

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  
January 5, 2016  
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**

#### **REPORTS**

Police/Fire/City Administrator/Economic Development Coordinator/Urban Renewal District/Water & Sewer

#### **CONSENT AGENDA**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of December 15, 2015 Council Meeting Minutes

#### **SWEAR IN MAYOR AND COUNCIL MEMBERS**

#### **OLD BUSINESS**

5. City – Adopt Resolution 2016-01-01 (Fees adopted 12-15-15) (attachment)
6. Golf – Authorize Mayor to Sign Contract with Matt Maggi Logging at Golf Course

#### **NEW BUSINESS**

7. City – Elect Council President

8. Water – Approve Pay Request #3 for S & L Underground and Welch Comer Invoice for the Cassia Water Tank Project and Authorize Mayor to Sign the Paperwork (attachment)
9. Electric – Approve Pay Application #3 for Probst Electric and Release Retainage for the Moyie Line Move Project (attachment)
10. City – Discuss Boundary Volunteer Ambulance Agreement for Fire Hall Rental (attachment)
11. City – Discuss Phone System (attachment)
12. City – Discuss Televising Meetings
13. City – Consider Approval of Volunteer Policy (attachment)

#### **EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206, SUBSECTION 1**

- (a) Consider hiring a public officer, employee, staff member or individual agent.
- (b) 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.
- (c) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
- (d) Consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
- (e) 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.
- (f) 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.
- (i) 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**

14. Electric/Water/Sewer – Profit/Loss Reports (attachment)
15. City – Invitation to Senior and Elected Officials Training in Coeur d'Alene on January 21, 2016 (attachment)
16. P&Z – Public Hearing for Special Use Permit at 6530 Washington Street on January 19, 2016

**RESOLUTION 2016-01-01**

IT BE AND IS HEREBY resolved by the Mayor and City Council pursuant to Ordinance Number 477 of the City of Bonners Ferry that Schedule A attached hereto be and is adopted as the list of all charges for licenses, permits, fees, assessments, rates and charges by the City. Excepted from this schedule are such fees, charges and assessments as are established by contract or agreement for goods and/or services to be provided by the City which are not generally available to or in demand by the general public, franchise fees or fees charged in lieu of franchise fees, criminal and/or punitive fines, or penalties, taxes or assessments upon real property that are paid to and collected by the Boundary County Treasurer.

The City Clerk shall, at all times, keep a copy of this resolution and attached schedule posted in a conspicuous place in City Hall and make copies of said schedule available to members of the public upon request.

Dated this 5th day of January, 2016.


City of Bonners Ferry

\_\_\_\_\_  
David Sims, Mayor

Attest:

\_\_\_\_\_  
Kris Larson, City Clerk

Approved as to Form and Content

  
\_\_\_\_\_  
Andrakay Pluid, City Attorney





## Electric Rates

Rates Effective 10-01-09

Large Industrial Rate Effective 12-01-09

	Revenue Class	Rate Schedule	Monthly Base Rate	KWH Charge	KVA Demand Charge
Residential	01	ER1PB	\$ 10.47	\$ 0.0600	\$ -
Residential	01	ER1PX	\$ 14.91	\$ 0.0600	\$ -
Interdepartmental	07	ES1PB	\$ 10.47	\$ 0.0575	
Interdepartmental	07	ES1PX	\$ 14.91	\$ 0.0575	
Interdepartmental	07	ES3PB	\$ 32.83	\$ 0.0575	
Interdepartmental	07	ES3PX	\$ 41.80	\$ 0.0575	
Interdept. w/Demand	07	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Pumping & Drainage	09	ES3PX	\$ 41.80	\$ 0.0575	
Pumping & Drainage	09	EC1PB	\$ 10.47	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC1PX	\$ 14.91	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC3PB	\$ 32.83	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC3PX	\$ 41.80	\$ 0.0485	\$ 6.00
Self Consumed	11	ES1PB	\$ 10.47	\$ 0.0575	\$ -
Self Consumed	11	ES1PX	\$ 14.91	\$ 0.0575	\$ -
Self Consumed	11	ES3PB	\$ 32.83	\$ 0.0575	\$ -
Self Consumed	11	ES3PX	\$ 41.80	\$ 0.0575	\$ -
Self Cons. w/ Demand	11	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Small Commercial	20	ES1PB	\$ 10.47	\$ 0.0575	\$ -
Small Commercial	20	ES1PX	\$ 14.91	\$ 0.0575	\$ -
Small Commercial	20	ES3PB	\$ 32.83	\$ 0.0575	\$ -
Small Commercial	20	ES3PX	\$ 41.80	\$ 0.0575	\$ -
Large Commercial	21	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Large Commercial	21	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Large Commercial	21	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Large Commercial	21	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Secondary Industrial	31	EC3PB	\$ 32.83	\$ 0.0440	\$ 5.15
Secondary Industrial	31	EC3PX	\$ 41.80	\$ 0.0440	\$ 5.15
Primary Industrial	31	EP3PB	\$ 32.83	\$ 0.0440	\$ 4.73
Primary Industrial	31	EP3PX	\$ 41.80	\$ 0.0440	\$ 4.73
Large Industrial	41	EL3PX	\$ 12,000.00	\$ 0.0260	\$ 4.37
Street Light	51	ESTREET	\$ 4.10		
Security Light	51	ESECURE	\$ 7.48		
Remote Read Device		EREMOTE	\$ 10.00		
No Meter Access		BELN	\$ 15.00		
Fiber Optics	21	FIBER	\$ 44.20		
<b>B = inside customers</b>					
<b>X = outside customers</b>					

Water Rates  
01-11-16

<u>TYPE</u>	<u>CODE</u>	<u>BASE CHARGE</u>	<u>USE IN CUBIC FEET</u>	<u>RATE</u>	<u>PER</u>
RESIDENTIAL (Minimum)	WOFF01	\$ 39.39	OFF @ CURB	N/A	
<b>Metered</b>					
RESIDENTIAL <1" to 1"	WR101	\$ 46.27	0-1200	0.01868	Cubic Foot
RESIDENTIAL 1.5"	WR1.501	\$ 84.62	0-1200	0.01868	Cubic Foot
FIRE LINES	WFL		FIRE ONLY	\$ 11.20	Inch
CHECK METERS	WCH	\$ 47.36			
COMMERCIAL < 1"	WC1	\$ 47.36	0-200	0.01904	Cubic Foot
COMMERCIAL 1"	WC1	\$ 47.36	0-200	0.01904	Cubic Foot
COMMERCIAL 1.5	WC1.5	\$ 114.87	0-200	0.01904	Cubic Foot
COMMERCIAL 2"	WC2	\$ 148.61	0-200	0.01904	Cubic Foot
COMMERCIAL 3"	WC3	\$ 192.14	0-200	0.01904	Cubic Foot
COMMERCIAL 4"	WC4	\$ 378.17	0-200	0.01904	Cubic Foot
INDUSTRIAL < 1"	WI1	\$ 47.36	0-200	0.01904	Cubic Foot
INDUSTRIAL 1.5"	WI1.5	\$ 114.87	0-200	0.01904	Cubic Foot
INDUSTRIAL 2"	WI2	\$ 148.61	0-200	0.01904	Cubic Foot
INDUSTRIAL 3"	WI3	\$ 192.14	0-200	0.01904	Cubic Foot
UNUSED SERVICE	WOFF	\$ 39.39		N/A	
NON-METERED <1"	WN1	\$ 76.42	UNLIMITED	N/A	
NON-METERED 1"	WN 1	\$ 76.42	UNLIMITED	N/A	
Commercial rate code plus MD for Multi-dwelling Units		\$64.15 plus \$14.84 per unit	0-1800	0.01904	Cubic Foot
X for outside city limits					
01 Residential					
07 Interdepartmental					
09 Pumping & Drainage					
11 Self Consumed					
20 Small Commercial					
21 Commercial					
31 Industrial					
51 Street Lighting					

Sewer Rates

01-11-16

<u>TYPE</u>	<u>CODE</u>	<u>BASE CHARGE</u>		<u>USE</u>	<u>RATE</u>	<u>PER</u>
Residential	SR01	\$	28.05	UNLIMITED		
Interdepartmental	SC07	\$	25.64	UNLIMITED	\$ 25.64	EDU
Small Commercial	SC20	\$	25.64	UNLIMITED	\$ 25.64	EDU
Commercial	SC21	\$	25.64	UNLIMITED	\$ 25.64	EDU
Industrial	SI31	\$	25.64	UNLIMITED	\$ 25.64	EDU
X for outside city limits						



Garbage Rates Effective 12-01-14

<b>TYPE</b>	<b>CODE</b>	<b>BASE CHARGE</b>	<b>USE</b>	<b>RATE</b>	<b>PER</b>
Residential	GARBAGE01	\$ 12.00			
Commercial	N/A				

**City of Bonners Ferry**  
**Equipment Charge Rates**

**Does not include operator**

<b>Equipment Description</b>	<b>Estimated Replacement Cost</b>	<b>Estimated Service Life in Hours</b>	<b>Estimated Hourly Operational Cost</b>	<b>*Hourly Charge Rate</b>
Backhoe	\$ 80,000.00	3,000	\$ 12.50	\$ 32.50
Bucket Truck	\$ 109,800.00	2,800	\$ 12.50	\$ 41.91
Small Bucket Truck	\$ 90,000.00	2,800	\$ 12.50	\$ 36.61
Digger Derrick Truck	\$ 150,000.00	3,800	\$ 15.00	\$ 44.61
Ditch Witch	\$ 38,000.00	2,000	\$ 15.00	\$ 29.25
Dump Truck	\$ 100,000.00	3,000	\$ 17.50	\$ 42.50
Excavator	\$ 35,000.00	3,000	\$ 12.50	\$ 21.25
Flusher Vac Truck	\$ 323,307.00	3,500	\$ 20.00	\$ 89.28
Front End Loader	\$ 150,000.00	3,000	\$ 15.00	\$ 52.50
Grader	\$ 250,000.00	3,500	\$ 17.50	\$ 71.07
Pickup	\$ 35,000.00	2,000	\$ 7.50	\$ 20.63
Skid Steer	\$ 46,720.00	3,000	\$ 10.00	\$ 21.68
Sweeper	\$ 150,000.00	3,000	\$ 30.00	\$ 67.50
Water Truck	\$ 143,320.00	3,000	\$ 12.50	\$ 48.33

\*Hourly charge rate equals replacement cost divided by hourly life, multiplied by 75% plus operational cost. Salvage value assumed at 25%.

