



**REGULAR
BOARD OF DIRECTORS
MEETING**

Via Zoom

December 15, 2025

4:00 pm

MEETING AGENDA

Monday, December 15, 2025 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 November 17, 2025 regular meeting (Shearer) – **Action Item**
6. Treasurer’s Report (Davis)
 - YTD 2025 P&L and November, 2025 Financial Reports
 - Status of checking accounts & accounts in Local Government Investment Pool
 - Capital Expense updated report
 - Review paid invoices (invoices attached to agenda email)
7. Operations Report (Hansen)
8. Collections Report (Binnall)
9. 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
024	Evans		✓						Rec’d deposit, but no permit application?
040	Wyckoff Falconjack Trust	✓	✓	✓					Construction scheduled for Feb 2026
059	Sorani	✓	✓	✓					BLP application received; addition to home
098	Petersen	✓	✓	✓	✓				
101	Ouhl	✓	✓	✓	✓	✓			Still need easement agreement
183	Haraf	✓	✓	✓	✓				
211	Oakley	✓	✓	✓	✓	✓			Status of controler install
228	Turner	✓	✓						New construction off Bay Dr

246	Davis-JABS	✓	✓	✓					Accessory building
300	Smith	✓	✓						Easement agreement signed & recorded; plans received for tank & lateral replacement; construction scheduled for Feb 2026
305	Flint	✓	✓	✓	✓				Install larger septic tank; BLP submitted

10. General Administrative Matters

- Status “Sewer Permit Required” signs (Shearer)
- Update on Website
- Update on status of RSR revisions (Berg)
- Next meeting, Monday, January 19, 2025 at 4pm via Zoom.

11. Motion to hold executive session re: Discussion of options to acquire additional rights in land from Richard Townsend. Executive session pursuant to I.C. 74-206(c) (To acquire an interest in real property not owned by a public agency). Requires roll call vote to go into exec session, and 2/3 vote of Directors. Bob Hansen & Brent Binall invited to join the meeting.

If vote is favorable:

STOP VIDEO, excuse non-board members, visitors.

Hold executive session

START VIDEO.

12. Call to order in open session

13. Motion to Authorize Negotiation with Richard Townsend re: modification of easement (Berg)

14. Adjourn -- STOP VIDEO



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

November 17, 2025

The Bottle Bay Recreational Water and Sewer District (BBRWSD) Regular Board meeting held by Zoom, was called to order at 4:00p.m. by Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Jon Davis, Rob Behrens, Katrina Faulkner and Steve Shearer. Also in attendance were Bob Hansen and Brent Binnall (WSM) and RuthAnn Zigler, Recording Secretary.

CONSENT AGENDA

Steve Shearer made a motion to approve the October 20, 2025 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 \$18,898.46; Mt. West Bank (8384) account balance is \$2,376.20. LGIP1 account balance is \$93,616.07; and LGIP2 account balance is \$112,806.48.

New valuations of District assets to insurance company: The Board reviewed and discussed the replacement values for the IRCMP insurance policy.

2025-24 Jon Davis made a motion to accept the replacement values list as amended. Rob Behrens seconded and the motion carried.

Operations Report (October)

In good shape in terms of capacity versus what our use are.

Still having issues with the chlorine injection system and electrical controls for both chlorine injection and land application; in the process of troubleshooting the issue before calling someone in to make the repairs. We are still able to work around the problem to keep things going but need to have resolved by next spring.

Collections Report (October)

Status report on capital and other construction projects: There were three (3) pump replacements, four (4) locates, three (3) new construction/installation inspections, two (2) controls/electrical and three (3) alarms.

Ten (10) mainline connection upgrades have been completed and 9 (nine) out of the ten (10) pump upgrades have been completed for the 2025 scheduled capital improvements.

Status of asphalt repair: The asphalt repairs have been completed along east Bottle Bay.

Permit & Compliance Matters

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

Wyckoff, hookup #040 – Currently in the process of making a five (5) foot setback from Eureka Road. Waiting for approval documents on setback.

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

Petersen, hook #098 – Air Vac was moved at the customer’s expense.

Ouhi, hookup #101 – The easement agreement is being developed.

Haraf, hookup #183 – Work is progressing. The tank and mainline connection are in. The valve connection was damaged so it was replaced.

Oakley, hookup #211 – The control panel was installed however, it was not done to the District’s standards. The control panel should be completely independent of any other device or circuitry but the HVAC system was put on the same circuitry as the control panel. The customer will be informed that they need to change the control panel and HVAC system to their own circuit breakers. The Board agreed that Oakley will be fined a \$100 charge for not calling for an inspection and a service call fee of \$500. The Board agreed to give them 30 days to make the required change.

Turner, hookup #228 – Received application and deposit.

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

Smith, hookup #300 – Discussion with the attorney confirmed Smith will sign the permit application and encroachment agreement; as of this date it has not been received.

