



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

**June 16, 2025**

The Bottle Bay Recreational Water and Sewer District (BBRWSD) Regular Board meeting held by Zoom, was called to order at 4:02p.m. by Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Rob Behrens, Jon Davis and Steve Shearer. Also in attendance were Bob Hansen and Brent Binnall (WSM) and RuthAnn Zigler, Recording Secretary. Guest: Katrina Faulkner.

**CONSENT AGENDA**

Steve Shearer made a motion to approve the May 19, 2025 Regular Board meeting minutes as presented. Jon Davis seconded and the motion carried.

**2025-08** Steve Shearer made a motion to accept Julie Houske's resignation to be effective immediately. Jon Davis seconded and the motion carried.

Notice will be published in the upcoming newsletter and anybody that is interested in serving on the Board can apply.

**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 \$75,506.19; Mt. West Bank (8384) account balance is \$3,234.16. LGIP1 account balance is \$91,594.20; and LGIP2 account balance is \$139,722.23.

The FY 2024 draft audit from Scott P. Hoover, CPA, PLLC was distributed to the Board for their review. Jon reported that it was a clean audit.

**2025-09** Jon Davis made a motion to accept the FY 2024 audit as presented. Rob Behrens seconded and the motion carried.

**Operations Report (May)**

767,000 gallons of land application was applied. We are applying slowly, trying to save some so the lagoons aren't empty and we can keep the forest area well irrigated and damp during the high fire hazard season; in doing so, we are not jeopardizing anything because we have plenty of capacity in both the land application site and the lagoons.

**Collections Report (May)**

Status report on capital and other construction projects: There was one (1) pump replacement, one (1) float replacement, one (1) escrow inspection, four (4) locates, four (4) controls/electrical and eight (8)

alarms (associated with isolations). There are 10+ pump control upgrades tentatively scheduled for 2025.

Brent reported that we are getting back into the capital improvement program as of May. We've started on the mainline connections and the control installations. Two (2) of the mainline connections have been completed.

### **Permit & Compliance Matters**

Wyckoff, hookup #040 – Application and deposit has been received, permit has been approved. Haven't received paperwork from the county yet to sign off. No contact with the District for any activity on their permit.

Rosenthal, hookup #089 – There's a petition to incorporate lot in to the District. Information was received from the State and a petition will be drafted. Need to get an easement for the line that goes from the adjacent property to the castle.

Petersen, hook #098 – Application and deposit has been received, permit has been approved, inspection deposit has been received and construction has started. The District owes for the 1,000 gallon tank. Customer has agreed to have the Air Vac moved at his expense. A lot of activity going on and everything is in compliance.

Ouhi, hookup #101 – Application and deposit has been received, permit has been approved. There was a conflict with where they put riprap over the lateral line. Trees need to be removed so rocks can be moved. Rob tried to contact the Ouhi's to check on status of tree removal but have had no response back.

Simchuk, hookup #171 – Application and deposit has been received, permit has been approved, inspection deposit has been received and construction has started. Septic tank has been installed using the existing system. The electrical was disconnected so Idagon Homes was contacted and informed that the electrical system must be connected in order to be serviced with a pump. As of this date, we have not been informed that the electrical system is connected.

Haraft, hookup #183 – Application and deposit has been received, permit has been approved and inspection deposit has been received and construction has started. Tank was buried without an inspection; tank was pulled and now being inspected and is going through the process of seepage tests.

Oakley, hookup #211 – Application and deposit has been received, permit has been approved, inspection deposit has been received, construction has started and inspection is underway. Holding for controller install. Customer will be contacted to request the controller be installed right away.

Smith, hookup #300 – Holding for revised permit application and encroachment agreement. Working with the Engineer on the drawings for the new tank and waiting for the attorney to do the final on the easement that is going under the garage. We have had no response from the attorney on the easement.

Flint, hookup #305 – Application and deposit has been received. Installing larger septic tank; the location for the tank placement has been confirmed. Excavation for the house is underway.

### **General Administrative Matters**

#### **FY 2026 Budget**

**Raising Fees:** To get a balanced budget for 2026, we will need to raise the basic fee by \$10.00 from \$29.00/month to \$39.00/month and the service fee will need to be increased by \$5.00 from \$46.00/month to \$51.00/month; for a connected customer, fee will go up 16%, from \$285.00/quarter to \$330/quarter.

Rehabilitating the older collection system is long overdue and functionally necessary. This proposed fee increase will insure we can continue the rehabilitation program at its current level, year-after-year, without increasing fees (other than for inflation). A motion to publish the proposed FY 2026 budget will be discussed at our July 21st meeting, and there will be public hearings on the fee increase and budget proposal at our August 18th meeting.

Treatment of excess funds in WEP account: We were required by DEQ under our WEP loan to set aside, 1-year of loan payments (\$71,000 paid on loan every year). In the WEP account we currently have \$91,000 which is more money in the account than is necessary; it grows due to interest. It was confirmed with the auditor, that we can spend the excess money if we need too. The Board discussed treating this excess amount like a rainy-day fund and that our policy would be that we only tap into the excess in the event of a declared emergency. A policy will be written and presented to the Board for their review and approval.

Rule to require decommissioned tank to be removed or remain connected: At the May meeting the Board discussed having an operating rule about decommissioning tanks. When a new project takes over an existing location that has a tank and pump station, there has to be a complete decommissioning of that system or the power has to be maintained to that system. Brent explained that if too much ground water gets into the decommissioned tank, it can overflow which is a sewage environment spill.

Remove tank entirely or fill it. If they are going to keep tank, they must have power remained to tank. Fill it, remove it, or keep power to it.

Status of "Sewer Permit Required" signs on District roads: The Board discussed placing signs around the District that states sewer permits are required. Kodiak Print & Sign quoted \$75.00 each if we order six (6) 18" x 24", non-reflective signs; color and verbiage on sign will be discussed further at next meeting.

Next meeting: The next meeting is scheduled for Monday, July 21, 2025 at 4:00 p.m. by zoom.

## **ADJOURNMENT**

The meeting was adjourned at 5:09 p.m.