



BOTTLE BAY
RECREATIONAL WATER & SEWER DISTRICT



**REGULAR
BOARD OF DIRECTORS
MEETING**

Via Zoom

July 16, 2024

4:00 pm

MEETING AGENDA

Tuesday, July 16, 2024 4 p.m.

Meeting is via Zoom

Invitation is available on District website: bottlebaydistrict.org;
or send request to billb@bbsewer.org

1. Call to Order -- START VIDEO
2. Announce Quorum Present
3. Introduce Attendees
4. General Public Comments to Board, limited to three minutes per comment
5. Approval of Written Minutes of June 18, 2024 regular meeting (Shearer) – **Action Item**
6. **Appeal by Brad & Mary Schaffer of determination on refund of ADU charge– Action Item.**
7. Treasurer’s Report (Davis)
 - YTD and June Financial Reports
 - Status of checking accounts & accounts in Local Government Investment Pool
 - Review paid invoices ([invoices attached to agenda email](#))
8. Operations Report (Hansen)
9. Collections Report (Binnall)
10. Permit and Compliance Matters (Behrens, Binnall) – **Action Items**

| HU# | Landowner | Application Received | Deposit Received | Permit Approved | Construction Started | Inspections Underway | Inspections Completed | “As-Built” Received | Remarks |
|-----|--------------|----------------------|------------------|-----------------|----------------------|----------------------|-----------------------|---------------------|--|
| 038 | Island Vista | ✓ | ✓ | | | | | | \$2,000 deposit |
| 098 | Petersen | ✓ | ✓ | ✓ | ✓ | | | | \$2,000 deposit |
| 101 | Ouhi | ✓ | ✓ | | | | | | \$2,000 deposit |
| 152 | Olson | ✓ | ✓ | | | | | | \$2,000 deposit |
| 171 | Simchuk | ✓ | ✓ | ✓ | | | | | Holding for permit application - Idagon |
| 211 | Oakley | ✓ | ✓ | ✓ | ✓ | | | | \$2,000 deposit |
| 309 | Audubon LLC | ✓ | ✓ | | | | | | \$2,000 deposit |
| 321 | Atteberry | ✓ | ✓ | ✓ | ✓ | ✓ | | | \$2,000 deposit – proper RV pad coupling |

11. Report on Inspection Trip for ADUs (Berg & Behrens)
12. Approve [draft FY 2025 budget](#) and [fee increase](#), and [service call increase](#) for publication. **Action Item.**
13. General Administrative Matters
 - Summer Pancake Feed with Sagle Fire, Saturday, August 10th (Houske)

- Website update (Houske)
- Next meeting, Tuesday, August 20, 2024, 4pm at Fire House.

14. Adjourn -- STOP VIDEO



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

June 18, 2024

The Bottle Bay Recreational Water and Sewer District (BBRWSD) Regular Board meeting held by Zoom, was called to order at 4:01 p.m. by Bill Berg, after verifying the required quorum. Board members present were: Bill Berg, Rob Behrens, Julie Houske, Jon Davis and Steve Shearer. Also in attendance were Bob Hansen, Brent Bennall, and RuthAnn Zigler, Recording Secretary. Guests in attendance: Katrina Faulkner.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Steve Shearer made a motion to approve the May 21, 2024 regular Board meeting minutes as presented. Jon Davis seconded and the motion carried.

REPORTS

Treasurers Report

Status of checking accounts and accounts in Local Government Investment Pool: The Mt. West Bank (2094) account balance is \$98,295.29; Mt. West Bank (8384) account balance is \$8,437.85; LGIP1 account balance is \$87,573.27; and LGIP2 account balance is \$153,119.49.

Draft budget for FY 2025: The Board reviewed and discussed the draft FY 2025 budget.

Operations Report (May)

Application is going very well. Irrigation started in May.

Collections Report (May)

Collections have been a bit slow. Replaced four (4) pumps, located main line connection on Bay Drive, tank ordered with drivable lid for 415 Bay Drive; installed on June 5th.

Status report on capital and other construction projects: 10 pump control upgrades, 10 mainline connection upgrades and two (2) tank replacements are scheduled.

Permit & Compliance Matters

Island Vista, hookup #038 – Application and deposit has been received.

Petersen, hook #098 – Application and deposit has been received, permit has been approved and construction has started.

Ouhi, hookup #101 – Application and deposit has been received.

Chambers, hookup #147 – Requested inspection of ADU's as just bedroom.

Olson, hookup #152 – Application and deposit has been received.

Simchuk, hookup #171 – On hold for permit application (Idagon)

Oakley, hookup #211 – Application and deposit has been received, permit has been approved, construction has started.

Audubon, LLC, hookup #309 – Application and deposit has been received.

Atteberry, hookup #321 – Application and deposit has been received, permit has been approved, construction has started and inspection is underway.

Reassigning hookup #048 (Charvet) to lake front lot: This 38-acre rural parcel lies within the District and contains a dwelling, but is not hooked up to the sewer system but has been paying the Basic Fee but it's unlikely to ever be hooked up. The lake front parcel is a vacant lot and is not paying the Basic Fee but will be required to hook-up when a dwelling is constructed. Resolution 2024-06 was drafted and reviewed by the Board.

2024-06 Rob Behrens made a motion to adopt Resolution 2024-06 as presented. Jon Davis seconded and the motion carried.

General Administrative Matters

Inclusion of Albeni Dam status in summer newsletter: After Board discussion, it was agreed to have something in the newsletter.

Summer party: Selkirk Fire is very interested in an event with us. Recommended Saturday, August 10th.

Website update: Nothing new to report on the website.

Next meeting: The next meeting is scheduled for Tuesday, July 16, 2024 at 4:00 p.m. by Zoom.

ADJOURNMENT

The meeting was adjourned at 5:06 p.m.

Note to Board

Fr: Bill Berg

July 13, 2024

Re: **Action Item** – Appeal to Board on Charges for ADU by Brad Schaffer, HU# 246

Background.

