

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
December 1, 2015
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

Marion Johnson and Susan Kiebert – SPOT Bus Update
John Tremble - International Bureau of Electrical Workers

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 November 17, 2015 Council Meeting Minutes

OLD BUSINESS

NEW BUSINESS

5. Electric – Discuss Union
6. Water – Approve Resolution 2015-12-01 Authorizing Financing of the Cassia Water Storage Tank Project through Interfund Loan from Electric Fund and Consolidation of Existing Loans (attachment)
7. Street – Approve Application for Transportation Plan Grant (attachment)

8. Electric – Approve Change Order for Knight Construction for Moyie Substation Project (attachment)
9. City – Authorize Advertisement of IT/GIS Mapper Position (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

10. City – Fee Increase Hearing on December 15, 2015 (attachment)
11. Sewer – Notice of Tort Claim (attachment)
12. Electric/Water/Sewer – Profit Loss Reports (attachment)

RESOLUTION 2015-12-01

A RESOLUTION OF THE CITY COUNCIL OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO AUTHORIZING FINANCING OF THE CASSIA WATER STORAGE TANK PROJECT THROUGH AN INTERFUND LOAN FROM ELECTRIC FUND AND THE CONSOLIDATION OF EXISTING LOANS

WHEREAS, the Water Department is in need of financing for construction of the Cassia Storage Tank, and

WHEREAS, the Cassia Storage Tank will provide improved fire protection and is necessary to protect the health, safety, and welfare of the citizens of the City of Bonners Ferry, and

WHEREAS, the Water Department has two existing loans from the Electric Fund, hereinafter referred to as the "District One Loan" and the "Clarifier Loan." These loans and the Cassia Storage Tank loan will be consolidated to result in one yearly payment for a term of eleven years, and

WHEREAS, the Electric Fund has a sufficient reserve balance that a loan to the Water Department will not jeopardize the City's electrical power supply system, and

WHEREAS, the loan from the Electric Fund to the Water Department will be repaid with interest at three percent per annum, and

WHEREAS, it is in the best interests of the citizens of Bonners Ferry to borrow the financing from the Electric Fund,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO, as follows:

Section 1: AUTHORIZATION OF INTERFUND LOAN.

The City of Bonners Ferry Electric Fund ("Electric Fund") has sufficient funds to provide a loan of funds to the City of Bonners Ferry Water Fund ("Water Fund") to pay for the costs of the Cassia Storage Tank project. The City Council finds that monies in an amount up to \$1,000,000.00 including the existing loan amounts for the District One and Clarifier Loans, would be available through an interfund loan to the Water Fund from the Electric Fund. Furthermore, the Council finds that the Electric Fund is able to receive interest on the unpaid balance in an amount in excess of the interest rate that would otherwise be received on investments of the City, that providing these funds to the Water Fund to pay costs of the project is in the best interests of the City.

Section 2: TERMS OF INTERFUND LOAN.

The City Council hereby authorizes an interfund loan between the Electric Fund of the

City and the Water Fund. Transfers may be made from the Electric Fund to the Water Fund on an as needed basis, up to the maximum amount of \$1,000,000.00. This amount reflects the total repayment amounts outstanding on the District One Loan (\$75,996.18) and the Clarifier Loan (\$130,930.79), leaving an amount of \$793,073.03 available for the Cassia Storage Tank project as needed. Interest on the funds loaned from the Electric Fund to the Water Fund will be assessed interest at the rate of three percent (3%) per annum on the unpaid balance. In no event, shall the interfund loan extend beyond October 1, 2026, without additional action by the City Council.

Section 3: CONFORMANCE WITH STATE LAWS

All actions and proceedings necessary for the issuance, sale and payment of the Loan, including the interest thereon, shall in all particulars be had in accordance and in conformity with the provisions of the Idaho Code.

Section 4: SEVERABILITY

If one or more of the provisions of this Resolution shall be declared by any court of competent jurisdiction to be contrary to law, then said provision shall be null and void, and shall be deemed separable from the remaining provisions of this resolution, and shall in no way affect the validity of the other provisions of this Resolution.

Section 6: REPEALER

All resolutions or parts thereof in conflict herewith, to the extent of such conflict, are hereby repealed.

Section 7: EFFECTIVE DATE

This Resolution shall be in full force and effect immediately upon adoption.

