

## Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

### Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are an inclusive city that welcomes all people, regardless of race, religion, color, national origin, sex, age, disability, sexual orientation, or gender identity and encourages their participation in city government and city programs.

**AGENDA**  
**CITY COUNCIL MEETING**  
**Bonners Ferry City Hall**  
**7232 Main Street**  
**267-3105**  
**January 21, 2020**  
**6:00 pm**

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

### REPORTS

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/SPOT

### CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the January 7, 2020 Council meeting minutes
4. Treasurer's Report

### OLD BUSINESS

### NEW BUSINESS

5. Water – Wendy Hawks Regarding a Water Leak {action item}
6. Street – Consider Authorizing the Purchase of a New Motor for the Large Snow Blower (attachment) {action item}
7. Electric – Consider Authorizing the Mayor to Sign an Agreement for Professional Services with JUB Engineers for Public Involvement Assistance for the Bond Election (attachment) {action item}
8. Water – Consider Authorizing the Mayor to Sign an Agreement for Professional Services with JUB Engineers for the Dakota Street Well House (attachment) {action item}
9. Water – Consider Purchase of a New Underdrain for Filter #1 (attachment) {action item}
10. Water/Sewer – Consider Authorizing to Advertise for a Seasonal Employee (attachment) {action item}
11. City – Consider Authorizing to Advertise for a Seasonal Employee for Concrete Projects (attachment) {action item}
12. City – Consider Accepting a Bid for the Medium Excavator (attachment) {action item}
13. Street – Consider Authorizing the Mayor to Sign the Agreement with Western Federal Lands for Match Funding for the Riverside Street Project (attachment) {action item}
14. Street – Consider Transportation Alternatives Project 2020 Application Submission (attachment) {action item}
15. City – Consider Authorizing the Mayor to Sign the 2020 Beverage License for Bonners Ferry Pupuseria LLC (attachment) {action item}

### ADJOURNMENT

### Information

16. Tort Claim from Boundary County Regarding a Water Leak at the Waterways Building

**Minutes**  
**CITY COUNCIL MEETING**  
**Bonnors Ferry City Hall**  
**7232 Main Street**  
**267-3105**  
**January 7, 2020**  
**6:00 pm**

Mayor David Sims called the Council meeting of January 7, 2020 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Attorney Andrakay Pluid, City Clerk/Treasurer Christine McNair, City Fire Chief Dave Winey, City Police Chief Brian Zimmerman and Economic Development Coordinator Dennis Weed. Members of the public present were: Dick Staples, Jessica Tingley, Kevin Lederhos, Ed DePriest, Marciavee Cossette, Jerry Higgs, Sarrah Falck, Levi Falck, Melanie Staples, Bennett Anderson, Owen Anderson, Evan Anderson, Matt Anderson, Amie Anderson, Mat Surprenant, Valerie Surprenant, Denise Crichton, Tonia Brooks, Craig Kelson, Marty Martinez, Eric Lederhos, Stephanie Frank, Brion Poston, Denise Thompson, Kevin Boldt, Desiree Staples and Dave Gray.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Jerry Higgs said a skier was killed by an avalanche at Silver Mountain Ski Resort today. He urged everyone to use caution in the back country.

Craig Kelson with the Boundary County Human Rights Taskforce said, Saturday, January 18, 2020 at 2:00 pm, the Trinity Lutheran Church will be honoring Martin Luther King Jr. Craig invited the public to the ceremony.

Dave Gray thanked Mayor Sims for all he has done for the City.

**REPORTS**

Police Chief Brian Zimmerman said in the last two weeks there have been two dui arrests, one trespassing, two felony warrant arrests, one misdemeanor warrant arrest, two felony drug arrests (one heroin and one methamphetamine), two theft arrests, one felony burglary arrests, one battery, one grand theft auto, two stolen car recoveries, one domestic violence arrest and one attempted strangulation felony arrest. Ron asked if the department was involved with the train derailment. Brian said City officers covered calls for the County during that time.

Fire Chief Dave Winey said they have assisted with accidents and medical calls. The fire department was involved in train derailment helping when the boom was deployed across the river

City Engineer Mike Klaus said last quarter Trihalomethanes exceeded the allowed level. Adjustments were made and the number was greatly reduced. We have a new strategy for this fall that will hopefully keep the levels within the allowed parameters. Staff met with Burlington Northern Santa Fe (BNSF) today. Last Thursday Mike noticed some diesel by the river pump intake. BNSF responded within 30 minutes and have a containment boom in place. Mayor Sims said we rarely use the river intake. Mike said it has been about two years since we used the river pumps. Containment booms and absorbents were in place last week. Once the absorbents are removed the intake will be cleaned inside and out. The pump will be cleaned two - three times, then tested for three consecutive days inside and outside of the structure. BNSF said there were approximately 2,000 gallons of fuel in the tanks at the time of the accident, they are unsure how much is still in the tanks. The engine should be removed within the next 30 days. Ron asked if we were not able to use Myrtle Creek, what would we do. Mike said we have an intertie with Cabinet Mountain Water District. Mayor Sims said the turbidity issues with Myrtle Creek are usually in the spring.

Economic Development Coordinator Dennis Weed said work has started on the old Shopko building.

Urban Renewal District will meet tomorrow.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
  2. Approval of Bills and Payroll
  3. Approval of the December 10, 2019 Special Council meeting minutes, December 17, 2019 Council meeting minutes
- Adam Arthur moved to approve the consent agenda. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**OLD BUSINESS**

## NEW BUSINESS

### **Swear in Mayor Dick Staples, Councilman Rick Alonzo and Councilwoman Valerie Thompson**

Clerk Christine McNair sworn in Mayor Dick Staples, Councilwoman Valerie Thompson and Councilman Rick Alonzo

Mayor Staples thanked David Sims for everything he has done for the City. Mayor Staples introduced three of the future leaders of the communities: Evan Anderson, Bennett Anderson and Owen Anderson.

#### 4. City – Elect a Council President {action item}

Ron Smith nominated Rick Alonzo continues the duties as Council President. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

#### 5. Police – Denise Thompson Regarding Traffic on Augusta Street {action item}

Denise said she lives on Augusta Street that is a school, business and residential street. She visited with her neighbors and all feel speeding on Augusta Street is an issue. She said recently a young mother dog was killed, luckily no children have been injured. She thanked the City for the improvements to Augusta Street. There is heavy traffic frequently not just during school hours. She is concerned with the long straight away. Denise presented some possible solutions: speed bumps that are able to be removed in the winter, moving the school sign closer to Boundary Tractor, placing a school sign on Lincoln Street, narrowing the street and adding a bicycle lane. Valerie Thompson said the City is looking at Augusta Street as a main thoroughfare for the bike/ped plan. Brian Zimmerman said the police department will have a better presence there in the future.

