



BOTTLE BAY
RECREATIONAL WATER & SEWER DISTRICT



**REGULAR
BOARD OF DIRECTORS
MEETING**

Via Zoom

March 16, 2026

4:00 pm

MEETING AGENDA

Monday, March 16, 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 February 16, 2025 regular meeting (Shearer) – **Action Item**
6. Treasurer’s Report (Davis)
 - Financial reports for February 2025 and YTD
 - Status of checking accounts & accounts in Local Government Investment Pool
 - Review paid invoices (invoices attached to agenda email)
7. **Public Hearing** on Resolution 2026-27 - Cost of Replacing Landscaping (Notice posted 2/27/2026)
8. Motion to Adopt Resolution 2026-27 - Cost of Replacing Landscaping, amendment to Section 5.1 of the Operating Rules 3rd Revision – **Action Item**
9. **Public Hearing** on Resolution 2026-28 -Pump Controller replacement at property ownership change. (Notice posted 2/27/2026)
10. Motion to Adopt Resolution 2026-28, Pump Controller replacement at property ownership change, amendment to Section 8.1 of the Operating Rules 3rd Revision – **Action Item**
11. Operations Report (Hansen)
12. Collections Report (Binnall)

HU#	Landowner	Application Received	Deposit Received	BLP Permit Approved	Construction Started	Inspections Underway	Inspections Completed	"As-Built" Received	Remarks
012	Safe Harbor	✓	✓						Has applied to county for set-back variance
024	Evans	✓	✓						
038	Island Vista	✓	✓	✓	✓	✓	✓		Holding for as-built to return deposit
040	Wyckoff Falconjack Trust	✓	✓	✓	✓				Construction underway
059	Sorani	✓	✓	✓					BLP application received; addition to home
098	Petersen	✓	✓	✓	✓	✓			
171	Simchuk	✓	✓	✓	✓	✓			Holding for inspection of pump control
183	Haraf	✓	✓	✓	✓	✓			
228	Turner	✓	✓	✓	✓				New construction off Bay Dr
239	Layton				✓				No permit received for remodel
246	Parkin/Davis- JABS Trust	✓	✓	✓	✓	✓			Accessory building
300	Smith	✓	✓						Easement agreement signed & recorded; plans received for tank & lateral replacement; construction scheduled for Feb 2026
305	Flint	✓	✓	✓	✓	✓			New home
310	Wright	✓							Has sufficient tank next to road; no change in lateral. Not requiring a deposit

14. Motion to engage Ardurra for new set of Residential Sewer Regulations (Behrens) – Action Item

15. Discussion – Policy on shared septic tanks and pumb basins (Behrens)

16. General Administrative Matters

- Update on Website
- Next meeting, Monday, April 20, 2026 at 4pm via Zoom.

17. Adjourn -- STOP VIDEO



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

February 16, 2026

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, Steve Shearer, Rob Behrens and Jon Davis. Also in attendance were Bob Hansen and Brent Binnall (WSM) and RuthAnn Zigler, Recording Secretary. Also in attendance: Travis Smith. Absent: Katrina Faulkner.

CONSENT AGENDA

Steve Shearer made a motion to approve the January 19, 2026 Regular Board meeting minutes as presented. Rob Behrens seconded and the motion carried.

PUBLIC COMMENTS

Travis Smith, hookup #300, informed the Board that his septic tank will be installed as the weather conditions allow.

REPORTS

Treasurers Report

Status of checking accounts and accounts in Local Government Investment Pool: The Mt. West Bank (2094) account balance is \$40,597.98; Mt. West Bank (8384) account balance is \$2,543.62. LGIP1 account balance is \$94,584.06; and LGIP2 account balance is \$113,976.39.

Operations Report (January)

The lagoon status at the end of January is below our operating capacity and is sufficient to handle all influent, including precipitation.

Collections Report (January)

Status report on capital and other construction projects: There was one (1) new construction installation inspections, one (1) escrow inspection, one (1) alarm, multiple locates and one (1) site review.

Capital Improvement Program

Mainline connection and pump control upgrades are on hold.

Permit & Compliance Matters

Island Visa, hookup #038 – Need to confirm that the as-built document has been received.

Simchuck, hookup #171 – Need to confirm that the as-built document has been received. Inspection needs to be done on the controller that was installed.

Evans, hookup #024 – Received deposit but have not received the permit application.

Wyckoff, hookup #040 – Construction is underway.

Sorani, hookup #059 – Received deposit and BLP application for addition to home. BLP permit was approved and signed. The plans they sent now has the pump basin lid included.