Adopted by City Council 3-16-10

**City of Bonners Ferry Fire Department  
Incident Equipment and Personnel Cost Sheet**

**Equipment Cost Per Hour**

Engine 1					\$ 150
Engine 2					\$ 150
Ladder 1					\$ 150
Brush 1					\$ 100
Brush 2					\$ 100
Water Tender - City					\$ 150
Water Tender - 1200 Gallon					\$ 175
Hazmat Trailer					\$ 150
Support 1					\$ 100
Rescue 1					\$ 175
Unit 51					\$ 50

**Personnel Cost Per Hour**

Fire Officer					\$ 15
Firefighter					\$ 15
Engineer					\$ 15
Hazmat Tech I & II					\$ 45
Wildland Firefighter					\$ 15

Adopted by Council 11-5-13

## CITY OF BONNERS FERRY, IDAHO

TITLE: FEE SCHEDULE FOR BUILDING PERMITS AND ASSOCIATED SERVICES (the "Schedule").

WHEREAS, Ordinance No. 486 (the "Construction Code Ordinance") of the City of Bonners Ferry (the "City"), provides that the City shall adopt by resolution a Fee Schedule for Building Permits and Associated Services to contain, but not be limited to , fees for permits and associated services required by the Ordinances; and,

WHEREAS, the City believes it would be in the best interest of the citizens to review the Fee Schedule for Building Permits and Associated Services, but not be limited to, fees for permits and associated services require by the Construction Code Ordinance annually; and

NOW, THEREFORE, the following documents, attached and made a part hereof by this reference, are hereby adopted as fees by the City Council:

1. Section 107, "Fees," and Table 1-A out of the Uniform Building Code, 1997 Edition (Attachment # 1), in conjunction with (Attachment # 2) established August 2010, as International Code Council, shall be used in determining building permit fees. The Building Valuation Data shall be used in determining total valuation of the project for the application of the building permit fees.
2. The fee for a plan review on all building permits shall be sixty-five (65%) percent of the building permit fee and shall be charged in addition to the building permit fee.
3. In determining total valuation of a project for the application of a building permit, the valuation for decks shall be \$6.00 per square foot.
4. The fee to approve the placement of a mobile, modular and/or manufactured home shall be \$125.00.
5. The fee to approve the placement of a commercial coach shall be \$125.00.
6. The valuation of a project for the determination permit fees for a change of use and/or occupancy, remodel or signs shall be based upon the contractor's valuation of the project. The Building Official shall have final authority to modify the contractor's valuation to reflect the actual valuation of the proposed project.
7. Demolition permit fees shall be fifty dollars (\$50.00) per one thousand (1000) square feet or fraction thereof, up to a maximum of five hundred dollars (\$500.00).

The fees identified above shall become effective as of January 18, 2005 and amended January 20, 2015.

## Building Valuation Data – August 2010

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2011. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2009 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and

does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB  
 Area: 1st story = 8,000 sq. ft.  
       2nd story = 8,000 sq. ft.  
 Height: 2 stories  
 Permit Fee Multiplier = 0.0075  
 Use Group: B

1. Gross area:  
 Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
 B/IIB = \$143.16/sq. ft.
3. Permit Fee:  
 Business = 16,000 sq. ft. x \$143.16/sq. ft x 0.0075  
 = \$17,179

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

## Square Foot Construction Costs <sup>a, b, c, d</sup>

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	209.03	201.94	196.75	188.15	176.47	171.57	181.48	161.35	154.50
A-1 Assembly, theaters, without stage	191.23	184.13	178.94	170.34	158.71	153.81	163.67	143.59	136.74
A-2 Assembly, nightclubs	160.09	155.52	151.22	145.17	136.30	132.65	139.79	123.65	119.04
A-2 Assembly, restaurants, bars, banquet halls	159.09	154.52	149.22	144.17	134.30	131.65	138.79	121.65	118.04
A-3 Assembly, churches	193.14	186.04	180.85	172.26	160.58	155.68	165.58	145.46	138.61
A-3 Assembly, general, community halls, libraries, museums	162.16	155.07	148.87	141.28	128.60	124.70	134.60	113.47	107.62
A-4 Assembly, arenas	190.23	183.13	176.94	169.34	156.71	152.81	162.67	141.59	135.74
B Business	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
E Educational	175.15	169.10	163.94	156.43	144.88	137.56	151.05	126.61	121.84
F-1 Factory and industrial, moderate hazard	96.91	92.37	86.79	83.63	74.69	71.55	80.00	61.55	57.91
F-2 Factory and industrial, low hazard	95.91	91.37	86.79	82.63	74.69	70.55	79.00	61.55	56.91
H-1 High Hazard, explosives	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	N.P.
H-234 High Hazard	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	52.03
I-5 HPM	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
I-1 Institutional, supervised environment	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
I-2 Institutional, hospitals	271.73	265.86	260.68	253.31	239.20	N.P.	247.37	223.49	N.P.
I-2 Institutional, nursing homes	189.29	183.43	178.25	170.87	157.89	N.P.	164.93	142.19	N.P.
I-3 Institutional, restrained	184.09	178.22	173.04	165.67	153.62	147.91	159.73	137.92	130.54
I-4 Institutional, day care facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
M Mercantile	119.23	114.67	109.36	104.31	95.08	92.44	98.94	82.44	78.82
R-1 Residential, hotels	163.76	158.05	153.40	146.82	134.98	131.47	143.21	121.40	116.71
R-2 Residential, multiple family	137.01	131.30	126.66	120.08	108.90	105.39	117.13	95.33	90.63
R-3 Residential, one- and two-family	128.70	125.13	122.06	118.84	114.47	111.50	116.87	107.27	100.95
R-4 Residential, care/assisted living facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
S-1 Storage, moderate hazard	89.85	85.31	79.73	76.57	67.81	64.67	72.94	54.67	51.03
S-2 Storage, low hazard	88.85	84.31	79.73	75.57	67.81	63.67	71.94	54.67	50.03
J Utility, miscellaneous	70.31	66.34	62.07	58.69	52.32	48.93	55.76	40.58	38.66

- Private Garages use Utility, miscellaneous
- Unfinished basements (all use group) = \$15.00 per sq. ft.
- For shell only buildings deduct 20 percent
- N.P. = not permitted

## **SECTION 107 - FEES**

**107.1 General.** Fees shall be assessed in accordance with the provisions of this section or shall be as set forth in the fee schedule adopted by the jurisdiction.

**107.2 Permit Fees.** The fee for each permit shall be as set forth in Table I-A.

The determination of value or valuation under any of the provisions of this code shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.

**107.3 Plan Review Fees.** When submittal documents are required by Section 106.3.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table I-A.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 107.2 and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 106.3.4.2, an additional plan review fee shall be charged at the rate shown in Table I-A.

**107.4 Expiration of Plan Review.** Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to re-new action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

### **107.5 Investigation Fees: Work without a Permit.**

**107.5.1 Investigation.** Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

**107.5.2 Fee.** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in Table I-A. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

**107.6 Fee Refunds.** The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

# EXTRACTED FROM 1997 UNIFORM BUILDING CODE

## TABLE NO. 1-A – BUILDING PERMIT FEES

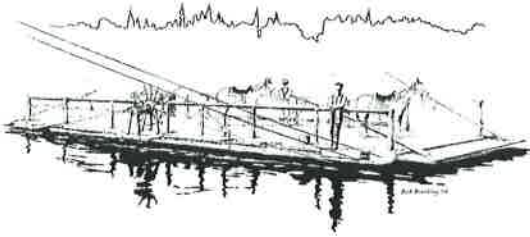
\*This is a “valuation” based permit schedule\*

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours . . . . .	\$47.00 per hour *
2. Reinspection fees assessed under provisions of Section 305.8 . . . . .	\$47.00 per hour *
3. Inspections for which no fee is specifically indicated . . . . . (minimum charge – one-half hour)	\$47.00 per hour *
4. Additional plan review required by changes, additions or revisions to plans . . . . .	\$47.00 per hour *
5. For use of outside consultants for plan checking and inspections, or both . . . . .	Actual costs **

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.





# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

Date: January 5, 2016  
To: City Council  
From: Mike Klaus, City Engineer/Admin  
Subject: Water Tank Project, S&L Underground - Pay Application #3

S&L Underground submitted their 3rd invoice for the Cassia Street Water Tank Project. I recommend payment of \$72,152.50.

S&L Underground formally asked for a winter shut down, and will likely not be on site until late winter or early spring.

Thank you,

Mike

## CDBG PROGRESS REPORT

Grantee: City of Bonners Ferry	Sub-recipient: N/A	Report No.: 3
Grant No: ICDBG-15-1-07-PF	Report Period: From December 1, 2015  To December 26, 2015	Design Professional: Identify current phase <input type="checkbox"/> Design Phase <input type="checkbox"/> Bidding Phase <input checked="" type="checkbox"/> Construction Phase <input type="checkbox"/> Post Construction Phase
Construction Status: Narrative on construction activities (max 3 sentences). Attach photos if available.  Construction activities include completion of 63 piles for the new water tank as well as installation of a 16 inch transmission main from the tank down the hill to the east of the site. S&L installed an erosion mat on the slope above the waterline installation. Contractor is now on winter shutdown until weather conditions improve.  Percentage of construction complete 49%		

**Instructions:** Identify the date that the activity was completed and the date the documentation was sent to Commerce. If activity has not yet been completed leave blank. Checklist is to identify that specific steps are met, but it does not replace the directions in the CDBG manual.