Flint, hookup #305 – Received the building location permit and drawings which will be given to Brent and Rob for their review. There’s discussion about demolishing and removing the existing tank and putting in a new larger tank.

General Administrative Matters

“Sewer Permit Required” signs: Six (6) signs are made and ready to pick up; they have been pre-drilled and are ready to place.

Update on Website: The website has four (4) things we are working on: 1) Pictures, 2) Questions & Answers, 3) Updated Rules and Regulations, and 4) Bill pay on-line.

Update on status of RSR revisions: The issue is whether we stick with our own RSR’s, and then inform customers that are planning to do work, that they have to get approval from DEQ prior to discussions with the District or the District have their own RSR’s that have been approved by DEQ. This item will be discussed further as information is received.

Next meeting: The next meeting is scheduled for Monday, December 15, 2025 at 4:00 p.m. by zoom.

EXECUTIVE MEETING

Pursuant to Idaho Legislature, Idaho Statutes Title 74, Chapter 2, 74-206(c) to acquire an interest in real property not owned by a public agency.

Roll Call

Katrina Faulkner– Yes; Steve Shearer – Yes; John Davis – Yes; Bill Berg – Yes; Rob Behrens – Yes.

5:09 p.m. went into Executive Session. Returned to the regular meeting at 5:40 p.m.

The Board agreed that they need more information on IDEQ requirements regarding setbacks for dwellings and wells before we can offer a proposal. Bill Berg was asked to engage a consulting engineer for further insight and knowledge.

ADJOURNMENT

The meeting was adjourned at 5:41 p.m.

3:42 PM

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

12/11/25

Cash Basis

	Dec '24 - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	107,347.18	103,243.00	4,104.18	104.0%
System Service Fee Income	119,311.81	115,920.00	3,391.81	102.9%
Inspection Fees, Fines & Other	8,627.16	2,500.00	6,127.16	345.1%
County Payments	2,422.60	500.00	1,922.60	484.5%
WEP Sinking Fund Income	73,382.14	72,240.00	1,142.14	101.6%
Property Tax Levy	34,039.83	34,128.00	-88.17	99.7%
Interest & Investment Income	10,837.53	10,000.00	837.53	108.4%
Total Income	355,968.25	338,531.00	17,437.25	105.2%
Gross Profit	355,968.25	338,531.00	17,437.25	105.2%
Expense				
Administration				
Information Services	4,256.90	4,910.00	-653.10	86.7%
Recording Sec	1,800.00	1,800.00	0.00	100.0%
Accounting Services	14,435.08	14,000.00	435.08	103.1%
Legal Services	495.00	1,000.00	-505.00	49.5%
Audit Services	6,750.00	6,750.00	0.00	100.0%
Insurance	2,855.00	2,500.00	355.00	114.2%
Administration - Other	2,219.12	2,000.00	219.12	111.0%
Total Administration	32,811.10	32,960.00	-148.90	99.5%
Collection System				
Vehicle Expense	3,459.60	3,000.00	459.60	115.3%
Utilities	6,579.64	5,000.00	1,579.64	131.6%
General Maintenance & Repair	24,748.49	38,000.00	-13,251.51	65.1%
Supplies, Pumps & Equipment	44,210.15	25,000.00	19,210.15	176.8%
Total Collection System	78,997.88	71,000.00	7,997.88	111.3%
Treatment & Land Application				
Other Treatment Expenses	1,119.41	1,000.00	119.41	111.9%
Other Consultant Services	0.00	1,000.00	-1,000.00	0.0%
License Compliance & Testing	5,125.00	10,000.00	-4,875.00	51.3%
Operating Chemicals	11,303.44	4,500.00	6,803.44	251.2%
Licensed Operator Contractor	90,300.00	92,100.00	-1,800.00	98.0%
Total Treatment & Land Application	107,847.85	108,600.00	-752.15	99.3%
Total Expense	219,656.83	212,560.00	7,096.83	103.3%
Net Ordinary Income	136,311.42	125,971.00	10,340.42	108.2%
Other Income/Expense				
Other Income				
Other Income	6,804.00			
Total Other Income	6,804.00			
Other Expense				
Capital Expenses				
Debt Service DEQ Loan				
DEQ Loan Principal	47,531.19	47,533.23	-2.04	100.0%
Interest Expense	25,852.41	25,850.77	1.64	100.0%
Total Debt Service DEQ Loan	73,383.60	73,384.00	-0.40	100.0%

