

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**  
**May 17, 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**

Mike Listman – Chamber of Commerce Sponsorship  
Vic White – Sloughing near Chippewa  
Mick Mellett – Discuss Catholic Church

#### **REPORTS**

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

#### **CONSENT AGENDA**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of May 3, 2016 Council Meeting Minutes and May 10, 2016 Special Council Meeting Minutes

#### **OLD BUSINESS**

#### **NEW BUSINESS**

5. City – Discuss Visitor Center Operations
6. City – Discuss Chamber of Commerce Sponsorship
7. Pool – Authorize Mayor to Sign Pool Use Agreement with Kathy Zech for Lifeguard Certification Class (attachment)
8. Pool – Hire Lifeguards for 2016 Summer Season (attachment)
9. Police – Authorize Hire of Police Officer

10. Water/Sewer – Authorize Hire of Superintendent
11. City – Approve Special Event Permit for Jim Cadnum for the Kootenai River Run on June 25, 2016 (attachment)
12. Street – Authorize Intergovernmental Transfer of Spray Tank to Boundary County
13. Street – Discuss Transportation Alternatives Program (TAP) Grant (attachment)
14. Electric – Approve Pay Request #2 to Riverside, Inc. for Moyie Power Plant Unit 2 Repair (attachment)
15. Water – Approve Pay Request #5 for the Cassis Water Tank Project and Authorize the Mayor to Sign the Paperwork (attachment)
16. City – Approve 4<sup>th</sup> of July Celebration and List of 4<sup>th</sup> of July Volunteers and Authorize Mayor to Sign Certified Statement of Intended Use (attachment)

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

(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(b) To 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) To acquire an interest in real property which is not owned by a public agency;

(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;

(e) To 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) To 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. The mere presence of legal counsel at an executive session does not satisfy this requirement;

(g) By the commission of pardons and parole, as provided by law;

(h) By the custody review board of the Idaho department of juvenile corrections, as provided by law;

(i) To 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. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or

(j) To consider labor contract matters authorized under section 67-2345A [74-206A] (1) (a) and (b), Idaho Code.

#### **ADJOURNMENT**

#### **INFORMATION**

17. Street – Claim for Damage (attachment)
18. Fire – Boundary Volunteer Ambulance Fire Hall Lease Termination Letter (attachment)
19. City – AIC Conference in Boise June 22 through June 24, 2016

## POOL USE AGREEMENT

AGREEMENT made between CITY OF BONNERS FERRY, a municipal corporation of the State of Idaho, herein "CITY" and KATHY ZECH herein "INSTRUCTOR,"

THE PARTIES AGREE AS FOLLOW:

1. USE OF PREMISES: CITY hereby agrees to allow INSTRUCTOR the use of the City Swimming Pool on June 2, 3, 9, 10, and 11, 2016, for the purpose of conducting Red Cross Lifeguard Training and Certification.
2. COMPENSATION: INSTRUCTOR shall be compensated through participant fees and shall not be otherwise compensated by the CITY. CITY shall not charge INSTRUCTOR for the use of the pool.
3. PURPOSE: INSTRUCTOR agrees to use the premises solely for conducting Lifeguard Training and Certification and for no other purpose.
4. CERTIFICATION: By signing this agreement INSTRUCTOR is certifying and representing that she is qualified and appropriately certified to conduct Red Cross Lifeguard Certification and Training.
5. USE AND SECURITY: INSTRUCTOR represents that only instructors and participants shall be invited to the City pool during INSTRUCTOR'S use.
6. HOUSEKEEPING: INSTRUCTOR agrees to keep the premises clean and attractive at all times and to return to CITY in good and clean condition.
7. INDEMNIFICATION: INSTRUCTOR agrees to indemnify, defend, and hold harmless CITY, and its officers, agents, and employees, from and against all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts or any performance of the INSTRUCTOR.
8. TERMINATION: This Agreement may be terminated immediately by either party immediately. INSTRUCTOR shall be liable for any early termination losses suffered by the participants in training and certification participants.
9. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified in writing by both parties.
10. COMPLIANCE WITH LAWS: INSTRUCTOR agrees to comply with all federal, state, city, and local laws, rules, and regulations.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ENTITY:

USER:

CITY OF BONNERS FERRY

KATHY ZECH

By \_\_\_\_\_

David Sims, Mayor

By \_\_\_\_\_

Kathy Zech, Instructor

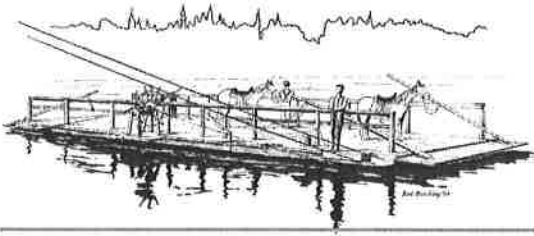
ATTEST:

WITNESS:

\_\_\_\_\_  
Kris Larson

Clerk of the City of Bonners Ferry

Form and content approved by Andrakay Pluid as attorney for the City of Bonners Ferry—  
5/10/16



## CITY OF BONNERS FERRY

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

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# Memo

**To:** Mayor and City Council  
**From:** Kris Larson, Clerk/Treasurer  
**Date:** 5/13/2016  
**Re:** Lifeguards

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We interviewed for the lifeguards today and recommend hiring the following contingent on them passing the lifeguard certification course:

Tucker Cavender – Head Lifeguard

Stephanie Koehn

Michaela Worley

Nick Sabin

Sophia Claphan

Jadin Tucker

Bailey Jenkins

Samantha Branson

Abby Davis

If you have any questions please call me at 267-0351 or Mike Klaus at 264-0357.

Thanks,

Kris

2016-09

CITY OF BONNERS FERRY, IDAHO  
APPLICATION FOR CITY SPECIAL EVENT PERMIT  
(REQUIRED UNDER ORDINANCE NO. 468)

Date of Application May 11, 2016  
License Issued to: Jim Cadnum  
Business Name: Kootenai River Run  
Mailing Address: 3178 District Two Rd., Bonners Ferry, ID 83805  
Physical Address: Same  
Phone Number: 267-5776  
Type of Event: Run/Walk  
Dates of Event: June 25, 2016  
Location of Event: Boundary County Fairgrounds & Bonners Ferry streets  
Time of Event: 9:00 A.M. start

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

The following requirements must be met:

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

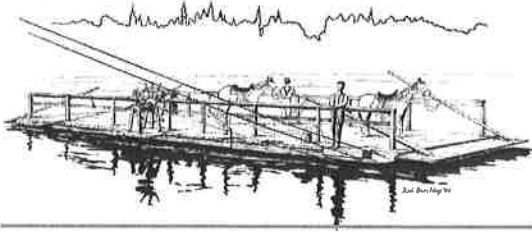
Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant Jim Cadnum  
Printed Name Jim Cadnum  
Office/Title Race Director

RECEIVED  
MAY 11 2016

CITY OF BONNERS FERRY

Office Use:  
Fee Paid  Date 5-11-16 Receipt No. 34 Batts 12108  
Approved By \_\_\_\_\_ Date \_\_\_\_\_



## CITY OF BONNERS FERRY

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

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# Memo

**To:** Mayor and City Council  
**From:** Kris Larson, Clerk/Treasurer  
**Date:** 5/12/2016  
**Re:** TAP Grant

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The City has the opportunity to apply for a Transportation Alternatives Program (TAP) Grant that is due by June 1, 2016. The project identified for the TAP Grant application is a pedestrian/bike path from Main Street to the edge of the City limits near the rock cut on Riverside. This would tie into the County's project for a walking/bike path to the Wildlife Refuge.

Eric Olsen from HMM Engineering has offered to complete the application for us by the end of May. There is a 7.34 percent cash match due if we are successful in garnering the grant. Mayor Sims said the Urban Renewal Agency may be able to fund our cash match.

We are asking permission to go forward with the application.

If you have any questions please call me at 267-0351 or Mike Klaus at 264-0357.

Thanks,

Kris

## **EXHIBIT "A" - SCOPE OF WORK**

### **Transportation Alternatives Program**

1. Provide civil engineering expertise related to a grant application through ITD's Transportation Alternatives Program for a project on Riverside Street from Main Street west to the City Limits. The goal of the project is to create dedicated a pedestrian/bicycle route along this corridor to connect with a Boundary County project leading to the wildlife refuge.
2. Determine the necessary work to construct the project and estimate construction and engineering costs for the project.
3. Prepare exhibits for the grant application including project plan view and typical cross-sections.
4. Draft the grant application and matching funds resolution for City review and approval.