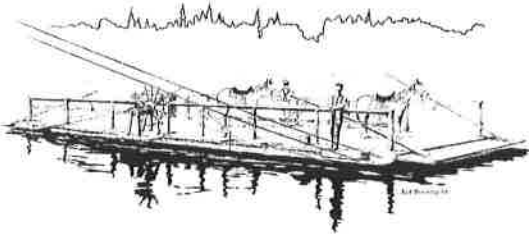
ADOPTED by the Mayor and City Council of the City of Bonners Ferry, Boundary County, Idaho on _____, 2015.

CITY OF BONNERS FERRY
Boundary County, Idaho

David K. Anderson, Mayor

ATTEST:

Kris Larson, City Clerk



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: December 1, 2015
To: City Council
From: Mike Klaus, City Administrator/Engineer
Subject: **Grant for New Transportation Plan**

I have asked HMH Engineering to assist the City applying for a grant to develop a new transportation plan. Our previous transportation plan of 2007 needs to be revised with a new capital improvement plan that will provide us with a basis for future grant funding opportunities.

Thanks,

Mike

3. APPLICATION

3.1 LHTAC 2017 LRHIP APPLICATION COVER SHEET

Local Highway Jurisdiction (name and address):

City of Bonners Ferry - 7232 Main Street Bonners Ferry, ID 83805

Contact name: Mike Klaus phone: 208-867-3105 email: mklaus@bonnersferry.id.gov

Location of Project City wide Transportation Plan

1. Project is on a rural local roadway that is outside urban areas with population of 5,000 or greater.
Yes No
2. Description of Project: Development of a transportation plan that focuses on asset management, including pavement and signs, and development of a realistic capital improvement plan with an emphasis on road maintenance.
3. Total cost of the Project: \$ 50,000
4. Amount of money applying for: \$ 50,000
5. Amount and source of other funds used in this project: \$ 0
(amount)
(source)
6. For what purpose will this grant money be used? To develop a Transportation Plan that specifically meets the needs and wants of the City and develop a realistic capital improvement plan that will focus on road maintenance.
7. When will work be done? October, 2016 through June 2017
(month) (year)
8. What bike and pedestrian plans and consideration have been made regarding this project?
The newly developed plan will identify existing sidewalk and pathway assets and plan for future projects.
9. Other Comments: The City greatly appreciates LHTAC's consideration for this plan.

Signature: _____
(Mayor, Chairman or other designated signatory)

3.4 LHTAC FY17 LRHIP TRANSPORTATION PLANS APPLICATION

	Y	N	Pts Available	LHTAC use only
<p><i>IF JUSTIFICATION IS REQUIRED, PLEASE LIMIT TO ONE PAGE.</i></p> <p><i>ATTACH THE LAST THREE SIGNED COPIES OF YOUR AGENCY'S ANNUAL ROAD & STREET FINANCIAL REPORT AS SUBMITTED TO THE CONTROLLER'S OFFICE. ALL VALUES SHOULD COME FROM ROAD & STREET FINANCIAL REPORT.</i></p>				
1. Line 64 CLOSING BALANCE Line 65 Funds obligated for specific future projects* Line 66 Funds retained for general funds and operations Line 67 ENDING BALANCE % for Future Projects = Line 65/Line 64 *Please provide list of future projects with values			0-5	
2. Line 11 TOTAL LOCAL (non-user) FUNDING Line 17 TOTAL STATE (user) FUNDING Line 18 SECURE RURAL SCHOOLS Line 24 TOTAL RECEIPTS LOCAL (Non-User %) = Line 11+Line 18 / Line 24			0-10	
3. What percentage of your annual revenue (over the past 3 years) is the cost of the project? Est. Proj Cost (your share only)____, Average annual revenue____, Cost/Rev. _____			0-10	
4. Are you involved with an active multi-jurisdictional transportation group? (include first page of minutes or attendance for the last year of meetings) Was your project rated in the top 3 LRHIP projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads. (List - 1 page max)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0-5	
5. Do you have a pavement management program? Do you have a sign management program? Have the programs been updated in the past 3 years? If yes, attach cover page (dated) and no more than 2 pages of each report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0-5	
6. Has your agency applied for an LRHIP Transportation Plan Grant in the past? If yes, year(s) applied _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0-20	
7. Are you applying to fund your first plan? Do you have an existing plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, what year was it funded? ____ Has it been updated at all? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, what years _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0-5	
TOTAL SCORE			60 TOTAL POINTS	

Additional Questions

- Have you ever had a Transportation Plan? Yes No
 Was it solely for you LHJ or jointly with another agency? Solely for Bonners Ferry
 What year was it completed? 2008
 What was the source funding? Local Funding
- Have you participated in a Transportation Plan with a County, Highway District or City? Yes No
 How was it funded? Boundary County prepared a plan in 2014, funded by LHTAC and focused on County needs.
- If you've previously had a plan, why do you need another plan? (**1 page max**)

Rating Criteria 4

Are you involved with an active multi-jurisdictional transportation group?