3:42 PM

12/11/25

Cash Basis

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

	Dec '24 - Nov 25	Budget	\$ Over Budget	% of Budget
Debt Service - White Property	18,000.00	18,000.00	0.00	100.0%
Capital Improvements	84,978.53	65,000.00	19,978.53	130.7%
Unscheduled Capital Projects	8,016.65	10,000.00	-1,983.35	80.2%
Total Capital Expenses	184,378.78	166,384.00	17,994.78	110.8%
Total Other Expense	184,378.78	166,384.00	17,994.78	110.8%
Net Other Income	-177,574.78	-166,384.00	-11,190.78	106.7%
Net Income	<u>-41,263.36</u>	<u>-40,413.00</u>	<u>-850.36</u>	<u>102.1%</u>

Bottle Bay Water & Sewer District
Transaction Detail By Account

December 2024 through November 2025

Type	Date	Num	Name	Menu	Class	Debit
Capital Expenses						
Capital Improvements						
Bill	12/04/2024	835	A Vierra Contracting Inc		Main Line Connection	1,227.00
Bill	12/13/2024	24627	Lippert Excavation and Pipeline, Inc.	665 E Bottle Bay - 11.15.24	Main Line Connection	600.00
Bill	01/16/2025	49419	KG & T Septic	no info provided	Main Line Connection	525.00
Bill	01/16/2025	49386	KG & T Septic	84 Stewarts dr	Pump Controls Replacement	300.00
Bill	02/25/2025	46794	KG & T Septic	776 E Bottle Bay Rd	Main Line Connection	525.00
Bill	04/22/2025	20250409-01	Practical Mechanics	64 cedar shoals-installed pump ctrls; replace flo	Pump Controls Replacement	1,317.59
Bill	05/07/2025	20250409-02	Practical Mechanics	130 cedar shoals-install pump ctrls	Pump Controls Replacement	1,422.00
Bill	05/19/2025	51767	KG & T Septic	1301 cedar shoals	Main Line Connection	525.00
Bill	06/09/2025	851	A Vierra Contracting Inc	lateral repair 800, 825 E Bottle Bay Rd and 3 fut	Main Line Connection	7,074.00
Bill	06/13/2025	52641	KG & T Septic	825 e Bottle Bay Rd	Main Line Connection	2,100.00
Bill	06/13/2025	52618	KG & T Septic	825 E Bottle Bay Rd	Main Line Connection	1,650.00
Bill	07/31/2025	202507-01	Practical Mechanics	control panel installation - 320 Bay Dr	Pump Controls Replacement	1,374.19
Bill	07/31/2025	54673	KG & T Septic	211 bay dr	Main Line Connection	1,500.00
Credit	08/07/2025		Stoneway Electric Supply		Pump Controls Replacement	114.94
Bill	08/19/2025	356805	R.C. Worst	orenco x 4	Pump Controls Replacement	2,257.56
Bill	08/19/2025	54848	KG & T Septic	587 & 615 Bay Dr	Main Line Connection	1,800.00
Bill	08/19/2025	20250831	Practical Mechanics	587 Bay Dr	Pump Controls Replacement	601.00
Bill	09/09/2025	55821	KG & T Septic	251 Bay Dr	Main Line Connection	900.00
Bill	09/09/2025	20250903-01	Practical Mechanics	7095 Bottle Bay	Pump Controls Replacement	1,289.90
Bill	09/12/2025	55976	KG & T Septic	260 e bottle bay rd	Main Line Connection	525.00
Bill	09/12/2025	860	A Vierra Contracting Inc		Pump Controls Replacement	4,906.00
Bill	09/12/2025	859	A Vierra Contracting Inc	-MULTIPLE-	-MULTIPLE-	5,510.00
Bill	09/12/2025	56049	KG & T Septic	115 Festive In	Main Line Connection	525.00
Credit	09/15/2025		Stoneway Electric Supply		Pump Controls Replacement	150.50
Bill	10/08/2025	20250912-01	Practical Mechanics	99 State In	Pump Controls Replacement	1,576.10
Bill	10/08/2025	56159	KG & T Septic	615 e bottle bay rd	Main Line Connection	1,800.00
Bill	10/08/2025	56106	KG & T Septic	615 e bottle bay rd	Main Line Connection	1,500.00
Bill	10/08/2025	56812	KG & T Septic	337 bay dr	Main Line Connection	1,350.00
Bill	10/08/2025	56844	KG & T Septic	337 bay dr	Main Line Connection	1,200.00
Bill	10/08/2025	865	A Vierra Contracting Inc	-MULTIPLE-	Main Line Connection	11,615.00
Bill	10/08/2025	20250930-01	Practical Mechanics		Pump Controls Replacement	1,778.00

Bottle Bay Water & Sewer District
Transaction Detail By Account

Type	Date	Num	Name	December 2024 through November 2025	Class	Debit
Bill	10/08/2025	20250930-02	Practical Mechanics	75 States Ln	Pump Controls Replacement	1,504.75
Bill	10/20/2025	872	A Vierra Contracting Inc	-MULTIPLE-	-MULTIPLE-	8,070.00
Bill	10/20/2025	20250925-01	Practical Mechanics	571 E Bottle Bay Rd	Pump Controls Replacement	1,365.00
Bill	11/25/2025	755251	Interstate Concrete		Main Line Connection	14,500.00
Total Capital Improvements						<u>84,978.53</u>
Total Capital Expenses						<u>84,978.53</u>
TOTAL						<u><u>84,978.53</u></u>