Petersen, hook #098 – Inspection is underway.

Ouhi, hookup #101 – Easement variance was approved by Ouhi and will be recorded. Construction has been completed.

Haraf, hookup #183 – Inspection is underway.

Oakley, hookup #211 – Working on payment for controller install, fines and call-out charge.

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

Layton, hookup #239 – Construction has started but no permit received for 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 as soon as weather allows.

Flint, hookup #305 – Inspection is underway.

Wright, hookup #310 – Application has been received. Has tank next to road; no change in lateral.

General Administrative Matters

Motion to schedule a public hearing to amend Section 8.1 of the Operating Rules 3rd revision regarding landowner responsibility for replacing a pump control unit upon change in ownership: A resolution was drafted that would require current landowner that has an old control unit to put in a new modern pump control unit in.

2026-03 Jon Davis made a motion to take the resolution to amend Section 8.1 of the Operating Rules 3rd revision to a public hearing. Rob Behrens seconded and the motion carried.

Motion to schedule a public hearing to amend Section 5.1 of the Operating Rules regarding the District's liability for replacing landscaping features placed over the lateral line: A resolution was drafted that states the District shall not be liable for the cost or replacement of landscaping features placed on or over the District's easement for the lateral line connecting the septic tank, pump basin and mainline connection.

2026-04 Steve Shearer made a motion to take the resolution to amend Section 5.1 of the Operating Rules to a public hearing. Jon Davis seconded and the motion carried.

Update on Website: Pictures have been formatted to be put in a carousel on the home page of the website; working with Streamline on how to implement. About Us has replaced the Questions and Answers on the website. Working with Streamline to get the Stripe account set up so the Bill Pay can be activated on the website. We need to get all customers correct email addresses and notify customers that invoices and newsletters will be emailed.

Next meeting: The next meeting is scheduled for Monday, March 16, 2026 at 4:00 p.m. by zoom.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m.

12:46 PM

03/12/26

Cash Basis

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

	Dec '25 - Feb 26	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	33,480.91	33,652.77	-171.86	99.5%
System Service Fee Income	33,403.70	31,647.51	1,756.19	105.5%
Inspection Fees, Fines & Other	2,054.55	1,249.98	804.57	164.4%
County Payments	865.73	499.99	365.74	173.1%
WEP Sinking Fund Income	17,542.80	17,401.77	141.03	100.8%
Property Tax Levy	23,126.46	8,532.00	14,594.46	271.1%
Interest & Investment Income	2,603.33	2,000.01	603.32	130.2%
Total Income	113,077.48	94,984.03	18,093.45	119.0%
Gross Profit	113,077.48	94,984.03	18,093.45	119.0%
Expense				
Administration				
Information Services	313.50	1,000.02	-686.52	31.3%
Recording Sec	450.00	475.02	-25.02	94.7%
Accounting Services	4,106.91	4,000.02	106.89	102.7%
Legal Services	405.00	600.00	-195.00	67.5%
Audit Services	0.00	1,875.00	-1,875.00	0.0%
Insurance	1,563.00	1,375.02	187.98	113.7%
Administration - Other	442.92	499.98	-57.06	88.6%
Total Administration	7,281.33	9,825.06	-2,543.73	74.1%
Collection System				
Customer Reimbursable Expenses	1,503.00			
Vehicle Expense	924.02	1,125.00	-200.98	82.1%
Utilities	1,828.30	1,999.98	-171.68	91.4%
General Maintenance & Repair	3,036.00	7,500.00	-4,464.00	40.5%
Supplies, Pumps & Equipment	333.91	5,000.01	-4,666.10	6.7%
Total Collection System	7,625.23	15,624.99	-7,999.76	48.8%
Treatment & Land Application				
Other Treatment Expenses	0.00	250.02	-250.02	0.0%
Other Consultant Services	437.50	250.02	187.48	175.0%
License Compliance & Testing	0.00	2,500.02	-2,500.02	0.0%
Operating Chemicals	0.00	2,000.01	-2,000.01	0.0%
Licensed Operator Contractor	22,875.00	23,337.48	-462.48	98.0%
Total Treatment & Land Application	23,312.50	28,337.55	-5,025.05	82.3%
Total Expense	38,219.06	53,787.60	-15,568.54	71.1%
Net Ordinary Income	74,858.42	41,196.43	33,661.99	181.7%
Other Income/Expense				
Other Expense				
Capital Expenses				
Debt Service DEQ Loan	18,345.90	18,345.97	-0.07	100.0%
Debt Service - White Property	4,500.00	4,500.00	0.00	100.0%
Capital Improvements	1,050.00	15,000.00	-13,950.00	7.0%
Unscheduled Capital Projects	0.00	2,500.02	-2,500.02	0.0%
Total Capital Expenses	23,895.90	40,345.99	-16,450.09	59.2%
Total Other Expense	23,895.90	40,345.99	-16,450.09	59.2%
Net Other Income	-23,895.90	-40,345.99	16,450.09	59.2%
Net Income	50,962.52	850.44	50,112.08	5,992.5%