Bonnors Ferry is among three local transportation jurisdictions that make up Boundary Area Transportation Team (BATT). BATT has been an entity for several years, however it was only recently that they began taking meeting minutes at their monthly meetings which are attached. Other members include both Boundary County and Moyie Springs. Some sign in sheets for these meetings is also attached. Meeting with these other local jurisdictions allows for a more broad sense of what the area is needing and how each community can better serve the area as a whole.

Was your project rated in the top 3 LRHIP projects for your group?

BATT ranked it number one with its support documented in the attached signed letter.

List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads.

The City of Bonnors Ferry works together with both Boundary County and ITD on a number of projects. These include:

- Snow plowing County roads in exchange for gravel to be used on City roads every year.
- Maintenance of the underground storm sewer on portions of US 95 for the State.
- Maintenance of the visitor's center that was built by the State.
- The City crews work together with the State highway crews to clean and sweep portions of US 95.
- Maintenance of the underpass to Kootenai River Inn beneath US 95.
- The City does routine sidewalk maintenance on US 95 while the State handles any heavy maintenance and major repairs/replacements.

Rating Criteria 5

Do you have a pavement management program?

The City has graded its roads in the past utilizing the TAMS program. See the attached pages.

Do you have a sign management program?

There is not a sign management program at this time. With the funds that are being applied for, the City will start a sign management program.

Have the programs been updated in the past 3 years?

The pavement management program has not been updated in the past 3 years. The City would like to move from TAMS to another platform and be trained in the assessment of roads and the software in the process, as part of the transportation plan.

Additional Questions Answers

If you've previously had a plan, why do you need another plan?

Previously, David Evans and Associates created a transportation plan using local funding for the City of Bonners Ferry in 2008. This old plan focused on capacity analysis which is less useful to a small city. The City needs a plan that includes asset management for its signs and pavement. Also their new plan will need to include a comprehensive capital improvement program that encompasses maintenance projects. Another part of this plan would need to develop City street standards that can be put into place to standardize improvements which will simplify permitting of private projects and overall roadway maintenance. The old plan was completed with little buy-in or consideration from the City's road maintenance department. This being the case, the City feels that their needs and wants were not incorporated into the plan and therefore do not see it as being a useful tool for them to use.

MEMO

CITY OF BONNERS FERRY
Admin/Engineering

Date: December 1, 2015
To: City Council
From: Mike Klaus
Subject: **Moyie Substation Change Order**

The attached change order from Knight Construction should be the last that we have on the project. This change order is for an additional concrete slab that we needed for the Line Move Project, and is for \$ 2,449.00.

Please call me with any questions you may have.

Thanks,



Mike

Construction with Integrity Since 1968



GENERAL CONTRACTORS
BUILDING SUPPLIES
Phone (509) 276-2229
Fax (509) 276-6055
28308 N. CEDAR RD.
DEER PARK, WA 99006

November 19, 2015

Mike Klaus
City of Bonners Ferry
7232 Main St.
Bonners Ferry, ID 83805

Via email: mklaus@bonnersferry.id.gov

Re: Additional Costs for Added Breaker Slab, conduits and grounding to slab, Moyie Springs Substation, Contract M-2

Dear Mr. Mike Klaus,

This letter is in response to a verbal request to add (1) concrete breaker slab with grounding and conduits. Reference Contract drawing P1012 for the original (3) slabs. The additional slab was added in the remaining bay of the distribution structure on the northwest corner. The slab dimensions are: 8'x7'x6" for concrete volume of 28 cubic feet or 1.04 cubic yards (1.04 CY x \$142/CY = \$147.68). Knight is providing the additional rebar at no charge, as we had ordered extra straight pieces with our project rebar order. The labor to form, place and finish the additional slab was 2 men x 10 hrs = 20 man hours x \$45.58/hr = \$911.60. The (20) man hours results in (2) additional per diem charges at \$40/day (2 x \$40=\$80.00).