3:41 PM

12/11/25

Cash Basis

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

	Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Basic Fee Income	13,554.10	6,452.69	7,101.41	210.1%
System Service Fee Income	16,399.58	7,245.00	9,154.58	226.4%
Inspection Fees, Fines & Other	928.10	208.33	719.77	445.5%
County Payments	593.53	41.67	551.86	1,424.4%
WEP Sinking Fund Income	9,257.32	4,515.00	4,742.32	205.0%
Property Tax Levy	25.79	0.00	25.79	100.0%
Interest & Investment Income	854.34	833.33	21.01	102.5%
Total Income	41,612.76	19,296.02	22,316.74	215.7%
Gross Profit	41,612.76	19,296.02	22,316.74	215.7%
Expense				
Administration				
Information Services	60.00	300.00	-240.00	20.0%
Recording Sec	150.00	150.00	0.00	100.0%
Accounting Services	1,762.50	1,166.67	595.83	151.1%
Legal Services	0.00	83.33	-83.33	0.0%
Administration - Other	631.48	166.67	464.81	378.9%
Total Administration	2,603.98	1,866.67	737.31	139.5%
Collection System				
Vehicle Expense	223.68	250.00	-26.32	89.5%
Utilities	509.46	400.00	109.46	127.4%
General Maintenance & Repair	4,543.15	0.00	4,543.15	100.0%
Supplies, Pumps & Equipment	5,151.25	0.00	5,151.25	100.0%
Total Collection System	10,427.54	650.00	9,777.54	1,604.2%
Treatment & Land Application				
Operating Chemicals	-162.11	0.00	-162.11	100.0%
Licensed Operator Contractor	7,550.00	7,675.00	-125.00	98.4%
Total Treatment & Land Application	7,387.89	7,675.00	-287.11	96.3%
Total Expense	20,419.41	10,191.67	10,227.74	200.4%
Net Ordinary Income	21,193.35	9,104.35	12,089.00	232.8%
Other Income/Expense				
Other Expense				
Capital Expenses				
Debt Service - White Property	1,500.00	1,500.00	0.00	100.0%
Capital Improvements	14,500.00	8,125.00	6,375.00	178.5%
Unscheduled Capital Projects	0.00	2,000.00	-2,000.00	0.0%
Total Capital Expenses	16,000.00	11,625.00	4,375.00	137.6%
Total Other Expense	16,000.00	11,625.00	4,375.00	137.6%
Net Other Income	-16,000.00	-11,625.00	-4,375.00	137.6%
Net Income	5,193.35	-2,520.65	7,714.00	-206.0%



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

11/1/2025 through 11/30/2025

Summary

Beginning Balance	\$112,806.48	Fund Number	2660
Contributions	\$408.54	Distribution Yield	4.1133%
Withdrawals	\$0.00	November Accrued Interest	\$382.76
Ending Balance	\$113,215.02	Average Daily Balance	\$113,215.02

Detail

Date	Activity	Status	Type	Amount	Balance
11/01/2025	Beginning Balance				\$112,806.48
11/01/2025	Contribution	Processed	October Reinvestment	\$408.54	\$113,215.02
11/30/2025	Ending Balance				\$113,215.02

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
11/1/2025 through 11/30/2025

Summary

Beginning Balance	\$93,616.07	Fund Number	3613
Contributions	\$336.16	Distribution Yield	4.1134%
Withdrawals	\$0.00	November Accrued Interest	\$317.64
Ending Balance	\$93,952.23	Average Daily Balance	\$93,952.23

Detail

Date	Activity	Status	Type	Amount	Balance
11/01/2025	Beginning Balance				\$93,616.07
11/01/2025	Contribution	Processed	October Reinvestment	\$336.16	\$93,952.23
11/30/2025	Ending Balance				\$93,952.23

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 Water & Sewer District
Balance Sheet (unaudited)**