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

	Feb 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	18,710.26	11,217.59	7,492.67	166.8%
System Service Fee Income	18,962.91	10,549.17	8,413.74	179.8%
Inspection Fees, Fines & Other	901.10	416.66	484.44	216.3%
County Payments	543.55	166.66	376.89	326.1%
WEP Sinking Fund Income	9,507.81	5,800.59	3,707.22	163.9%
Property Tax Levy	1,121.10	2,844.00	-1,722.90	39.4%
Interest & Investment Income	676.56	666.67	9.89	101.5%
Total Income	50,423.29	31,661.34	18,761.95	159.3%
Gross Profit	50,423.29	31,661.34	18,761.95	159.3%
Expense				
Administration				
Information Services	63.00	333.34	-270.34	18.9%
Recording Sec	150.00	158.34	-8.34	94.7%
Accounting Services	1,424.88	1,333.34	91.54	106.9%
Legal Services	0.00	200.00	-200.00	0.0%
Audit Services	0.00	625.00	-625.00	0.0%
Insurance	0.00	458.34	-458.34	0.0%
Administration - Other	15.24	166.66	-151.42	9.1%
Total Administration	1,653.12	3,275.02	-1,621.90	50.5%
Collection System				
Vehicle Expense	289.55	375.00	-85.45	77.2%
Utilities	739.75	666.66	73.09	111.0%
General Maintenance & Repair	650.00	2,500.00	-1,850.00	26.0%
Supplies, Pumps & Equipment	80.06	1,666.67	-1,586.61	4.8%
Total Collection System	1,759.36	5,208.33	-3,448.97	33.8%
Treatment & Land Application				
Other Treatment Expenses	0.00	83.34	-83.34	0.0%
Other Consultant Services	0.00	83.34	-83.34	0.0%
License Compliance & Testing	0.00	833.34	-833.34	0.0%
Operating Chemicals	0.00	666.67	-666.67	0.0%
Licensed Operator Contractor	7,775.00	7,779.16	-4.16	99.9%
Total Treatment & Land Application	7,775.00	9,445.85	-1,670.85	82.3%
Total Expense	11,187.48	17,929.20	-6,741.72	62.4%
Net Ordinary Income	39,235.81	13,732.14	25,503.67	285.7%
Other Income/Expense				
Other Expense				
Capital Expenses				
Debt Service DEQ Loan	0.00	6,115.33	-6,115.33	0.0%
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	833.34	-833.34	0.0%
Total Capital Expenses	1,500.00	13,448.67	-11,948.67	11.2%
Total Other Expense	1,500.00	13,448.67	-11,948.67	11.2%
Net Other Income	-1,500.00	-13,448.67	11,948.67	11.2%
Net Income	37,735.81	283.47	37,452.34	13,312.1%



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

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142043-04B**022163
BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT
PO BOX 304
SAGLE ID 83860-0304



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Customer Service: 800-641-5401 **Website:** www.mountainwestbank.com

Statement of Account

Account Title: BOTTLE BAY RECREATIONAL WATER & SEWER DISTRICT

Statement Dates 2/02/26 to 3/01/26 (28 days)

TOTALLY FREE BUSINESS CHECKING - XXXXXX2094

Previous Balance	\$40,597.98	Average Ledger	\$58,696.26
Deposits/Credits (5)	\$57,327.93	Average Collected	\$58,696.26
Checks/Debits (9)	\$18,963.21		
Service Charge	\$0.00		
Interest Paid	\$0.00		
Ending Balance	\$78,962.70		

⑤ Credit Transactions

Date	Description	Amount
2/06	DDA Regular Deposit	\$6,647.22
2/13	DDA Regular Deposit	\$4,677.75
2/18	BOTTLE BAY REC PAYMENTS PPD Bottle Bay	\$38,709.00
2/20	DDA Regular Deposit	\$6,212.71
2/27	DDA Regular Deposit	\$1,081.25