<b>GRANT ADMIN AND DESIGN PROFESSIONAL PROCUREMENT</b>	Completion Date	Date Submitted to Commerce
Idaho PTAC Notice for Grant Admin and Design Professional Services:		
Grant Admin Contract:	09.02.14	
Design Professional Contract with CDBG attachment:	12-2014	

<b>ENVIRONMENTAL</b>	Completion Date	Date Submitted to Commerce
Environmental Review Record:	08.24.15	08.24.15
Commerce Approval: Date: 09.10.15		

<b>CIVIL RIGHTS PROGRESS</b>	Completion Date	Date Submitted to Commerce
Excessive Force Policy:	06.02.15	07.31.15
EEO Policy Statement:		
Grievance Procedure:	09.15.15	11.03.15
Grantee EEO Poster (identify location): City Hall Kitchen		
Contractor/Subcontractor Activity Report:		

<b>CONSTRUCTION PROGRESS</b> For each construction contract provide this Construction Progress Report and if applicable Attachment B-Labor Standards Update  (* These items must be sent even if CDBG funds are not expended on construction.	Completion Date	Date Submitted to Commerce
Construction bid document review certification:	08.26.15	08.26.15
Bid (published) Notices:	08.20.15 08.27.15	08.26.15
Ten Day Wage-Rate Update:	09.01.15	09.01.15
*Bid Tabulations:	09.14.15	09.15.15
Debarred List Checked:	09.15.15	09.15.15
Preconstruction Conference: Minutes and Checklists	10.07.15	10.15.15
*Notice to Proceed: Project Completion Date 07.11.16		10.29.15
*Construction Contractor's Contract:	10.09.15	10.29.15
*Performance Bond and Payment Bond and Insurance Certification:	10.09.15	10.15.15
Steps to Comply with Section 3:	10.09.15	10.29.15
*Certificate of Substantial Completion:		
Section 3 Summary Report:		

<b>FAIR HOUSING</b>	Completion Date	Date Submitted to Commerce
Fair Housing Month Proclamation- April:		
Fair Housing Resolution and publication:	11.01.15 05.21.15	11.21.14 07.31.15
Fair Housing Assessment:		
Display Fair Housing Information: (Identify Location) <ul style="list-style-type: none"> <li>• Posters City Hall Entrance</li> <li>• Fair Housing Resolution City Hall Entrance</li> <li>• IHFA Accessibility Brochure N/A</li> </ul>		

<b>SECTION 504 PROGRESS</b>	Completion Date	Date Submitted to Commerce:
Non-Discrimination Policy Adopted: Location City Hall Entrance	09.15.15	11.03.15
Grievance Procedure Established:	09.15.15	11.03.15
504 Self-Evaluation/Update Completed:		
504 Transition Plan/Update Completed:		
Effective Communication Policy:		

<b>SECOND PUBLIC HEARING</b>	Completion Date	Date Submitted Commerce
<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Minutes</li> <li>• List of Attendees</li> </ul>		

<b>ATTACHMENTS</b>		
<b>A-Disbursement Report (required)</b>	X	
<b>B-Payroll Review (if applicable)</b>		
<b>C-Acquisition (if applicable)</b>	N/A	

**CERTIFICATION:**

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.

\_\_\_\_\_  
Signature of CDBG Certified Grant Administrator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**CERTIFICATION:**

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.

\_\_\_\_\_  
Signature of Chief Elected Official

Mayor  
Title

1-5-16  
Date

Memorandum

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TO: MIKE KLAUS, PE-CITY OF BONNERS FERRY  
FROM: NECIA MAIANI, PE  
Prj. #: 45007  
SUBJECT: CASSIA WATER TANK PROJECT STATUS  
DATE: 12/28/15  
CC: KRIS LARSON

---

The purpose of this memo is to summarize work completed in the last month. This work is reflected in Pay Request 3 which has been submitted for Council approval:

All 63 piles are complete and have been accepted based on test results provided and recommendations from our structural subconsultant. With this recommendation, we are recommending payment for the total lineal footage of piles installed.

The 16 inch transmission main has been installed and successfully pressure tested. Thus, we are recommending payment for the total lineal footage of waterline installed to date.

S and L Underground has installed erosion mat on the slope above the waterline installation. With current weather conditions, the Contractor has provided us official notice that they plan to be on a winter shutdown until weather conditions improve.

We have notified the Contractor that they must provide us with a coldweather concrete plan for approval prior to starting work on the tank floor.



Installation of Erosion Mat on Slope above 16 inch Water Main



Tie In to Existing 8 inch PVC Main from Circular Tank

**Idaho Community Development Block Grant Program Request for Funds**  
 (Return to Idaho Department of Commerce, Economic Development Division, 700 W. State St., PO Box 83720 Boise, ID 83720-0093)

Grantee Name City of Bonners Ferry P.O. Box 149 Bonners Ferry, ID 83805	Contract # ICDBG-15-I-07-PF	Contact Person Kris Larson	Phone (208) 267-0351				
1 CDBG Budget	2 Total of Previous Requests	3 Program Income Earned	4 Total Funds Requested + Program Income Col 2 + Col 3	5 Total Funds Disbursed	6 Unexpended Balance of Funds Req. + Program Inc. Col 4 - Col 5	7 Accrued (unpaid) Bills & Costs	8 Current Requests for Funds Col 7 - Col 6
Administration							
Design							
Construction	350,000	138,177	138,177	138,177	0	23,211	23,211
<b>TOTALS</b>							

Note: Furnishing false information may constitute a violation of applicable state and federal law.

Certification of Financial Officer: I certify that the above data is correct, based on the grantee's official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purposes of, and in accordance with applicable contract terms and conditions. The funds requested are for reimbursement of actual expenditures during the report period.

Signature

Typed Name

David Sims

Title

Mayor



## Financial Disbursement Form

City of Bonners Ferry  
Cassia Water Tank  
ICDBG-15-1-07-PF

Request for Funds #: 3  
Period: December, 2015  
Date: January 5, 2016

Table 1: Expenditures this Period

Invoice From	For	Invoice #	Invoice Date	ICDBG Grant	City Cash	Total
Welch Comer	Engineering	2015728	12-29-15		\$22,962.39	\$ 22,962.39
S&L Underground	Construction	CPR 3	12-28-15	\$ 23,211	\$48,941.50	\$ 72,152.50
<b>Totals</b>				\$ 23,211	\$71,903.89	\$ 95,114.89

Please complete the following and return the original to Nancy Mabile, P. O. Box 3580, Post Falls, ID 83877-3580

Table 2: Disbursement Report: CDBG Funds Only

Date CDBG Funds Received	Date CDBG Funds were Deposited	Date CDG Funds Disbursed	Check #	Amount	To Whom

I certify that the information in Table 2 is correct, with disbursements made within five calendar days of receipt of CDBG Funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**CITY OF BONNERS FERRY  
BONNERS FERRY CASSIA STORAGE TANK  
CONTRACTOR PARTIAL PAYMENT REQUEST**

Owner: City of Bonners Ferry				Contractor: S&L Underground Inc.	
Period of Request:		12/01/15	Pay Request Number:		3
		to 12/26/15	Date of Pay Request:		12/28/2015
CHANGE ORDER SUMMARY			PAYMENT REQUEST SUMMARY*		
No.	Approved	Additions	Deductions		
				1. Original Contract	\$ 1,088,020.00
				2. Change Orders	\$ -
				3. Revised Contract Amount	\$ 1,088,020.00
				4. Work Completed	\$ 528,080.00
				5. Stockpiled Materials	N/A
				6. Retainage (5%)	\$ (26,404.00)
				7. Previous Payments	\$ (429,523.50)
				<b>8. Amount Due (4+5-6-7)</b>	<b>\$ 72,152.50</b>
Totals	\$	-	\$ -	*Detailed breakdown attached.	
Net Change			\$ -	% of Contract Amount Earned	49%
CONTRACT TIMES					
Calendar Dates			Number of Calendar Days		
Starting Date		10/26/15	Substantial Completion		249
Substantial Completion Date		07/01/16	Ready for Final Payment		10
Ready For Final Payment		07/11/16	Change Order Days		
% of Contract Days Expired		24%	Total Calendar Days		259

**CONTRACTOR'S Certification**

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under this Contract have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Contractor Partial Payment Requests numbered 1 through 2 inclusive; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Partial Payment Request will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by the Partial Payment Request is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

**PROPOSED BY CONTRACTOR:**

S&L Underground Inc.

By: 

Date: 12/28/15

**RECOMMENDED BY ENGINEER**

Welch, Comer & Associates, Inc.