Lump Sum Fee = \$1,500



# MEMO

CITY OF BONNERS FERRY  
Admin/Engineering

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Date: May 17, 2016  
To: City Council  
From: Mike Klaus  
Subject: **Moyie Powerplant Unit 2 Repair - Pay Application #2**

Attached is the second pay request from Riverside Inc for work associated with the Unit #2 repair at the Moyie Hydro. I recommend payment of the request for \$50,465. Since the project is complete and the unit is operational, the final pay request (#3) has also been submitted for approximately \$20,000. However, I have not been able to review that request yet. I will likely have that pay application on the next Council agenda

Please call me with any questions you may have.

Thank you,



Mike



PO Box 720 Parma, Idaho 83660  
 Office 208.722.6731 Fax 208.722.6736  
 Email riverside@rsicorp.net

# Invoice

|  |                                  |                                  |                                  |
|--|----------------------------------|----------------------------------|----------------------------------|
| <b>Customer Number</b><br>CITY BONNERS | <b>Invoice Number</b><br>MRI1315 |                                  |                                  |
| <b>Contact</b>                         | <b>Order Date</b><br>1/12/2016   | <b>Shipped Date</b><br>4/18/2016 | <b>Invoice Date</b><br>4/18/2016 |

**Bill To**  
 CITY OF BONNERS FERRY  
 c/o CITY HALL  
 Attn: MIKE KLAUS  
 PO BOX 149  
 7232 MAIN ST  
 BONNERS FERRY, ID 83805  
 (208) 267-3105 x

**Ship To**  
 CITY OF BONNERS FERRY  
 PO BOX 149  
 7232 MAIN ST  
 BONNERS FERRY, ID 83805  
 (208) 267-3105 x

|                            |                                |                                      |                    |                                     |
|----------------------------|--------------------------------|--------------------------------------|--------------------|-------------------------------------|
| <b>Ship Via</b><br>BESTWAY | <b>Terms</b><br>Due On Receipt | <b>Salesperson</b><br>House Employee | <b>Customer PO</b> | <b>Original Order #</b><br>4-013826 |
|----------------------------|--------------------------------|--------------------------------------|--------------------|-------------------------------------|

| Product ID | Qty | Ship | Description  | Sales Price | Total     |
|------------|-----|------|--|-------------|-----------|
| LABOR      | 1   | 1    | MACHINE AND HYDRO SHOP LABOR (SAND BLAST, PAINT, ASSEMBLE DISTRIBUTOR AND FINISH MACHINE SHOP ITEMS)                               | 27,110.00   | 27,110.00 |
| LABOR      | 1   | 1    | ALTERNATE A THRUST BEARING REPAIR  | 4,775.00    | 4,775.00  |
| LABOR      | 1   | 1    | ALTERNATE B GUIDE BEARING 1 REPAIR   | 4,680.00    | 4,680.00  |
| LABOR      | 1   | 1    | ALTERNATE C GUIDE BEARING 2 REPAIR   | 4,680.00    | 4,680.00  |
| LABOR      | 1   | 1    | ALTERNATE H ADDITIONAL SHOP LABOR FOR BOTH GENERATOR BABBITT BEARINGS, ROTOR BALANCE, AND PAINT EXTRE PARTS AS PER CITY'S REQUEST. | 9,220.00    | 9,220.00  |

*3 - 05 - 2016 40 2016 - 1016*

|                              |                  |
|------------------------------|------------------|
| <b>Subtotal:</b>             | <b>50,465.00</b> |
| <b>Freight:</b>              | <b>0.00</b>      |
| <b>Other:</b>                | <b>0.00</b>      |
| <b>0.0000 % Sales Tax 1:</b> | <b>0.00</b>      |
| <b>0.0000 % Sales Tax 2:</b> | <b>0.00</b>      |
| <b>Total:</b>                | <b>50,465.00</b> |

