	\$754.97

💰 Debit Transactions

Date	Description	Amount
4/01	Bill Paid-WELLS FARGO BANK, NA Conf #38	-\$18,345.90

Daily Balance

Date	Amount	Date	Amount
4/01	\$65.26	4/21	\$820.23



1:56 PM

05/14/26

**Bottle Bay Water & Sewer District
Check Detail
April 22 through May 19, 2026**

Type	Num	Date	Name	Account	Paid Amount
Check		04/30/2026		Mountain West Bank	
				Administration	-12.00
TOTAL					-12.00
Bill Pmt -Check	ACH	05/15/2026	Andrew T. Platte, CPA	Mountain West Bank	
Bill	11176	04/30/2026		Accounting Services	-2,025.00
				Administration	-137.76
TOTAL					-2,162.76
Bill Pmt -Check	ACH	05/15/2026	Ardurra	Mountain West Bank	
Bill	200467-13724	05/05/2026		Administration	-3,607.50
TOTAL					-3,607.50
Check	AUTO	05/08/2026	Avista Utilities	Mountain West Bank	
				Utilities	-559.61
TOTAL					-559.61
Bill Pmt -Check	BILLPAY	05/15/2026	Best Way Tree Service, Inc.	Mountain West Bank	
Bill	2026-51	04/28/2026		Other Repairs	-260.00
TOTAL					-260.00
Bill Pmt -Check	ACH	05/15/2026	Brent Binnall	Mountain West Bank	
Bill		05/01/2026		Vehicle Expense	-100.00
TOTAL					-100.00
Bill Pmt -Check	BILLPAY	05/15/2026	Co-Op Supply	Mountain West Bank	
Bill	49243	04/01/2026		Vehicle Expense	-59.93
Bill	34829	04/15/2026		Supplies, Pumps & Equ...	-45.96
Bill	70161	04/24/2026		Supplies, Pumps & Equ...	-15.18
				Vehicle Expense	-69.66
TOTAL					-190.73
Bill Pmt -Check	BILLPAY	05/15/2026	Consolidated Supply Co.	Mountain West Bank	
Bill	12900112.001	04/27/2026		Operating Chemicals	-374.00
Bill	12907760.001	04/28/2026		Operating Chemicals	-374.00
TOTAL					-748.00
Bill Pmt -Check	ACH	05/15/2026	One Call Concepts	Mountain West Bank	
Bill	60123007	01/31/2026		Administration	-2.34
Bill	60223007	02/28/2026		Administration	-2.34
Bill	60323007	03/31/2026		Administration	-2.34
Bill	60423007	04/30/2026		Administration	-9.36
TOTAL					-16.38

Bottle Bay Water & Sewer District
Check Detail
 April 22 through May 19, 2026

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	ACH	05/15/2026	RuthAnn Zigler	Mountain West Bank	
Bill		05/01/2026		Recording Sec	-150.00
TOTAL					-150.00
Bill Pmt -Check	ACH	05/15/2026	Water Systems Manageme...	Mountain West Bank	
Bill	115004	05/01/2026		Licensed Operator Con...	-7,775.00
				License Compliance & ...	-3,130.00
				General Maintenance &...	-277.50
TOTAL					-11,182.50
Check	EFT	05/01/2026	White Living Trust	Mountain West Bank	
				Debt Service - White Pr...	-1,500.00
TOTAL					-1,500.00

Resolution Number 2026-28

WHEREAS the Board has ordered a revised set of Residential System Requirements to comply with the latest regulations of the Idaho Department of Environmental Quality; and

WHEREAS the estimated cost for engineering is \$8,000; now, therefore.

RESOLVED, the Fiscal Year 2026 Budget is amended to increase administrative expenses by \$8,000 and to reduce capital improvement expenses by a like amount, as set forth in the attached amended budget.

