



# **BOTTLE BAY**

## **RECREATIONAL WATER & SEWER DISTRICT**

P.O. Box 304, Sagle, ID 83860-0304  
(208) 265-4964 www.bottlebaydistrict.org



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

**December 21, 2010**

**Next meeting will be held on Tuesday, January 18, 2011 at 6:00 p.m.**

The Bottle Bay Recreational Water and Sewer District (BBRWSD) monthly board meeting was called to order at 6:00 p.m. by Chairman Richard Hollars, after verifying the required quorum. Board members present: Kirby McKee, Richard Hollars and Will Valentine. Also in attendance was Brent Binnall (WSM), Bob Hansen (WSM), and RuthAnn Zigler (Recording Secretary). Excused absence: Steve Fels.

Kirby McKee made a motion to approve the minutes of November 16, 2010 with changes. Richard Hollars seconded and the motion carried.

#### **REPORTS**

##### **Operations and Maintenance**

Lagoon Levels: Brent distributed the operations and maintenance report to the Board. Flow rate total year-to-date is 3,749,895 gallons compared to 4,367,753 gallons the same time last year.

The Board asked if Brent would start characterizing the flow rate report each month compared to the same period the previous year. The Board is interested to know whether or not we are in a good position or poor position looking forward.

Land Application: Land application is shutdown for the winter.

Maintenance Report: During the month of November there were 4 service calls, 1 requiring tank service, 1 requiring float/control installations, 2 requiring pump system replacements, 0 location calls, 0 permit reviews, and 1 installation inspection. There was general maintenance of the lagoons, pumps and associated field systems maintenance.

Charcoal filter motor failure: The motor on the air filtration filter at the primary lift station has failed. The motor is still under warranty with the installing contractor, Deal Electric. The contractor has been notified and has begun the repairs on the motor and will replace it as soon as the repairs have been made.

Roots blower failure: The roots blower at the small lagoon has failed. Parts have been ordered to install the backup blower we have in stock. Completion of the installation is expected by December 25, 2010. Brent will check into the cost of repairing the failed roots blower and the cost of a new one and recommended that we have a backup roots blower in stock.

Ice damage at small lagoon pier: The pier at the small lagoon has sustained damage from ice movement, resulting from a sudden change in the lagoon level. There is no apparent damage to the lagoon liner.

I & I Repair: I & I repairs at hookup #180 (Masai) has been completed but we need to re-look at again this next spring.

Shopa replacement tank status: Will asked Brent what the agreement is with Mr. Shopa for replacing his tank. Brent stated that his understanding is that Mr. Shopa will buy the replacement tank and have it installed; the District will pay for and install the new pump. Will said he will inform Mr. Shopa that he will need to get a permit from Panhandle health District for the tank replacement.

## **Secretary**

Will wrote a letter to Courtney Valentine who was inquiring about a vacant lot next to his property at 103 Festive Lane. Mr. Valentine is interested in purchasing the lot to use for expanding his house. Will informed Mr. Valentine that if he does purchase this vacant lot and expand his house, the District will buy back the extra hookup assuming the expanded house can still be supported by his current system.

The memorial donation on behalf of Duane Binnall was made to Idaho Aviation.

We received an IDEQ Annual Report of Wastewater Reuse Activities and a copy was given to Bob Hansen, WSM, in case there are any comments that need to be made. The original copy of the report is on file in the Districts office.

The county sent a calendar for the year 2011 and Will will update the District's calendar as necessary.

## 2011 Official Calendar

January	Audit report due	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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June	Begin working on budget	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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July	Continue working on budget and approve.	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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July 20	Preliminary budget, review proposed county certifications.	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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July	No election petitions or write-in deadlines this year.	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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**Treasurer**

The bank account balance year-to-date is \$119,751.64. The Profit & Loss and the audit reports were distributed.

**OLD BUSINESS**

Eller property update: Will wrote up a new document called Changes to Hookup Rights, which combines several previous legal documents. Steve Fels reviewed the document and then it was sent to the Eller's attorney who made a couple of changes to the document; the document was then given to the Board's attorney for his review. Once the attorney approves the document, Chairman Hollars will sign the document and it will be given to the Ellers.

Ground Water Monitoring Well Network Status: Bob reported that they are still trying to get the work done this winter. The well drillers said they will need a Cat to get into the area to do the work There is an estimated cost of \$500 for leasing the Cat for two days.

Richard Hollars made a motion to authorize Bob Hansen, WSM, to hire the well drillers to proceed with the Ground Water Monitoring testing with the Cat cost not to exceed \$500. Kirby McKee seconded and the motion carried.

DEQ Grant Status: The DEQ Grant documentation was received with a few requirements added. The Board has 60-days to accept the terms of the grant as presented. Will asked Bob to review the documentation and then the Board will review at the January meeting, and if approved, the document will be signed and returned to DEQ by the February 13, 2011 deadline.