**Thank You!**

**PROJECT RE-CAP**

| Invoice #                      | To                          | Invoice Period | Date     | Line Item Category | CDBG       | City Cash  | City In-Kind (Prev. Exp.) | Amount       |
|--------------------------------|-----------------------------|----------------|----------|--------------------|------------|------------|---------------------------|--------------|
| <b>MODIFIED WORKING BUDGET</b> |                             |                |          |                    |            |            |                           |              |
|                                | Income Survey/Grant Writing |                |          | Planning           | 350,000.00 | 931,920.00 | 27,383.00                 | 1,309,303.00 |
|                                | Preliminary Design          |                |          | Engineering        |            |            | 5,270.00                  | 5,270.00     |
|                                | Legal Fees                  |                |          | Legal              |            |            | 20,613.00                 | 20,613.00    |
| 2014824                        | Welch-Corner                | Dec-14         | 12.24.14 | Engineering        |            | 1,180.00   |                           | 1,180.00     |
| 2015026                        | Welch-Corner                | Jan-15         | 01.31.15 | Engineering        |            | 4,260.00   |                           | 4,260.00     |
| 2015082                        | Welch-Corner                | Feb-15         | 02.26.15 | Engineering        |            | 3,205.00   |                           | 3,205.00     |
| 2015390                        | Welch-Corner                | Jun-15         | 07.08.15 | Engineering        |            | 44,375.00  |                           | 44,375.00    |
| 2015447                        | Welch-Corner                | Jul-15         | 08.07.15 | Engineering        |            | 19,915.00  |                           | 19,915.00    |
| 2015520                        | Welch-Corner                | Aug-15         | 08.31.15 | Engineering        |            | 1,375.00   |                           | 1,375.00     |
| 1                              | Nancy Mabile                | Feb-Sep 15     | 10.05.15 | Administration     |            | 9,000.00   |                           | 9,000.00     |
| 2015651                        | Welch-Corner                | Oct-15         | 10.30.15 | Engineering        |            | 5,217.50   |                           | 5,217.50     |
| 2                              | Nancy Mabile                | Oct-15         | 11.09.15 | Administration     |            | 300.00     |                           | 300.00       |
| CPR 1                          | S&L Underground, Inc.       | Oct-15         | 11.09.15 | Construction       | 35,396.00  | 74,633.00  |                           | 110,029.00   |
| 2015723                        | Welch-Corner                | Nov-15         | 12.07.15 | Engineering        |            | 2,306.43   |                           | 2,306.43     |
| CPR 2                          | S&L Underground, Inc.       | Nov-15         | 12.14.15 | Construction       | 102,781.00 | 216,713.50 |                           | 319,494.50   |
| 2015722                        | Welch-Corner                | Nov-15         | 11.30.15 | Engineering        |            | 4,172.50   |                           | 4,172.50     |
| 2015728                        | Welch-Corner                | Dec-15         | 12.29.15 | Engineering        |            | 22,962.39  |                           | 22,962.39    |
| CPR 3                          | S&L Underground, Inc.       | Dec-15         | 12.28.15 | Construction       | 23,211.00  | 48,941.50  |                           | 72,152.50    |
| 2016050                        | Welch-Corner                | Jan 2016       | 02.01.16 | Engineering        |            | 1,181.50   |                           | 1,181.50     |
| 2016099                        | Welch-Corner                | Feb 2016       | 02.26.16 | Engineering        |            | 1,859.34   |                           | 1,859.34     |
| CPR 4                          | S&L Underground, Inc.       | Mar 2016       | 03.30.16 | Construction       | 84,289.00  | 177,720.16 |                           | 262,009.16   |
| 3                              | Panhandle Area Council      | Feb-Apr 2016   | 05.11.16 | Administration     |            | 14,241.00  |                           | 14,241.00    |
| CPR 5                          | S&L Underground, Inc.       | Apr 2016       | 05.03.16 | Construction       | 60,512.00  | 127,588.00 |                           | 188,100.00   |
| <b>TOTALS TO DATE</b>          |                             |                |          |                    | 306,189.00 | 781,146.82 | 27,383.00                 | 1,114,718.82 |
| <b>BUDGET REMAINING</b>        |                             |                |          |                    | 43,811.00  | 150,773.18 | -                         | 194,584.18   |

|                                 |               |                                    |               |
|---------------------------------|---------------|------------------------------------|---------------|
| <b>Engineering Contract: \$</b> | 138,400.00    | <b>Administration Contract: \$</b> | 40,000.00     |
| Completed to Date:              | 112,009.66    | Completed to Date:                 | 9,000.00      |
| <b>% Complete:</b>              | <b>80.93%</b> | <b>% Complete:</b>                 | <b>22.50%</b> |
| <b>CONSTRUCTION CONTRACT:</b>   |               |                                    |               |
| Completed to Date:              | 1,088,020.00  | <b>CONSTRUCTION LINE ITEM ONLY</b> |               |
| <b>% Complete:</b>              | <b>87.48%</b> | CDBG + City 1 & 2                  | 1,088,020.00  |
|                                 |               | % CDBG                             | 32.17%        |
|                                 |               | %CITY                              | 67.83%        |
|                                 |               |                                    | 100.00%       |