US electric also installed the additional conduits and grounding for the 4th breaker slab and rerouted the conduits for all (3) other slabs for an increase in cost of \$900.00. See the attached quotation.

The total price increase is \$147.68 + \$911.60 + \$80.00 + \$900.00 = \$2039.28. We are requesting the cost of the subcontractor's change plus our overhead (14.4%) and 5% profit markup.

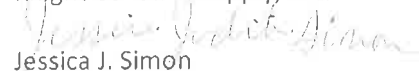
The cost for the addition scope of work shown above is:

(Additional Costs) \$2039.28 x (1.144)x(1.05) = **\$2,449.00**

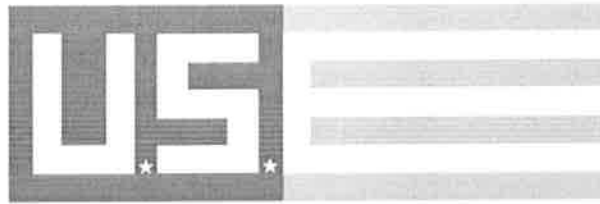
Two Thousand Four Hundred Forty Nine Dollars and no cents

We appreciate the opportunity to provide this quotation. Please do not hesitate to call if any questions arise.

Sincerely,
Knight Const. & Supply, Inc.


Jessica J. Simon

Project Manager
Office (509) 276-2229
Cell (509) 879-7355
jessica@knightconst.com



UNITED STATES ELECTRIC

Phone # 206-391-7360

P.O. Box 87

Fax # 360-915-6701

Olympia, WA 98507

Idaho Electrical Contractors License # 020519

Idaho PWC License # 023030-B-4

Date: 8-17-15

To: Jessica Simon, Knight Construction

From: Brady Malcolm

RE: Cost Proposal to Add & Relocate Conduits & Grounding
Moyie Substation - City of Bonners Ferry, ID

Add conduit and grounding for 4th breaker \$ 600.00

Relocate conduits for (3) new CBF breaker configurations \$ 300.00

Please forward to Craig and Mike for review and approval.

Thank you,

Brady Malcolm
206 391 7360



B.F. REDI-MIX

SAND • GRAVEL • CONCRETE • ROAD BUILDING & CONTRACT CRUSHING
 P.O. BOX M 6434 W. ARIZONA BONNERS FERRY, ID 83805
 PH. (208) 267-7559 • FAX.(208) 267-4309

CUSTOMER NAME Knight Const DATE 8/18/15
 ADDRESS _____ PH. # _____

R.O.A. CASH CHG.

DELIVER TO: Moyle Substation Concrete Price per yard

DISTANCE FROM PLANT _____ MILES.

	UNIT PRICE	AMOUNT
# CUBIC YARDS: <u>7 1/2</u> USE:	142.00	1065.00
BAGS CEMENT: <u>4000</u>		
ADDITIVES:		
SLUMP ORDERED:		
CHARGEABLE MILEAGE @ _____ MILE		
DRIVER <u>Lancee</u> UNIT NO. <u>00</u>	SUBTOTAL	
ARRIVE JOB _____ LEAVE JOB _____	TAX	63.90
GALLONS ADDED AT JOB SITE _____	CARTAGE	
	TOTAL SALE	1128.90

INVOICE NO.
No 36640

THIS ORDER RECEIVED AND ACCEPTED

BY: _____
 The above signatory hereby promises to pay the full amount indicated for materials and services received.

Free unloading time 7 1/2 minutes per cu. yd. concrete. Charge thereafter \$ _____ hr. applicable truck time.
 Not responsible for damage to private property made during delivery.
CAUTION: Concrete may cause eye or skin injury.
 All accounts due in full 10th of month following placement.
 1 1/2 % Interest charged on all accounts 30 days past due.

KNIGHT CONSTRUCTION & SUPPLY, INC.