#### 6. City – Kevin Lederhos Regarding Memorandum of Understanding with Avista and Cities Competing with Private Enterprise {action item}

Kevin Lederhos said he understands the restrictions when sitting on a board. When he was a commissioner, they tried to promote businesses that were needed to bring employment to the community. Kevin thoroughly disagrees with municipalities competing with private enterprise. His is Eric's brother but is not representing EL Internet. Kevin said he is concerned that Council was not presented all of the information. Kevin is concerned about how the process went. In September 2019, Avista approached Dennis Weed, who set up a meeting with Mayor David Sims, Lisa Ailport, Dennis Weed and Avista. Avista wanted to enter into an agreement with the City to do a study, to use patented equipment owned by Avista. November 5, 2019 Council consider Requests for Proposals (RFPs) to partner with a company to provide internet service to City electric customers. Kevin said during the November 5, 2019 meeting Mayor Sims stressed that RFPs were important to be fair and equitable. The main discussion was how to save the community money on internet services, no data was collected from current internet service providers. FCCs website says there are currently 5-12 internet service providers in Boundary County. Olympia Washington does not have fiber to the home. The Memorandum of Understanding (MOU) binds the use of City personnel, requires the City to send surveys. Kevin feels the questions on the survey are very general and will not provide any information. Kevin is concerned that Council would consider helping a for-profit company and asked if Council will consider every company that wants the same thing. Kevin said 100 megs are available to every house in the City. Avista presented 2006 and 2011 information. Kevin hopes Council will reconsider and let Avista invest their own funds so the City doesn't give one for-profit company an advantage.

Valerie Thompson said she made the motion for RFPs without much information. The City has not made any other agreements beyond the MOU. Valerie Thompson said the RFP was vague and didn't know what we were asking for. Kevin Lederhos said the MOU is not for a feasibility study, it is for a patented technology. Kevin said he doesn't understand how it is okay for the City to have a MOU with one for-profit company and the City offered to help that company financially.

Ron Smith said he has not talked to EL or anyone regarding this issue since the November 26, 2019 meeting. Ron asked about the term partnership, no one could tell him what it meant. Ron has a problem with the path that is being taken. Ron feels anyone should have been able to present a proposal.

Mayor Staples said Kevin provided a lot of information to process and discuss.

#### 7. Street – Consider Authorizing the Mayor to Sign the Memorandum of Understanding with Boundary County for Highway Improvement Maintenance (attachment) {action item}

Mike said Idaho Transportation Department (ITD) has to have a maintenance agreement before bidding the next phase of the Highway 95 project. Working with Boundary County to maintain Highway 95, the County will maintain Pine Island Road. Ron asked if we will maintain both sides of Highway 95. Rick Alonzo moved to authorize the Mayor to sign the memorandum of understanding with Boundary County for highway improvement maintenance. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

#### 8. Electric – Consider Authorizing the Mayor to Sign the Contract with Piper Jaffray for Bond Assistance (attachment) {action item}

Mike said we are hoping to bond for the spillway improvements. The underwriter/placement agent don't get paid unless the bond passes and a loan is in place. Mayor Staples asked if it is a flat fee. Mike said it depends if we use the bond bank or a regular bank. Valerie Thompson moved to authorize the Mayor to sign the contract with Piper Sandler for bond assistance. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. Pool – Consider Authorizing the Mayor to Sign Pay Request #12 with Panhandle Area Council for the Pool (attachment) {action item}

Mike said this should be the final payment for the pool project. Lisa and PAC were able to pay off more of the skimmer system. Valerie and Mayor Staples said the results from this project are great. Valerie Thompson moved to authorize the Mayor to sign pay request #12 with Panhandle Area Council for the pool in the amount of \$30,437.00. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. City – Consider Authorizing the Mayor to Sign a Yearly Contract with CDA Stump Grinding (attachment) {action item}

Mike said we have several contractors that we contract with yearly. Mayor Staples asked if we have contracted with them before. Andrakay said we have not. These contracts are for emergency services. Adam Arthur moved to authorize the Mayor to sign a yearly contract with CDA Stump Grinding. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. City – Consider a Request from Boundary County to Waiver Building Permit Fees (attachment) {action item}

Mayor Staples said Lisa attached a letter that states most of the fees are fixed costs. Lisa has asked Ruen Yeager to track time for this permit. Mayor Staples said the question is: does Council want to waive any of the costs the City might have. Ron asked if that amount is \$197.75. Andrakay said that is an estimate. Rick said Dan Dinning talked to him a few weeks ago. Rick said we will have to wait until everything is done to know if there will be anything left. Adam wants to make sure all of our costs are covered. Andrakay said Ruen Yeager does the plan reviews and Division of Building Safety does the building inspections. Rick moved to table this until all the fees have been accessed. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. City – Consider Authorizing the Mayor to Sign a Professional Service Agreement with Nancy Strickland for Assistance with a Development Agreement for Wilson to Solomon Street (attachment) {action item}

Mike said we engaged Century West Engineering for the utility line design. The developer wants to use Century West to design the road since Century West has pertinent information the project. The development agreement allocate costs paid to Century West for the roadway design. Andrakay said Nancy Strickland is very experienced with development agreements and is willing help staff with the agreement so staff can do one in the future. Mike said this is listed as a capital item that can be reimbursed by Urban Renewal Agency. Dennis said it is one of the projects under consideration, but has not been decided on. Valerie Thompson moved to authorize the Mayor to sign a professional service agreement with Nancy Strickland for assistance with a development agreement for Wilson to Solomon Street not to exceed \$1,700.00. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

#### **ADJOURNMENT**

The meeting adjourned at 7:24 pm.



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

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**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** January 15, 2020

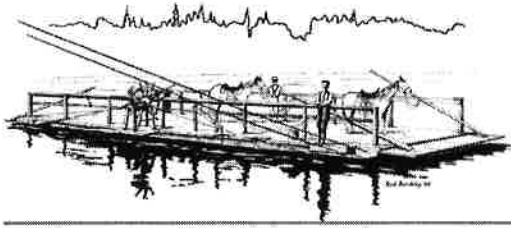
**RE:** Authorization to purchase new motor for snow blower

The 1960's snow blower needs to have the motor rebuilt in order for the equipment to operate as it is intended. The City mechanic has provided a budget range of \$4,000.00 – \$6,000.00 to complete the rebuild.

The rebuild will include replacement of the gas motor with a new motor and governor. This is a necessary piece of equipment needed to keep the downtown streets clear of snow during winter months. The cost of this repair will have to be covered by the general fund account.

It is my recommendation that council authorize staff to repair the motor in the 1960's snow blower in an amount not to exceed \$6,000.00 without prior approval.

Please let me know if you have any questions.



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
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Phone: 208-267-3105 Fax: 208-267-4375

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**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** January 15, 2020

**RE:** **JUB Public Involvement for Bond Election**

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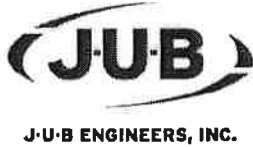
JUB has provided the attached scope of service for assistance with the bond election public involvement piece. According to the scope of service JUB will conduct six rate-payer interviews as well as develop material for the public outreach meetings and attend one public outreach meeting. Additional meetings are listed as an "Ala-Cart" menu on the contract.

