



**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.