As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Mountain West Bank WEP	9,008.76
State Investment Pool - WEP	93,952.23
State Investment Pool	113,215.02
Mountain West Bank	22,400.72
Total Checking/Savings	238,576.73
Accounts Receivable	
Accounts Receivable	-1,337.97
Total Accounts Receivable	-1,337.97
Other Current Assets	
Prepays	1,563.00
Taxes Receivable	32,538.33
Total Other Current Assets	34,101.33
Total Current Assets	271,340.09
Fixed Assets	3,071,340.78
TOTAL ASSETS	3,342,680.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	85.07
Total Accounts Payable	85.07
Other Current Liabilities	
White Trust Parcel Note Payable	
Discount on Note Payable	-23,120.88
White Trust Parcel Note Payable - Other	174,000.00
Total White Trust Parcel Note Payable	150,879.12
Inspection Deposits	30,000.00
Deferred Revenue	48,622.82
Total Other Current Liabilities	229,501.94
Total Current Liabilities	229,587.01
Long Term Liabilities	1,546,320.18
Total Liabilities	1,775,907.19
Equity	
Contributed Capital	1,128,123.00
Opening Bal Equity	627,659.68
Retained Earnings	-147,745.64
Net Income	-41,263.36
Total Equity	1,566,773.68
TOTAL LIABILITIES & EQUITY	3,342,680.87

3:06 PM
12/11/25

Bottle Bay Water & Sewer District
Check Detail
November 19 through December 15, 2025

Type	Num	Date	Name	Account	Paid Amount
Check		11/30/2025		Mountain West Bank	
				Administration	-12.00
TOTAL					-12.00
Bill Pmt -Check	ACH	11/26/2025	A Vierra Contracting Inc	Mountain West Bank	
Bill	878	11/13/2025		General Maintenance & Repair	-577.91
				General Maintenance & Repair	-742.09
TOTAL					-1,320.00
Bill Pmt -Check	ACH	12/15/2025	Andrew T. Platte, CPA	Mountain West Bank	
Bill	11078	11/30/2025		Accounting Services	-1,032.03
TOTAL					-1,032.03
Check	AUTO	12/10/2025	Avista Utilities	Mountain West Bank	
				Utilities	-516.78
TOTAL					-516.78
Bill Pmt -Check	ONLINE	12/03/2025	Bonner Co. Tax Collector	Mountain West Bank	
Bill	RP56...	12/01/2025		Administration	-4.28
Bill	RP56...	12/01/2025		Administration	-13.72
Bill	RP56...	12/01/2025		Administration	-29.16
Bill	FEE	12/01/2025		Administration	-0.95
TOTAL					-48.11
Bill Pmt -Check	ACH	12/15/2025	Brent Binnall	Mountain West Bank	
Bill		12/01/2025		Vehicle Expense	-100.00
TOTAL					-100.00
Bill Pmt -Check	BILLP...	12/15/2025	Co-Op Supply	Mountain West Bank	
Bill	39378	11/03/2025		Vehicle Expense	-61.37
				Supplies, Pumps & Equipment	-19.96
Bill	73487	11/07/2025		Supplies, Pumps & Equipment	-86.16
Bill	73685	11/09/2025		Vehicle Expense	-57.09
Bill	30885	11/18/2025		Vehicle Expense	-61.70
Bill	75251	11/24/2025		Supplies, Pumps & Equipment	-52.98
Bill	75433	11/25/2025		Vehicle Expense	-45.45
TOTAL					-384.71
Bill Pmt -Check	BILLP...	11/25/2025	Interstate Concrete	Mountain West Bank	
Bill	755251	11/20/2025		Capital Improvements	-14,500.00
TOTAL					-14,500.00

3:06 PM
12/11/25

Bottle Bay Water & Sewer District
Check Detail
November 19 through December 15, 2025

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	BILLP...	12/15/2025	James, Vernon & Week...	Mountain West Bank	
Bill	34290	11/18/2025		Legal Services	-405.00
TOTAL					-405.00
Bill Pmt -Check	ACH	11/26/2025	KG & T Septic	Mountain West Bank	
Bill	58614	11/24/2025		Capital Improvements	-1,680.00
TOTAL					-1,680.00
Bill Pmt -Check	ACH	11/26/2025	R.C. Worst	Mountain West Bank	
Bill	360340	11/11/2025		Supplies, Pumps & Equipment	-772.47
TOTAL					-772.47
Bill Pmt -Check	ACH	12/15/2025	RuthAnn Zigler	Mountain West Bank	
Bill		12/01/2025		Recording Sec	-150.00
TOTAL					-150.00
Bill Pmt -Check	EFT	12/15/2025	USDA Forest Service	Mountain West Bank	
Bill	BF010...	12/01/2025		Administration	-94.00
TOTAL					-94.00
Bill Pmt -Check	EFT	11/20/2025	Visa	Mountain West Bank	
Bill		10/28/2025		Mountain West Bank CC	-219.90
TOTAL					-219.90
Bill Pmt -Check	ACH	12/15/2025	Water Systems Manage...	Mountain West Bank	
Bill	114676	12/01/2025		Licensed Operator Contractor	-7,550.00
TOTAL					-7,550.00
Check	EFT	12/01/2025	White Living Trust	Mountain West Bank	
				Debt Service - White Property	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	ACH	12/05/2025	William Berg	Mountain West Bank	
Bill	Smith ...	12/02/2025		Administration	-6.50
TOTAL					-6.50

Date 11/28/25 Page 1
Primary Account 57040002094

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

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

Account Title: BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT

Terms and Conditions of Your Account updates: Effective January 1, 2026.
The Sweep Transaction Fee of \$2.00 will no longer apply.