Brad and Mary Schaffer own a connected dwelling on Lot 8 of Bottle Bay Tracts, Hook-up #246. They have been charged an additional service fee (\$138.00 per quarter) for an outbuilding. The Schaffers are in the process of selling the property and, around July 1st, Brad inquired about the charges for this lot. On July 2nd I sent Brad an email detailing the charges for this lot and others that he owns, and noted the extra service fee on Lot 8.

Brad responded that the outbuilding had no kitchen and was not connected to the sewer system. I treated this as a call for an inspection. Brent Binnall confirmed the accuracy of Brad's contention.

I then directed Susan Shea to delete the ADU fee on the Schaffer account and refund the fee if it had already been paid for the summer quarter. I explained our rules that outbuildings are assumed to be ADUs unless the landowner calls for an inspection. There's no provision for refunding charges prior to the call for inspection and determination that the outbuilding was not an ADU.

Brad is appealing this determination to Board and wants all of the past ADU fees refunded.

Operating Rules & Regulations

Rule 8.3.5 Additional Dwellings. An additional Dwelling Unit on the same parcel, using the same connection to the force main, shall pay an additional Service Fee for each additional Dwelling Unit.

Rule 8.7 Presumption of Dwelling Unit. Separate structures located on the property shall be presumed as Dwelling Units unless determined otherwise upon inspection by the District.

Procedure.

Brad and/or Mary Schaffer are entitled to make their case on appeal to the Board. Board members are then allowed to ask questions of the Schaffers. When all questions have been asked and answered, I will close the meeting to comments, and the Board will then deliberate and vote to affirm or deny the appeal by majority vote. A final determination is subject to appeal to the District Court. The Board has the option to table the appeal to the next meeting and move for other action to resolve the matter.



January 2021

Brad Schaffer
195 Bay Drive
Sagle, ID 83860
HU# 246

Dear Member

You probably noticed in our quarterly newsletters, that the District has been addressing the issue of multiple dwellings on single hookups for over a year. This past September, there was a publically announced meeting for comment to a proposed ordinance dealing with the issue. Subsequent to the meeting the Board of Directors passed the ordinance that allows the District to charge an additional Service Fee for each Accessory Dwelling Unit on a hookup.

The Ordinance 2020-4 is available on the website: bottlebaydistrict.org.

The current Service Fee is \$40/month or \$120/quarter.

In the 3Q billing, the District invoiced a number of members who had ADU's. Now, in the 1Q2021 billing we have invoiced you for an ADU that, through an analysis of public records, we believe you have.

If you disagree, we would be happy to discuss the situation with you. Please contact the District by email (info@bottlebaydistrict.org).

Regards,
Board of Directors
Bottle Bay Recreational Water & Sewer District

William Berg

From: Susan Shea <susan@plattecpa.com>
Sent: Monday, July 15, 2024 1:19 PM
To: William Berg
Subject: RE: Pump Control Billing
Attachments: ADU Schaffer.docx

Hi Bill,

ADU charges were instituted with the January 1, 2021 billing. He would be owed \$1,746.00 through the end of Q2. Or \$1,884.00 through Q3 depending on the closing date and if the title company collected anything.

I have attached the letter that was send to the Shaffer's with the January 2021 billing, if that helps.

Let me know if you need anything else.

Thanks!

Susan Shea



PO Box 777
Sandpoint ID 83864
Email: susan@plattecpa.com

From: William Berg [mailto:billb@bbsewer.org]
Sent: Monday, July 15, 2024 12:55 PM
To: Susan Shea
Subject: RE: Pump Control Billing

Susan: Brad Schaffer HU 246 is appealing my determination that he doesn't get a refund for the ADU prior to this summer quarter. Can you determine our exposure on his back payments? I don't even know when the ADU charges were instituted.

Bill Berg
President
Bottle Bay Recreational
Water & Sewer Dist.

William Berg

From: bradormary@gmail.com
Sent: Monday, July 15, 2024 4:10 PM
To: William Berg; Rob Behrens; Jon Davis; 'Steven Shearer'; 'Julie A. Houske'; RuthAnn Zigler; 'Susan Shea'; 'Brent Binnall - Bottle Bay Sewer District'; 'Bob Hansen'
Subject: RE: Revised Board Book & Zoom Invitation

Board members –

I have assembled some notes for your review prior to the meeting:

-) The shed structure in question has been a storage building for decades and is not an ADU. The shed sits “below grade” to the septic system. It has no plumbing.
-) Your letter was sent January of 2021. During that November, December, and January – we were at the UW Medical Center in Seattle where I had dozens of radiation treatments, chemo, and a major surgery (all during Covid). There is no doubt we could have overlooked your letter as we were in temporary housing at the time. Our files are currently packed and in storage so I cannot confirm receipt.
-) We have had as many as 7 BBWSD hookups, all of which have been on auto-pay over the years. We have never had a reason to challenge any charges and generally have just trusted the district. This month we sold our primary residence and the buyers asked questions about the charges. We could not explain the “ADU” charge on the current invoice and had already packed our files.
-) In the letter you stated “an analysis of public records” indicated we had an ADU. I’m unaware of anything on file that would support this. We had 3 auxiliary structures – garage, boathouse, and shed. I’m curious what logic was applied that deemed the storage shed an ADU.
-) The district has a “boots on ground” contractor that is familiar with our property. He has inspected the septic system multiple times, one of which the soil was removed from over the tank. He could have easily verified for you that it has only one inlet from the house. Was he consulted?

Summary: In general, I support the BBWSD and fully appreciate the hours of hard volunteer work that keeps the system running. Thank you for that. I am concerned that the arbitrary addition of ADUs to anyone’s invoice is a “guilty until proven innocent” approach. In our case it has escaped our attention for an extended period – mainly because of auto-pay and a trusting bookkeeper.

We would appreciate a refund for the over-charges based on the sequence of events and the questionable method of assigning the ADU status to our storage shed.