I don't, at this time, anticipate that we will need JUB at more than one public involvement meeting.

The total cost to complete the work by JUB would be \$10,200.00 with an additional \$1,500.00 per public outreach meeting, if we ask JUB to attend.

It is my recommendation that Council authorize the Mayor to sign the contract with JUB to assist with public involvement piece of the Moyie Hydro bond election.

Please let me know if you have any questions.



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Additional Services

CLIENT: City of Bonners Ferry
Project Name: Moyie Hydro Repair Project
J-U-B Project Number: 20-17-072 Task 100 & 200

- 1. Additional Services. The following additional items of work on the project referenced above have been or will be provided by J-U-B ENGINEERS, Inc. (J-U-B). These Additional Services are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated October 2, 2017. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

Additional Services: Public Involvement Services for the Moyie Dam Bond Election . See Attached 1 - Scope of Services, Basis of Fee, and Schedule.

- 2. Verbal Authorization by CLIENT, if Applicable. J-U-B was verbally authorized by the CLIENT to provide these Additional Services by:

Name Date

- 3. Payment for Additional Services. Unless otherwise noted below, J-U-B will provide these Additional Services on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

Task 100 - \$10,200
Task 200 - \$1,500 per open house

- 4. Schedule of Services. Due to the Additional Services, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

Provide Scope January 7, 2020

Dated this \_\_\_ day of \_\_\_, \_\_\_,

CLIENT

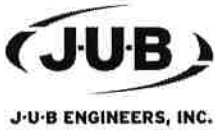
J-U-B ENGINEERS, Inc.

By:
Project Representative or Authorized Signatory for CLIENT

By: [Signature]
Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

A Jay Hassell, PE, Assistant Area Manager
Print or Type Name and Title



**J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Attachment 1 – Scope of Services, Basis of Fee, and Schedule**

**PROJECT NAME:** Public Involvement Services for the Moyie Dam Bond Election

**CLIENT:** City of Bonners Ferry

**J-U-B PROJECT NUMBER:** 20-17-072

**CLIENT PROJECT NUMBER:**

**ATTACHMENT TO:**

**ORIGINAL AGREEMENT DATED: 10/2/2017; WITH**

**AUTHORIZATION FOR ADDITIONAL SERVICES #2; DATED: \_\_\_\_\_**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

**PART 1 - PROJECT UNDERSTANDING**

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The Langdon Group (TLG), a subsidiary of JUB, will provide public involvement services for the City of Bonners Ferry for the Moyie Dam Bond Election on May 19, 2020. The Dam, built in 1948, needs repairs to meet the Federal Energy Regulatory Commission (FERC) guidelines and expectations, and the election will secure funding to complete the needed work -- a revenue bond with a 20-year term, 5% interest rate and 1.5% insurance cost. The City raised rates 9.5 % in October 2019 and only anticipate small incremental increases over the next three years to pay the bond; however, if the bond does not pass, rates may need to go up more. The scope includes stakeholder interviews, message and content creation, and public open house support to understand and address ratepayers' perspectives, needs and concerns. The outreach will take place over the course of approximately two (2) months in coordination with key election deadlines to inform and educate ratepayers effectively and be fully complete by election day in March 2020.

**PART 2 - SCOPE OF SERVICES BY J-U-B (TLG)**

TLG's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

**A. Task 100: Public Involvement**

**1. Subtask 001: Project Management**

- a. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
- b. Coordinate quality assurance / quality control (QA/QC) processes.
- c. Communicate and coordinate internal J-U-B/TLG team activities with kickoff and progress meetings, as required.
- d. Regularly monitor project status, budget and schedule.
- e. Join client phone meetings, as appropriate per the outreach status, to report the progress, budget and schedule (assume eight (8), one-hour calls).
- f. Provide a monthly invoice including budget status (assume three (3)).
- g. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

***Deliverables:***



- i. Eight (8), one-hour calls
- ii. Three (3) monthly invoices

2. **Subtask 002: General Public Involvement.** For this task, TLG will:

- a. Develop a **Public Involvement Plan (PIP)** that will identify and find contact information for key ratepayers/stakeholders, as well as identify outreach goals, communication protocols, specific methodologies, and develop anticipated timelines for the PI activities. The PIP will also include an approach to **public open house(s)**, including how many, locations, outreach, and materials. The draft plan will be reviewed with City staff for concurrence. The plan is considered a living document that will be updated throughout the process, as appropriate, to reach the PI goals.
- b. Prepare **Public Involvement Post-Project Summary Report** to cohesively document the process, materials and outcomes.

**Assumptions:**

- i. The PIP will be reviewed and approved by the City.
- ii. The PIP will be updated once, after the interviews, to ensure it aligns with stakeholder feedback.

**Deliverables:**

- i. PIP and one update
- ii. Public Involvement Post-Project Summary Report

3. **Subtask 003: Ratepayer/Stakeholder Interviews & Messaging.** For this task, TLG will:

- a. Plan, schedule and conduct up to six (6) **ratepayer/stakeholder interviews and summary report** to understand ratepayers' perspectives, needs, and concerns. Interviews will be with a diverse list to create a broad baseline to develop outreach messaging and content from.
- b. Develop **messaging points** from interview findings to highlight election implications to ratepayers and address ratepayer concerns.
- c. Develop up to four (4) **outreach materials** (overview flier, graphic, Facebook post, press release, etc.) as deemed appropriate to address interview findings and election timelines, and to complement City efforts.
- d. Work with the City to share **messaging points** through their existing communication channels, such as Facebook, community calendars, local media, and the general City website.

**Assumptions:**

- i. Ratepayer/stakeholder interviews will take place in one day in the City, with additional interviews via phone, if needed, to accommodate schedules. Each interview will last approximately 45 minutes at each interviewee's location of preference with travel and time to and from Coeur d'Alene, the City, and interview locations.
- ii. City will advise on identifying key ratepayers/stakeholders and provide their contact information.
- iii. City will manage and log public inquiries through its existing email/phone accounts.
- iv. Outreach materials will be reviewed, approved, and posted/distributed by the City.

**Deliverables:**

- i. Stakeholder interview minutes (6) and summary report
- ii. Messaging points document
- iii. Up to four (4) outreach materials, such as overview flier, graphic, Facebook post, press release, etc.

4. **Subtask 004: Open Houses.** For this task, TLG will:

- a. Plan **open house logistics** for one (1) event – venue, layout, set up.

- b. Design up to four (4) **open house material templates** – invitation flier, ad, comment cards, and sign-in sheet – to be used at one or multiple events.
- c. Work with the City to **invite** ratepayers/stakeholders through existing communication channels, such as Facebook, community calendars, local media, and the general City website.
- d. Design and print up to five (5) open house **display boards**, as determined by need from the interview findings to be used at one or multiple events. Boards may include – Moyie Dam Repairs Purpose and Need, Bond Implications, How to Vote, and Project Timeline.
- e. **Facilitate** and support the City to set up, host and take down one (1) open house.
- f. Organize and analyze **open house comments**.