By: 

Date: 12/28/15

**APPROVED BY OWNER:**

City of Bonners Ferry

By: \_\_\_\_\_

Date: \_\_\_\_\_



Invoice



350 E. Kathleen Avenue  
P: 208-664-9382 / F: 208-664-5946

December 29, 2015  
Project No: 45007.00.0  
Invoice No: 2015728

City of Bonners Ferry  
PO Box 149  
Bonners Ferry, ID 83805

Project 45007.00.0 Bonners Ferry - North Rectangular Tank

**Professional Services from November 13, 2015 to December 28, 2015**

Phase	050	Construction Phase Services		
<b>Fee</b>				
Total Fee		27,500.00		
Percent Complete	70.00	Total Earned	19,250.00	
		Previous Fee Billing	8,250.00	
		Current Fee Billing	11,000.00	
		<b>Total Fee</b>		<b>11,000.00</b>
		<b>Total this Phase</b>		<b>\$11,000.00</b>

Phase 052 Resident Project Representative  
**Professional Personnel**

			Hours	Rate	Amount
Sr. Engr. Tech II					
RPR Services					
Tucker, James	11/13/2015	rpr services	10.00	90.00	900.00
Tucker, James	11/13/2015 Ovt		1.00	135.00	135.00
Tucker, James	11/16/2015	RPR Services	5.00	90.00	450.00
Tucker, James	11/17/2015	RPR Services	5.00	90.00	450.00
Tucker, James	11/19/2015	RPR Services	4.00	90.00	360.00
Tucker, James	11/20/2015	RPR Services	10.50	90.00	945.00
Tucker, James	11/23/2015	RPR Services	10.00	90.00	900.00
Tucker, James	11/24/2015	RPR Services	8.00	90.00	720.00
Tucker, James	11/25/2015	RPR Services	9.00	90.00	810.00
Tucker, James	11/30/2015	rpr services	10.00	90.00	900.00
Tucker, James	12/1/2015	rpr services	8.50	90.00	765.00

Project	45007.00.0	Bonnors Ferry - North Rectangular Tank	Invoice	2015728		
Tucker, James		12/2/2015	8.50	90.00	765.00	
rpr services						
Tucker, James		12/3/2015	5.00	90.00	450.00	
rpr services						
Tucker, James		12/4/2015	1.00	90.00	90.00	
rpr services						
Tucker, James		12/7/2015	12.00	90.00	1,080.00	
tie in sta. 14+60						
Tucker, James		12/8/2015	1.00	90.00	90.00	
pay request						
Tucker, James		12/18/2015	7.00	90.00	630.00	
as built						
Totals			115.50		10,440.00	
<b>Total Labor</b>						<b>10,440.00</b>

**Reimbursable Expenses**

Travel, Meals & Lodging

11/30/2015	Jim Tucker	11/13-11/20 Per Diem	195.50	
11/30/2015	Jim Tucker	11/23-11/25 Per Diem	138.00	
12/18/2015	Jim Tucker	11/30 - 12/03 Per Diem	163.30	
<b>Total Reimbursables</b>			<b>496.80</b>	<b>496.80</b>

**Unit Billing**

2015 Reimbursable Mileage .575

11/23/2015	Mileage	190.0 miles @ 0.575	109.25	
11/24/2015	Mileage	40.0 miles @ 0.575	23.00	
11/25/2015	Mileage	155.0 miles @ 0.575	89.13	
11/30/2015	Mileage	43.0 miles @ 0.575	24.73	
12/1/2015	Mileage	37.0 miles @ 0.575	21.28	
12/2/2015	Mileage	31.0 miles @ 0.575	17.83	
12/3/2015	Mileage	90.0 miles @ 0.575	51.75	
<b>Total Units</b>			<b>336.97</b>	<b>336.97</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	11,273.77	1,140.00	12,413.77	
Limit			30,900.00	
Remaining			18,486.23	
			<b>Total this Phase</b>	<b>\$11,273.77</b>

Phase 100 Geotechnical Phase Services

**Consultants**

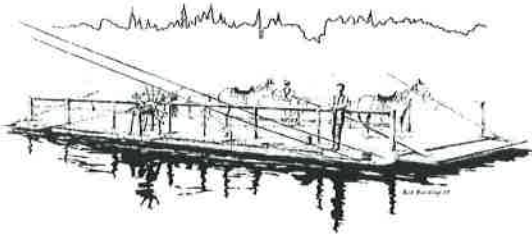
Geotechnical Consultant

12/28/2015	Allwest Testing & Engineering, Inc.	Professional Services	688.62	
<b>Total Consultants</b>			<b>688.62</b>	<b>688.62</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	688.62	10,235.00	10,923.62	
Limit			13,360.00	
Remaining			2,436.38	
			<b>Total this Phase</b>	<b>\$688.62</b>

**Total this Invoice \$22,962.39**



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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Date: January 5, 2016  
To: City Council  
From: Mike Klaus, City Engineer/Admin  
Subject: Probst Electric - Pay Application #3 and Release of Retainage

Probst Electric construction submitted their 3rd<sup>t</sup> and final invoice for the Moyie Line Move Project, as well as the release of retainage. The project is complete and I recommend payment of \$149,907.51.

Thank you,

Mike



A QUANTA SERVICES COMPANY

Please Remit Payment to:  
 Probst Electric  
 Bank of America Lockbox Services  
 Lockbox 847671  
 1950 N. Stemmons Freeway, Suite 5010  
 Dallas, TX 75207

# Invoice

Invoice Number  
 5495

Invoice Date  
 12/23/2015

875 South 600 West  
 Heber City, Utah 84032  
 Voice: (435) 657-1955

Bill To: City of Bonners Ferry

7232 Main Street  
 Box 149  
 Bonners Ferry ID 83805

Job No	Customer Job No	Customer PO	Payment Terms	Due Date		
2440			NET 30	1/22/2016		
Description		Comment	Quantity	U/M	Rate	Price

Moyie Line Move  
 Progress Billing 3

1.00 LS 128,197.90 128,197.90

**Gross Billing Amount: 128,197.90**  
**Retention: 6,409.90**  
**Net Billing Amount: 121,788.00**



Probst Electric, Inc.  
 2440-Bonners Ferry 2015 Moyie Line Move  
 Schedule of Values  
 Bonners Ferry

Today's Date: 12/23/15  
 Billing Sequence: 3

Unit #	CONTRACT DESCRIPTION	Units	Type	Unit Price	Contract Amount	Gross Billing Amount	Net Billing Amount	WORK COMPLETED			Total to Date	% Complete	Balance to Complete	Retainage
								Current Qtr	Prev. Qtr	Total to Date				
1	2015 Moyie Line Move	1	LS	\$540,000.00	\$ 540,000.00	\$ 113,122.33	\$ 107,466.21	0.21	0.79	1.00	\$ 540,000.00	100.00%	\$ -	\$ 27,000.00
2	Idaho Use Tax	1	LS	\$9,435.00	\$ 9,435.00	\$ 2,120.57	\$ 2,014.54	0.22	0.78	1.00	\$ 9,435.00	100.00%	\$ -	\$ 471.75
	<b>TOTAL BASE CONTRACT</b>				<b>\$ 549,435.00</b>	<b>\$ 115,242.90</b>	<b>\$ 109,480.75</b>				<b>\$ 549,435.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 27,471.75</b>
	<b>POTENTIAL CHANGES</b>													
CO 01	Replace 65 c/L Pole	1	LS	\$ 12,955.00	\$ 12,955.00	\$ 12,955.00	\$ 12,307.25	1.00	0.00	1.00	\$ 12,955.00	100.00%	\$ -	\$ 647.75
					\$ -	\$ -	\$ -	0.00	0.00	0.00	\$ -	#DIV/0!	\$ -	\$ -
					\$ -	\$ -	\$ -	0.00	0.00	0.00	\$ -	#DIV/0!	\$ -	\$ -
	<b>TOTAL POTENTIAL CHANGES</b>				<b>\$ 12,955.00</b>	<b>\$ 12,955.00</b>	<b>\$ 12,307.25</b>				<b>\$ 12,955.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 647.75</b>
	<b>TOTAL REVISED CONTRACT</b>				<b>\$ 562,390.00</b>	<b>\$ 128,197.90</b>	<b>\$ 121,788.00</b>				<b>\$ 562,390.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 28,119.50</b>



A QUANTA SERVICES COMPANY

Please Remit Payment to:  
 Probst Electric  
 Bank of America Lockbox Services  
 Lockbox 847671  
 1950 N. Stemmons Freeway, Suite 5010  
 Dallas, TX 75207

# Invoice

Invoice Number  
5501

Invoice Date  
12/28/2015

875 South 600 West  
 Heber City, Utah 84032  
 Voice: (435) 657-1955

Bill To: City of Bonners Ferry

7232 Main Street  
 Box 149  
 Bonners Ferry ID 83805

Job No	Customer Job No	Customer PO	Payment Terms	Due Date	
2440			NET 30	1/27/2016	
Description	Comment	Quantity	U/M	Rate	Price

Moyie Line Move - Retention Release

Invoice 5384		1.00	LS	4,928.25	4,928.25
Invoice 5435		1.00	LS	16,781.36	16,781.36
Invoice 5495		1.00	LS	6,409.90	6,409.90

<b>Gross Billing Amount:</b>	<b>28,119.51</b>
<b>Retention:</b>	<b>0.00</b>
<b>Net Billing Amount:</b>	<b>28,119.51</b>





**Probst Electric, Inc.**  
**2440-Bonners Ferry 2015 Moyie Line Move**  
**Schedule of Values**  
**Bonners Ferry**

Today's Date: 12/28/15  
 Billing Sequence: Retention Release

Unit #	CONTRACT DESCRIPTION	Units	Type	Unit Price	Contract Amount	Gross Billing Amount	Net Billing Amount	WORK COMPLETED			Total to Date	% Complete	Balance to Complete	Retainage: 5.00%
								Current Qtr	Prev. Qtr	Total to Date				
1	2015 Moyie Line Move	1	LS	\$540,000.00	\$ 540,000.00	\$ -	\$ -	1.00	1.00	1.00	\$ 540,000.00	100.00%	\$ -	\$ 27,000.01
2	Idaho Use Tax	1	LS	\$9,435.00	\$ 9,435.00	\$ -	\$ -	1.00	1.00	1.00	\$ 9,435.00	100.00%	\$ -	\$ 471.75
	<b>TOTAL BASE CONTRACT</b>				<b>\$ 549,435.00</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 549,435.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 27,471.76</b>
C(0) 01	<b>POTENTIAL CHANGES</b> Replace 65 e12 Pole	1	LS	\$ 12,955.00	\$ 12,955.00	\$ -	\$ -	1.00	1.00	1.00	\$ 12,955.00	100.00%	\$ -	\$ 647.75
					\$ -	\$ -	\$ -	0.00	0.00	0.00	\$ -	#DIV/0!	\$ -	\$ -
					\$ -	\$ -	\$ -	0.00	0.00	0.00	\$ -	#DIV/0!	\$ -	\$ -
	<b>TOTAL POTENTIAL CHANGES</b>				<b>\$ 12,955.00</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 12,955.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 647.75</b>
	<b>TOTAL REVISED CONTRACT</b>				<b>\$ 562,390.00</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 562,390.00</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 28,119.51</b>