Sections AGREEMENT, and AMENDMENTS AND TERMINATIONS will be updated to exclude
the 30 day prior notice if the addition, removal, amendment or change was made
for security reasons or we believe would be beneficial or not adverse to you.

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	5
Account Number	57040002094	Statement Dates	11/03/25 thru 11/30/25
Previous Balance	18,898.46	Days in the statement period	28
4 Deposits/Credits	46,974.06	Average Ledger	33,112.33
11 Checks/Debits	28,971.80	Average Collected	33,112.33
Service Charge	.00		
Interest Paid	.00		
Ending Balance	36,900.72		

Deposits and Additions		
Date	Description	Deposits
11/07	DDA Regular Deposit	3,242.00
11/14	DDA Regular Deposit	5,751.06
11/14	BOTTLE BAY REC PAYMENTS PPD	33,534.00
11/21	Bottle Bay DDA Regular Deposit	4,447.00

Debits and withdrawals		
Date	Description	Withdrawals
11/03	Bill Paid-JAMES WHITE Conf #25 2	1,500.00-
11/12	AVISTA8002279187 BILL PAY CCD 14428035351 031101113290291	509.46-
11/14	BOTTLE BAY REC WEP Xfr PPD	6,632.56-

TOTALLY FREE BUSINESS CHECKING 57040002094 (Continued)

Debits and Withdrawals			Withdrawals
Date	Description		
11/17	Bottle Bay Operation Bill Paid-CONSOLIDATED SUPPLY COMPANY Conf #257		616.89-
11/18	BOTTLE BAY REC AP	PPD	14,776.91-
11/19	Bottle Bay Operating Prasil, Robert 292970820018473 Account Closed		285.00-
11/21	VISA PAYMENT CCD 043000095783360 043305138035364		219.90-
11/25	CHECK 500089 CO-OP SUPPLY		169.61-
11/26	BOTTLE BAY REC AP	PPD	3,772.47-
11/28	Bottle Bay Operating CHECK 500090 KODIAK ADVERTISING		477.00-
11/28	Cash Management Monthly Fee		12.00-

Checks in Number Order

Date	Check No	Amount	Date	Check No	Amount
11/25	500089	169.61	11/28	500090	477.00

* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
11/03	17,398.46	11/17	52,166.61	11/25	41,162.19
11/07	20,640.46	11/18	37,389.70	11/26	37,389.72
11/12	20,131.00	11/19	37,104.70	11/28	36,900.72
11/14	52,783.50	11/21	41,331.80		

Date 11/28/25 Page 1
 Primary Account 835700008384

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

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

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

Terms and Conditions of Your Account updates: Effective January 1, 2026.
 The Sweep Transaction Fee of \$2.00 will no longer apply.

Sections AGREEMENT, and AMENDMENTS AND TERMINATIONS will be updated to exclude
 the 30 day prior notice if the addition, removal, amendment or change was made
 for security reasons or we believe would be beneficial or not adverse to you.

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	835700008384	Statement Dates	11/03/25 thru 11/30/25
Previous Balance	2,376.20	Days in the statement period	28
1 Deposits/Credits	6,632.56	Average Ledger	6,403.11
Checks/Debits	.00	Average Collected	6,403.11
Service Charge	.00		
Interest Paid	.00		
Ending Balance	9,008.76		

Deposits and Additions			
Date	Description		Deposits
11/14	BOTTLE BAY REC WEP Xfr		6,632.56
		PPD	
	Bottle Bay WEP		

Daily Balance Information			
Date	Balance	Date	Balance
11/03	2,376.20	11/14	9,008.76



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

ACCOUNT SUMMARY

Credit Limit	\$5,000.00
Credit Available	\$4,914.00
Statement Closing Date	November 28, 2025
Days in Billing Cycle	31
Previous Balance	\$219.90
- Payments & Credits	\$219.90
+ Purchases & Other Charges	\$85.07
+ FEE CHARGED	\$0.00
+ INTEREST CHARGED	\$0.00
= New Balance	\$85.07

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	\$85.07
Minimum Payment Due	\$25.00
Payment Due Date	December 23, 2025

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 \$219.90-	
11/20	11/20	7496656A400XSVDKB	PAYMENT - THANK YOU	219.90-
		WILLIAM BERG	TOTAL XXXXXXXXXXXX 2110 \$60.00	
11/12	11/12	24204299W00BYW8AD	Microsoft-G124144992 701-2817490 WA	60.00
			MCC: 5045 MERCHANT ZIP: 98052	
		BRENT BINNALL	TOTAL XXXXXXXXXXXX 0215 \$25.07	
11/11	11/13	24493989W4SW7VQ2R	STONEWAY ELEC SUPPLY 229 SANDPOINT ID	25.07
			MCC: 5065 MERCHANT ZIP: 83864	