Brad Schaffer

10:32 AM

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

07/12/24

Cash Basis

| | Jun 24 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Non-Operating Revenue | | | | |
| Interest Income | 1,057.55 | 250.00 | 807.55 | 423.0% |
| Property Tax Levy | 1,260.98 | 0.00 | 1,260.98 | 100.0% |
| WEP Sinking Fund | 2,374.73 | 2,601.00 | -226.27 | 91.3% |
| Total Non-Operating Revenue | 4,693.26 | 2,851.00 | 1,842.26 | 164.6% |
| Operating Revenues | | | | |
| County Certified Payments | 0.00 | 108.00 | -108.00 | 0.0% |
| Permit Fees & Other Charges | 29.50 | 333.00 | -303.50 | 8.9% |
| System Operation Fees-Serviced | 3,709.70 | 3,440.00 | 269.70 | 107.8% |
| System Maintenance Fees-Basic | 2,849.67 | 3,288.00 | -438.33 | 86.7% |
| Total Operating Revenues | 6,588.87 | 7,169.00 | -580.13 | 91.9% |
| Total Income | 11,282.13 | 10,020.00 | 1,262.13 | 112.6% |
| Gross Profit | 11,282.13 | 10,020.00 | 1,262.13 | 112.6% |
| Expense | | | | |
| Administration | | | | |
| Information Services | 1,500.00 | 250.00 | 1,250.00 | 600.0% |
| Recording Sec | 150.00 | 317.00 | -167.00 | 47.3% |
| Accounting | 881.25 | 1,000.00 | -118.75 | 88.1% |
| Legal Services | 0.00 | 92.00 | -92.00 | 0.0% |
| Administration - Other | 59.01 | 342.00 | -282.99 | 17.3% |
| Total Administration | 2,590.26 | 2,001.00 | 589.26 | 129.4% |
| System Repairs & Replacement | | | | |
| General Maintenance & Repair | 1,342.00 | 4,389.00 | -3,047.00 | 30.6% |
| Supplies, Pumps & Equipment | 9,454.42 | 2,784.00 | 6,670.42 | 339.6% |
| Capital Improvements | 12,702.00 | 3,540.00 | 9,162.00 | 358.8% |
| Total System Repairs & Replacement | 23,498.42 | 10,713.00 | 12,785.42 | 219.3% |
| System Operation | | | | |
| Utilities | 568.03 | 633.00 | -64.97 | 89.7% |
| Operating Chemicals | 581.19 | 350.00 | 231.19 | 166.1% |
| Licensed Operator Contractor | 7,400.00 | 7,450.00 | -50.00 | 99.3% |
| License Compliance & Testing | 450.00 | 800.00 | -350.00 | 56.3% |
| Vehicle Expense | 138.68 | 250.00 | -111.32 | 55.5% |
| System Operation - Other | 0.00 | 183.33 | -183.33 | 0.0% |
| Total System Operation | 9,137.90 | 9,666.33 | -528.43 | 94.5% |
| Other Expenses | | | | |
| White Property Expenses | 1,500.00 | 1,500.00 | 0.00 | 100.0% |
| Other Expenses - Other | 2,816.74 | | | |
| Total Other Expenses | 4,316.74 | 1,500.00 | 2,816.74 | 287.8% |
| Total Expense | 39,543.32 | 23,880.33 | 15,662.99 | 165.6% |
| Net Ordinary Income | -28,261.19 | -13,860.33 | -14,400.86 | 203.9% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Non-Operating Expenses | | | | |
| Interest Expense | 53.52 | 6,750.00 | -6,696.48 | 0.8% |
| Total Non-Operating Expenses | 53.52 | 6,750.00 | -6,696.48 | 0.8% |
| Total Other Expense | 53.52 | 6,750.00 | -6,696.48 | 0.8% |
| Net Other Income | -53.52 | -6,750.00 | 6,696.48 | 0.8% |
| Net Income | -28,314.71 | -20,610.33 | -7,704.38 | 137.4% |

9:20 AM

07/16/24

Cash Basis

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

| | Dec '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Non-Operating Revenue | | | | |
| Interest Income | 7,407.92 | 1,750.00 | 5,657.92 | 423.3% |
| Property Tax Levy | 25,748.22 | 17,500.00 | 8,248.22 | 147.1% |
| WEP Sinking Fund | 37,587.67 | 38,011.00 | -423.33 | 98.9% |
| Total Non-Operating Revenue | 70,743.81 | 57,261.00 | 13,482.81 | 123.5% |
| Operating Revenues | | | | |
| County Certified Payments | 21.15 | 760.00 | -738.85 | 2.8% |
| Permit Fees & Other Charges | 4,096.43 | 2,335.00 | 1,761.43 | 175.4% |
| System Operation Fees-Serviced | 60,749.32 | 57,948.00 | 2,801.32 | 104.8% |
| System Maintenance Fees-Basic | 47,685.10 | 48,753.00 | -1,067.90 | 97.8% |
| Total Operating Revenues | 112,552.00 | 109,796.00 | 2,756.00 | 102.5% |
| Total Income | 183,295.81 | 167,057.00 | 16,238.81 | 109.7% |
| Gross Profit | 183,295.81 | 167,057.00 | 16,238.81 | 109.7% |
| Expense | | | | |
| Administration | | | | |
| Information Services | 1,937.00 | 1,750.00 | 187.00 | 110.7% |
| Recording Sec | 1,125.00 | 2,215.00 | -1,090.00 | 50.8% |
| Accounting | 8,106.25 | 7,000.00 | 1,106.25 | 115.8% |
| Legal Services | 0.00 | 640.00 | -640.00 | 0.0% |
| Insurance | 2,379.00 | 2,200.00 | 179.00 | 108.1% |
| Administration - Other | 1,602.81 | 2,390.00 | -787.19 | 67.1% |
| Total Administration | 15,150.06 | 16,195.00 | -1,044.94 | 93.5% |
| System Repairs & Replacement | | | | |
| General Maintenance & Repair | 4,958.93 | 18,993.00 | -14,034.07 | 26.1% |
| Supplies, Pumps & Equipment | 11,147.04 | 12,050.00 | -902.96 | 92.5% |
| Capital Improvements | 15,667.64 | 15,315.00 | 352.64 | 102.3% |
| Total System Repairs & Replacement | 31,773.61 | 46,358.00 | -14,584.39 | 68.5% |
| System Operation | | | | |
| Utilities | 4,175.46 | 4,435.00 | -259.54 | 94.1% |
| Operating Chemicals | 1,663.56 | 2,450.00 | -786.44 | 67.9% |
| Licensed Operator Contractor | 50,750.00 | 52,150.00 | -1,400.00 | 97.3% |
| License Compliance & Testing | 4,200.00 | 5,600.00 | -1,400.00 | 75.0% |
| Vehicle Expense | 2,329.64 | 1,750.00 | 579.64 | 133.1% |
| System Operation - Other | 260.00 | 1,283.35 | -1,023.35 | 20.3% |
| Total System Operation | 63,378.66 | 67,668.35 | -4,289.69 | 93.7% |
| Other Expenses | | | | |
| White Property Expenses | 10,500.00 | 10,500.00 | 0.00 | 100.0% |
| Other Expenses - Other | 2,816.74 | | | |
| Total Other Expenses | 13,316.74 | 10,500.00 | 2,816.74 | 126.8% |
| Total Expense | 123,619.07 | 140,721.35 | -17,102.28 | 87.8% |
| Net Ordinary Income | 59,676.74 | 26,335.65 | 33,341.09 | 226.6% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| Non-Operating Expenses | | | | |
| Interest Expense | 13,529.53 | 20,300.00 | -6,770.47 | 66.6% |
| Total Non-Operating Expenses | 13,529.53 | 20,300.00 | -6,770.47 | 66.6% |
| Total Other Expense | 13,529.53 | 20,300.00 | -6,770.47 | 66.6% |
| Net Other Income | -13,529.53 | -20,300.00 | 6,770.47 | 66.6% |
| Net Income | 46,147.21 | 6,035.65 | 40,111.56 | 764.6% |