High Easement Status: The draft easement was sent to the Board's attorney for review, he reviewed the easement and we received his approval with one change; the easement documentation will now be mailed to John High.

Evans Agreement Status: Due to a change in Mr. Evan's residential system circumstances, the agreement drafted and reviewed by the Board's attorney is on hold.

Pumpian Status: Steve contacted Mr. Pumpian and informed him that he will need to move the disconnect to the outside of the house, and to put a collar and cover on the lift station. Mr. Pumpian has been instructed to inform the Board when the work has been completed.

Durgan retaining wall cap repair: Brent reported that he does not have an update status on Mr. Durgan's retaining wall cap repair at this time.

NSF policy revisit: It has been determined that legally the District can charge for the accountant's time in processing NSF checks in addition to the fee charged by the bank. A notice will be plated in the newsletter informing customers of this change in policy. The charge will be based on 1/2 hour of the accountant's time and will be \$25.

Will Valentine made a motion to charge customers one half of the accountant's hourly time, plus the fee charged by the bank when processing a NSF check. Kirby McKee seconded and the motion carried.

103 Festive Lane status: Will reported that he recorded with the county that 103 Festive Lane has met all of the requirements of the Board. The previous Refusal of Service has been cleared by this action.

Discretionary spending status: Will reported that he spoke with Mountain West Bank and they can issue us a bank credit card that is restricted in any way the Board wants: who we give the card to, vendors where it can be used, how much is charged at one time, and the total overall amount allowed. This item will be discussed further at the January 2011 meeting.

PHD system update and septic tank permitting status: Will reported that he submitted our system update with Panhandle Health District (PHD). Will also declined in writing, an option for the Board to be responsible for septic tank permitting/inspections. PHD will henceforward be responsible for septic tank permitting/inspections and the Board's Connection Ordinance will be modified to reflect this new interface.

## **NEW BUSINESS**

Preliminary Silva Cultural Report received: Bob reported that we received the Silva Cultural report and there are a couple items DEQ is requiring us to take action on: 1) We have excess salt in the soil which is causing a problem with the growth of the trees, and 2) Soil is overly compacted which doesn't allow fluid to move through the soil like it needs too.

It was recommended by Ralph, who did the Silva Cultural Report, that we can have a Cat go in and rip the soils down approximately 24 inches to loosen the compacted soil; this can be done at the time we move the old pipe out and put in the new pipe. This work will be done after the Ground Water Monitoring Wells have been done, but before we start irrigating.

O & M Manual: Bob asked if the O & M manual has been updated. Will stated that he has an electronic copy of the O & M manual and did not realize it needed to be updated. Bob said the periodically it may need updating to meet DEQ's licensing requirements.

Will Valentine made a motion to authorize Bob Hansen, WSM, to work with T-O Engineers to update the O & M manual in order to pass DEQ's licensing requirements. Kirby McKee seconded and the motion carried.

Richard asked Bob to keep the Board updated on this issue.

Switzer situation: Brent reported that the tank at Switzer has been found and the pump, controls and conductors are not adequate since they are based on 110v. Brent installed a replacement 110v pump which has been noted in Switzer's hookup file. Will stated that he will write a letter to Mr. Switzer stating that per our verbal agreement, that until upgrades have been made, all future repairs will be done at Switzer's expense, and he will be given a timeline to bring everything up to our standards. The tank is currently not assessable to be serviced, and needs to be no more than 36 inches below the grade.

Brent said that the Board needs to revise the Plans and Specifications to add dimensions, maximum distance from the top of the tank to the grade, and that controls must be on an outside wall.

Newsletter review: Will presented the Board with a copy of the newsletter for their review before publishing. The Board approved the newsletter as presented.

New Business Checking Account signing authority: Will Valentine made a motion to authorize Will A. Valentine Stephen R. Fels, Richard A. Hollars, and Kirby J. McKee as authorized account signers on the new Mountain West Bank account. Kirby McKee seconded and the motion carried.

Refusal of Service on Lot 14, Bel Tane Acres status: Per the Board's ordinances, Will reported that he will file a Refusal of Service on Lot 14 in Bel Tane Acres until it is brought into compliance with the Board's and the county's specifications. The property is currently in foreclosure.

## **OTHER BUSINESS**

Bills to be paid: After reviewing the Payroll Summary and Check Detail, checks were signed.

**ADJOURNMENT**

Will Valentine made a motion to adjourn the meeting at 7:24 p.m. Richard Hollars seconded and the motion carried.

By RuthAnn Zigler  
Bottle Bay Recreational Water & Sewer District

\_\_\_\_\_  
Will Valentine – Secretary

\_\_\_\_\_  
Date