⑤ Debit Transactions

Date	Description	Amount
2/02	Bill Paid-JAMES WHITE Conf #26 4	-\$1,500.00
2/02	CHECK 500094 ENERGY ELECTRIC INC	-\$586.00
2/13	AVISTA8002279187 BILL PAY CCD 10304981301 031101117463801	-\$739.75
2/18	BOTTLE BAY REC WEP Xfr PPD Bottle Bay Operation	-\$5,359.73
2/18	BOTTLE BAY REC AP PPD Bottle Bay Operating	-\$10,103.12
2/19	Prasil, Robert 292970820010058 Invalid Account Number	-\$330.00
2/20	VISA PAYMENT CCD 043000095571200 043305133172500	-\$63.00





⑤ Debit Transactions

Date	Description	Amount
2/25	CHECK 500095 CO-OP SUPPLY	-\$269.61
2/27	Cash Management Monthly Fee	-\$12.00

SUMMARY BY CHECK NUMBER

Date	Check No	Amount
2/02	500094	\$586.00
2/25	500095	\$269.61

* Denotes checks out of sequence

Daily Balance

Date	Amount	Date	Amount	Date	Amount
2/02	\$38,511.98	2/18	\$72,343.35	2/25	\$77,893.45
2/06	\$45,159.20	2/19	\$72,013.35	2/27	\$78,962.70
2/13	\$49,097.20	2/20	\$78,163.06		



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

2/1/2026 through 2/28/2026

Summary

Beginning Balance	\$113,976.39	Fund Number	2660 - Bottle Bay Water & Sewer District
Contributions	\$369.20	Distribution Yield	3.7960%
Withdrawals	\$0.00	February Accrued Interest	\$332.97
Ending Balance	\$114,345.59	Average Daily Balance	\$114,345.59

Detail

Date	Activity	Status	Type	Amount	Balance
02/01/2026	Beginning Balance				\$113,976.39
02/01/2026	Contribution	Processed	January Reinvestment	\$369.20	\$114,345.59
02/28/2026	Ending Balance				\$114,345.59

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

2/1/2026 through 2/28/2026

Summary

Beginning Balance	\$94,584.06	Fund Number	3613 - Bottle Bay Water & Sewer District - WEP
Contributions	\$306.38	Distribution Yield	3.7960%
Withdrawals	\$0.00	February Accrued Interest	\$276.32
Ending Balance	\$94,890.44	Average Daily Balance	\$94,890.44

Detail

Date	Activity	Status	Type	Amount	Balance
02/01/2026	Beginning Balance				\$94,584.06
02/01/2026	Contribution	Processed	January Reinvestment	\$306.38	\$94,890.44
02/28/2026	Ending Balance				\$94,890.44

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	February 27, 2026
Days in Billing Cycle	30
Previous Balance	\$63.00
- Payments & Credits	\$63.00
+ Purchases & Other Charges	\$63.00
+ FEE CHARGED	\$0.00
+ INTEREST CHARGED	\$0.00
= New Balance	\$63.00

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

PAYMENT INFORMATION

New Balance	\$63.00
Minimum Payment Due	\$25.00
Payment Due Date	March 24, 2026

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	\$63.00-
02/19	02/19	7496656E200XV3BGG	PAYMENT - THANK YOU	63.00-
		WILLIAM BERG	TOTAL XXXXXXXXXXXX 2110	\$63.00
02/12	02/12	2401134DV2X5Q6THQ	MICROSOFT#G140784005 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	March 24, 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



142043-04B**022164
BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT WASTEWATER EXPANSION PROJECT
PO BOX 304
SAGLE ID 83860-0304



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FDIC

Customer Service: 800-641-5401

Website: www.mountainwestbank.com

Statement of Account

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

Statement Dates 2/02/26 to 3/01/26 (28 days)

TOTALLY FREE BUSINESS CHECKING - XXXXXX8384

Previous Balance	\$2,543.62	Average Ledger	\$4,840.64
Deposits/Credits (1)	\$5,359.73	Average Collected	\$4,840.64
Checks/Debits (0)	\$0.00		
Service Charge	\$0.00		
Interest Paid	\$0.00		
Ending Balance	\$7,903.35		

① Credit Transactions

Date	Description	Amount
2/18	BOTTLE BAY REC WEP Xfr PPD Bottle Bay WEP	\$5,359.73

Daily Balance

Date	Amount	Date	Amount
2/02	\$2,543.62	2/18	\$7,903.35



Bottle Bay Water & Sewer District
Check Detail
 February 19 through March 16, 2026