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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

6/1/2024 through 6/30/2024

Summary

| | | | |
|--------------------------|--------------|------------------------------|--------------|
| Beginning Balance | \$153,119.49 | Fund Number | 2660 |
| Contributions | \$672.77 | Distribution Yield | 5.2115% |
| Withdrawals | \$0.00 | June Accrued Interest | \$658.76 |
| Ending Balance | \$153,792.26 | Average Daily Balance | \$153,792.26 |

Detail

| Date | Activity | Status | Type | Amount | Balance |
|------------|-------------------|-----------|------------------|----------|--------------|
| 06/01/2024 | Beginning Balance | | | | \$153,119.49 |
| 06/01/2024 | Contribution | Processed | May Reinvestment | \$672.77 | \$153,792.26 |
| 06/30/2024 | Ending Balance | | | | \$153,792.26 |

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

6/1/2024 through 6/30/2024

Summary

| | | | |
|--------------------------|-------------|------------------------------|-------------|
| Beginning Balance | \$87,573.27 | Fund Number | 3613 |
| Contributions | \$384.78 | Distribution Yield | 5.2115% |
| Withdrawals | \$0.00 | June Accrued Interest | \$376.76 |
| Ending Balance | \$87,958.05 | Average Daily Balance | \$87,958.05 |

Detail

| Date | Activity | Status | Type | Amount | Balance |
|------------|-------------------|-----------|------------------|----------|-------------|
| 06/01/2024 | Beginning Balance | | | | \$87,573.27 |
| 06/01/2024 | Contribution | Processed | May Reinvestment | \$384.78 | \$87,958.05 |
| 06/30/2024 | Ending Balance | | | | \$87,958.05 |

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
Check Detail
 June 19 through July 16, 2024

| Type | Num | Date | Name | Account | Paid Amount |
|------------|--------------|------------|------------------------|------------------------|-------------|
| Check | BILLPAY | 06/20/2024 | Charvat, Peter | Mountain West Bank | |
| | | | | Other Expenses | -2,816.74 |
| TOTAL | | | | | -2,816.74 |
| Check | | 06/30/2024 | | Mountain West Bank | |
| | | | | Administration | -12.00 |
| TOTAL | | | | | -12.00 |
| Check | EFT | 07/01/2024 | ID DEQ | Mountain West Ban... | |
| | | | | DEQ CWL Loan | -11,720.72 |
| | | | | Interest Expense | -6,625.18 |
| TOTAL | | | | | -18,345.90 |
| Check | EFT | 07/01/2024 | White Living Trust | Mountain West Bank | |
| | | | | White Property Expe... | -1,500.00 |
| TOTAL | | | | | -1,500.00 |
| Check | AUTO | 07/06/2024 | Avista Utilities | Mountain West Bank | |
| | | | | Utilities | -649.38 |
| TOTAL | | | | | -649.38 |
| Bill Pm... | BILLPAY | 07/08/2024 | Visa | Mountain West Bank | |
| Bill | 2934 | 06/28/2024 | | Mountain West Bank... | -3,185.49 |
| TOTAL | | | | | -3,185.49 |
| Bill Pm... | BillPay | 07/12/2024 | Co-Op Supply | Mountain West Bank | |
| Bill | 33298 | 06/03/2024 | | Vehicle Expense | -65.82 |
| Bill | 34463 | 06/12/2024 | | Vehicle Expense | -61.12 |
| Bill | 35826 | 06/25/2024 | | Vehicle Expense | -64.46 |
| TOTAL | | | | | -191.40 |
| Bill Pm... | BillPay | 07/12/2024 | Consolidated Supp... | Mountain West Bank | |
| Bill | 11955726.001 | 06/13/2024 | | Operating Chemicals | -421.19 |
| Bill | 11981184.001 | 06/28/2024 | | Operating Chemicals | -365.59 |
| Bill | 11981611.001 | 06/28/2024 | | Operating Chemicals | -365.59 |
| Bill | 11993976.001 | 07/09/2024 | | Operating Chemicals | -365.59 |
| TOTAL | | | | | -1,517.96 |
| Bill Pm... | ACH | 07/15/2024 | Andrew T. Platte, C... | Mountain West Bank | |
| Bill | 10850 | 06/30/2024 | | Accounting | -1,181.25 |
| TOTAL | | | | | -1,181.25 |