# Idaho Community Development Block Grant Program Request for Funds

(Return to Idaho Department of Commerce, Economic Development Division, 700 W State Street, PO Box 83720, Boise, ID 83720-0093)

| Grantee Name        | City of Bonners Ferry               |                            | Contract # ICDBG-15-1-07-PF |  | Contact Person Nancy Mabille |   | 208-772-0584 x3014             |  |
|---------------------|-------------------------------------|----------------------------|-----------------------------|--|------------------------------|---|--------------------------------|--|
| Address             | PO Box 149, Bonners Ferry, ID 83805 |                            | Report Period April 2016    |  | Date of Request 05/12/16     |   | Request # 5                    |  |
|                     | 1                                   | 2                          | 3                           | 4  | 5                            | 6   | 7                              | 8  |
|                     | CDBG Budget                         | Total of Previous Requests | Program Income Earned       | Total Funds Requested + Program Income Col 2 + Col 3 | Total Funds Dispersed        | Unexpected Balance of Funds Req. + Program Inc. Col 4 - Col 5 | Accrued (unpaid) Bills & Costs | Current Requests for Funds Col 7 - Col 6 |
| Administration      | \$0                                 | \$0                        | \$0                         | \$0  | \$0                          | \$0   | \$0                            | \$0                                      |
| Design Professional | \$0                                 | \$0                        | \$0                         | \$0  | \$0                          | \$0   | \$0                            | \$0                                      |
| Construction        | \$350,000                           | \$245,677                  | \$0                         | \$245,677  | \$245,677                    | \$0   | \$60,512                       | \$60,512                                 |
| <b>TOTALS</b>       | <b>\$350,000</b>                    | <b>\$245,677</b>           | <b>\$0</b>                  | <b>\$245,677</b>                                     | <b>\$245,677</b>             | <b>\$0</b>  | <b>\$60,512</b>                | <b>\$60,512</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

## CDBG PROGRESS REPORT

|   |   |  |
|---|---|--|
| Grantee:<br>City of Bonners Ferry   | Sub-recipient:<br>N/A   | Report No.:<br>5   |
| Grant No.<br><br>ICDBG-15-I-07-PF   | Report Period:<br>From <u>April 1, 2016</u><br><br>To <u>April 30, 2016</u> | Design Professional: Identify current phase<br><input type="checkbox"/> Design Phase<br><input type="checkbox"/> Bidding Phase<br><input checked="" type="checkbox"/> Construction Phase<br><input type="checkbox"/> Post Construction Phase |
| Construction Status: Narrative on construction activities (max 3 sentences). Attach photos if available.<br><br>Construction activities include concrete pour of walls and roof. See attached project status report by Welch-Comer.<br><br><br>Percentage of construction complete <u>92%</u> |   |  |

**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:                  | December 2014   |                            |

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

| <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): <u>City Hall Kitchen</u> |                 |                            |
| Contractor/Subcontractor Activity Report:                        |                 |                            |

| <b>CONSTRUCTION PROGRESS</b>   | Completion Date      | Date Submitted to Commerce |
|--|----------------------|----------------------------|
| For each construction contract provide this Construction Progress Report and if applicable Attachment B-Labor Standards Update<br><br>(* ) These items must be sent even if CDBG funds are not expended on construction. |                      |                            |
| Construction bid document review certification:  | 08.26.15             | 08.26.15                   |
| Bid (published) Notices:   | 08.20.15<br>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:<br>Minutes and Checklists  | 10.07.15             | 10.15.15                   |
| *Notice to Proceed: Project Completion Date <u>07.11.16</u>  |                      | 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:   | 11.04.15<br>05.21.15 | 11.21.14<br>07.31.15       |
| Fair Housing Assessment:   |                      |                            |
| Display Fair Housing Information: (Identify Location) <ul style="list-style-type: none"> <li>• Posters <u>City Hall Entrance</u></li> <li>• Fair Housing Resolution <u>City Hall Entrance</u></li> <li>• IHFA Accessibility Brochure <u>N/A</u></li> </ul> |                      |                            |