Type	Num	Date	Name	Account	Paid Amount
Check		02/28/2026		Mountain West Bank	
				Administration	-12.00
TOTAL					-12.00
Bill Pmt -Check	ACH	03/16/2026	Andrew T. Platte, CPA	Mountain West Bank	
Bill	11115	02/28/2026		Accounting Services	-675.00
TOTAL					-675.00
Check	AUTO	03/09/2026	Avista Utilities	Mountain West Bank	
				Utilities	-651.03
TOTAL					-651.03
Bill Pmt -Check	ACH	03/16/2026	Brent Binnall	Mountain West Bank	
Bill		03/01/2026		Vehicle Expense	-100.00
TOTAL					-100.00
Bill Pmt -Check	BILLP...	03/16/2026	Co-Op Supply	Mountain West Bank	
Bill	44491	02/06/2026		Vehicle Expense	-52.03
Bill	72724	02/13/2026		Supplies, Pumps & Equipment	-30.27
Bill	39529	02/19/2026		Vehicle Expense	-51.56
Bill	46013	02/25/2026		Supplies, Pumps & Equipment	-15.60
Bill	89784	02/27/2026		Vehicle Expense	-51.72
TOTAL					-201.18
Bill Pmt -Check	BILLP...	03/16/2026	ICRMP	Mountain West Bank	
Bill	10017...	03/01/2026		Insurance	-1,563.00
TOTAL					-1,563.00
Bill Pmt -Check	BILLP...	03/16/2026	Lippert Excavation and Pip...	Mountain West Bank	
Bill	26062	02/12/2026		General Maintenance & Repair	-1,799.57
TOTAL					-1,799.57
Bill Pmt -Check	ACH	03/16/2026	RuthAnn Zigler	Mountain West Bank	
Bill		03/01/2026		Recording Sec	-150.00
TOTAL					-150.00
Check	EFT	02/19/2026	Visa	Mountain West Bank	
				Mountain West Bank CC	-63.00
TOTAL					-63.00

12:21 PM

03/12/26

Bottle Bay Water & Sewer District
Check Detail
 February 19 through March 16, 2026

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	ACH	03/16/2026	Water Systems Manageme...	Mountain West Bank	
Bill	114870	03/01/2026		Licensed Operator Contractor	-7,775.00
TOTAL					-7,775.00
Check	EFT	03/01/2026	White Living Trust	Mountain West Bank	
				Debt Service - White Property	-1,500.00
TOTAL					-1,500.00

Bottle Bay Water & Sewer District
Balance Sheet (unaudited)
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
Mountain West Bank WEP	7,903.35
State Investment Pool - WEP	94,890.44
State Investment Pool	114,345.59
Mountain West Bank	78,962.70
Total Checking/Savings	296,102.08
Accounts Receivable	
Accounts Receivable	-6,369.87
Total Accounts Receivable	-6,369.87
Other Current Assets	
Taxes Receivable	32,538.33
Total Other Current Assets	32,538.33
Total Current Assets	322,270.54
Fixed Assets	3,071,340.78
TOTAL ASSETS	3,393,611.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	63.00
Total Accounts Payable	63.00
Other Current Liabilities	
White Trust Parcel Note Payable	150,879.12
Inspection Deposits	30,050.00
Deferred Revenue	48,622.82
Total Other Current Liabilities	229,551.94
Total Current Liabilities	229,614.94
Long Term Liabilities	1,546,320.18
Total Liabilities	1,775,935.12
Equity	
Contributed Capital	1,128,123.00
Opening Bal Equity	627,659.68
Retained Earnings	-189,069.00
Net Income	50,962.52
Total Equity	1,617,676.20
TOTAL LIABILITIES & EQUITY	3,393,611.32

Notice of Public Hearings

The Bottle Bay Recreational Water & Sewer District gives notice of two public hearings at the Board's regular meeting on Monday, March 16, 2026, at 4 pm, via Zoom. A Zoom invitation is posted on the District website, www.bottlebaydistrict.org.

Hearing on cost of replacing landscaping

Resolution Number 2026-27

WHEREAS landscaping features such as trees, shrubs and pavers placed on and over the sewer lateral land between the septic tank, pump basin and mainline connection constitute an encroachment on the District's easement.

RESOLVED, Section 5.1 of the Operating Rules 3rd Revision is amended as follows:

Cost of Repair and Replacement. The District shall bear the cost of repair and replacement of the existing Residential Sewer System including a failed septic tank, pump and all sewer facilities from the septic tank to the Force Main or Branch Line. The District will also replace at its cost a failed pump controller with one meeting the latest RSR standards (see Section 9.04 of the RSRs). The Landowner is obligated to pay the cost for state inspected and District-approved electrical service from the residential breaker panel to the newly installed pump controller and septic pump. The Landowner is also responsible for the repair and replacement of sewer system facilities upstream of the septic tank (except for the pump controller unit itself), and for the maintenance, repair and replacement of any additional septic tank(s). (Amended Feb. 20, 2024). The District shall not be liable for the cost or replacement of landscaping features placed on or over the District's easement for the lateral line connecting the septic tank, pump basin and mainline connection.