10:09 AM

07/12/24

Bottle Bay Water & Sewer District
Check Detail
 June 19 through July 16, 2024

| Type | Num | Date | Name | Account | Paid Amount |
|-------------------|------------|-------------------|-----------------------------|---------------------------|-------------|
| Bill Pm... | ACH | 07/15/2024 | Brent Binnall | Mountain West Bank | |
| Bill | Edger | 06/30/2024 | | Equipment | -660.03 |
| TOTAL | | | | | -660.03 |
| Bill Pm... | ACH | 07/15/2024 | KG & T Septic | Mountain West Bank | |
| Bill | 43202 | 06/20/2024 | | General Maintenanc... | -600.00 |
| TOTAL | | | | | -600.00 |
| Bill Pm... | ACH | 07/15/2024 | Pelican Corp One ... | Mountain West Bank | |
| Bill | 635 | 06/30/2024 | | Administration | -15.60 |
| TOTAL | | | | | -15.60 |
| Bill Pm... | ACH | 07/15/2024 | R.C. Worst | Mountain West Bank | |
| Bill | 344041 | 06/13/2024 | | Supplies, Pumps & ... | -1,072.38 |
| TOTAL | | | | | -1,072.38 |
| Bill Pm... | ACH | 07/15/2024 | RuthAnn Zigler | Mountain West Bank | |
| Bill | | 07/01/2024 | | Recording Sec | -150.00 |
| TOTAL | | | | | -150.00 |
| Bill Pm... | ACH | 07/15/2024 | Water Systems Ma... | Mountain West Bank | |
| Bill | 113493 | 07/01/2024 | | Licensed Operator C... | -7,400.00 |
| | | | | License Compliance ... | -400.00 |
| | | | | General Maintenanc... | -224.70 |
| TOTAL | | | | | -8,024.70 |

Date 6/28/24 Page 1
Primary Account XXXXXXXXXXXXX2094

*****EXCLUDE-Email
294719 0.7603 EX 0.000
BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT
PO BOX 304
SAGLE ID 83860-0304

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

Account Title: BOTTLE BAY RECREATIONAL WATER & SEWER
DISTRICT

This Important Deposit Notice modifies our Terms and Conditions of Your Account. The information below is new. All other sections remained the same. Deposit Terms and Conditions and Related Disclosures are available upon request by visiting or calling your local branch.

**An overdraft fee is not charged when the account is overdrawn ten (\$10.00) dollars or less after all items have posted business each day.

| | | | |
|--------------------------------|------------------|------------------------------|----------------------|
| TOTALLY FREE BUSINESS CHECKING | | Number of Enclosures | 4 |
| Account Number | XXXXXXXXXXXX2094 | Statement Dates | 6/03/24 thru 6/30/24 |
| Previous Balance | 98,295.29 | Days in the statement period | 28 |
| 2 Deposits/Credits | 11,040.23 | Average Ledger | 73,885.79 |
| 8 Checks/Debits | 50,132.68 | Average Collected | 73,885.79 |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Ending Balance | 59,202.84 | | |

Deposits and Additions

| Date | Description | Deposits |
|------|---------------------|----------|
| 6/21 | DDA Regular Deposit | 3,823.72 |
| 6/28 | DDA Regular Deposit | 7,216.51 |

Debits and Withdrawals

| Date | Description | Withdrawals |
|------|---|-------------|
| 6/03 | Bill Paid-JAMES WHITE Conf #17 2 | 1,500.00- |
| 6/05 | CHECK 500054 PATRICK GREEN | 1,400.00- |
| 6/07 | AVISTA COM AUTOP BILL PAY CCD 20070107211 031101119431867 | 568.03- |
| 6/14 | Bill Paid-CONSOLIDATED SUPPLY COMPANY Conf #182 | 581.19- |
| 6/17 | BOTTLE BAY REC WEP Xfr PPD | 12,112.43- |

TOTALLY FREE BUSINESS CHECKING XXXXXXXXXXXXX2094 (Continued)

Debits and Withdrawals

| Date | Description | withdrawals |
|------|---|-------------|
| 6/17 | Bottle Bay Operation BOTTLE BAY REC AP PPD | 33,445.19- |
| 6/24 | Bottle Bay Operating CHECK 500055 | 513.84- |
| 6/28 | CO-OP SUPPLY Cash Management Monthly Fee | 12.00- |

Checks in Number Order

6/05 500054 1,400.00 6/24 500055 513.84

* Denotes missing check numbers

Daily Balance Information

| Date | Balance | Date | Balance | Date | Balance |
|------|-----------|------|-----------|------|-----------|
| 6/03 | 96,795.29 | 6/14 | 94,246.07 | 6/24 | 51,998.33 |
| 6/05 | 95,395.29 | 6/17 | 48,688.45 | 6/28 | 59,202.84 |
| 6/07 | 94,827.26 | 6/21 | 52,512.17 | | |

Date 6/28/24 Page 1
Primary Account XXXXXXXXXXXXX8384

*****EXCLUDE-Email
294720 0.4401 EX 0.000
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

This Important Deposit Notice modifies our Terms and Conditions of Your Account. The information below is new. All other sections remained the same. Deposit Terms and Conditions and Related Disclosures are available upon request by visiting or calling your local branch.

