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.

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.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
August 5, 2014
7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

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

GUESTS
Sandy Ashworth – Gem Grant Application
Ken Baker – Fire Station 2

REPORTS
Police/Fire/City Administrator/Economic Development Coordinator/Urban Renewal District

CONSENT AGENDA
1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of July 16, 2014 Council Meeting Minutes and July 22, 2014 Special Council Meeting Minutes

OLD BUSINESS

NEW BUSINESS
5. Fire – Discuss Station 2
6. Police – Discuss Approval of Surplus Property (attachment)
7. EDC – Discuss Shared Parking Lot Agreement in Urban Renewal District
8. Electric – Logging project at Moyie River Reservoir (attachment)
9. City – Authorize Publication of Proposed Fiscal Year 2015 Budget (attachment)
10. P&Z – Reappoint Planning and Zoning Members Glenda Poston, Brad Hanson, Dave Gray, and Andy Howe
11. City- Approve Parade Permit for Boundary County Fair August 16, 2014 (attachment)
12. City- Approve Demolition Derby Special Event, September 6, 2014 (attachment)
13. Water - Job description and supervisor position for the Water Department (attachment)
14. City - Contract for City Attorney

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 67-2345, SUBSECTION 1
Consider hiring a public officer, employee, staff member or individual agent.
(a) Consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
(b) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
(c) Consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code.
(d) Consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
(e) Communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
(f) Engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

ADJOURNMENT

NEXT MEETING DATE

INFORMATION
15. Water/Sewer - Public Meeting at the Becker Auditorium on August 12, 2014 at 6:00 p.m. to Discuss Water and Sewer Expenses, Rates, and Capital Improvements
17. Street - Invitation to LHTAC's 20 Year Anniversary (attachment)
Kris Larson

From: Robert Boone <rboone@bonnersferry.id.gov>
Sent: Friday, July 25, 2014 2:30 PM
To: 'Kris Larson'
Subject: Surplus Equipment List

Kris,

Here is the first round of equipment I would like to ask for council approval on for auction sale:

(1) Bianchi #29 Double magazine pouch for Glock .40 caliber
(2) Blackhawk Serpa Level three holster for Glock 22
(3) Safariland 6280 .40 caliber Glock holster
(4) Seven Expired Safariland Kevlar vests
(5) Two leather police motorcycle jackets
(6) Two plastic streamlight flashlights with no chargers
(7) Ten Sam Browne Leather Duty Belts

Thank you and have a nice weekend.

Robert A. Boone
Chief of Police
Bonners Ferry Police Department
Phone: (208) 267-4391, Fax: (208) 267-4398
Date: 1 August 2014
To: City Council
From: Stephen Boorman, City Administrator
Subject: Moyie Logging.

We have previously identified a number of trees to be removed in the Moyie Area. They are around the Moyie Substation and the road down to the power plant. The wind storm on 23 July blew down a large number of trees on the reservoir property.

At this time the gate at the picnic area is locked and the road through the reservoir property is blocked with trees. I estimate there are between 5 and 15 loads of logs to be removed, including an estimated two loads of cedar. It is time sensitive to do this work as this road is heavily used during the summer and if the timber isn’t sent to the mill quickly it will likely be removed by firewooders.

I have contacted a number of the smaller logging contractors for a price to do this work. I hope to have prices by the council meeting.

STB
## Fiscal Year 2015 Proposed Budget

City of Bonners Ferry

### General Fund

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Revenues</th>
</tr>
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<tbody>
<tr>
<td>General Government</td>
<td>General Taxes</td>
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<td>389,407</td>
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<td>Police Department &amp; Police Grants</td>
<td>538,665</td>
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<td>General Fund Transfer</td>
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<td>219,137</td>
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<td>Animal Control</td>
<td>Franchise, Licenses &amp; Permits</td>
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<td>8,100</td>
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<td>Street Department</td>
<td>State &amp; Local Shared</td>
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<td>589,087</td>
<td>429,145</td>
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<td>Parks &amp; Visitor Center</td>
<td>Golf Revenue</td>
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<td>50,375</td>
<td>147,587</td>
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<td>Interest on Investments</td>
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<td>Disposal Maintenance</td>
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### Expense Total: 2,238,714

### Revenue Total: 2,238,714

### Electric Fund

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<td>4,680,292</td>
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### Total Expenses: 9,611,025

### Water Fund

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### Total Expenses: 1,334,300

### Sewer Fund

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### Total Expenses: 948,082

### Garbage Fund

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<td>131,000</td>
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### Total Expenses: 146,980

### L.I.D #2002-1

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### Total Expenses: 8,300

### Capital Project Fund

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<tr>
<td>Contingency</td>
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</tbody>
</table>

### Total Expenses: 0

### Total Budget: 14,286,001
City of Bonners Ferry

Parade Permit Request

Applicant: Boundary County Fair Board
(Organization)

Are you a non-profit: Y
If yes, non-profit #

Do you have insurance for this event: Y
Policy:

Address: PO Box 3098 B.F.