| <b>SECTION 504 PROGRESS</b>   | Completion Date | Date Submitted to Commerce: |
|---|-----------------|-----------------------------|
| Non-Discrimination Policy Adopted: Location <u>City Hall Entrance</u> | 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> | 05.03.16        |                         |

| <b>ATTACHMENTS</b>                      |     |  |
|---|-----|--|
| <b>A-Disbursement Report (required)</b> | ✓   |  |
| <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      208-772-0584 x3014      \_\_\_\_\_  
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      Date

**ATTACHMENT A:  
GRANTEE DISBURSEMENT REPORT**

*Request for Funds this Period: \$ 60,512.00 Paid to date: \$ 245,677.00*

**History of Request for CDBG funds.  
Request for funds # 5**

| PAY REQUEST # | TOTAL OF ALL INVOICES | AMT OF CDBG REQUEST | DATE GRANTEE REC'D | DATE OF GRANTEE DEPOSIT | DATE OF GRANTEE DISBURSE | CHECK # | AMOUNT       | TO WHOM         |
|---------------|-----------------------|---------------------|--------------------|-------------------------|--------------------------|---------|--------------|-----------------|
| 1             | \$115,546.50          | \$35,396.00         | 12.07.15           | 12.07.15                | 12.02.15                 | 28302   | \$110,029.00 | S&L Underground |
| 2             | \$325,973.43          | \$102,781.00        | 12.28.15           | 12.29.15                | 12.29.15                 | 28387   | \$102,781.00 | S&L Underground |
| 3             | \$95,114.89           | \$23,211.00         | 01.19.16           | 01.20.16                | 01.20.16                 | 28528   | \$72,152.50  | S&L Underground |
| 4             | \$265,050.84          | N/A – City funds    |                    |                         |                          | 28863   | \$177,721.00 | S&L Underground |
|               |                       | \$84,289.00         | 04.18.16           | 04.19.16                | 04.20.16                 | 28928   | \$84,289.00  |                 |
|               |                       |                     |                    |                         |                          |         |              |                 |
|               |                       |                     |                    |                         |                          |         |              |                 |
|               | TOTAL CDBG:           | \$245,677.00        |                    |                         |                          |         |              |                 |



**ATTACHMENT B:  
LABOR STANDARDS UPDATE**

| Location of Wage Decision and Poster                            | Construction Site |                     |                                       |  |  |  |  |
|---|-------------------|---------------------|---------------------------------------|--|--|--|--|
| Labor Standards Enforcement Report/<br>Supporting Documentation | N                 | N                   |                                       |  |  |  |  |
| No. Interviews Completed Total                                  | 8                 | 0                   | Constructed started October 26, 2015  |  |  |  |  |
| Required Apprenticeship Forms<br>Submitted to IDC               | N                 | N                   |                                       |  |  |  |  |
| Apprentices   | N                 | N                   |                                       |  |  |  |  |
| No. Payrolls Reviewed   | 16                | 4                   | Construction started October 26, 2015 |  |  |  |  |
| Fringe Paid in Cash   | Y                 | Y                   |                                       |  |  |  |  |
| Fringe Paid to Plan   | N                 | N                   |                                       |  |  |  |  |
| No. of Payrolls on File   | 16                | 4                   |                                       |  |  |  |  |
| Authorized Signature Form Sent to IDC                           | N                 | N                   |                                       |  |  |  |  |
| Authorized Signature Form Executed                              | Y                 | Y                   |                                       |  |  |  |  |
| Subcontract/Contract Certifications<br>Sent to IDC              | N                 | N                   |                                       |  |  |  |  |
| Subcontract/Contract Certifications<br>Executed                 | Y                 | Y                   |                                       |  |  |  |  |
| Contractor/Subcontractor  | S&L Underground   | Coeur d'Alene Crane |                                       |  |  |  |  |

Memorandum

---

TO: MIKE KLAUS, PE-CITY OF BONNERS FERRY  
FROM: NECIA MAIANI, PE  
PROJECT #: 45007  
SUBJECT: CASSIA WATER TANK PROJECT STATUS  
DATE: MAY 11, 2016  
CC: KRIS LARSON, NANCY MABILE