**An overdraft fee is not charged when the account is overdrawn ten (\$10.00) dollars or less after all items have posted business each day.

| | | | |
|--------------------------------|------------------|------------------------------|----------------------|
| TOTALLY FREE BUSINESS CHECKING | | Number of Enclosures | 0 |
| Account Number | XXXXXXXXXXXX8384 | Statement Dates | 6/03/24 thru 6/30/24 |
| Previous Balance | 8,437.85 | Days in the statement period | 28 |
| 1 Deposits/Credits | 12,112.43 | Average Ledger | 12,528.43 |
| 1 Checks/Debits | 18,345.90 | Average Collected | 12,528.43 |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Ending Balance | 2,204.38 | | |

Deposits and Additions

| Date | Description | Deposits |
|------|---|-----------|
| 6/17 | BOTTLE BAY REC WEP Xfr PPD Bottle Bay WEP | 12,112.43 |

Debits and withdrawals

| Date | Description | Withdrawals |
|------|--|-------------|
| 6/28 | Bill Paid-WELLS FARGO BANK, NA Conf #31 | 18,345.90- |

Daily Balance Information

| Date | Balance | Date | Balance | Date | Balance |
|------|----------|------|-----------|------|----------|
| 6/03 | 8,437.85 | 6/17 | 20,550.28 | 6/28 | 2,204.38 |



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

ACCOUNT SUMMARY

| | |
|-----------------------------|----------------|
| Credit Limit | \$5,000.00 |
| Credit Available | \$1,814.00 |
| Statement Closing Date | June 28, 2024 |
| Days in Billing Cycle | 31 |
| Previous Balance | \$3,025.64 |
| - Payments & Credits | \$0.00 |
| + Purchases & Other Charges | \$77.33 |
| + FEE CHARGED | \$29.00 |
| + INTEREST CHARGED | \$53.52 |
| = New Balance | \$3,185.49 |

PAYMENT INFORMATION

| | |
|----------------------------|----------------------|
| New Balance | \$3,185.49 |
| Minimum Payment Due | \$186.33 |
| Payment Due Date | July 23, 2024 |

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 | | | | |
| 06/27 | 06/27 | | LATE FEE | 29.00 |
| | | | TOTAL FEES FOR THIS PERIOD | 29.00 |
| INTEREST CHARGED | | | | |
| | | | TOTAL INTEREST FOR THIS PERIOD | 53.52 |
| | | | TOTAL XXXXXXXXXXXX 2102 | \$17.33 |
| 06/07 | 06/09 | 7438376HF3FRA22XA | BILLUND LUFTHAVNS CATERIN BILLUND DK | 17.33 |
| | | | MCC: 5812 MERCHANT ZIP: 4160 118.57 208 0.146158387 | |
| | | | MCC: 5812 MERCHANT ZIP: | |
| | | | TOTAL XXXXXXXXXXXX 2110 | \$60.00 |
| 06/05 | 06/05 | 2443099HD2MFE2DAH | MICROSOFT#G048167168 MSBILL.INFO WA | 60.00 |
| | | | MCC: 5045 MERCHANT ZIP: 98052 | |

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 | July 23, 2024 |
| New Balance | \$3,185.49 |
| Minimum Payment Due | \$186.33 |
| Past Due Amount | \$90.77 |

Amount Enclosed: \$

Make Check
Payable to:

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

Visa
PO Box 17350
Denver CO 80217-7350

| Totals 2024 Year-to-Date | |
|---------------------------------|---------|
| Total fees charged in 2024 | \$29.00 |
| Total interest charged in 2024 | \$53.52 |

IMPORTANT NEWS

PLEASE REMIT PAYMENT TO AVOID INTERRUPTION IN THE USE OF YOUR BUSINESS CARD(S).

INTEREST CHARGE CALCULATION

| Type of Balance | ANNUAL PERCENTAGE RATE (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|-------------------------------------|----------------------------------|-----------------------|------------------------|
| Purchases | 20.50% (v) | \$3,083.27 | 31 | \$53.52 |

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 – JUNE 2024 -**

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.
 18,385,416 Maximum target permitted volume (gal.) of wastewater available for land application in 2023.
 April – Oct. Growing season (GS) available for land application of wastewater.

2024 LAND APPLICATION LOADING ACTIVITY

| OLD PERMIT PRIOR TO IRRIG. EXPANSION | MONTH | IWR*(W/NEW SB) TARGET LOADING | IWR*(W/NEW SB) CALCULATED LOADING | ACTUAL TOTAL LOADING |
|---|---------------|--|--|-------------------------------------|
| 396,208 | April | 960,978 | 960,978 | 0 |
| 1,154,574 | May | 2,325,098 | 2,333,399 | 1,042,000 |
| 1,838,652 | June | 3,297,110 | 3,297,110 | 556,000 |
| 2,699,166 | July | 4,876,631 | 4,876,631 | 0 |
| 2,250,337 | August | 3,984,693 | 3,984,693 | 0 |
| 1,241,245 | September | 2,314,053 | 2,314,053 | 0 |
| 328,110 | October | 618,553 | 618,553 | 0 |
| 9,908,292 | TOTALS | 18,377,116 | 18,385,417 | 1,598,000 |

*Irrigation Water Requirement

COMPARATIVE INFLUENT FLOW DATA

See attached influent flow data summary chart.