**Assumptions:**

- i. Invitation materials will be reviewed, approved, and posted/distributed by the City.
- ii. TLG will print materials for one (1) event: overview flier, sign-in sheet, and up to five (5) display boards.
- iii. Up to 25 comments to be analyzed.
- iv. One (1) TLG team member will support the City to set up, host and take down from one (1) open house.

**Deliverables:**

- v. Up to four (4) open house material templates
- vi. Printed copies of open house materials – overview flier, sign-in sheet and up to five (5) display boards – for one event.
- vii. Comment card summary.

**PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES**

A. **TASK 200 - Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:

- 1. Support for additional open house(s), including logistics planning and execution, invitation outreach, reuse of existing materials from first event, facilitation and day-of coordination. **Each additional open house will cost \$1500.**

**PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES**

A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:

- 1. For Time and Materials fees:
  - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
  - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
100	Public Involvement	Time and Materials (Estimated Amount Shown)	\$10,200	Concurrent with project timeline, prior to end of March 2020.
200	Public Involvement: Each additional open house	Time and Materials (Estimated Amount Shown)	\$1,500	As approved, before end of March 2020.

- B. Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

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*For internal J-U-B use only:*

City of Bonners Ferry, Idaho

TYPE OF WORK: City

GROUP: Public Involvement

PROJECT DESCRIPTION(S):

1. Public Involvement (201)
2. None



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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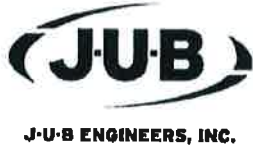
Date: January 17, 2020  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Water Department - Structural Assistance for Well House**

With this memo I am requesting that the Council approve authorization for the Mayor to sign an agreement for engineering services with JUB Engineers, to assist me with structural design, for a total fee of \$1,400. Specifically, I need structural engineering advice and design review of the concrete masonry walls planned for the City's new well house.

Please let me know if you have any questions.

Thank you,

Mike



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Additional Services

CLIENT: City of Bonners Ferry
Project Name: Dakota Well House
J-U-B Project Number: 20-20-017(001)

- 1. Additional Services. The following additional items of work on the project referenced above have been or will be provided by J-U-B ENGINEERS, Inc. (J-U-B). These Additional Services are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated August 1, 2017 under Project 20-17-058. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

- Provide structural engineering assistance to City of Bonners Ferry Engineering Staff.
1) Review and advise on the design of reinforced masonry walls for a planned 20-ft by 30-ft by 10-ft high wellhouse.
2) Provide structural calculations for the masonry walls stamped by an Idaho P.E.
3) Review the masonry wall reinforcement details prepared by City Staff
4) Stamped plans will not be provided as City Staff will prepare and seal all plans.

- 2. Verbal Authorization by CLIENT, if Applicable. J-U-B was verbally authorized by the CLIENT to provide these Additional Services by:

Name Date

- 3. Payment for Additional Services. Unless otherwise noted below, J-U-B will provide these Additional Services on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

On a Lump Sum Basis with a Total Fee of \$1,400

- 4. Schedule of Services. Due to the Additional Services, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

30 days from Execution of this Supplemental Contract

Dated this \_\_\_ day of January, 2020,

CLIENT

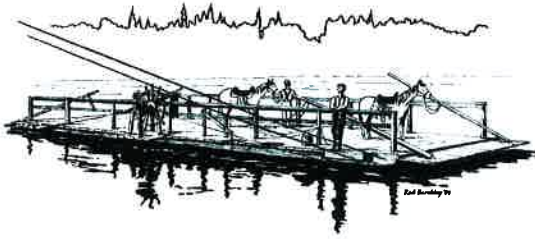
J-U-B ENGINEERS, Inc.

By: Project Representative or Authorized Signatory for CLIENT

By: [Signature] Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

A. Jay Hassell P.E., Assistant Area Manager
Print or Type Name and Title



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

---

Date: January 15, 2020  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Water Department - Filter #1 Underdrain**

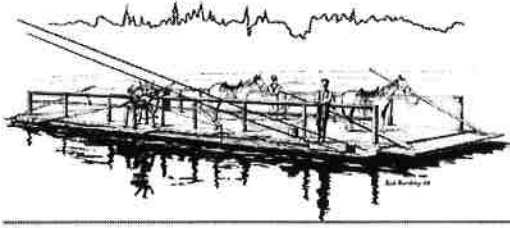
On December 10, 2019 the #2 filter underdrain failed, and the Council approved of staff soliciting quotes for a new underdrain and purchasing for up to \$50,000. Staff recognizes that filter #1 also has a high potential for failure and requests that staff be allowed to spend up \$40,000 for another underdrain for filter #1.

This expense was included in the 2020 capital budget for the Water Department and is within the cost expected.

Please let me know if you have any questions.

Thank you,

Mike



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

---

**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** January 15, 2020

**RE:** Request to Advertise for Seasonal Water and Sewer Employee

Last season, the Water and Sewer Department hired a seasonal employee to assist the department with day-to-day operations and capital improvements across the city.

The position proved to be valuable because water and sewer crews could break into two three men crews and work on various projects throughout the city. The hope with a seasonal employee for the 2020 season is very much in line with the 2019 season. If supported by Council, the employee will be used to help support the flushing program, be available to assist with capital projects, such as the well house, waterline improvements and water treatment plan assistance as well as other day-to-day activities. Additionally, some preparation work on Phase II of the highway project will take place over the next season, and it is expected that this seasonal employee can also assist here as well.

Last season the city paid approximately \$15,000 for this employee and we anticipate a similar cost this season.

If Council agrees with the work plan for the next construction year, we are asking for approval to hire one 40-hour seasonal employee position in the water and sewer department from the months of March - October.

It is my recommendation that the position is paid an hourly rate of \$16-18 depending on experience with no additional employee benefits.

Please let me know if you have any questions.



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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Date: January 17, 2020  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Water Department - Seasonal Concrete Worker**

With this memo I am requesting that the Council allow staff to advertise for a seasonal concrete worker at the Job Service. The City's primary concrete expert is retiring in April of this year, leaving a need for someone that can help with a couple of large projects this spring. We are currently planning to complete two projects this spring that require significant concrete work; the new well house and the splash pad.

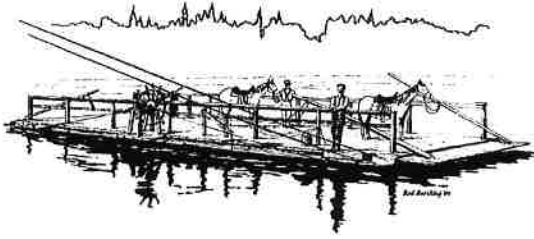
If approved, staff will advertise for the position, recommend an individual, and bring it before Council for approval in February.

Please let me know if you have any questions.

Thank you,

Mike





# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

Date: January 19, 2020  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: Excavator Bid and Purchase - Medium Size (4-ton)

Boundary Tractor provided the only responsive bid on January 16, 2020 for the City's advertisement to purchase a new 4-ton excavator. The existing 4-ton excavator has 2,700 hours and needs to be replaced. The table below shows Boundary Tractor's bid price, the trade-in value of our excavator, and the final price after trade-in.