---

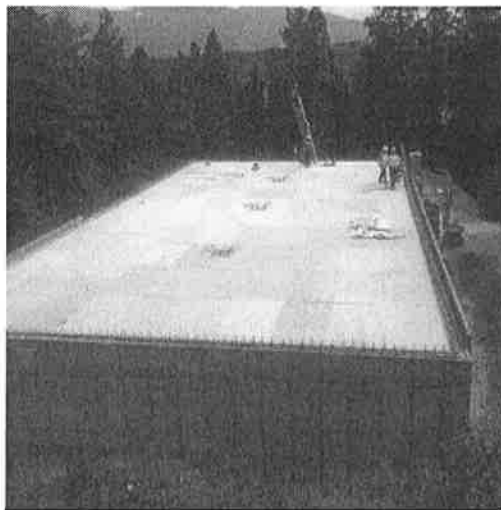
The purpose of this memo is to summarize work completed in the last month. This work is reflected in Pay Request 5 which has been submitted for Council approval:

S and L poured the northern walls in early April. S and L formed and poured the southern walls as well as the roof.

Site piping external to the tank was completed in early May. The Contractor anticipates completing leak testing of the structure in May and restoration of the site in June.



From Left-Outlet, Inlet and Overflow



Forming for Roof Pour



New Structure-Looking South



**PANHANDLE AREA COUNCIL, INC**  
11100 N Airport Drive  
Hayden, ID 83835-9798  
(208) 772-0584  
(208) 620-2313 FAX  
[www.pacni.org](http://www.pacni.org)

**INVOICE**

Date: May 11, 2016  
Period: February-April 2016  
Number: 03  
Project: City of Bonners Ferry Cassia Water Tank

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

| ACTIVITY  | TOTAL                     |
|---|---------------------------|
| <i>The following activities were completed in accordance with the Scope of Work in the Professional Services Contract dated November 4, 2014:</i> |                           |
| <b>Labor Monitoring (67% Complete)</b>  | \$ 4,284.00               |
| ♦ Continually educate contractors on labor requirements, including required form submittals   |                           |
| ♦ Perform on-site wage interviews with contractor employees   |                           |
| <b>Project Monitoring During Procurement &amp; Construction (50% Complete)</b>  | \$ 4,818.00               |
| ♦ Financial management of CDBG project ensuring proper disbursement of CDBG expenditures  |                           |
| ♦ Hold Preconstruction Conference   |                           |
| <b>Civil Rights (50% Complete)</b>  | \$ 1,927.00               |
| ♦ Provide TA to City Staff  |                           |
| <b>Fair Housing Plan (50% Complete)</b>   | \$ 1,927.00               |
| ♦ Provide TA to City Staff  |                           |
| <b>504 Analysis and Transition Plan (50% Complete)</b>  | \$ 1,285.00               |
| ♦ Provide TA to City Staff  |                           |
| <b>Balance Due:</b>   | <b><u>\$14,241.00</u></b> |

Please submit payment to:

Panhandle Area Council  
11100 N. Airport Drive  
Hayden, ID 83835

**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:           |          | 03/25/16 to 04/29/16 | Pay Request Number:  |                                  | 5               |
| Request:                     |          | to 04/29/16          | Date of Pay Request: |                                  | 5/3/2016        |
| 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                | \$ 1,001,880.00 |
|                              |          |                      |                      | 5. Stockpiled Materials          | N/A             |
|                              |          |                      |                      | 6. Retainage (5%)                | \$ (50,094.00)  |
|                              |          |                      |                      | 7. Previous Payments             | \$ (763,686.00) |
|                              |          |                      |                      | 8. Amount Due (4+5-6-7)          | \$ 188,100.00   |
| Totals                       |          | \$ -                 | \$ -                 | *Detailed breakdown attached.    |                 |
| Net Change                   |          | \$ -                 | \$ -                 | % of Contract Amount Earned      | 92%             |

**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  | 72%      | Total Calendar Days     | 259 |

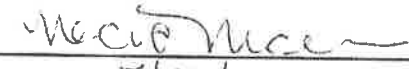
**CONTRACTOR'S Certification**

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 4 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: 5/11/16