Hearing on pump controller replacement at ownership change

Resolution Number 2026-28

WHEREAS the Idaho Department of Environmental Quality is requiring homeowners to install pump control units with alarms and back-up power; and

WHEREAS many homes presently connected have non-compliant pump control units; now, therefore,

RESOLVED, Section 8.1 of the Operating Rules 3rd Revision is amended as follows:

Change in Ownership, Pump Control Unit, Septic Pump Out. When ownership of a parcel changes hands, the owner of record is required to give notice to the District. A fee is charged for changing the District's ownership records. The owner of a serviced parcel shall, at its expense, install a pump control unit consistent in model and function with the District's current Residential System Requirements (RSRs). In addition, unless excused by the District's Compliance Officer, the District shall, at the owner's expense, inspect and pump out the septic tank.

Resolution Number 2026-27

WHEREAS landscaping features such as trees, shrubs and pavers placed on and over the sewer lateral land between the septic tank, pump basin and mainline connection constitute an encroachment on the District's easement.

RESOLVED, Section 5.1 of the Operating Rules 3rd Revision is amended as follows:

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This rule shall become effective upon adoption.

ADOPTED BY THE BOARD ON _____

William M. Berg, President

Resolution Number 2026-28

WHEREAS the Idaho Department of Environmental Quality is requiring homeowners to install pump control units with alarms and back-up power; and

WHEREAS many homes presently connected have non-compliant pump control units; now, therefore,

RESOLVED, Section 8.1 of the Operating Rules 3rd Revision is amended as follows:

Change in Ownership, Pump Control Unit, Septic Pump Out. When ownership of a ~~vested~~ parcel changes hands, the ~~new~~ owner of record is required to give notice to the District. A fee is charged for changing the District's ownership records. ~~The owner of a serviced parcel shall, at its expense, install a pump control unit consistent in model and function with the District's current Residential System Requirements (RSRs). In addition, unless excused by the District's Compliance Officer, The District shall, at the owner's expense, inspect and pump out the septic tank.~~

~~District shall, at the Landowner's expense, pump out of the septic tank of a serviced parcel when the parcel~~

~~changes ownership.~~

~~This rule shall become effective upon adoption. Owners who have given notice prior to the adoption of this rule shall be grandfathered.~~

ADOPTED BY THE BOARD ON JANUARY 19, 2026

William M. Berg, President

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**BOTTLE BAY RECREATIONAL WATER & SEWER DISTRICT
OPERATION REPORT – FEBRUARY 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.

LAND APPLICATION - INFORMATION

7,454,000	Actual volume (gal.) of wastewater land applied in 2012.
7,891,000	Actual volume (gal.) of wastewater land applied in 2013.
7,100,000	Actual volume (gal.) of wastewater land applied in 2014.
6,201,000	Actual volume (gal.) of wastewater land applied in 2015.
5,569,000	Actual volume (gal.) of wastewater land applied in 2016.
7,787,000	Actual volume (gal.) of wastewater land applied in 2017.
4,904,000	Actual volume (gal.) of wastewater land applied in 2018.
3,688,000	Actual volume (gal.) of wastewater land applied in 2019.
5,844,000	Actual volume (gal.) of wastewater land applied in 2020.
4,906,000	Actual volume (gal.) of wastewater land applied in 2021.
4,879,000	Actual volume (gal.) of wastewater land applied in 2022.
6,122,000	Actual volume (gal.) of wastewater land applied in 2023.
7,630,000	Actual volume (gal.) of wastewater land applied in 2024.
7,690,000	Actual volume (gal.) of wastewater land applied in 2025.
18,377,116	Maximum target permit volume (gal.) of 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		
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		

*Irrigation Water Requirement

COMPARATIVE INFLUENT FLOW DATA

See attached influent flow data summary chart.