Item	Amount
New Excavator, per Specifications	\$63,808.00
Trade-in, per Specifications	\$25,000.00
Final Price (New Excavator minus Trade-in), lump sum	<b>\$38,808.00</b>

I believe it is in the best interest of the City to trade-in our existing 4-ton excavator and purchase the new proposed excavator as described in the attached bid proposal from Boundary Tractor. When the City purchased an 8-ton excavator in 2016, the following departments paid the percentages for that machine.

Electric Dept.      40%  
Water Dept.        30%  
Sewer Dept.        30%

I recommend that the City Council approve the purchase of new 4-ton excavator while trading in our current machine for a total cost of \$38,808, as described in the Bid Proposal, and allocating the costs percentages as shown above.

Thank you,

Mike

**BID PROPOSAL**  
**CITY OF BONNERS FERRY**  
 January 16, 2020

The undersigned hereby certify that they have personally thoroughly read and understand the specifications of the Contract Document, "2020 EXCAVATOR PROCUREMENT".

We hereby propose to undertake and provide One (1) NEW EXCAVATOR in accordance with said plans, specifications, equipment shown on the Contract Documents for the following lump sum price:

**Bid Form**

Item	Amount
New Excavator, per Specifications	\$ 63,808 <sup>00</sup>
Trade-in, per Specifications	\$ 25,000 <sup>00</sup>
Final Price (New Excavator minus Trade-in), lump sum	\$ 38,808 <sup>00</sup>

Understanding that the lump sum price includes all permit fees, sales and consumer use taxes, etc. required by law or regulation in the place where the work is performed. Further, the lump sum price is to include delivery of a new excavator to the City of Bonners Ferry utility yard on Washington Street in Bonners Ferry, Idaho, and also pick up of the trade-in excavator.

This Bid Proposal is accompanied by bid security in the amount of 5% of the total lump sum bid as a guarantee that, if successful in being awarded the contract, the bidder will enter into a contract and execute the necessary contractual documents as stipulated in the Contract Document.

Bid will be awarded on the basis of the Final Price shown on the Bid Form, considering the purchase price and comparative conformity to the procurement specifications of the 2020 EXCAVATOR PROCUREMENT, whichever is deemed by the City to be the most beneficial to the City of Bonners Ferry, minus the trade in amount of the City's existing excavator described in the Specifications.

Signature: Cal Russell  
 Name: Cal Russell  
 Title: owner / mgr  
 Company: Boundary Tractor  
 Address: P.O. Box 900  
Bonnors Ferry, Id. 83805  
 Phone: 208-267-5571  
 Fax: 208-267-5571

**SPECIFICATIONS**  
**CITY OF BONNERS 2020 EXCAVATOR PROCUREMENT**

The City desires to purchase a new, current model 4-ton power utility excavator, with rubber tracks. These specifications are based on a Kubota KX040-4. Other equivalent excavators will be considered, but must meet the specifications below. Other potentially equivalent excavators will be required to provide an onsite performance evaluation of the equipment proposed to demonstrate functional equivalence to the equipment specified.

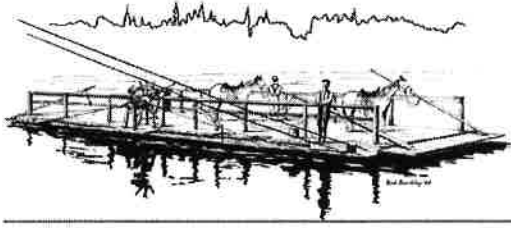
All components shall be designed and manufactured in accordance with current industry and engineering standards applicable and accepted for structural and hydraulic design safety factors. The design criteria shall consider the effects of fatigue from dynamic loading and field proven past designs. All workmanship to be professional and industry-standard. The minimum specifications are listed in the following table:

		COMPLIANCE	
		YES	NO
Model	Kubota KX040-4, 6-in-1 Blade, rubber track	✓	
Type of Cabin	ROPS /OPG (TOP Guard, Level 1)	✓	
Engine	Model: Kubota D1803-CR-TE4	✓	
	Output (SAE J1995 Gross): 40.4 HP (2200 rpm)	✓	
	Output (SAE J1349 Net): 38.9 HP (2200 rpm)	✓	
	Displacement: 111.4 Cubic Inch	✓	
Dimensions	Overall Length: 16'8"	✓	
	Overall Height: 8' 2"	✓	
	Overall Width: 5' 11"	✓	
	Rear Tail Turning Radius = 4'3"	✓	
Hydraulic System	Pump Capacity: 24.4 GPM	✓	
	Auxillary hydraulic flow: 17.2 GPM / 9.8 GPM	✓	
	Max breakout force, Bucket/Arm: 9535 lbf	✓	
Drive System	Travel Speed, High/Low: 1.8 /3.1 mph	✓	
	Max. drawbar pull = 9747 lbf	✓	
	Tumbler distance: 7' 6.6"	✓	
	Under carriage shoe width: 14"	✓	
Swing System	Ground contact pressure: 4.87 to 5.02 psi	✓	
	Unit swing speed: 9.2 rpm	✓	
	Boom swing angle (left/right): 70/55 degrees	✓	
Blade	Dimensions: W= 5' 11", H= 15"	✓	
	Max lift above ground: 17"	✓	
	Max drop below ground: 21"	✓	
Hydraulic oil	Reservoir/system: 11.1 gal	✓	
Fuel reservoir	16.9 gal	✓	
Operating weight	9900 / 10210 lbs	✓	
Required Buckets	12" wide bucket with teeth (quick attach)	✓	
	24" wide bucket with teeth (quick attach)	✓	
	36" wide smooth-edge clean-up bucket (quick attach)	✓	
Thumb	Hydraulic thumb	✓	

ADDITIONAL REQUIRED FEATURES

COMPLIANCE  
YES NO

Hydraulic quick coupler for buckets	✓	
Standard working ranges and lift capacities for Kubota KX040-4	✓	
Auto idling system	✓	
Float position blade for backfilling	✓	
Enclosed cabin with air conditioning	✓	
Deluxe suspension seat	✓	
Movable console	✓	
Two-pattern control selection/operation; ISO and SAE patterns	✓	
12V power source	✓	
Digital control panel with features listed below:		
Hour meter	✓	
Coolant temp	✓	
Clock	✓	
Fuel level	✓	
Engine RPM	✓	



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

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**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** January 15, 2020

**RE:** Riverside Road Improvements- Match Funding Agreement with WFL

Western Federal Lands has submitted the attached document for signature by the City to commit the match funding for the project with is was approved for design and construction in the years 2020-2023.

The city application committed to funding \$250,000.00 in match which included a \$75,000.00 cash contribution from the urban renewal agency and a \$150,000.00 in kind match by the city for the electric department to move our power lines.

The total project costs are estimated at \$2,705,000.00 and the minimum required match is 7.34% or \$198,547.00.