Doc #	Invoice #/Description	Claim Date	Check Date	Check Date	Amount	Inv Date	Acct. Period	PO #	Fund	Org	Acct	Object	Proj
Vendor #/Name:	3428 PROBST ELECTRIC												
CL 609778	1 5384 Construction Invoice #	11/03/15	28173	11/04/15	93,636.75	10/30/15	11/15		5110		410560	200	1895
CL 649440	1 5435 Moyie Line Move	12/15/15	28361	12/16/15	318,845.74	11/30/15	12/15		5110		410560	900	1895
				Total:	412,482.49								

Grand Total: 412,482.49

PAM YOUNG  
 12/23/2015 121,788.00  
 OCT/NOV/DEC = 534,270.49  
 RETAINAGE RELEASE = 28,119.51  
 GRAND TOTAL = 562,390.00

ORIG. BID = 549,435.00  
 POLY C.O. = 12,955.00  
 ✓ = 562,390.00

TOTAL DUE AS OF 12/30/15 = 121,788.00  
 28,119.51  
149,907.51

## COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Lease") is made this 21<sup>st</sup> day of August, 2014, by and between City of Bonners Ferry, Idaho, with an address of 7232 Main Street, Bonners Ferry, Idaho ("Landlord") and Boundary Volunteer Ambulance Service, Incorporated, a corporation organized and in good standing under the laws of the State of Idaho with its principal place of business at 6447 Railroad Street, Bonners Ferry, Idaho ("Tenant"), and shall take effect September 1, 2014.

Landlord is the owner of land and improvements commonly known and numbered as 7137 First Street, Bonners Ferry, Idaho, that is commonly referred to as the City Fire building (First Station # 1), and legally described as:

### [to be Supplied as Exhibit A]

together with all improvements thereon (the "Property").

Landlord desires to lease, on a non-exclusive basis, portions of the second floor of the Property that consist of: (i) a common area that measures approximately 30' by 60' (the "Common Area"), (ii) an office that measures approximately 12' by 16' (the "Office Area"), (iii) a kitchen that measures approximately 10' by 10' (the "Kitchen"), and (iv) two bathrooms (the "Bathroom"). Collectively, the Common Area, Office Area, Kitchen and Bathroom constitute the "Leased Premises."

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions as set forth in the following paragraphs.

In consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Initial Term. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the Leased Premises from Landlord beginning **September 1, 2014** (the "Commencement Date") **and ending December 31, 2015** (the "Initial Term"). Landlord may provide Tenant a key prior to September 1, 2014 for the sole purpose of permitting Tenant to move in some furniture.
2. Landlord Right to Terminate. Landlord shall have the right to terminate this Lease with no further obligation hereunder on 60 days written notice to Tenant.
3. Renewed Term. Tenant may renew the Lease at Tenant's sole and exclusive option a maximum of three (3) times, with each such extension period equal to one (1) year(s) each (each such successive one (1) year term shall be referred to hereinafter as the "Renewed Term"). Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than thirty (30) days prior to the expiration of the Initial Term or the Renewed Term, as the case may be. The Renewed Term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease. After the end of the last

Renewed Term, if any, the Lease may continue from month-to-month at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

4. Rent Amount During Initial Term. Tenant shall pay to Landlord during the Initial Term rental of **one thousand two hundred dollars (\$1,200.00)** per year, payable in monthly installments of **one hundred dollars (\$100.00)**, or at Tenant's sole option, larger annual payments of **\$1,200.00** or semi-annual payments of **\$600.00 on January 1 and July 1**. All currency figures are lawful United States' money. The first month's rent shall be prorated, if necessary, based on the Term beginning date reflected above. Each installment payment shall be due in advance on the first day of each calendar month during the Term to Landlord at Landlord's address noted above or at such other place designated by written notice from Landlord or Tenant.
5. Rent Amount During Renewed Term. In the event Tenant exercises its option to extend the term of this Lease, the fixed rent which Tenant shall pay during such Renewed Term shall be the rent as provided for the Initial Term, plus any negotiated increase. If the parties are not able to successfully negotiate the increase, then the increase shall be five percent (5.00%) of the then-current fixed rent. On any successive exercises of options beyond the first Renewed Term, the same calculations shall be made and the Rent adjusted accordingly.
6. Security Deposit. Tenant shall make a security deposit in the amount Landlord may require not to exceed **two hundred dollars (\$200.00)** (the "Security Deposit"). Tenant shall be entitled to the return of the Security Deposit only if the Tenant has complied with all the terms of this Lease. The Tenant shall not apply or deduct any portion of the Security Deposit from the last month's rent or use or apply such Tenant's Security Deposit at any time in lieu of payment of rent. If Tenant fails to comply with this provision, the entire Security Deposit shall be forfeited and the Landlord may recover the rent due as if the deposit had not been applied or deducted from the rent due.
7. Non Exclusive Lease. This Lease provides Tenant with certain non-exclusive rights to the Leased Premises. Landlord does not guarantee to Tenant quiet enjoyment of the Leased Premises because both Landlord and other groups have access to and will be making use of the Leased Premises. Tenant understands that there may be uses made of the Leased Premises that are incompatible with Tenant's uses and needs. Landlord agrees that Landlord will not lease or rent out the Office Area to others while this Lease is in effect and the Tenant will be the only non-Landlord user of the Office Area during such time.
8. Use. Tenant shall be free to make non-exclusive use of the Leased Premises **only** during the evening and night time hours from 7:00 p.m. to 7:00 a.m. for the purpose of overnight sleeping of on-call or on-staff EMT's affiliated with Tenant. At no time shall the number of Tenant's EMT's inside the Leased Premises exceed three (3) in number. Tenant acknowledges and agrees that the Leased Premises are only to be used for sleeping, eating and maintenance of personal hygiene. Tenant agrees that Tenant and it's EMT's will not engage in sexual relations of any kind, either alone or with other persons at the Leased Premises. Tenant's EMT's will not permit

entry to, nor entertain persons who are related by blood, marriage or otherwise at, the Leased Premises. Furthermore, no friends or other visitors of EMT's are permitted at the Leased Premises. Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device, unless absolutely necessary to Tenant's business uses. EMT's shall clear the Bathroom and Kitchen after each night's use.

9. EMT's Personal Property. EMT's affiliated with the Tenant may store personal belongings only in the Office Area where Tenant may place one or more beds. No toiletries may be left in the Bathroom and food be stored only in the designated cupboards or in the refrigerator in the Kitchen. All such storage of personal belongings or food is at the EMT's sole risk and Landlord shall have no liability for the loss, disappearance or theft of such items.
10. Leased Premises Supplied As Is. At the Commencement Date, Tenant shall accept the Lease Premises, including the building, improvements and any equipment on or in the Leased Premises, in their existing condition.
11. Landlord Roof, Electrical, Plumbing and HVAC Responsibilities. The Landlord shall, during the Initial Term and any Renewed Term of this Lease, at its sole expense, keep the roof of the Leased Premises, as well as any heating, electrical, air conditioning and/or plumbing system that was a part of the Leased Premises on the Commencement Date, in as good order and repair as it is at the Commencement Date, reasonable wear and tear and damage by accidental fire or other casualty excepted.
12. Tenant Responsibilities for Maintenance and Repairs. The Tenant shall, during the Initial Term and any Renewed Term of this Lease, at its sole expense, keep the Leased Premises in as good order and repair as it is at the Commencement Date, reasonable wear and tear and damage by accidental fire or other casualty excepted. Tenant shall be responsible to keep the Leased Premises clean at all times.
13. Responsibility for Sidewalks and Parking. Landlord and Tenant shall work together to keep the sidewalk on the west end of the Leased Premises free of snow, ice, refuse, rubbish, trash, and other obstructions.
14. Sublease and Assignment. Tenant shall not sublease all or any part of the Leased Premises, or assign, transfer or otherwise dispose of its rights and obligations under this Lease, in whole or in part, without Landlord's express, written consent, which Landlord may grant or reasonably or unreasonably withhold in its sole and absolute discretion.
15. Alterations and Improvements. Tenant, at Tenant's sole expense, shall have the right following Landlord's consent to make reasonable remodeling of, redecorating of, additions to, improvements of and replacements of the interior of the Leased Premises from time to time as Tenant may deem desirable, including electrical, cable and internet wiring of the Leased Premises and the Property, provided the same are made in a workmanlike manner and utilizing good quality materials, subject to Landlord's prior written approval, which may be unreasonably

withheld by Landlord.