Purpose: Fair

Parade Date: 8/16/14
Time:

Describe parade route & include sketch:

* No throwing candy or items from other vehicles (must be handed out)

* No sirens during parade

* No debris left on street. If animals are to be in the parade there must be someone designated to follow and clean up after them.

Special conditions:

I request approval for the above parade, and agree to the terms and conditions. I am an authorized representative of the group making application.

Signature: Sandy Schroyer
Title: Fair Administrator
Phone: 267-7844

Date of request: 7/29/14 (minimum of 30 days advanced notice required)

Approved: Chief of Police: Date: 7/31/14

Mayor:

Fees Paid:

Special Event Fee $35.00 Waived Paid Date: 7/29/14

Cleanup Fee $100.00 Waived Paid Date: 7/29/14
CITY OF BONNERS FERRY, IDAHO
APPLICATION FOR CITY SPECIAL EVENT PERMIT
(REQUIRED UNDER ORDINANCE NO. 468)

Date of Application: 7/31/14
License Issued to: Woody's Gun & Pawn LLC (Kyle Watts)
Business Name: Woody's Gun & Pawn LLC
Mailing Address: PO Box 1698
Physical Address: 7197 Main St
Phone Number: 208-298-3902
Type of Event: Demolition Derby
Dates of Event: Sept 6th, 2014
Location of Event: Boundary County Fairgrounds
Time of Event: 7 pm

By application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys’ fees, arising out of the permitted activity or the conduct of applicant’s operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

The following requirements must be met:

A. If sponsored by a local resident, entity or group, a signed copy of licensee’s contract with the local sponsor.
B. Evidence of at least one million dollars ($1,000,000.00) combined single limit liability insurance that names the City as co-insured.
C. A clean-up fee of one hundred dollars ($100.00); all, some or none of which will be returned upon recommendation of the Chief of Police after his inspection of the premises after the organization has left the premises and their permit expired. The foregoing fee is subject to change from time to time by resolution of Council.

Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant: Kyle Watts
Printed Name: Kyle Watts
Office/Title: Owner

Office Use:
Fee Paid: 135.00 Date: 7/31/14 Receipt No. __________
Approved By: __________ Date: __________ Will bring proof of ins.
Date: 1 August 2014
To: City Council
From: Stephen Boorman, City Administrator
Subject: Water/Sewer Superintendent Job Description and Advertisement.

This memo is to provide proposed changes to the Water/Sewer Superintendent Job Description and Advertisement for this position.

SJB
WATER/SEWER SUPERINTENDENT

GENERAL STATEMENT OF DUTIES:
Performs Department Superintendent duties of supervising the maintenance and operation of the City’s water and sewer systems. Works well with City employees of all departments and the general public. Perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF CLASS:
The incumbent of this one-position class is responsible for oversight of the proper operation and maintenance of the City’s domestic and commercial water supply and sewer disposal systems. Incumbent receives general instruction from the City Administrator and supervises a small-size department of subordinate personnel.

EXAMPLES OF DUTIES:
Recommends changes, replacements and expansion of City water and sewer systems; Outlines work for work crews; Order supplies; Coordinates work activities with service billing operations and with other privately owned utilities; Inspects work in progress and upon completion to assure conformance; Makes reports, keeps records, attends meetings, training seminars and sessions relating to the water and sewer systems; ensures performance and/or obtains all required water and sewer system testing is completed; Tracks regulatory requirements and ensures submittal of all required reports and test results; Participates in regular weekend/holiday/after hours standby duty rotation; Responds to trouble calls off-hours and during standby duty; Assists other City departments occasionally when necessary; and Performs other related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:
Ability to read and comprehend instructions, correspondence, memos, and technical information related to the trade; Ability to write clear and concise reports and correspondence; Knowledge of approved methods and industry standards pertaining to water and wastewater systems; Considerable knowledge of mechanics, hydraulic principles and operation as applies to a water and sewer utility; Experience and understanding of industry occupational safety procedures and equipment; Basic knowledge of personal computers; and Ability to establish and maintain good working relationships with coworkers and the public.