Please detach bottom portion and submit with payment using enclosed envelope



Mountain West Bank
PO Box 2360
Omaha NE 68103-2360

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

PAYMENT INFORMATION

Account number ending in	2934
Payment Due Date	December 23, 2025
New Balance	\$85.07
Minimum Payment Due	\$25.00
Past Due Amount	\$0.00

Amount Enclosed:

\$

Make Check
Payable to:

Visa
PO Box 60596
City of Industry CA 91716-0596

Totals 2025 Year-to-Date	
Total fees charged in 2025	\$0.00
Total interest charged in 2025	\$0.00

IMPORTANT NEWS

NEW PAYMENT ADDRESS! Our payment mailing address has changed. If you mail in payments, please update your records to prevent delays.

INTEREST CHARGE CALCULATION

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	19.25% (v)	\$0.00	31	\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account.
(v) = variable (f) = fixed

IMPORTANT MESSAGES

**BOTTLE BAY RECREATIONAL WATER & SEWER DISTRICT
OPERATION REPORT – NOVEMBER 2025 -**

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 permitted volume (gal.) of wastewater available for land application.
April – Oct.	Growing season (GS) available for land application of wastewater.

2025 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	960,978	0
1,154,574	May	2,325,098	3,170,026	767,000
1,838,652	June	3,297,110	3,998,506	1,690,000
2,699,166	July	4,876,631	4,876,631	2,151,200
2,250,337	August	3,984,693	3,984,693	1,813,600
1,241,245	September	2,314,053	2,314,053	1,269,000
328,110	October	618,553	618,553	0
9,908,292	TOTALS	18,377,116	19,923,440	7,690,800

*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
700,000 gallons =	Estimated volume in aeration lagoon = approx.	17.2%	
800,000 gallons =	Estimated volume in polishing lagoon = approx.	14.5%	
8,090,000 gallons =	TOTAL estimated <u>available</u> storage volume	84.4%	

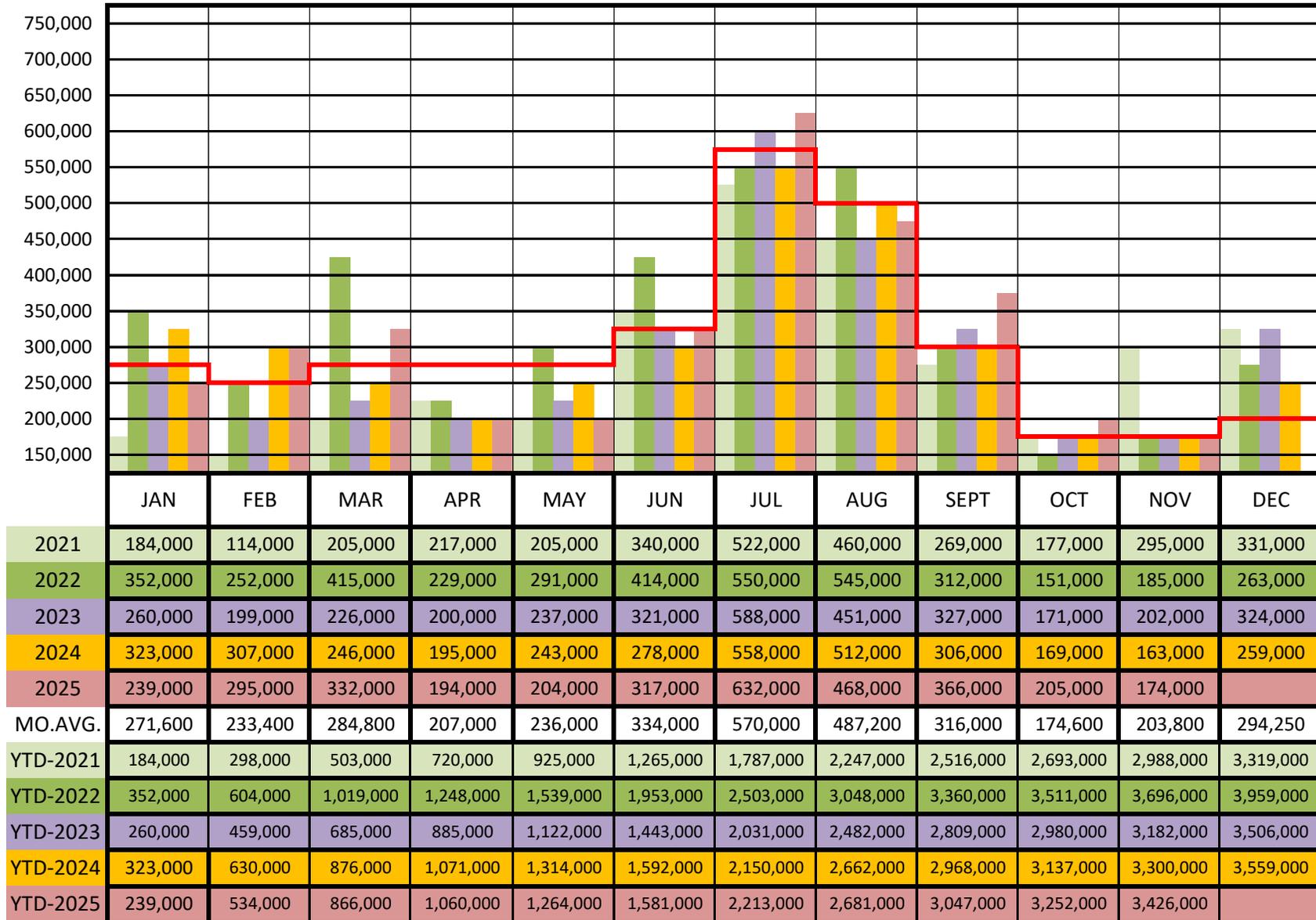
NOTE: We have been experiencing problems with electrical/communication controls for land application.