16. Taxes and Assessments. Landlord shall be responsible for all real estate taxes, if any, on the Leased Premises and the Property. Tenant shall be solely responsible for paying all personal property taxes, if any, with respect to Tenant's personal property at the Leased Premises.
17. Landlord's Insurance. Landlord shall keep the Leased Premises insured throughout the Lease against the following:
  - A. Loss or damage by fire and such other risks as may be included in the broadest form of extended coverage insurance from time to time available, in an amount sufficient to prevent the Landlord or the Tenants from becoming a co-insurer within the terms of the applicable policies and, in any event, in an amount not less than eighty percent (80%) of the then full insurable value.
18. Tenant's Insurance. Tenant shall keep the Leased Premises insured throughout the Initial Term and all Renewed Term's of this Lease against the following:
  - A. Claims for personal injury or property damage under a comprehensive general liability insurance, with such limits as may be reasonably requested by the Landlord from time to time, but not less than \$300,000/\$1,000,000 in respect to bodily injury and \$100,000 for property damage. Tenant shall be solely responsible for insurance with respect to its activities in the Leased Premises with the premiums thereon fully paid on or before due date, issued by and binding upon an insurance company approved by Landlord.
  - B. Against such other hazards and in such amounts as the holder of any mortgage to which this Lease is subordinate may require from time to time. Landlord shall be listed as an additional insured on all required insurance policies.
  - C. If the Leased Premises is damaged by fire or other casualty resulting from any act of negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.
  - D. Tenant shall also be responsible for insuring Tenant's personal property in the Leased Premises.
19. Utilities. Landlord shall supply and pay for all charges, if any, for water, sewer, electricity and natural gas for the Leased Premises.
  - A. Water and Sewer. Tenant shall reimburse Landlord each month forty two dollars (\$42.00) for water and twenty-one dollars (\$21.00) for sewer to assist Landlord in offsetting Landlord's water and sewer costs.
  - B. Natural Gas; Thermostats. Tenant shall not adjust upward the thermostat in the Common

Area, Bathrooms or Kitchen. Landlord currently keeps the heat in the Office Area at room temperature and Landlord covenants to continue that practice during the term of this Lease. Tenant may not adjust the thermostat in the Office Area without prior notice to and the consent of the Landlord's Fire Chief.

- C. Internet. Tenant shall NOT be granted access to Landlord's internet service in the Leased Premises but, instead, shall be required to supply its own internet access (if needed) wirelessly from Tenant's primary location west of the Leased Premises in the Boundary County extension building. Landlord may assist Tenant with this work if Landlord so desires in Landlord's sole discretion but Landlord shall not be required to make any alterations or accommodations to Tenant to permit Tenant to wirelessly receive an internet or network signal from Tenant's primary location.
- D. Electrical Usage. Tenant shall reimburse Landlord each month twenty dollars (\$20.00) to assist Landlord in offsetting Landlord's electrical costs. Landlord and Tenant recognize that the primary use Tenant intends to make of the Leased Premises is for sleeping and resting and, for that reason, do not anticipate that much additional electrical usage will occur. Tenant shall turn off all lights in the Leased Premises when not in use by the Tenant (or users authorized by the Landlord to be in the Leased Premises). Landlord shall monitor electrical usage in the Leased Premises and compare it to three (3) year historical averages for the Leased Premises. If, after Tenant has occupied the Leased Premises for more than six (6) months, Landlord notices a significant increase in electrical usage that Landlord reasonably believes has been caused by Tenant's usage, the parties agree to sit down and negotiate any additional appropriate monthly electrical surcharge for Tenant to pay for Tenant's use of the Leased Premises. If the Landlord and Tenant can not work out an agreeable compromise, this Lease shall be terminated and Tenant shall vacate the premises.
20. Landlord's Property in Office Area. Landlord agrees to clean out Landlord's property stored in the Office Area prior to the Lease start date. Tenant agrees to locate and purchase and deliver to the Leased Premises, at Tenant's sole expense, temporary partitions (*i.e.*, cubicle walls) at least five feet in height (and preferably higher) and erect the same in the northeast corner of the Common Area for purpose of storing Landlord's property currently located in the Office Area. Tenant agrees that the temporary partitions shall remain in the Leased Premises at the end of the Lease at no expense to Landlord and shall, on inception of the Lease, become the property of the Landlord for Landlord to use or dispose of in Landlord's sole judgment.
21. Key to City Fire Building, Leased Premises and Office Area. Landlord agrees to provide Tenant a key to the exterior doors of the City Fire Building, as well as the Leased Premises, and also a separate key to the Office Area so that Tenant may lock the Office Area when not in use by Tenant.
22. City Fire Chief Rules and Regulations. Tenant agrees to abide by such reasonable rules and regulations and requirements as may be verbally or in written form supplied by Pat Warkentin, City Fire Chief, or his designee, concerning Tenant's use and occupancy of the Leased Premises.

23. Signs. Tenant shall have no right to place anywhere inside or outside of the Leased Premises any signs (or lettering).
24. Damage and Destruction. If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects, the Landlord shall, at such time and upon the conditions hereinafter set forth, restore, repair, replace, rebuild or alter the same as nearly as possible to the condition such property was in immediately prior to such damage or destruction. Such restoration, repair, replacement, rebuilding or alteration shall be commenced as soon as practical after the receipt by the Landlord of the insurance money to be paid on account of such damage or destruction, and after such work has been commenced it shall be prosecuted with reasonable diligence. If Landlord has not commenced such restoration, replacement, rebuilding or alteration within thirty (30) days of the date of damage or destruction, Tenant shall have the option to terminate this Lease by serving notice upon Landlord of Tenant's desire to do so. The Tenant's obligation to pay the basic rent and all other charges and to perform all other terms and conditions of this Lease shall not be affected by any such damage to or destruction of the Leased Premises, or any part thereof, or the machinery, fixtures and equipment used in the operation and maintenance thereof, except that Tenant's obligations shall cease upon Tenant's exercise of its option to terminate as set forth above.
25. Surrender of Leased Premises. At the expiration of the Initial Term, or any Renewed Term, if applicable, Tenant shall surrender the Leased Premises in as good condition as it was at the Commencement Date, reasonable use and wear and tear and damage by the elements excepted.
26. Brokers. Neither Tenant nor Landlord are represented by any broker or other real estate agent or agency.
27. Binding Effect. The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, heirs, executor, administrators, trustees, successors and assigns. This Lease concerns an interest in real estate and Tenant may file this Lease or an affidavit of interest to make the same public record.
28. Final Agreement. Only a further writing that is duly executed by both parties may modify this Lease.
29. Invalid Provision. In the event any provision of this Lease is held to be void, invalid, illegal or unenforceable, then the remaining provisions hereof shall continue in full force and effect.
30. Landlord's Policies and Rules. Tenant agrees to be bound by and adhere to all Landlord's rules and policies as the same may now exist or be promulgated or modified hereafter from time to time.

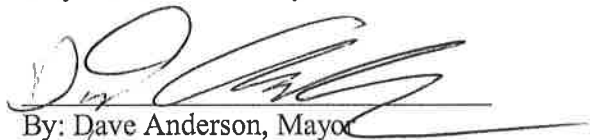
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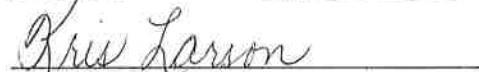
IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

**LANDLORD, by and through its authorized representatives:**

**City of Bonners Ferry:**



By: Dave Anderson, Mayor



Attest: Kris Larson, City Clerk

**TENANT, by and through its authorized representatives:**



Boundary Volunteer Ambulance Service, Incorporated

By: Ken Baker, President

# **Exhibit A to Lease Agreement**

**(Real Estate Legal Description)**

Lots 7, 8, 9 and 10, Block 6 of the Bonnerport First Addition, Boundary County, Idaho.



## ■ Findings

*Thank you for the opportunity to provide the following assessment of your network.*

Prepared for:  
City of Bonners Ferry  
Bonners Ferry, ID 83805

December 2015

### **Telephone Services Survey**

The City currently subscribes to Frontier’s hosted PBX telephone lines (Centrex) and is currently paying between \$1,150 and \$1,400 per month. Switching to Frontier’s PRI service will save between \$400 and \$500 per month.

Current Monthly Invoices .....	\$1,150 - \$1,400
Proposed Monthly Invoices .....	\$750 - \$900

### **Telephone System Upgrade**

The currently installed Mitel telephone system is in disrepair and does not support PRI services. Upgrading to a new telephone system will enable the City to take advantage of the saving offered by PRI services.

Avaya IP Office .....	\$19,839.00
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## ■ Proposal

*Thank you for the opportunity to provide the following proposal for your upcoming project.*

Prepared for:  
City of Bonners Ferry  
Bonners Ferry, ID 83805

November 30, 2015

### Telephone System

Install and configure Avaya IP Office PBX telephone system to replace current outdated Mitel system. Upgrade will allow migration to less expensive PRI or VOIP telephone lines to replace the expensive Frontier Centrex lines. Upgraded voicemail, mobile phone integration, voicemail-to-email, and other new capabilities included.

Initial one time remediation costs to upgrade wiring and infrastructure that will support new phone system.

Ongoing programming, maintenance, and warranty replacements are included with current fixed price IT Support contract at no additional cost.

#### Avaya IP Office

Replace Mitel system with PRI capable Avaya IP Office.

IP Office 500v2 w/PRI and VM Pro licensing .....	\$7,399.00
One-X Portable and VM server w/Win2012 R2.....	\$3,750.00
30x Avaya VOIP Telephones .....	\$5,940.00
Network remediation and upgrade for VOIP .....	\$950.00
Installation, configuration and training .....	\$1,800.00
Total.....	\$19,839.00

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### Terms and Conditions

Unless otherwise indicated, deposit required upon acceptance with balance due on project completion. Past due invoices will be charged 1.5% interest per month (minimum of \$25). Refer to statement of work for full terms and conditions.



## ■ Proposal

*Thank you for the opportunity to provide the following proposal for your upcoming project.*

Prepared for:  
City of Bonners Ferry  
Bonners Ferry, ID 83805

November 30, 2015

### Network Upgrades

Install and configure switching network upgrades for fiber backbone. PoE switches to power future devices (IP phones, Wireless access points, etc.). Bare-metal backup and Virtual server maintenance with VMware. Install and configuration labor included with monthly services contract.