LAGOON STATUS

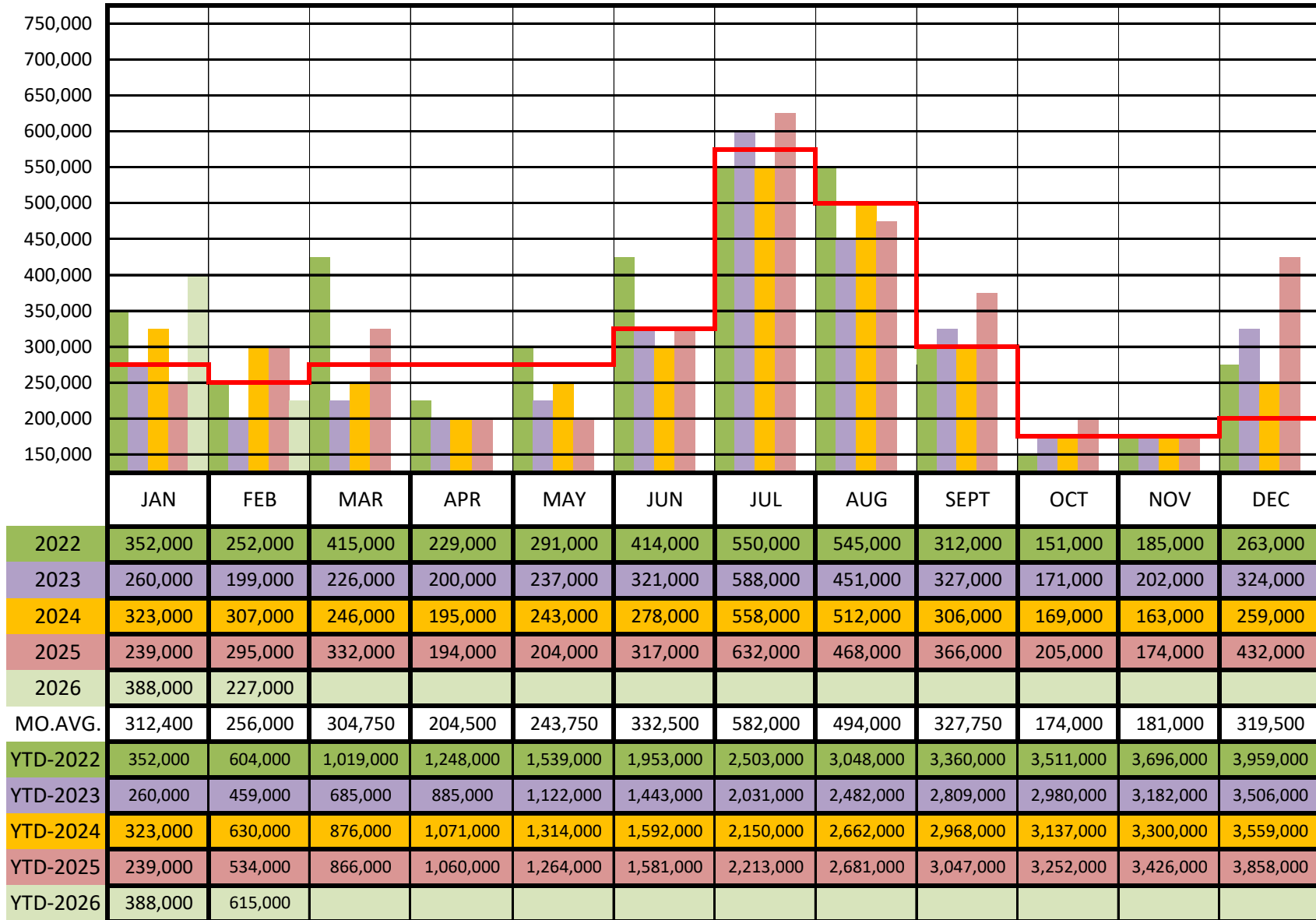
4,060,000 gallons =	Total usable storage volume in aeration lagoon.	5.36	1.3 MG
5,530,000 gallons =	Total <u>usable</u> storage volume in polishing lagoon.	7.73	2.2 MG
9,590,000 gallons =	TOTAL combined available storage volume	13.09	3.5 MG
1,800,000 gallons =	Estimated volume in aeration lagoon = approx.	44.3%	
1,700,000 gallons =	Estimated volume in polishing lagoon = approx.	30.7%	
6,090,000 gallons =	TOTAL estimated available storage volume	63.5%	

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.

BOTTLE BAY RECREATIONAL WATER AND SEWER DISTRICT COMPARATIVE INFLUENT FLOW DATA



WATER SYSTEMS MANAGEMENT
67 WILD HORSE TRAIL
SANDPOINT, IDAHO 83864
DATE: 3/12/26

pg 22

BBRWSD COLLECTIONS REPORT FOR SERVICES PROVIDED IN FEBRUARY 2026:

COLLECTION SYSTEM

SERVICE CALLS

PUMP REPLACEMENT: 2 MOORE, SHOPA

PLUMBING: 1 MOORE

CONTROLS/ ELECTRICAL: 1 DAVIS

FLOAT:

ORDER CONTROL DEVICES INSTALLED AT AIRVACS.