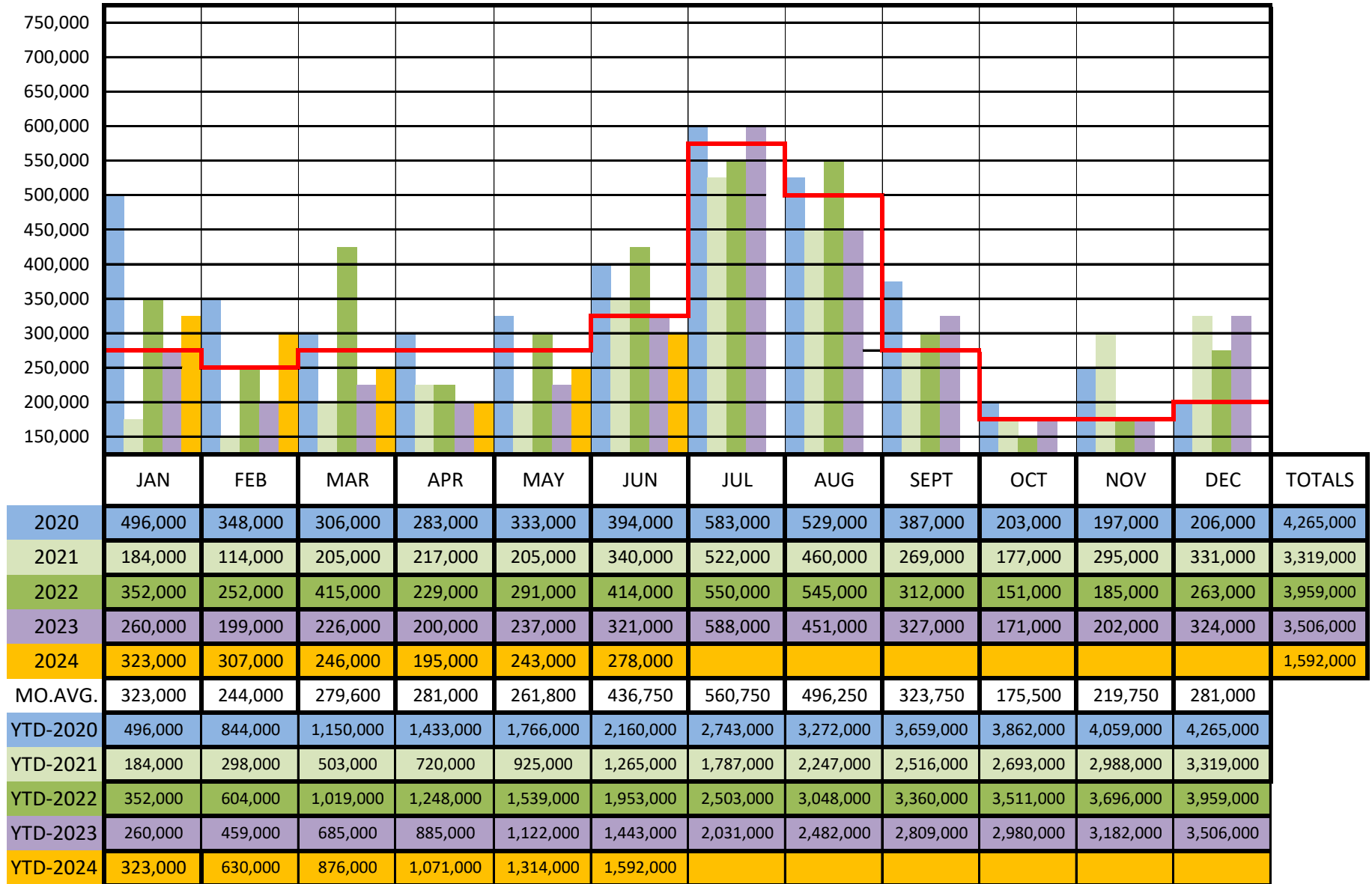
LAGOON STATUS

| | | | |
|----------------------------|---|--------------|---------------|
| 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 |
| 2,100,000 gallons = | Estimated volume in aeration lagoon = approx. | 51.8% | |
| 3,200,000 gallons = | Estimated volume in polishing lagoon = approx. | 57.9% | |
| 4,290,000 gallons = | TOTAL estimated <u>available</u> storage volume | 44.7% | |

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: 7/13/24

BBRWSD COLLECTIONS REPORT FOR JUNE 2024:

COLLECTION SYSTEM

SERVICE CALLS

PUMP REPLACEMENT: 2

PLUMBING:

CONTROLS/ ELECTRICAL: 4 CONTROL REPLACEMENTS / IN PROCESS.

CONTRACTOR MANAGEMENT: 9

FLOAT: 2

TANK:

ORDER CONTROL DEVICES INSTALLED AT AIRVACS :

NEW CONSTRUCTION / INSTALLATION INSPECTIONS MANAGEMENT: 1

INSTALLATION INSPECTIONS :

ESCROW INSPECTIONS:

ISOLATIONS:

EEP:

MAIN LIFT STATION:

ALARMS: 3

EMERGENCY CALL OUT: 1

OTHER:

AIRVACS CHECK CORRECT OPERATION (ON GOING)

ISOLATION VALVE INSTALL/ REPAIR / REPLACE:

MAIN LINE CONNECTIONS:

CONTRACTOR / PROPERTY OWNER PROJECT MANAGEMENT:

TELE CONS: MULTIPLE

LOCATES:

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 : 2

POWER OUTAGE RESPONSE:

MAINTENANCE INSPECTIONS: 2

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

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

MANAGERIAL / FILING ON GOING

CAPITAL IMPROVEMENT PROGRAM:

Planning for Main Line Connection Upgrades 2024 (4 additional completed
6 TENTATIVELY SCHEDULED)

Located MLC's on Bay Dr. E. Bottle Bay Rd. Bottle Bay Rd.

Planning for Pump Control Upgrades 2024

*Locate Controls that need to be upgraded and determine method (4 COMPLETED / IN
PROCESS, 6 REMAINING)*

Locate / Planning for Tank Replacements 2024 (2 SCHEDULED)

determine Locations and methods TOWNSEND, WOLF

ORDERED TANK WITH DRIVABLE LID (FROM BCP) FOR TOWNSEND 415 BAY DRIVE. CO-
ORDINATION. WITH AARON VIERRA, (GROUND WATER LEVEL TOO HIGH UNTIL JUNE 5.