LABOR RATES WITH BURDEN

FILL IN COLORED BOXES ONLY

OUR BILLING RATES

EMERGENCY / T&M GOVT
(RATE+BEN)*1.122*1.152*1.09
ENTER 1 IN YELLOW BOX

PROJECT: _____ DATE: Bids _____
BENEFIT AND WORKERS COMP RATES UPDATED 2/5/2015 BY ERIK WAKELING

POSITION	L & I CODE	L & I DESCRIPTION	BASE RATE	BENEFIT RATE	REG RATE	OVERTIME RATE
Foreman	372401	MILLWRIGHT/LABORER	35		35.00	52.50

FOR STATE DOUBLE TIME,
ENTER 2 IN YELLOW BOX

BURDEN CALCULATION

PER DIEM		
FICA AND MEDICARE	2.68	4.02
FEDERAL UNEMPLOYMENT	0.21	0.32
STATE UNEMPLOYMENT LABOR & INDUSTRIES	2.04	3.07
HARBOR WORKERS	-	-
MONTANA WORKERS COMP	1.72	2.58
HEALTH INSURANCE	3.77	
VACATION & HOLIDAYS	2.06	
PENSION	1.23	1.84
TOTAL RATES	48.71	64.33

USE THIS RATE FOR DAM MAINT. PROJECTS

- 107 PIPELAYING
- 217 CONCRETE FLATWRK
- 306 PLUMBING
- 507 ROOF CONST
- 508 RADIO/TV TOWERS
- 518 BUILDING/CONCRETE
- 601 ELECT WIRE IN BLDG

- 603 MACHINERY INST, MILLWRIGHT WOR
- 701 NEW DAM CONST
- 3506 CRANE/HOIST RIGGING CONTRACTO
- 4904 CLERICAL OFFICE NOC
- 4911 CONST. ESTIMATORS
- 5001 FIREWOOD CUTTING
- 5206 CONTRACTORS YARD
- 5209 METAL GOODS MFG
- 7101 CORP OFFICERS
- 9100 MILLWRIGHT
- 9200 CARPENTER
- 9300 CRANE OPERATORS
- 9400 TUGBOAT OPERATOR
- 9500 CONCRETE LABORER
- 116400 MINING-NOT COAL-UNDERGROUND
- 336500 WELDING NOC
- 372401 MILLWRIGHT/LABORER
- 953400 MOBILE AND CRANE

POSITION	L & I CODE	L & I DESCRIPTION	BASE RATE	BENEFIT RATE	REG RATE	OVERTIME RATE
Millwright	372401	MILLWRIGHT/LABORER	29		29.00	43.50

BURDEN CALCULATION

PER DIEM		
FICA AND MEDICARE	2.22	3.33
FEDERAL UNEMPLOYMENT	0.17	0.26
STATE UNEMPLOYMENT LABOR & INDUSTRIES	1.69	2.54
HARBOR WORKERS	-	-
MONTANA WORKERS COMP	1.43	2.14
HEALTH INSURANCE	3.77	
VACATION & HOLIDAYS	1.74	
PENSION	1.02	1.52
TOTAL RATES	41.04	53.29

BASE RATE = AVG WAGE + \$2

AVG WAGE

SUPERVISOR	27
MILLWRIGHT	18
LABORER	14

POSITION	L & I CODE	L & I DESCRIPTION	BASE RATE	BENEFIT RATE	REG RATE	OVERTIME RATE
Laborer	518	BUILDING/CONCRETE	29		29.00	43.50

BURDEN CALCULATION

PER DIEM		
FICA AND MEDICARE	2.22	3.33
FEDERAL UNEMPLOYMENT	0.17	0.26
STATE UNEMPLOYMENT LABOR & INDUSTRIES	1.69	2.54
HARBOR WORKERS	-	-
MONTANA WORKERS COMP	1.43	2.14
HEALTH INSURANCE	3.77	
VACATION & HOLIDAYS	1.78	
PENSION	1.02	1.52
TOTAL RATES	42.02	53.52

CREW RATE	NO OF MEN	HOURS/ WEEK	AVG WAGE
Foreman	1	50	51.83
Millwright	1	50	43.49
Laborer	0	50	-
PEO	2	50	43.49
SSH0	0	50	-
Quality Control	0	50	-
TOTAL MEN	4		
	PER MAN PER CREW		
AVERAGE RATE / HR	45.58		182.32

Crew Rate per man hour without overhead and profit

KNIGHT CONSTRUCTION & SUPPLY, INC.