I recommend authorizing the Mayor to sign the Federal Lands Access Program, Match agreement with Western Federal Lands for commitment of match funds in the amount of \$250,000.00.

Please let me know if you have any questions.

**State:** Idaho

**Project Number/Name:** ID BOUNDARY 5806(2), Riverside Road Improvement/Enhancement Project

**Parties to this Agreement:**

U.S. Department of Transportation  
Federal Highway Administration (FHWA)  
Western Federal Lands Highway Division,  
and  
City of Bonners Ferry

**Purpose of Agreement:**

The purpose of this agreement is to document the intent of the City of Bonners Ferry to meet its match requirement for the subject project as authorized under 23 USC 201(b)(7)(B).

With this agreement, Western Federal Lands Highway Division, FHWA authorizes this project as eligible for federal participation. The purpose of this project is to repair the slide area. This agreement does not commit the parties to complete the project, but, rather sets forth the respective responsibilities as the project proceeds. Any subsequent decisions to complete final design and to construct the project will depend on authorizing legislation, NEPA analysis, availability of appropriations, and matching funds at the time of obligation.

The authority for FHWA to enter into this agreement is provided under Title 23 U.S.C. Section 204.

**Funding:**

The Federal Lands Access Program (FLAP) under Fixing America's Surface Transportation Act (FAST Act) authorizes FHWA to provide funding for specific projects. The Program Decision Committee (PDC), consisting of FHWA, the State of Idaho, and an organization representing the local agencies of the state, is designated to jointly decide upon projects funded in the state. The PDC has selected this project for programming under the Idaho Federal Lands Access Program.

All FLAP expenditures associated with this project after execution of this match agreement will need to be matched by a Non-Federal source, by other Federal funds other than those made available under Titles 23 and 49 of the United States Code, or by funds made available under 23 U.S.C. 202 and 203. The matching requirement under the FAST Act will be met by Boundary City. The forms of match *shall* be those consistent with the 'Federal-Aid Guidance Non-Federal Matching Requirements' *and as approved by FHWA*. In the state of Idaho, the match rate is 7.34% of the total project cost.

The terms and form of the Match will be documented in the project Memorandum of Agreement (MOA) in coordination with Boundary City to be executed at a later date. The final Match will be determined based on actual expenditures at the conclusion of project work. Matching cash funds in FHWA receipt may need to be supplemented, or returned, once actual expenditures are determined.

***Federal Lands Access Program funds are administered by FHWA and are subject to annual appropriations from Congress. This document does not commit FHWA to advance the project or provide funds for the project, but provides the required matching funds if FHWA expends funds to advance the project.***

The following agencies have agreed to contribute the amounts shown which will reduce the federal share by the same amount.

**Federal Lands Access Program  
Match Agreement**

**Agency Contributions:**

Agency	Percentage of Match	Total Match as a Percentage (%)	Value of Match (\$)
City of Bonners Ferry	100%	7.34%	\$225,000
	<hr/> 100%	<hr/> 7.34%	<hr/> \$225,000

City of Bonners Ferry is responsible for their respective match as shown above. The required local match listed in the FLAP application was \$225,000. The value of the match will be confirmed during the development of the Project Memorandum of Agreement.

**Modification:**

This agreement is expected to be replaced and superseded by the execution of a project Memorandum of Agreement.

This Agreement shall be effective as of the date of the last signature:

**U.S. Department of Transportation Federal Highway Administration  
Western Federal Lands Highway Division, FHWA**

Approved By:

\_\_\_\_\_  
Dan Donovan, Director of Program Administration

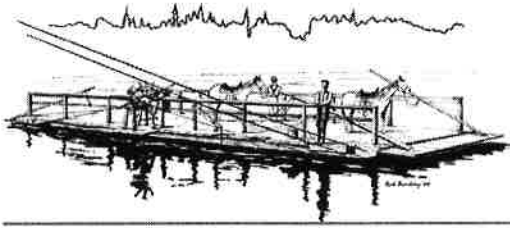
\_\_\_\_\_  
Date

**Boundary City**

Approved By:

\_\_\_\_\_  
James R. "Dick" Staples, Mayor

\_\_\_\_\_  
Date



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

---

**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** January 16, 2020

**RE:** **Transportation Alternative Program (TAP) Funding Request for Ada to Former Highway 95 Path improvements**

---

The City submitted a draft application for the TAP funds for Fiscal Year 2021-2023 for constructing a pathway behind the jersey barriers from Ada Street to the former Highway 95 area known as the "bowl". This was required in order to go forward with a full application that is due on February 2<sup>nd</sup>. The intent of the draft application was to gain knowledge about the success of a full application.

According to ITD there were 80 applications through the draft application process and project totaled around \$35,000,000. Only 11.5 million is offered through this reimbursement program.

The attached summary was prepared by Ryan Luttmann, PE. regarding his dialog with ITD on this project. Based on the responses it leads me to believe that there are many uncertainties on the project success due to project costs and whether the city can accommodate the state and/or federal design standards.

Since the full application is due by February 2, 2020, it is my recommendation that we not submit a full application. A full application would require both letters of support and a resolution passed by City Council to commit the required 7.34% match. The estimated costs developed by Mr. Luttmann, is upwards of \$500,000.00 which requires a match of just under \$40,000.00 (see attached summaries). Any amount in excess of the estimated costs are required to be paid by the jurisdiction.

Should council seek to submit a full application, then staff requests a special meeting be scheduled to approve the match funding resolution for preparation of final application submission.

Please let me know if you have any questions.



**City of Bonners Ferry**  
**2020 Tap Grant Application**  
**Preliminary Cost Estimate**

SECTION	BID ITEM DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL BID ITEM AMOUNT
	BASE BID				
1	Clearing and Grubbing	1	LS	\$20,000.00	\$20,000.00
2	Removal of Obstructions	1	LS	\$20,000.00	\$20,000.00
3	Excavation	670	CY	\$20.00	\$13,400.00
4	Granular Borrow	890	CY	\$30.00	\$26,700.00
5	Structural Fill	1250	CY	\$20.00	\$25,000.00
6	Erosion Control	1	LS	\$10,000.00	\$10,000.00
7	Excavation and Repair of Soft Spots	0	CY	\$30.00	\$0.00
8	3/4" Aggregate for Base	440	TON	\$25.00	\$11,000.00
9	HMA Pavement	300	TON	\$95.00	\$28,500.00
10	Pedestrian/Bicycle Rail	150	LF	\$180.00	\$27,000.00
11	12" Storm Sewer Pipe	350	LF	\$40.00	\$14,000.00
12	6" Pipe Underdrain	0	LF	\$30.00	\$0.00
13	Guardrail	50	LF	\$50.00	\$2,500.00
14	Concrete Barrier	800	LF	\$100.00	\$80,000.00
15	Concrete Barrier Connector	1	EA	\$1,500.00	\$1,500.00
16	Traffic Control	1	LS	\$20,000.00	\$20,000.00
17	Mailbox	0	EA	\$500.00	\$0.00
18	Stabilize Fill Slopes	950	SY	\$10.00	\$9,500.00
19	Removal of Existing Signs	2	EA	\$300.00	\$600.00
20	Adjust Valve Covers	0	EA	\$500.00	\$0.00
21	Adjust Manhole	0	EA	\$750.00	\$0.00
22	Pavement Marking	850	LF	\$0.50	\$425.00
23	Mobilization	1	LS	\$30,000.00	\$30,000.00
	TOTAL BASE BID ITEMS				\$340,125.00