AIR VAC VALVE REPLACEMENT:

NEW CONSTRUCTION / INSTALLATION INSPECTIONS: 1 FLINT (ONGOING)

ESCROW INSPECTIONS: 1 LINDSING

ISOLATIONS:

EEP: 1 SHOPA

MAIN LIFT STATION:

ALARMS: DAVIS

OTHER:

ISOLATION VALVE INSTALL/ REPAIR / REPLACE:

MANAGEMENT: BILLING (MULTIPLE)

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:

MAINTENANCE INSPECTIONS:

LOCATE SITES FOR MAIN LINE UPGRADE, CONTROL PANEL, TANK REPLACEMENT UPGRADE / REPLACEMENTS

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

MANAGERIAL / FILING (ON GOING)

INVENTORY REPLACEMENT/MANAGEMENT (ON GOING)

UPDATE COLLECTION FILES / RECORDS IN MS365 (ON GOING)

CAPITAL IMPROVEMENT PROGRAM UPDATE

MAINLINE CONNECTION UPGRADE : ON HOLD AS PER JON DAVIS

PUMP CONTROL UPGRADES: ON HOLD AS PER JON DAVIS

SPECIAL NOTES:



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

1. **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.
2. **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**

Scott McNee, Senior Project Manager
Printed Name/Title

Signature **Date**

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



EXHIBIT "A"
FUNCTIONAL FEE SCHEDULE
PROFESSIONAL SERVICES
Effective January 1, 2025

I. PERSONNEL	
Regional Manager/Director	\$250.00 - \$390.00 /hour
Project Manager	\$150.00 - \$330.00 /hour
Project Engineer	\$150.00 - \$240.00 /hour
Staff Engineer	\$110.00 - \$204.00 /hour
Environmental Specialist	\$115.00 - \$228.00 /hour
Aviation Planner	\$150.00 - \$330.00 /hour
Construction Manager	\$115.00 - \$204.00 /hour
GIS Specialist	\$115.00 - \$162.00 /hour
Inspector/Technician	\$85.00 - \$192.00 /hour
Information Technology	\$120.00 - \$150.00 /hour
Administrative	\$70.00 - \$180.00 /hour
II. LANDSCAPE ARCHITECT	
Landscape Architect	\$120.00 - \$168.00 /hour
III. SURVEYING	
Survey Manager	\$180.00 - \$270.00 /hour
Project Surveyor	\$180.00 - \$228.00 /hour
Survey Technician	\$80.00 - \$186.00 /hour
IV. SURVEY EQUIPMENT	
Aquatic Survey Vessel	\$200.00 /hour
GPS or Robotic Survey Equipment	\$75.00 /hour
Conventional Survey Equipment	\$25.00 /hour
GIS Data Logger	\$15.00 /hour
UAV Flight Charge	\$75.00 /flight
LiDAR System	\$800.00 /hour
Drill and Generator	\$80.00 /day
V. COMPUTER SOFTWARE	
Property Database Research	\$50.00 /hour
Traffic Modeling Software	\$36.00 /hour
CADD and Other Technical Software	\$10.00 /hour
SMS Software	\$25.00 /hour
VI. REPRODUCTION	
In-House Reproduction	Hourly Labor Rates Apply
Outside Reproduction	Actual Cost + 10%
VII. MILEAGE	
Vehicle	0.67 - 0.75 /mile
ATV Vehicle	\$20.00 /hour
VIII. OTHER DIRECT CHARGES	
Direct costs for material or services incurred for the project	Actual Cost + 10%

- Notes: 1. When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.
2. When employees perform work that requires litigation or as a professional witness, the billing rate for that work will be increased to 200% of the rate established above.
3. This fee schedule is subject to periodic adjustment.

EXHIBIT B
Project Budget Estimate
BBRWSD
Individual STEP System PER and Plans
December 11, 2025

ITEM NO.	DESCRIPTION OF WORK	Total Man-hours	Project Manager	Staff Engineer	Admin.
1	Individual STEP Systems PER				
	Client Coordination, Management, & Administration	4	2		2
	IDEQ Coordination	2	2		
	PER	15	3	12	
	O&M Manual	13	3	10	
2	Individual STEP Systems Standard Plans				
	STEP System Standard Plans	12	2	10	
	TOTAL OF HOURS	46	12	32	2

A. Summary Estimated Man-Hour Costs

Total Labor Cost	46	\$7,250.00
TOTAL		\$7,250.00