LABOR RATES WITH OVERHEAD

PROJECT: _____ DATE: _____

POSITION	L & I CODE	L & I DESCRIPTION	BASE RATE	BENEFIT RATE	REG RATE	OVERTIME RATE
PEO	372401	MILLWRIGHT/LABORER	29		29.00	43.50 0

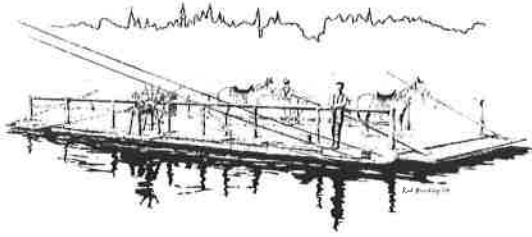
BURDEN CALCULATION

PER DIEM						
FICA AND MEDICARE					2.22	3.33
FEDERAL UNEMPLOYMENT					0.17	0.26
STATE UNEMPLOYMENT					1.69	2.54
LABOR & INDUSTRIES					-	-
HARBOR WORKERS					-	-
MONTANA WORKERS COMP					1.43	2.14
HEALTH INSURANCE					3.77	
VACATION & HOLIDAYS					1.74	
PENSION					1.02	1.52
TOTAL RATES					41.04	53.29

POSITION	L & I CODE	L & I DESCRIPTION	BASE RATE	BENEFIT RATE	REG RATE	OVERTIME RATE
SSHO	518	BUILDING/CONCRETE				- 0

BURDEN CALCULATION

PER DIEM						
FICA AND MEDICARE						
FEDERAL UNEMPLOYMENT						
STATE UNEMPLOYMENT						
LABOR & INDUSTRIES					-	-
HARBOR WORKERS					-	-
MONTANA WORKERS COMP						
HEALTH INSURANCE						
VACATION & HOLIDAYS						
PENSION						
TOTAL RATES						



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: December 1, 2015
To: City Council
From: Mike Klaus, City Administrator/Engineer
Subject: Advertisement of IT/GIS Mapper Position

We have discussed the idea of hiring someone to cover several different duties at the City, that would include IT, GIS, Mapping, SCADA, and other work related to metering/billing issues that we have.

I have attached a job description and would like to discuss with you further at the council meeting

Thanks,

Mike

IT / GIS Mapper

Information Technology (IT), GIS mapping, and SCADA work for the City, with other duties as assigned. The successful candidate will normally work as directed by the City Engineer/Administrator, and must work well with all City staff and be committed to maintaining reliable computer network, phone, and SCADA systems for the City.

EXAMPLES OF DUTIES:

IT / Computer Network/ Phones

- Maintain and monitor the successful operation of all city computers, computer network, and phone system.
- Install and configure computer and network hardware operating systems and applications.
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults, and replacing parts as required.
- Setting up new users' accounts and profiles and dealing with password issues.
- Working continuously on a task until completion.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Train employees in the proper use of hardware or software.
- Set up network firewalls and ensure security of the network/computer system components from outside attacks.

GIS / AutoCAD

- Capture GIS data using GPS for download to mapping system.
- Maintain and efficiently catalog City's existing mapping files.
- Create map layouts and views, and generate maps that can be used by City crews, on laptops, tablets, or post to the City's website for public view.
- Utilize existing City GIS and AutoCAD files to create a useful mapping system to be used by all City departments.
- Use AutoCAD to develop construction drawings for City Engineer as needed for City construction projects.

SCADA

- Conduct maintenance and upgrades of existing SCADA systems for water, sewer, and electrical systems.
- Maintain and troubleshoot radio and data communications.
- Respond quickly to system emergencies.
- Troubleshoot PLC problems or assist programmer in troubleshooting.
- Set up firewalls and ensure security of the SCADA system components from outside attacks.
- Use-test and troubleshoot equipment and software to diagnose and repair malfunctions.
- Set and monitor alarm functions.
- Maintain all license and support contract documentation.

Other Duties as Assigned

(skills for the following list are not expected necessarily at the time of hire, but expected future work after training)

- Assist City Engineer/Administrator with compliance issues related to the Federal Energy Regulatory Commission (FERC), Idaho Department of Environmental Quality (IDEQ), and the Environmental Protection Agency (EPA).
- Also assist City Engineer/Administrator with:
 - Addressing
 - Construction observation
 - Contract development
 - Budget setting
 - Project management
- Assist city utility/billing departments with metering problems.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Must have a sound administrative background with a desire and aptitude to learn. Significant computer skills are a must. Must be able to work well with people from all backgrounds. Must be able to organize and efficiently track multiple issues. Must also be completely trustworthy with respect to confidential data that must be maintained, typical of a City with a police department and important utility infrastructure.

PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials and equipment up to 25 pounds; to attend meetings at various sites within the City and away from the City; to inspect various work, building or construction sites; when visiting construction sites, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise, and mechanical equipment. Must be able to climb stairs intermittently throughout the day.