<b>Contingency</b>	\$68,025.00
<b>Eng &amp; CM</b>	\$102,037.50
<b>Land Acq.</b>	\$0.00
<b>Total Project</b>	\$510,187.50

**TAP: Project Estimating Worksheet (Infrastructure)**

Project Name: Franklin to Old HWY Trail

**Instructions:**

- \* Only input information in grey shaded areas below only.
- \* Enter 0 in the percentages column if not seeking federal participation.
- \* For infrastructure projects, the maximum federal funding is \$500,000.00.
- \* Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.
- \* The minimum local match amount is 7.34% of total project cost.
- \* Local match is limited to cash only. In-kind contributions are not eligible.
- \* Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)

Infrastructure Project		Proposed Funding Match Rates		Local Portion		Federal Portion		
		Total Project Cost Percentage	Project Totals	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested	
CN	Preliminary Construction Estimate (PCE) (Construction cost only)		\$350,000.00		\$25,690.00		\$324,310.00	
CN	Construction Contingency 20% of PCE (Quantity overruns, change orders)		\$70,000.00		\$5,138.00		\$64,862.00	
CE	Construction Engineering - Construction ITD construction admin. Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)		\$10,500.00		\$770.70		\$9,729.30	
CL	Construction Engineering - Construction LHTAC construction admin. Expenses minimum \$10,000 depending on the complexity of the project		\$10,000.00	7.34%	\$734.00	92.66%	\$9,266.00	
CC	Consultant Construction Inspection (Consultant) 5% - 20% of PCE or \$30,000 minimum (Consultants shall be selected through ITD established procedures)		\$35,000.00		\$2,569.00		\$32,431.00	
PE	Preliminary Engineering - ITD Design ITD Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)		\$35,000.00		\$2,569.00		\$32,431.00	
PL	Preliminary Engineering - LHTAC Design Expenses: \$10,000		\$10,000.00		\$734.00		\$9,266.00	
PC	Preliminary Engineering - Consultant design Expenses: \$30,000 - \$90,000 (Approximately 5% - 30% of PCE based on complexity of project design)		\$17,500.00		\$1,284.50		\$16,215.50	
<b>Total Estimate (Infrastructure):</b>			<b>\$538,000.00</b>		<b>\$39,489.20</b>		<b>\$498,510.80</b>	
		<b>Total Project Estimate</b>	<b>\$538,000.00</b>	<b>Total Local Match</b>	<b>\$39,489.20</b>	<b>Total Federal Match</b>	<b>\$498,510.80</b>	
		<b>Meets maximum federal limit for Infrastructure.</b>						

Initial cash match payment (10% of Total Local Match, \$3,500 minimum): \$3,948.92

Activity	Funding Year	
	Fiscal Year (Option 1)	Fiscal Year (Option 2)
Design	2021	2022
Construction	2022	2023

\* In this section, indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.

Fiscal Year - The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.

## Lisa Ailport

---

**From:** Ryan Luttmann [Rluttmann@centurywest.com]  
**Sent:** Tuesday, January 14, 2020 4:11 PM  
**To:** Lisa Ailport  
**Subject:** Bonners Ferry TAP Application

Lisa,

I was able to meet with Bill Roberson and Marvin Fenn today to review and discuss the comments you received following your submittal of the draft Transportation Alternatives Program (TAP) Application. Bill and Marvin will be sharing the role of District 1 TAP coordinator. The two main comments reviewed were:

1. The Design Safety Response regarding the proposal to move the jersey barriers to provide 6' of highway shoulder. The response indicates that this will conflict with FHWA requirements for shoulder width on NHS routes, which requires 6' shoulders plus a 2' shy distance to the concrete jersey rail for a total separation width of 8'. The response also indicates further project development is required.
2. The Planning Response regarding the proposal to build an 8' wide asphalt pathway. The response indicates the narrower width (less than 10' minimum) is in conflict with demonstrating the need for the project.

The ITD District 1 representatives confirmed that the project would require an 8' total separation (minimum) between the existing fog line and the concrete barriers (6' shoulder + 2' shy distance). The older sketches that the City had on file (hand sketches from previous field measurements) for the proposed placement of the jersey barrier had used a 6' offset to illustrate room for a 7.5' to 9.5' wide pathway. The original proposed layout did not appear to include room for a ditch at the base of the hillside. Adding the required 2' shy distance would reduce the available space for the pathway to 5.5' to 7.5' without cutting into the hillside. It did not appear that cutting into the hillside was considered a viable option considering the history of slope instability in this area.

The ITD District 1 representatives acknowledged that the federal design requirements for a shared use path should be a minimum of 10'. They did express that it may be possible for FHWA to accept the lesser width of 8' but could not confirm that it would be approved. I did ask if they would support the extension of the sidewalk and gutter through this section (similar to the existing facilities south of Ada St) and they would not support that proposal as the facility would likely be used by bicycles.

The final applications are due on February 2, 2020. Based on the sketches provided by the City, it does not appear that moving the barriers within 8' of the fog line would provide enough room to widen the asphalt to provide a 10' wide path without the risks associated with cutting into the hillside. I would need additional topographic information to confirm whether or not a minimum 8' wide pathway could be constructed simply by widening the roadway. At this time, it is also not clear whether the 8' minimum pathway would be approved for construction. It may be possible to elevate the pathway along the cut slope to gain additional width and that would require additional research and add expense to the overall construction project.

Please let me know if you have any questions. I am available to provide any additional support you need if you are planning to move forward with a final application submittal for this round of TAP applications.

Thank you,

Ryan



**Ryan Luttmann, P.E. | Senior Project Manager**  
Sandpoint Office | 105 Pine St. Suite 105 | Sandpoint, ID 83864  
208.946.4380 | 208.627.7775 (Cell) | [rluttmann@centurywest.com](mailto:rluttmann@centurywest.com)  
[www.centurywest.com](http://www.centurywest.com)

No. 2020-21

# City of Bonners Ferry

## 2020 RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **James Carr** doing business as **Bonners Ferry Pupuseria LLC** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

<b>On Premises</b>	
LIQUOR	00.00
BEER: Container Only	75.00
Draft/Container	00.00
WINE:	00.00
<b>Off Premises</b>	
BEER: Container Only	25.00
Keg, Jug and Container	00.00
WINE	00.00
Transfer Fee – Liquor, Beer, Wine	00.00
<b>TOTAL</b>	<b>100.00</b>

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

THIS LICENSE EXPIRES DECEMBER 31, 2020

This License Must Be Conspicuously Displayed

# NOTICE OF TORT

## For Damage or Injury

ATTENTION:

This form is to be completed by the claimant and is a requirement that if used, be presented to and filed with the clerk or secretary of the public entity involved. This form is being provided as a courtesy to assist you in filing your claim. Providing this form to you, is not an admission nor shall it be construed to be an admission of liability or an acknowledgement of the validity of a claim by the political subdivision. Legal requirements for filing claims can be found in the Idaho Code: Title 6, Chapter 9. All claims must be filed promptly and in writing.