PHYSICAL REQUIREMENTS:
While performing the duties of these jobs, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position includes close vision, distance vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in confined spaces and open ditches. The employee frequently occasionally works in outside weather conditions.
ACCEPTABLE EDUCATION AND EXPERIENCE:

High school degree or equivalent, including or supplemented by course work in mathematics, chemistry, and hydraulics. Plus considerable experience in the operation of utility systems, or any equivalent combination of education and experience which provides the necessary skills, knowledge and abilities.

SPECIAL REQUIREMENTS:

Valid Idaho Class A Drivers License and First Aid and CPR certifications. Possessing or willing to obtain the following certifications:

Class 3 water treatment plant operators certification,
Class 2 wastewater treatment plant operators certification,
Water system distribution certification
Waste Water system distribution collections certification.
22-May-14

The City of Bonners Ferry has an opening for a Water/Sewer Superintendent. The City desires to find an applicant that can provide leadership for a dedicated knowledgeable department. The City’s water system is responsible for all aspects of providing potable water from the source, through the rapid sand filtration to the customer’s point of service. Likewise the sewer system encompasses the entire process from collections, lift stations and a lagoon treatment plant. The applicant must have experience and knowledge of water and wastewater systems. Advanced licenses and specialized training for water and wastewater is desirable but not required. The applicant must also have or be able to obtain a Class A (CDL) Idaho drivers license, must pass a job-related pre-employment physical examination and drug-screening test. The successful applicant will be expected to do on-going studying and training and obtain Water and Wastewater Certifications.

The City of Bonners Ferry is a small full service municipality serving approximately 2,500 citizens. The city operations include a street and parks department, planning and zoning, and a significant number of City owned structures. The City Water and Sewer Departments serve approximately 1,400 connections in and around the town of Bonners Ferry in North Idaho. This position offers a competitive benefits package including retirement and family medical insurance. Wages are dependent upon qualifications.

Interested persons should apply with The Idaho Department of Labor, Job Service, and submit a letter of application, resume, and references to:

   Idaho Department of Labor, Job Service
   6541 Main Street
   Bonners Ferry, ID 83805
   208-267-5581

Web Address:

   www.labor.idaho.gov.

Applications must be submitted by 4 September 2014. In–house applicants need only provide a letter of interest.
July 23, 2014

USDA Rural Development
7830 N. Meadowlark Way, Suite C3
Coeur d'Alene, ID  83815

RE: Boundary County Library Fab Lab

To Whom It May Concern:

The City of Bonners Ferry fully supports the Boundary County Library in its efforts to build a Fab Lab. The project has no adverse effects on the City of Bonners Ferry.

Please find enclosed our comment sheet.

Sincerely,

[Kris Larson]
Kris Larson
Clerk/Treasurer

Enclosure
INTERGOVERNMENTAL REVIEW COMMENT SHEET
FOR
Boundary County Library District
(APPLICANT NAME)

Purchase equipment and software for a Fab Lab
(PROJECT TYPE)

******************************************************************************

****

TO AGENCY ADDRESSED:

If you intend to comment but cannot respond to USDA, Rural Development within 30 calendar
days, please notify USDA, Rural Development immediately. If no response is received by the
due date, it will be assumed that you have no comment and the file will be closed.

******************************************************************************

****

PROGRAM REVIEW AND COMMENT

TO USDA, RURAL DEVELOPMENT:

We have reviewed the subject preapplication for Federal assistance and have reached the
following conclusions on its relationship to our plans and programs:

[✓] It has no adverse effect.

[ ] We have no comment.

[ ] Effects, although measurable, would be acceptable.

[ ] It has adverse effects. (Explain in the Remarks Section.)

[ ] We are interested but require more information to evaluate the proposal. (Explain in the
   Remarks Section)

[ ] Additional comments for project improvement. (Attach if necessary).

REMARKS:

AGENCY: City of Bonners Ferry
BY: Kris Larson, Clerk/Treasurer
PHONE NUMBER: (208) 267-3105

ID Guide 5c (01/06)
July 11, 2014

David Anderson, Mayor
City of Bonners Ferry
Bonners Ferry, ID 83805

SUBJECT: (1) Notification of Intent to Apply For Federal Assistance; Request for Intergovernmental Review/Comments in Accordance With Executive Order 12372, and (2) Environmental Screening

Intergovernmental Review & Environmental Screening

(1) We are initiating the Executive Order 12372, "Intergovernmental Review of Federal Programs" process on behalf of the U.S. Department of Agriculture, Rural Development (Agency). The Agency is being asked to consider providing financial assistance for the proposal described below and your comments are invited on this proposal regarding:

1. Consistency with State and local government planning goals;
2. Extent to which the proposal duplicates, runs counter to, or needs to be coordinated with other activities, or might be revised to increase its effectiveness;
3. Contribution to achieving State or local government goals relating to natural and human resources or economic and community development;
4. Extent of environmental impacts and alternatives that should be considered in the Agency's environmental review;
5. Influence on area growth or delivery of services, including any disproportionate effects on minority groups;
6. Impacts on energy resource supply and demand;
7. Possible displacement of people or businesses;

(2) We are seeking information from your agency regarding any known environmental issues associated with the proposed project. Your comments are being solicited as part of National Environmental Policy Act (NEPA) compliance, related cross-cutting act compliance and agency regulatory requirements.