Notice
Fee Increase Hearing

The City of Bonners Ferry will meet on December 15, 2015 at 7:00 p.m. in the City Hall Council Chamber, 7232 Main Street, Bonners Ferry, Idaho, for the purpose of taking public testimony regarding the new/increased fees listed below and to explain the reasons for such fees or increases. The following items will be considered:

Golf Monthly (30 day) Pass Fee Individual \$200 Couple \$300

This is a new fee proposed by the Golf Committee, as some patrons have requested a monthly pass.

Sewer Proposed Rate Increase is 15%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Base Charge	\$24.84/EDU	\$28.05/EDU	\$31.26/EDU	\$34.47/EDU	\$37.68/EDU

The reasons for the proposed sewer rate increases are to cover the costs of operating the system, capital improvement costs, build up a reserve, and to meet regulatory requirements mandated by Idaho Department of Environmental Quality and United States Environmental Protection Agency.

Water Residential Class Proposed Rate Increase is 5%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Base Charge	44.26	46.27	48.80	51.24	53.80
Excess Charge	0.01779/cf	0.01868/cf	0.01961/cf	0.02059/cf	0.02162/cf

Water Commercial Class Proposed Rate Increase is 6%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Base Charge					
<1"	44.68	47.36	50.20	53.21	56.40
1"	44.68	47.36	50.20	53.21	56.40
1.5"	108.37	114.87	121.76	129.07	136.81
2"	140.20	148.61	157.53	166.98	177.00
3"	181.26	192.14	203.67	215.89	228.84
4"	356.76	378.17	400.86	424.91	450.40
Excess Charge	0.01796/cf	0.01904/cf	0.02018/cf	0.02139/cf	0.02267/cf

Water Commercial Class Multi-dwelling Unit Proposed Rate Increase is 6%

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Base Charge	60.52	64.15	68.00	72.08	76.40
Excess Charge	0.01796/cf	0.01904/cf	0.02018/cf	0.02139/cf	0.02267/cf
Per Unit Charge	14.00	14.84	15.73	16.67	17.67

The reasons for the proposed water rate increases are to cover maintenance and operation costs of the system, capital improvement costs, build a reserve, and to meet regulatory requirements mandated by Idaho Department of Environmental Quality and United States Environmental Protection Agency.

Any person requiring a special accommodation due to a disability condition should contact the Bonners Ferry City Clerk at (208) 267-3105. This contact should be made at least two days prior to the hearing.

Please publish: December 3, 2015
December 10, 2015

NOTICE OF TORT

For Damage or Injury

ATTENTION:

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

Name: Bonniers Ferry Properties LLC
Address: P.O. Box 592
City: Sandpoint State: Id. Zip Code: 83864
Address for the Six Months Prior to the Date of the Damage or Injury Occurred:

Home Number: () _____ Work Number: () _____

Date of Incident: 9-29-2015 Time: 8:00 A.M. or P.M.
Location of Occurrence: 6681 Denver Apts C & D

Injuries that Resulted: No injuries

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

Lower unit flooded from Cities backed up sewer.

NOV 18 2015

1:32pm
cm

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

I hereby make a claim against City of Bonniers Ferry
(a public entity)
for Damages in the amount of \$958⁵¹
(damage, injury, etc.)

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

Date of Birth _____

SSN _____

Medicare/Medicaid Number _____

Signature: [Signature]
B.F. Properties LLC

Date: 11-18-2015

Bonnors Ferry Properties, LLC

P.O. Box 592

Sandpoint, Idaho 83864

Summary of Expenses:

Invoice from John Chew, maintenance man.	\$367.13
Invoice from KG&T Septic	\$225.00
Invoice Alpine Commercial Carpets	\$165.01
<u>Invoice from Tenants for expenses</u>	<u>\$101.37</u>