#### Core Switch Upgrades

Replace 5 installed switches including End-Of-Life 100MB Cisco and Netgear models with a 1GB, PoE power, enterprise management platform.

Cisco 52 port PoE switch .....	\$1,399.00
Cisco 24 port PoE switch .....	\$979.00
2x Cisco 10 port PoE switches .....	\$962.00
4x SFP SM optical interfaces .....	\$316.00
2x SFP MM optical interfaces.....	\$138.00
6x 2m SC-LC patch cables .....	\$192.00
Total .....	\$3,958.00

#### Server Software/Backup Enhancements

Acquire license for VMware to manage virtual servers and upgrade data backup capabilities

VMware vSphere Essentials .....	\$495.00
VMware annual support.....	\$65.00
Veeam Backup Essentials .....	\$899.00

Total .....	\$1,459.00
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### Terms and Conditions

Unless otherwise indicated, deposit required upon acceptance with balance due on project completion. Past due invoices will be charged 1.5% interest per month (minimum of \$25). Refer to statement of work for full terms and conditions.

## **PROPOSED VOLUNTEER POLICY**

The City of Bonners Ferry welcomes and encourages community members to volunteer with the City. Citizens donating time and talents to events and projects enrich the community and enhance quality of life and well-being for the entire City.

Volunteers are coordinated by the department utilizing volunteer work with general oversight by the City Administrator. All volunteers must be approved by the City Council prior to beginning volunteer work.

City volunteers are bound by the rules contained in all City policies and guidelines. Volunteers are recognized by the public as representatives of the City and shall be guided by the same work and behavior codes as employees. Volunteers work with the status of "at will" and City of Bonners Ferry has the right to terminate the volunteer's working association with the City at any time, for any reason.

Prior to beginning volunteer work, all volunteers must fill out the volunteer application provided by the City and submit to a pre-volunteer criminal history check. The City Administrator may, at his discretion, decline the application of any volunteer based on criminal history.

# CITY OF BONNERS FERRY VOLUNTEER APPLICATION

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

DRIVER'S LICENSE #/STATE OR SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT NAME/PHONE: \_\_\_\_\_

VOLUNTEER POSITION SOUGHT OR EVENT VOLUNTEERING FOR: \_\_\_\_\_

## **Volunteer Release of Liability and Authorization for Criminal History Check**

Read Carefully Before Signing

In consideration for being permitted to participate as a volunteer for The City of Bonners Ferry, I hereby release and discharge The City of Bonners Ferry and its respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors and assigns, and all persons conducting, directly or indirectly, the activities surrounding my involvement as a volunteer from any and all claims, rights, demands, actions, causes of action, expenses and damages, which I or my heirs, personal representative, successors, assigns or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above arising from any injury, act or omission relating in the way to my participation as a volunteer.

I fully understand that this is a Release includes, but is not limited to any claims, rights, demands, actions, causes of actions, expenses and damages whatsoever which may arise from any injury, act or omission, caused, occasioned, or contributed to, actually or allegedly, by the negligence, sole or concurrent, of one or more of the parties released herein.

I also fully understand the risk involvement in my participation as a volunteer including, but not limited to, those risks involved with the working outside in the weather, with cleaning products and fully assume said risk for any injury, losses or damages of any kind resulting from such risks involved in associated activities.

Further, I understand that in applying for a volunteer position with the City of Bonners Ferry, I am authorizing the City to conduct a criminal history background check. The City may approve

or deny my status as a City volunteer based upon the results of this criminal history check. The City will not retain these records following approval or denial of volunteer status.

I acknowledge that I have read, fully understand and voluntarily agree to this Release and that no oral representatives, statements or inducements apart from this Release have been made to me.

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_



**CITY OF BONNERS FERRY ELECTRIC FUND**

**MONTHLY FINANCIAL AND OPERATING REPORT**

REPORT FOR THE MONTH OF: **November, 2015**

ENERGY SALES		DOLLARS		KWH SOLD		# of Cust. This Month
		This Month	Year to Date	This Month	Year to Date	
1	Residential & Farm	\$138,796	\$255,229	1,903,101	3,446,968	1,973
2	Residential Seasonal					
3	Commercial - small (50 KVA or less)	\$40,264	\$77,787	580,240	1,112,791	456
4	Commercial - large (over 50 KVA)	\$83,877	\$163,200	1,349,965	2,580,005	185
5	Industrial	\$81,782	\$147,162	1,535,202	2,753,574	12
6	Irrigation and/or drainage pumping	\$2,068	\$4,745	26,141	64,477	9
7	Public Street Lighting	\$2,438	\$4,876			3
8	Interdepartmental	\$3,955	\$8,009	53,592	112,236	28
9	Self Consumed	\$217	\$394	2,506	4,300	4
10						
11						
12	<b>Total (1 thru 11)</b>	<b>\$353,397</b>	<b>\$661,402</b>	<b>5,450,747</b>	<b>10,074,351</b>	<b>2,670</b>
<b>INCOME STATEMENT</b>						
<b>OTHER REVENUES</b>						
13	Pole Use					
14	Connects	\$690	\$930			
15	Conservation					
16	Misc. Electric Revenue	\$6,450	\$6,375			
17	Total Misc. Revenue (13 thru 15)	<b>\$7,140</b>	<b>\$7,305</b>			
18	Total Operating Revenue (12 + 16)	<b>\$360,537</b>	<b>\$668,707</b>			
<b>OPERATING EXPENSES</b>						
19	Generation	\$15,987	\$32,588			
20	Power Purchases - BPA	\$187,411	\$187,411			
21	Power Purchases - Other					
22	Maintenance - General Property	\$3,470	\$5,746			
23	Conservation	\$478	\$529			
24	Customer's Svc & Record	\$3,667	\$4,869			
25	Total Ops & Treatment Expense					
26	Administrative and General	\$36,084	\$106,523			
27	Transmission	\$1,279	\$1,651			
28	Distribution	\$29,700	\$62,327			
29	Rolling Equipment	\$2,242	\$4,604			
30	Total Operating Expenses(19 thru 29)	<b>\$280,318</b>	<b>\$406,248</b>			
<b>1. Total operating Revenue (line 18)</b>						
<b>2. Operating revenue deductions:</b>						
<b>3. Total operating expenses (line 30)</b>						
<b>4. Depreciation</b>						
<b>5. Amortization</b>						
<b>6. Taxes (transfer to General Fund)</b>						
<b>7. Tax equivalents (interest to General Fund)</b>						
<b>8. Total operating revenue deductions(3 thru 7)</b>						
<b>9. Operating Income (1 minus 8)</b>						
<b>OTHER INCOME</b>						
<b>10. Interest</b>						
<b>11. Misc. Non-operating revenue (net)</b>						
<b>13. Gross Income (9 + 12)</b>						
<b>14. Interest on long term debt</b>						
<b>15. Interest on investment of municipality</b>						
<b>16. BPA Revenues</b>						
<b>17. BPA Expenditures</b>						
<b>18. Miscellaneous income deductions</b>						
<b>19. Total Income deductions (14 thru 18)</b>						
<b>20. Net Income (13 minus 19)</b>						

**CITY OF BONNERS FERRY WATER FUND  
MONTHLY FINANCIAL AND OPERATING REPORT**

REPORT FOR THE MONTH OF: *November, 2015*

	SALES	DOLLARS		Cubic Feet Sold		# of Cust.
		This Month	Year to Date	This Month	Year to Date	
1	<i>Residential</i>	\$47,993	\$100,625	615,135	1,615,835	1,087
2	<i>Commercial - small</i>	\$19,993	\$41,949	371,560	827,266	211
3	<i>Commercial - large</i>	\$10,971	\$24,288	228,561	589,452	81
4	<i>Interdepartmental</i>	\$212	\$857	381	13,839	5
5	<i>Wholesale</i>					
6	<i>Industrial</i>	\$321	\$643			2
7	<i>Pumping &amp; Drainage</i>	\$72	\$144			1
8	Total (1 thru 7)	\$79,562	\$168,506	1,215,637	3,046,392	1,387
<b>INCOME STATEMENT</b>						
<b>OTHER REVENUES</b>						
9	<i>Bulk Water Sales</i>	\$179	\$179		\$79,831	\$168,835
10	<i>Coin Op Sales</i>					
11	<i>Misc. Water Revenue</i>				\$39,160	\$85,565
13	<i>Connect Fees</i>	\$90	\$150			
14	<i>Grant Revenue</i>					
15	Total Misc. Revenue (9 thru 14)	\$269	\$329			
16	Total Operating Revenue (8 + 15)	\$79,831	\$168,835		\$28,500	\$57,000
<b>OPERATING EXPENSES</b>						
17	<i>Source of Supply</i>	\$463	\$617		\$3,992	\$8,442
18	<i>Pumping</i>	\$487	\$909			
19	<i>Treatment</i>	\$13,680	\$24,747			
20	<i>Transmission</i>	\$131	\$399		\$104	\$208
21	<i>Distribution</i>	\$5,871	\$9,661			
22	<i>Line Operation/Maintenance</i>	\$2,089	\$4,389		\$104	\$208
23	<i>Meter Maintenance/Reading</i>	\$187	\$968		\$8,283	\$18,036
24	<i>Structure Maintenance</i>	\$950	\$2,393			
25	<i>Customer Service</i>					
26	<i>Customer Accounting</i>	\$1,727	\$1,727			
27	<i>Rolling Equipment</i>	\$4,273	\$5,393			
28	<i>General &amp; Administrative</i>	\$8,063	\$32,610			
29	<i>Conservation</i>					
30	<i>General Property Maintenance</i>	\$1,239	\$1,752			
31	Total Operating Expenses(17 thru 28)	\$39,160	\$85,565		\$0	\$0
	18. Net income (13 minus 17)				\$8,283	\$18,036