ADOPTED BY THE BOARD ON _____

William M. Berg, President

Amended Budget for FY 2026	FY2026	FY2026
	Am Budget	Budget
Item		
Revenues		
Basic Fee Income	134,611	134,611
System Service Fee Income	126,590	126,590
WEP Sinking Fund Income	69,607	69,607
Property Tax Levy	35,729	35,729
County Payments	2,000	2,000
Interest & Investment Income	8,000	8,000
Inspection Fees, Fines and Other Revenue	5,000	5,000
Total Revenues	381,537	381,537
		0
Operating Expenses		0
Administration		0
Recording Secretary	1,900	1,900
Accounting Services	16,000	16,000
Audit Services	7,500	7,500
Legal Services	2,000	2,000
Insurance	5,500	5,500
Information Services	4,000	4,000
Other Administrative Expenses (new RSRs)	10,000	2,000
Sub-Total Administration Expenses	46,900	38,900
		0
Treatment and Land Application		0
Licensed Operator Contract (WSM, Inc.)	93,350	93,350
Other Consultant Services	1,000	1,000
License Compliance & Testing	10,000	10,000
Operating Chemicals	8,000	8,000
Other Treatment Expenses	1,000	1,000
Sub-Total Processing & Land Application Expenses	113,350	113,350
		0
Collection System		0
Supplies, Pumps & Other Equipment	20,000	20,000
General Maintenance & Repair	30,000	30,000
Utilities	8,000	8,000
Vehicle Expenses	4,500	4,500
Sub-Total Collection System Expenses	62,500	62,500
		0
Total Operating Expenses	222,750	214,750
		0
Capital Expenses		0
Debt Service - DEQ Loan	73,384	73,384
Debt Service - White Property Loan	18,000	18,000
Capital Replacement & Improvement	52,000	60,000
Unscheduled Capital Projects	10,000	10,000
Total Capital Expenses	153,384	161,384
		0
Total Operating & Capital Expenses	376,134	376,134
		0
Total Net Operating & Non-Operating Income	5,403	5,403
		0
Transfer from (to) Contingency Reserve	(5,403)	-5,403
Depreciation (Non-Cash Expenditure)	96,200	96,200

← Increased \$8,000

← Decreased \$8,000

← Net Unchanged

**BOTTLE BAY RECREATIONAL WATER & SEWER DISTRICT
OPERATION REPORT – APRIL 2026 -**

The latest **Bottle Bay Recreational Water and Sewer District Reuse Permit, M-015-06**, was issued on May 28, 2021 and **expires on May 27, 2028** (7 yrs.) – **Pre-Application Conference** is required within 12 months of permit expiration. – **Permit Renewal Application** is required within 180 days of permit expiration. On March 19, 2026, we requested a minor permit modification to extend the permit expiration date to May 27, 2031.

LAND APPLICATION - INFORMATION

7,454,000	Volume (gal.) of wastewater land applied in 2012.	5,844,000	Volume (gal.) of wastewater land applied in 2020.
7,891,000	Volume (gal.) of wastewater land applied in 2013.	4,906,000	Volume (gal.) of wastewater land applied in 2021.
7,100,000	Volume (gal.) of wastewater land applied in 2014.	4,879,000	Volume (gal.) of wastewater land applied in 2022.
6,201,000	Volume (gal.) of wastewater land applied in 2015.	6,122,000	Volume (gal.) of wastewater land applied in 2023.
5,569,000	Volume (gal.) of wastewater land applied in 2016.	7,630,000	Volume (gal.) of wastewater land applied in 2024.
7,787,000	Volume (gal.) of wastewater land applied in 2017.	7,690,000	Volume (gal.) of wastewater land applied in 2025.
4,904,000	Volume (gal.) of wastewater land applied in 2018.		
3,688,000	Volume (gal.) of wastewater land applied in 2019.		

**18,377,116 Maximum target permit volume (gal.) available for land application.
2026 LAND APPLICATION LOADING ACTIVITY**

OLD PERMIT PRIOR TO IRRIG. EXPANSION	MONTH	IWR* TARGET LOADING	IWR* CALCULATED LOADING	ACTUAL TOTAL LOADING
396,208	April	960,978		0
1,154,574	May	2,325,098		
1,838,652	June	3,297,110		
2,699,166	July	4,876,631		
2,250,337	August	3,984,693		
1,241,245	September	2,314,053		
328,110	October	618,553		
9,908,292	TOTALS	18,377,116		0

*Irrigation Water Requirement

COMPARATIVE INFLUENT FLOW DATA

See attached influent flow data summary chart.