Total Claim for damages \$958.51

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

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

	DOLLARS		Cubic Feet Sold		# of Cust. This Month
	This Month	Year to Date	This Month	Year to Date	
SALES					
1 Residential	\$52,632	\$52,632	1,000,700	1,000,700	1,082
2 Commercial - small	\$21,956	\$21,956	455,706	455,706	214
3 Commercial - large	\$13,317	\$13,317	360,891	360,891	81
4 Interdepartmental	\$645	\$645	13,458	13,458	5
5 Wholesale					
6 Industrial	\$321	\$321			2
7 Pumping & Drainage	\$72	\$72			1
8 Total (1 thru 7)	\$88,943	\$88,943	1,830,755	1,830,755	1,385
INCOME STATEMENT					
OTHER REVENUES					
9 Bulk Water Sales				This Month	Year to Date
10 Coin Op Sales				\$89,003	\$89,003
11 Misc. Water Revenue				\$46,406	\$46,406
13 Connect Fees	\$60	\$60			
14 Grant Revenue					
15 Total Misc. Revenue (9 thru 14)	\$60	\$60		\$28,500	\$28,500
16 Total Operating Revenue (8 + 15)	\$89,003	\$89,003		\$4,450	\$4,450
OPERATING EXPENSES					
17 Source of Supply	\$154	\$154			
18 Pumping	\$422	\$422			
19 Treatment	\$11,067	\$11,067			
20 Transmission	\$268	\$268		\$105	\$105
21 Distribution	\$3,790	\$3,790			
22 Line Operation/Maintenance	\$2,300	\$2,300		\$105	\$105
23 Meter Maintenance/Reading	\$781	\$781		\$9,752	\$9,752
24 Structure Maintenance	\$1,443	\$1,443			
25 Customer Service					
26 Customer Accounting					
27 Rolling Equipment	\$1,121	\$1,121			
28 General & Administrative	\$24,547	\$24,547			
29 Conservation					
30 General Property Maintenance	\$513	\$513			
31 Total Operating Expenses(17 thru 28)	\$46,406	\$46,406		\$0	\$0
17. Total Income deductions (14 thru 16)				\$0	\$0
18. Net Income (13 minus 17)				\$9,752	\$9,752
1. Total operating Revenue (line 16)				\$89,003	\$89,003
2. Operating revenue deductions:					
3. Total operating expenses (line 29)				\$46,406	\$46,406
4. Depreciation				\$28,500	\$28,500
5. Amortization				\$4,450	\$4,450
6. Taxes (General Fund Transfer)				\$79,356	\$79,356
7. Tax equivalents (Interest to General Fund)				\$9,647	\$9,647
8. Total operating revenue deductions(3 thru 7)				\$9,647	\$9,647
9. Operating Income (1 minus 8)					
OTHER INCOME					
10. Interest				\$105	\$105
11. Misc. Non-operating revenue (net)				\$105	\$105
12. Total other income (10 + 11)				\$9,752	\$9,752
13. Gross Income (9 + 12)					
14. Interest on long term debt					
15. Interest on investment of municipality					
16. Miscellaneous income deductions					

CITY OF BONNERS FERRY SEWER FUND

MONTHLY FINANCIAL AND OPERATING REPORT

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

	SALES	DOLLARS		Cubic Feet Sold		# of Cust. This Month
		This Month	Year to Date	This Month	Year to Date	
1	Residential	\$24,508	\$24,508			1,000
2	Commercial - small	\$13,803	\$13,803			201
3	Commercial - large	\$7,749	\$7,749			69
4	Interdepartmental	\$22	\$22			1
5	Wholesale					
6	Industrial	\$43	\$43			2
7	Pumping & Drainage					
8						
9	Total (1 thru 7)	\$46,125	\$46,125	0	0	1,273
INCOME STATEMENT						
OTHER REVENUES						
10	Junk or Salvage Sold				\$46,155	Year to Date \$46,155
11	Flusher Truck Rental					
12	Misc. Sewer Revenue				\$23,521	\$23,521
13	Connect Fees	\$30	\$30			
14	Grant Revenue					
15	Total Misc. Revenue (10 thru 14)	\$30	\$30		\$5,825	\$5,825
16	Total Operating Revenue (9 + 15)	\$46,155	\$46,155		\$2,308	\$2,308
OPERATING EXPENSES						
17	Pumping & Lift	\$1,221	\$1,221			
18	Treatment	\$6,997	\$6,997			
19	Dredging	\$1,771	\$1,771			
20	Transmission		\$0		\$221	\$221
21	Distribution	\$1,225	\$1,225			
22	Collection	\$0	\$0		\$221	\$221
23	Operation Lines	\$1,716	\$1,716		\$14,722	\$14,722
24	Maintenance of Lines					
25	Structure Maintenance					
26	Customer Service					
27	Customer Accounting					
28	Rolling Equipment	\$132	\$132			
29	General & Administrative	\$9,717	\$9,717			
30	General Property Maintenance	\$742	\$742		\$0	\$0
31	Total Operating Expenses(17 thru 30)	\$23,521	\$23,521		\$14,722	\$14,722