**CITY OF BONNERS FERRY SEWER FUND**

**MONTHLY FINANCIAL AND OPERATING REPORT**

REPORT FOR THE MONTH OF: **November, 2015**

	DOLLARS		Cubic Feet Sold		# of Cust. This Month
	This Month	Year to Date	This Month	Year to Date	
<b>1 Residential</b>	\$24,647	\$49,155			1,007
<b>2 Commercial - small</b>	\$13,806	\$27,609			198
<b>3 Commercial - large</b>	\$7,749	\$15,497			69
<b>4 Interdepartmental</b>	\$22	\$43			1
<b>5 Wholesale</b>					
<b>6 Industrial</b>	\$43	\$87			2
<b>7 Pumping &amp; Drainage</b>					
<b>8</b>					
<b>9 Total (1 thru 7)</b>	<b>\$46,267</b>	<b>\$92,391</b>	<b>0</b>	<b>0</b>	<b>1,277</b>
<b>INCOME STATEMENT</b>					
<b>OTHER REVENUES</b>					
<b>10 Junk or Salvage Sold</b>				This Month	Year to Date
<b>11 Flusher Truck Rental</b>				\$46,267	\$92,421
<b>12 Misc. Sewer Revenue</b>					
<b>13 Connect Fees</b>		\$30		\$16,431	\$39,951
<b>14 Grant Revenue</b>					
<b>15 Total Misc. Revenue (10 thru 14)</b>	<b>\$0</b>	<b>\$30</b>		\$5,825	\$11,650
<b>16 Total Operating Revenue (9 + 15)</b>	<b>\$46,267</b>	<b>\$92,421</b>		\$2,313	\$4,621
<b>OPERATING EXPENSES</b>					
<b>17 Pumping &amp; Lift</b>	\$1,477	\$2,698		\$24,569	\$56,222
<b>18 Treatment</b>	\$4,385	\$11,382		\$21,698	\$36,199
<b>19 Dredging</b>	\$1,879	\$3,649			
<b>20 Transmission</b>		\$0			
<b>21 Distribution</b>	\$368	\$1,593		\$211	\$432
<b>22 Collection</b>	\$0	\$0		\$211	\$432
<b>23 Operation Lines</b>	\$423	\$2,139		\$21,909	\$36,631
<b>24 Maintenance of Lines</b>					
<b>25 Structure Maintenance</b>					
<b>26 Customer Service</b>					
<b>27 Customer Accounting</b>	\$120	\$120			
<b>28 Rolling Equipment</b>	\$1,310	\$1,442			
<b>29 General &amp; Administrative</b>	\$6,292	\$16,009			
<b>30 General Property Maintenance</b>	\$177	\$919		\$0	\$0
<b>31 Total Operating Expenses(17 thru 30)</b>	<b>\$16,431</b>	<b>\$39,951</b>		<b>\$21,909</b>	<b>\$36,631</b>

## **Invitation to Senior and Elected Officials Training**

The northern counties in the State of Idaho are preparing to participate in the 2016 Cascadia Rising Exercise which will be held the week of June 7-10, 2016. For additional information on the exercise, see the attached document.

In order to prepare for the exercise, as well as any real world incidents which may occur, you are invited to attend a day of emergency management training and discussion based exercises specifically designed for senior and elected officials. The training will be held on January 21, 2016 at the Idaho Transportation Department, 600 W. Prairie, Coeur d'Alene. The following is the agenda for the day. You can enroll in one, two or all three of the portions of the training.

**January 21, 2016**

**9:00 AM – 11:00 AM**

### **ICS- 402 Incident Command System (ICS) Overview for Executives/ Senior Officials**

This course will orient executives and senior officials to the Incident Command System (ICS).

Course topics include:

- What is ICS?
- ICS Organization & Features
- Unified & Area Command
- Coordination & Incident Management Assessment
- ICS Preparedness

The target audience for this course is elected officials, city/county managers, executives, senior officials and agency administrators.

**Registration:** To enroll in ICS - 402, log onto <https://www.idahoprepares.com>. Follow the instructions to obtain a FEMA Student ID number (SID) if you have not already done so. \*For registration assistance, contact Idaho Bureau of Homeland Security, Natalie Lahti, Training Specialist (208) 422-3417 or [nlahti@bhs.idaho.gov](mailto:nlahti@bhs.idaho.gov).

**11:00 AM – 12:00 Noon**

### **Senior Official Disaster Declaration Process Training and Practical Exercise**

This session will provide an overview of the the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). This United States federal law is designed to bring an orderly and systemic means of federal disaster assistance for state and local governments in carrying out their responsibilities. The session will concentrate on the local process and the responsibilities of senior and elected officials in that process. It will also provide an opportunity for participants to work through the process given different types of scenarios.

**Registration:** To enroll in the Senior Official Disaster Declaration Process Training, please notify your county emergency manager

**12:00 Noon – 1:00 PM Break for lunch**

**1:00 PM – 3:30 PM**

**Multiagency Coordination Systems (MACS) Tabletop Exercise**

Using tabletop exercises is an excellent a way to prepare for future incidents or exercises. One of the objectives of the Cascadia Rising Exercise will involve senior and elected official participation in a multiagency coordination system.

FEMA offers an online course entitled IS 701A –Multiagency Coordination System (MACS). This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response. MAC Systems consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. After taking this course, you should be able to improve the overall coordination with, and support for, incident management by developing and operating within MAC Systems.

This tabletop exercise is a supplement to the online course. It allows the participants an opportunity to apply the principles of MAC to a scenario. Participants are encouraged to take the online course prior to participating in the exercise, in order to be familiar with the principles of MAC. Instructions for taking the online course will be provided when registering for this tabletop exercise.

**Registration:** To enroll in this training, please notify your county emergency manager.



### **General Cascadia Rising 2016 Functional Exercise Overview:**

- Cascadia Rising 2016 is a functional emergency management focused exercise planned for June 7-10, 2016 and will involve the states of Washington, Oregon and Idaho, FEMA Region X, and additional linked federal exercises.
- The exercise scenario will involve a massive earthquake occurring on the Cascadia Subduction Zone off the coast of WA and OR, followed by a tsunami.
- The state of Idaho's participation will focus on the cascading effects of the incident, including reception of evacuees (medical and non-medical), the impact on critical infrastructure in Idaho including communication systems, electrical grids, and fuel and food supplies, as well as responding to requests for assistance from our neighboring states.

### **Idaho Exercise Participants and Level of Play:**

- Participants at the State level include the Idaho Bureau of Homeland Security, the Idaho Military Division, and the Idaho Department of Health and Welfare, who will participate to some level over the 4 days of exercise play.
- The Idaho Emergency Operations Center will be activated as needed and to appropriate levels during the exercise.
- The local jurisdiction play will focus on the North and North Central areas of Idaho and will include exercise play in Boundary, Bonner, Shoshone, Kootenai, Benewah, Latah, Clearwater, Lewis, Nez Perce, and Idaho Counties. In addition, Canyon County will participate primarily as a planning partner to their health district.
- Most of the county play will focus on activation of county emergency operations centers to a functional level, and most will be participating for one day during the exercise.
- Both Kootenai and Nez Perce Counties are also incorporating full scale exercise elements at their regional airports, and will be participating for two or more days.
- The seven Idaho public health districts will be participating to varying levels, as will the health care coalitions in some areas.
- Panhandle Health District and North Central Health District will provide medical needs shelters as defined within their plans.
- All of the hospitals in Panhandle and North Central Health Districts will be participating to varying levels, as well as some additional hospitals within Health Districts 3 & 4. In several of the counties the hospitals will participate to a full scale exercise level.

### **Local Jurisdiction Emergency Management Exercise Focus:**

- At the local level, the following county emergency managers plan to participate on June 9, 2016: Boundary, Bonner, Kootenai, Shoshone, Latah, Clearwater, Nez Perce, Lewis and Idaho County.
- County Emergency Operations Centers will be activated to the appropriate level given the available resources and will communicate with the Idaho EOC.
- The Idaho Bureau of Homeland Security will request county participation in a multi-agency coordination (MAC) system on June 9, for the purpose of prioritizing limited resources.
- County elected and senior official participation in the MAC is encouraged.

\*Additional information on Cascadia Rising can be found at <http://community.fema.gov/delivery.com/connect.ti/cascadiarising2016/group/home>.

## NOTICE OF PUBLIC HEARING

Notice is hereby provided that the Bonners Ferry City Council will hold a public hearing to consider a special use permit to run a medical clinic at 6530 Washington St. in the Residential A zoning district. The applicant proposes to use an existing building to provide pregnancy care, resources, and counseling to expecting families.

A hearing, pursuant to I.C. 67-6509 and Bonners Ferry City Code has been set for ***JANUARY 19, 2016 AT 7:00PM*** before the City Council. All interested public is welcome and encouraged to attend or provide written response greater than 1-page six (6) days prior to the meeting. Written material less than 1-page may be read into the record the day of the hearing. Public wishing to speak at the public hearing may do so in compliance with Resolution 2014-06-01, a copy of which is located at City Hall.

The deadline for submitting written comment and/or material is *5 p.m. January 13, 2015*. Written comment can be mailed to City of Bonners Ferry, Planning and Zoning, P.O.Box 149, Bonners Ferry, ID 83805, or faxed to (208) 267-4375.

A complete file is available for viewing by the public at City Hall, located at 7232 Main, during regular business hours. Anyone requiring special accommodation due to disability should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

City of Bonners Ferry Planning and Zoning

ATTEST: Christine McNair

PUBL: *December 31, 2015*