DRAFT BUDGET FY 2025

| | FY2025 | FY2024 | FY 2023 | FY 2022 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Budget | Budget | Actual | Actual |
| Item | | | | |
| Revenues | | | | |
| Basic Fee Income | 103,243 | 87,000 | 76,856 | 75,825 |
| System Service Fee Income | 115,920 | 113,200 | 109,323 | 87,015 |
| WEP Sinking Fund Income | 72,240 | 72,500 | 73,607 | 67,850 |
| Property Tax Levy | 34,128 | 35,000 | 35,268 | 34,615 |
| County Payments | 500 | 1,300 | 436 | 2,000 |
| Interest & Investment Income | 10,000 | 3,000 | 10,936 | 250 |
| Inspection Fees, Fines and Other Revenue | 2,500 | 4,100 | 3,057 | 10,000 |
| Total Revenues | 338,531 | 316,100 | 309,483 | 277,555 |
| Operating Expenses | | | | |
| Administration | | | | |
| Recording Secretary | 1,800 | 3,800 | 1,800 | 1,500 |
| Accounting Services | 14,000 | 12,000 | 17,122 | 10,000 |
| Audit Services | 6,750 | 9,800 | 6,500 | 4,400 |
| Legal Services | 1,000 | 1,100 | 143 | 1,500 |
| Insurance | 2,500 | 2,200 | 2,069 | 1,920 |
| Information Services | 4,910 | 3,000 | 2,750 | 2,225 |
| Other Administrative Expenses | 2,000 | 4,100 | 1,569 | 12,500 |
| Sub-Total Administration Expenses | 32,960 | 36,000 | 31,953 | 34,045 |
| Treatment and Land Application | | | | |
| Licensed Operator Contract (WSM, Inc.) | 92,100 | 89,400 | 81,850 | 78,600 |
| Other Consultant Services | 1,000 | 1,200 | | |
| License Compliance & Testing | 10,000 | 9,600 | 4,975 | 6,400 |
| Operating Chemicals | 4,500 | 4,200 | 5,319 | 2,800 |
| Other Treatment Expenses | 1,000 | 1,200 | 1,352 | |
| Sub-Total Processing & Land Application Expenses | 108,600 | 105,600 | 93,496 | 87,800 |
| Collection System | | | | |
| Supplies, Pumps & Other Equipment | 25,000 | 23,600 | 14,445 | 21,500 |
| General Maintenance & Repair | 38,000 | 37,200 | 62,770 | 34,500 |
| Utilities | 5,000 | 7,600 | 3,935 | 5,700 |
| Vehicle Expenses | 3,000 | 3,000 | 3,233 | 2,000 |
| Sub-Total Collection System Expenses | 74,000 | 71,400 | 84,383 | 63,700 |
| Total Operating Expenses | 215,560 | 213,000 | 209,832 | 185,545 |
| Capital Expenses | | | | |
| Debt Service - DEQ Loan | 73,384 | 73,400 | 73,384 | 73,384 |
| Debt Service - White Property Loan | 18,000 | 18,000 | 18,000 | 18,000 |
| Capital Replacement & Improvement | 65,000 | 20,000 | 58,388 | 19,000 |
| Unscheduled Capital Projects | 10,000 | 10,000 | 11,685 | 7,000 |
| Total Capital Expenses | 166,384 | 121,400 | 161,457 | 117,384 |
| Total Operating & Capital Expenses | 381,944 | 334,400 | 371,289 | 302,929 |
| Total Net Operating & Non-Operating Income | (43,413) | (18,300) | (61,806) | (25,374) |
| Transfer from Contingency Reserve | 43,413 | 18,300 | 61,806 | 25,374 |
| Depreciation (Non-Cash Expenditure) | 96,200 | 96,200 | 96,153 | 96,153 |

adds \$5/mo
Jan-Nov 2025

adds \$20k
for engineer
study



SCHEDULE OF RATES, CHARGES, FEES, TOLLS AND FINES

| Item | Vested Member ¹ | | Member ² |
|--|--|--|---------------------|
| | Connected | Not Connected | |
| FEES | | | |
| Capitalization Fee ³ | (paid) | (paid) | \$6,804.00 |
| Basic Fee (maintenance & repair of sewer system) \$29 | \$24.00 /month | \$24.00 /month | |
| Service Fee (transporting & treating effluent) | \$46.00/month | | |
| Wastewater Expansion Project (repay debt) | \$20.00/month | \$20.00/month | |
| Inspection Deposit (due upon permit application) | \$2,000.00 | \$2,000.00 | |
| Permit Approval & Inspection Fee (new or modified connection) | \$600.00 | \$600.00 | |
| Encroachment Permit Fee | \$100.00 | \$100.00 | |
| Membership Transfer Fee | \$50.00 | \$50.00 | |
| Septic Tank & Pump Inspection Fee | \$50.00 | | |
| Administrative Fee | \$45/hour | \$45/hour | |
| Service Call Fee (service call found to be for Member-responsible facilities) or violation of operating rules | \$100.00 \$75/hr | | |
| CHARGES | | | |
| Septic Tank Pump-out Charge | \$750.00 | | |
| Charge for Certification to County Treasurer of Unpaid Fees, Charges, Fines | \$45.00 | \$45.00 | |
| FINES | | | |
| Failure to Timely Post Inspection Deposit ⁴ | \$500.00 | \$500.00 | |
| Failure to Call for Inspection or Failed Inspection | \$100.00 | \$100.00 | |
| Failure to Comply with System Requirements after Notice of Violation | \$1,000.00 (1 st week) \$200.00 (per week) | \$1,000.00 (1 st week) \$200.00 (per week) | |
| Connection to Sewer System without Sewer Permit | \$5,000.00 | \$5,000.00 | |
| Failure to Obtain a Sewer or Encroachment Permit prior to construction or related ground-breaking activity | \$100.00 | \$100.00 | |
| Violation of Stop Work Order | \$100.00 (per day) | \$100.00 (per day) | |

¹ A "Vested Member" is landowner in the District who has paid a one-time "Capitalization Fee." The sewer system now has sufficient capacity to connect all Vested Members.

² A non-Vested Member has the right to connect to the sewer system provided there is sufficient capacity.

³ A "Capitalization Fee" is a one-time payment that provided the initial capital to build the sewer system. A non-vested Member wishing to connect must pay a Capitalization Fee that reflects the current depreciated value of the sewer system. The depreciated value is adjusted annually.

⁴ The inspection deposit must be posted at time of permit application.

EFFECTIVE DECEMBER 1, 2023