The following information is being provided to aid in your evaluation of the proposal:
1. **Area of Potential Effect:** The Boundary County Library is located in the City of Bonners Ferry
2. **Location:** R1E T62N.
3. **Federal Agencies Involved:** USDA-RD
4. **Project Description:** The Library wants to purchase computer hardware and software to equip a Fab Lab. A Fab Lab is a small-scale workshop offering personal digital fabrication. The Fab Lab program was initiated to broadly explore how the content of information relates to its physical representation and how an under-served community can be powered by technology at the grassroots level.
5. **Environmental Information:** No environmental resources will be affected by this project
6. **Attachments:** 1. Map(s) depicting the location of the project area 2. RD Form 424 Application for Federal Assistance

Please provide your comments on the enclosed comment sheet or by letter within 30-days of the date of this letter to USDA-RD-7830 N. Meadowlark Way Suite C3-Coeur d’Alene, ID 83815 (RD prefers the responses go to RD’s Area office). If you have any questions regarding the proposed project, please contact John Lynn at 208-782-1043.

Sincerely,

Sandra Ashworth
Boundary County Library District

Attachments

cc: USDA, Rural Development Area Office
**APPLICATION FOR FEDERAL ASSISTANCE**

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<th>1. TYPE OF SUBMISSION:</th>
<th>Pre-application</th>
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<th>Non-Construction</th>
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<tr>
<td>3. DATE RECEIVED BY STATE</td>
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<td>4. DATE RECEIVED BY FEDERAL AGENCY</td>
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**5. APPLICANT INFORMATION**

| Legal Name: | Boundary County Free Library District |
| Organizational DJNS: | 028854735 |
| Street: | 6370 Kootenai P.O. Y |
| City: | Bonners Ferry |
| County: | Boundary |
| State: | Idaho |
| Zip Code: | 83805 |
| Country: | U.S.A. |

**6. EMPLOYER IDENTIFICATION NUMBER (EIN):**

![EIN Image]

**6. TYPE OF APPLICATION:**

- [ ] New
- [ ] Continuation
- [ ] Revision
- [ ] Other (specify)

**8. TYPE OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**

| [ ] | | |

**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**

| 10-786 |

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**

- Fab Lab

**12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):**

- Boundary County

**13. PROPOSED PROJECT**

- Start Date: 10/01/2014
- Ending Date: 01/15/2015

**14. CONGRESSIONAL DISTRICTS OF:**

- a. Applicant 01
- b. Project 01

**15. ESTIMATED FUNDING:**

- a. Federal $35,000
- b. Applicant $30,000
- c. State $35,000
- d. Other $0
- e. Program Income $0
- f. TOTAL $100,000

**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**

- a. Yes ☐
- b. No ☐

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**

- Yes ☐

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DUTY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<table>
<thead>
<tr>
<th>Authorized Representative</th>
<th>First Name</th>
<th>Sandra</th>
</tr>
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<tbody>
<tr>
<td>Last Name</td>
<td>Ashworth</td>
<td></td>
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<tr>
<td>Title</td>
<td>Library Director</td>
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<tr>
<td>Signature of Authorized Representative</td>
<td>Sandra F. Ashworth</td>
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</tr>
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| Phone Number (give area code) | (208) 267-3750 |
| Fax Number (give area code)   | (208) 267-5231 |

**Previous Edition Usable**

**Authorized for Local Reproduction**

**Standard Form 424 (Rev 9-2003)**

**Prescribed by OMB Circular A-102**
Library
You are invited to help us celebrate LHTAC's 20th anniversary! Our celebrations will include refreshments, an update on LHTAC and fun giveaways. We have extended our invitation to the entire community: Council members, staff, consultants, transportation and construction workers, local businesses and anyone interested in learning more about what the Local Highway Technical Assistance Council does.

Everyone is also welcome and encouraged to attend the council meeting to see firsthand what's on our upcoming agenda.

Northern Idaho

Celebration
September 11th from 3 p.m. to 5 p.m.

Council Meeting
September 12th from 8 a.m. to 2 p.m.

Hampton Inn
1500 West Riverstone Drive
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