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: 12/12/25

BBRWSD COLLECTIONS REPORT FOR SERVICES PROVIDED IN SEPTEMBER 2025:

COLLECTION SYSTEM

SERVICE CALLS

PUMP REPLACEMENT: 2

PLUMBING: 2

CONTROLS/ ELECTRICAL:2

FLOAT:

ORDER CONTROL DEVICES INSTALLED AT AIRVACS :

AIR VAC VALVE REPLACEMENT:

NEW CONSTRUCTION / INSTALLATION INSPECTIONS: 4

ESCROW INPECTIONS:

ISLOATIONS:

EEP: 3

MAIN LIFT STATION:

ALARMS:

OTHER:

ISOLATION VALVE INSTALL/ REPAIR / REPLACE:

MANAGEMENT: BILLING (MULITPLE)

LOCATES: 6

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

POWER OUTAGE RESPONSE:

MAINTENANCE INSPECTIONS: 8

LOCATE SITES FOR MAIN LINE UPGRADE, CONTROL PANEL, TANK REPLACEMENT UPGRADE / REPLACEMENTS (SEE C. I. P. BELOW),

OWNER / CONTRACTOR CONSULTATIONS / SITE VISIT: (MULTIPLE, ON GOING). FLINT, PETERSON, SMITH, HARAF, FLINT

MANAGERIAL / FILING (ON GOING)

INVENTORY REPLACEMENT (ON GOING)

UPDATE COLLECTION FILES / RECORDS IN MS365 (ON GOING)

CAPITAL IMPROVEMENT PROGRAM UPDATE

MAINLINE CONNECTION UPGRADE

10 out of 10 MLC COMPLETED (IN 2025 TO DATE OF THIS REPORT 11/17/25)

NOTE: TOTAL OF 10 MLC COMPLETED, HOWEVER, SINCE 6 OF THESE

HAVE A SHARED MLC / LATTERAL, 13 PROPERTIES HAVE BEEN LISTED

AS UPGRADED. PLUS 3 AIRVAC MLC THAT WERE EXPOSED DURING

EXCAVATION REQUIRING MLC REPLACEMENT. MAKING A TOTAL OF 16

PROPERTY / AIRVAC MLC COMPLETED.

OLDEST INSTALLED 1972-1990: ~ 53 REMAINING
FOR THOSE NOT AS OLD BUT INSTALLED WITH SAME TECHNIQUE / MATERIALS AS EARLIER
CONNECTIONS: ~ 47 REMAINING.

ESTIMATED TOTAL REMAINING: ~ 100 or less

PUMP CONTROL UPGRADES

10+ SCHEDULED FOR 2025 9 out of 10 COMPLETED +1 partially completed. (IN 2025 AS OF THIS DATE)

SPECIAL NOTES:

1.) SUGGEST NOTICES TO BE PLACED IN NEWS LETTER REGARDING

PUMP BASINS:

A.) THAT THEY SHOULD NOT BE BURIED

B.) AND MUST MAINTAIN A 4" CLEARANCE OF LID ABOVE ADJACENT
GROUND LEVEL.

2.) WORK AT 195 BAY DRIVE: (BRENDON DAVIS)

Contractor has lowered the grade over the Lateral Line
by 18" (to create a ramp for equipment access).

I have spoken with the contractor (Chris) and he is aware that the minimum
coverage of 36"+ must be maintained for freeze
protection.

3.) REMODEL STARTED AT 525 BAY DR.

No permit received



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

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

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