LAGOON STATUS

4,060,000 gallons =	Total <u>usable</u> storage volume in aeration lagoon.	5.36	1.3 MG
5,530,000 gallons =	Total <u>usable</u> storage volume in polishing lagoon.	7.73	2.2 MG
9,590,000 gallons =	TOTAL combined available storage volume	13.09	3.5 MG
2,250,000 gallons =	Estimated volume in aeration lagoon = approx.	55.4%	
1,900,000 gallons =	Estimated volume in polishing lagoon = approx.	34.4%	
5,440,000 gallons =	TOTAL estimated available storage volume	56.7%	

NOTE: We have been experiencing problems with electrical/communication controls for land application.

SUMMARY

- Lagoon storage volume appears to be sufficient to handle all influent, including precipitation, through the non-growing season (November through March).
- Land application area appears to be sufficient to handle estimated lagoon storage volume and influent from the growing season (April through October), including precipitation.



7950 N. Meadowlark Way, Suite A
Coeur d'Alene, ID 83815
Ph: (208) 762-3644 • Fax: (208) 762-3708

Task Order Authorization
(Please expedite return of signed form.)

DATE: 12/11/25

Contract/Project No: Task Order #6 **Project Name:** BBRWSD On-Call Services

Name of Client: Bottle Bay Recreational Water and Sewer District (BBRWSD)

Address: PO Box 304

City/State: Sagle, ID **Zip Code:** 83860 **Telephone:** 208-263-1157

Description of Services to be Provided by Consultant: Individual STEP Systems PER and Plans

- Individual STEP Systems PER:** Ardurra will prepare a preliminary engineering report (PER) summarizing the development of standardized plans for the installation of individual septic tank effluent pumping (STEP) systems connecting to the BBRWSD wastewater system. The PER will address standard requirements for septic tanks, effluent pumps, effluent filters, discharge piping, pump control systems, alarm systems, and service lines. An update to the existing operation and maintenance manual, specific to individual STEP systems, will also be included. This scope and estimate assume one (1) draft submittal for Client review, followed by a submittal to IDEQ for review and approval. One (1) revision to address IDEQ comments is also assumed.
- Individual STEP Systems Standard Plans:** Ardurra will prepare a standardized detail plan sheet for the installation of individual septic tank effluent pumping (STEP) systems connecting to the BBRWSD wastewater system. These plans will be submitted concurrently with the PER as an appendix.

The following services are specifically excluded from this agreement, but may be added by written authorization of the Client:

- Master planning and/or capital improvement planning.
- Rate or connection fee analysis.
- Ordinance preparation.
- Legal services.
- Construction engineering services.
- Surveying services.
- Record drawings.
- Environmental studies or assessments.
- Agency submittal fees, review fees or permit fees.
- Client inspired changes or unforeseen changes arising due to regulatory decisions.
- Any services, product or professional responsibility not specifically described above.

Ardurra Billing Reference Description: Task Order #6

Budget Estimate: \$7,250 (See Project Budget Estimate, Exhibit B) T & M (Estimate Only) T & M (Not to Exceed)
(Additional services are performed on a time and materials basis unless otherwise shown in writing)



7950 N. Meadowlark Way, Suite A
Coeur d'Alene, ID 83815
Ph: (208) 762-3644 • Fax: (208) 762-3708

Service Requested By: William Berg, Chairman

Service Request Rec'd By: Scott McNee, P.E. via **Verbal** **Written**

Special Conditions: The STEP system portions of the existing BBRWD Operation and Maintenance (O&M) Manual will be utilized as the template for the O&M update to be included with the PER. Revisions and/or updates to the entire O&M are not Included but may be added at the request of the Client.

The Terms and Conditions of the original contract, dated September 17, 2020, are incorporated, and made a part of this Agreement. See current Functional Fee Schedule (Exhibit A).

Offered by Ardurra Group Inc. (Consultant):

Accepted by Client:

12/11/25

Signature

Date

Signature

Date

Scott McNee, Senior Project Manager
Printed Name/Title

William Berg, President
Printed Name/Title

BBRWSD
Name of Client

- Work will not proceed until authorization is signed by client
- Work will proceed based on Client's verbal and or email authorization

WATER SYSTEMS MANAGEMENT
67 WILD HORSE TRAIL
SANDPOINT, IDAHO 83864
DATE: 4/20/26

BBRWSD COLLECTIONS REPORT FOR SERVICES PROVIDED IN APRIL 2026:
COLLECTION SYSTEM

SERVICE CALLS

PUMP REPLACEMENT:

PLUMBING:

CONTROLS/ ELECTRICAL:

FLOAT:

ORDER CONTROL DEVICES INSTALLED AT AIRVACS. 2

AIR VAC VALVE REPLACEMENT:

NEW CONSTRUCTION / INSTALLATION INSPECTIONS: 2. FLINT FINAL PASS
DAVIS (ON GOING)

ESCROW INPECTIONS:

ISLOATIONS:

EEP:

MAIN LIFT STATION:

ALARMS:

OTHER:

ISOLATION VALVE INSTALL/ REPAIR / REPLACE:

MANAGEMENT: BILLING (MULITPLE)

LOCATES: MULTIPLE

I&I RESEARCH & MITIGATION: ON GOING

EXERCISE ISOLATION VALVES / AIRVAC VALVES: ON GOING

FACILITIES / EQUIPMENT MAINTENANCE: ON GOING

INVENTORY MANAGEMENT: ON GOING

PERMIT / SITE REVIEW : 1 SHORELINE

POWER OUTAGE RESPONSE: 1

MAINTENANCE INSPECTIONS: ON HOLD

LOCATE REMAING ISITES FOR MAIN LINE UPGRADE, CONTROL PANEL, 61 ESTIMATED REMAINING TO BE COMPLETED

OWNER / CONTRACTOR CONSULTATIONS / SITE VISIT: (MULTIPLE, ON GOING).

MANAGERIAL / FILING (ON GOING)

INVENTORY REPLACEMENT/MANAGEMENT (ON HOLD AS PER JON DAVIS, WE CURRENTLY HAVE ENOUGH
INVENTORY FOR OUR FORSEABLE NEEDS.

UPDATE COLLECTION FILES / RECORDS IN MS365 (ON GOING)

CAPITAL IMPROVEMENT PROGRAM UPDATE

MAINLINE CONNECTION UPGRADE : PROCEEDING WITH MLC PORTION OF CIP

PUMP CONTROL UPGRADES: PROCEEDING WITH PUMP CONTROL UPGRADES PORTION OF CIP

SPECIAL NOTES:

DRAFT BUDGET FY 2027		
Budget for FY 2027	FY2027	FY2026
	Budget	Am Budget
Item		
Revenues		
Basic Fee Income	139,366	134,611
System Service Fee Income	127,633	126,590
WEP Sinking Fund Income	69,607	69,607
Property Tax Levy	36,288	35,729
County Payments	2,000	2000
Interest & Investment Income	8,000	8,000
Inspection Fees, Fines and Other Revenue	5,000	5,000
Total Revenues	387,893	381,537
Operating Expenses		
Administration		
Recording Secretary	2,100	1,900
Accounting Services	16,000	16,000
Audit Services	8,000	7,500
Legal Services	2,000	2,000
Insurance	4,000	5,500
Information Services	4,000	4,000
IDEQ Reuse Fee	800	0
Other Administrative Expenses	5,000	10,000
Sub-Total Administration Expenses	41,900	46,900
Treatment and Land Application		
Licensed Operator Contract (WSM, Inc.)	95,775	93,350
Other Consultant Services	5,000	1,000
License Compliance & Testing	10,000	10,000
Operating Chemicals	10,000	8,000
Other Treatment Expenses	1,000	1,000
Sub-Total Processing & Land Application Expenses	121,775	113,350
Collection System		
Supplies, Pumps & Other Equipment	20,000	20,000
General Maintenance & Repair	30,000	30,000
Utilities	8,000	8,000
Vehicle Expenses	4,500	4,500
Sub-Total Collection System Expenses	62,500	62,500
Total Operating Expenses	226,175	222,750
Capital Expenses		
Debt Service - DEQ Loan	73,384	73,384
Debt Service - White Property Loan	18,000	18,000
Capital Replacement & Improvement	69,500	52,000
Unscheduled Capital Projects	10,000	10,000
Total Capital Expenses	170,884	153,384
Total Operating & Capital Expenses	397,059	376,134
Total Net Operating & Non-Operating Income	(9,166)	5,403
Transfer from (to) Contingency Reserve	9,166	(5,403)
Depreciation (Non-Cash Expenditure)	96,200	96,200

← 3% increase in property tax

← Raise to \$175/month

← New fee imposed by DEQ
Assume add'l expense for new RSRs

← 2% increase
Assume costs for license renewal prep

← Policy amount for capital improvement

← Project excess savings reserve of \$30,000 so deficit is covered