Name: Boundary County  
Address: P.O. Box 419  
City: BONNERS FERRY State: Idaho Zip Code: 83805  
Address for the Six Months Prior to the Date of the Damage or Injury Occurred:  
SAME  
Home Number: ( ) \_\_\_\_\_ Work Number: (208) 267-0962

Date of Incident: Summer/Fall 2019 Time: UNKNOWN A.M. or P.M.  
Location of Occurrence: 6821 Riverside Street B.F., Id.  
Injuries that Resulted: 0

Provide a Description of What Happened:  
(Please attach any additional information you deem necessary)

SEE ATTACHED -

RECEIVED  
JAN 10 2020  
CITY OF BONNERS FERRY

I hereby certify that I have read the above information and it is true and correct to the best of my knowledge.

I hereby make a claim against City of Bonners Ferry  
(a public entity)  
for \$ 1,780.<sup>00</sup> water line damage in the amount of 1,780.<sup>00</sup>  
(damage, injury, etc.)

If you were injured and you are on medicare/medicaid, please fill out the following as required by 42 U.S. C. 1395.

Date of Birth N/A  
SSN N/A  
Medicare/Medicaid Number N/A

Signature: Mindy Sostor Date: 01-10-2020  
Boundary County Clerk

Notice of Tort – For Damage

Date of Incident: Unknown speculate around mid- August to mid-September 2019.

Boundary County was notified that the meter at the Waterways Facility was spinning. At that time John Buckley went to turn the water off to the building, but the City of Bonners Ferry had already turned the water off to the structure.

Next Boundary County contacted Mike Kelly, who had originally placed the water line in to the building, trying to locate where the leak or break was at. Mike was unsuccessful at finding the leak, he did trace to the vicinity of the sewer bridge, which is where he lost contact with it.

Because of not being able to find where the leak was Boundary County contacted American Leak Detection to locate the source of the leak. They ran their sonic detector into the line and traced it to the source, which was in the location of the sewer line.

Earlier in the year the City of Bonners Ferry hired S&L Underground to replace the sewer line in this area. Upon digging up the leaking line it appears that this line had a chain or choker placed on these lines so that they could work around the water lines. This is the reason for the leaking lines.

Therefore Boundary County has hired and paid the following to repair the damage that was done when a contractor worked on the city sewer lines.

American Leak Detectors for	1230.00
Kelly Excavating	550.00
<b>Total</b>	<b>1780.00</b>

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**JAN 10 2020**

**CITY OF BONNERS FERRY**

It should be noted that we did have the proper insurance certificates in place and Boundary County is filing a "Tort Claim" because we do not believe this was caused by normal wear and tear, but rather when S&L performed their work in the area and pulled these lines, causing it to break and leak.

*Glenda Foster*  
1-10-20

005210

Statement

DATE

TERMS

TO

City of Bonners Ferry

IN ACCOUNT WITH

Kelly's Excavating Co.  
6662 Fry St.  
Bonners Ferry Id 83805

1-2-20	9-2	Excavator		550	00
		Repair Leak			
	1	2" Galv Union		18	00
	2	2" King nipples		14	00
	4	Hose Clamps		8	00
Note: Search: Rescue's waterline was damaged <del>by</del> when city worked on sewer line's valves					
Total					
CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT	590	00

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CITY OF BONNERS FERRY



STATE OF IDAHO, }  
County of Boundary, } ss.

----- being first duly sworn, deposes and says that he is the person, or the agent of the person, presenting the within claim; that the services, supplies or other items of any or every nature whatsoever, if any, therein set out, have been rendered or furnished or expended to or for the County of Boundary, and that no part of the same has been paid.

-----  
Affiant's Signature

Subscribed and sworn to before me this ----- day of ----- 20-----

-----  
Notary Public

State of Idaho \_\_\_\_\_ Claim \_\_\_\_\_  
Boundary County \_\_\_\_\_ No. \_\_\_\_\_  
Vendor # \_\_\_\_\_  
Name American Leak Detection  
Address \_\_\_\_\_

Department Water Wsg

Reference # \_\_\_\_\_  
Invoice # \_\_\_\_\_  
Customer # \_\_\_\_\_  
Date \_\_\_\_\_ Am't. \_\_\_\_\_

Fund 38  
Dep't 00  
Acc't 499  
Sub Acc't \_\_\_\_\_ Am't. 1230.00

Description of Item fee for finding leaking pipe water line

\_\_\_\_\_  
CHAIRMAN, BOUNDARY COUNTY COMMISSIONER  
\_\_\_\_\_  
COMMISSIONER  
\_\_\_\_\_  
COMMISSIONER

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CITY OF BONNERS FERRY



**AMERICAN  
LEAK  
DETECTION**

THE ORIGINAL LEAK SPECIALISTS™

American Leak Detection of the Inland NW

PO Box 2050

Hayden, ID 83835

# Invoice

Date	Invoice #
12/31/2019	24387

Bill To
Boundary County Courthouse PO Box 419 Bonners Ferry, ID 83805

Ship To
Boundary County Courthouse 6452 Kootenai St Bonners Ferry, ID 83805

P.O. No.	Due Date	Rep	Referral	Work Ordered By	Billing Phone Number	Customer E-mail
Verbal	1/31/2020	JAM	Truck	John Buckley	208-946-7608	tisaac@boundarycountyid.org...

Description	Amount
-------------	--------

Commercial Half Day Leak Detection performed: 12/24	950.00
*See attached Leak Detection Report.	
Travel Charge to: Bonners Ferry, ID	280.00
	0.00

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**JAN 10 2020**  
CITY OF BONNERS FERRY

**PLEASE NOTE OUR NEW MAILING ADDRESS & TAX ID NUMBER.**

<b>Total</b>	<b>\$1,330.00</b>
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We appreciate your business! We are proud to be your Leak Detection Service Provider and welcome any feedback regarding your experience. The Stratford Cos, Inc. FED ID#47-2408842. All ALD offices are independently owned and operated so please forward this payment directly to the address above.  
 TERMS: Payments are due upon completion of service unless arrangements have been made prior to any work.  
 LEAK DETECTION POLICY: We will return to re-test the system if it is reported within 30 days from the date of this invoice. This may require additional time and travel charges. We cannot be held responsible for any work done or expenses incurred by any other contractors.  
 Repair Policy: All repairs are guaranteed for defective workmanship only. This Repair Policy is 30 days for minor repairs and 12 months for major repairs and starts from the original service date completion.

Phone #	Fax #	E-mail	Web Site
509-536-5166	509-357-1243	spokane@americanleakinwm.com	americanleakdetection.com