**RECOMMENDED BY ENGINEER**  
Welch, Comer & Associates, Inc.

By:   
Date: 5/11/16

**APPROVED BY OWNER:**  
City of Bonners Ferry

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

| CITY OF BONNERS FERRY |   | BONNERS FERRY CASSIA STORAGE TANK |                          | PAY REQUEST SUPPORTING WORKSHEET |                                |                        |                   |               |               |                 |             |                   |  | (Total-to-Date - Contract Qty*) |  |
|-----------------------|---|-----------------------------------|--------------------------|----------------------------------|--------------------------------|------------------------|-------------------|---------------|---------------|-----------------|-------------|-------------------|--|---------------------------------|--|
| Pay Item              | Description                             | Pay Unit                          | Contract Est. Quantities | Change Order Quantities          | Total Est. Contract Quantities | Unit Price             | Pay Request No. 5 |               | Total-to-Date |                 | Difference  |                   |  |                                 |  |
|                       |   |                                   |                          |                                  |                                |                        | Quantities        | Amount        | Quantities    | Amount          | Quantities* | Amount*           |  |                                 |  |
| 015050.01             | Mobilization                            | LS                                | 1                        |                                  | 1.00                           | \$ 110,000.00          |                   | \$ -          | 0.99          | \$ 108,900.00   | (0.01)      | \$ (1,100.00)     |  |                                 |  |
| 015713.04             | Site Control                            | LS                                | 1                        |                                  | 1.00                           | \$ 7,500.00            |                   | \$ -          | 0.75          | \$ 7,500.00     | (0.25)      | \$ (2,500.00)     |  |                                 |  |
| 015713.05             | Silt Fence                              | LF                                | 170                      |                                  | 170.00                         | \$ 6.00                |                   | \$ -          | 170.00        | \$ 1,020.00     | 0.00        | \$ -              |  |                                 |  |
| 015713.2              | Erosion Control Blanket                 | SY                                | 700                      |                                  | 700.00                         | \$ 8.00                |                   | \$ -          | 700.00        | \$ 5,600.00     | 0.00        | \$ -              |  |                                 |  |
| 015813.01             | Signage                                 | LS                                | 1                        |                                  | 1.00                           | \$ 1,400.00            |                   | \$ -          | 1.00          | \$ 1,400.00     | 0.00        | \$ -              |  |                                 |  |
| 24100.23              | Remove Existing Tank Structure          | LS                                | 1                        |                                  | 1.00                           | \$ 25,000.00           |                   | \$ -          | 1.00          | \$ 25,000.00    | 0.00        | \$ -              |  |                                 |  |
| 310916.21             | Pile Load Tests                         | EA                                | 1                        |                                  | 1.00                           | \$ 25,000.00           |                   | \$ -          | 1.00          | \$ 25,000.00    | 0.00        | \$ -              |  |                                 |  |
| 312000.01             | Cleaning and Grubbing                   | LS                                | 1                        |                                  | 1.00                           | \$ 15,000.00           |                   | \$ -          | 1.00          | \$ 15,000.00    | 0.00        | \$ -              |  |                                 |  |
| 312316.13             | Exploratory Excavation                  | HR                                | 8                        |                                  | 8.00                           | \$ 200.00              |                   | \$ -          | 6.00          | \$ 1,200.00     | (2.00)      | \$ (400.00)       |  |                                 |  |
| 312323.08             | Type A3 - 3/4" minus Crushed Aggregate  | CY                                | 50                       |                                  | 50.00                          | \$ 36.00               |                   | \$ -          | 0.00          | \$ -            | (50.00)     | \$ (1,800.00)     |  |                                 |  |
| 323113.01             | Fence                                   | LS                                | 1                        |                                  | 1.00                           | \$ 5,000.00            |                   | \$ -          | 0.00          | \$ -            | (1.00)      | \$ (5,000.00)     |  |                                 |  |
| 329219.02             | Hydroseeding                            | SY                                | 1100                     |                                  | 1100.00                        | \$ 3.00                |                   | \$ -          | 1100.00       | \$ 3,300.00     | 0.00        | \$ -              |  |                                 |  |
| 331116.09             | 8-Inch AWWA C900 DR-18 Water Line       | LF                                | 40                       |                                  | 40.00                          | \$ 110.00              |                   | \$ -          | 0.00          | \$ -            | (40.00)     | \$ (4,400.00)     |  |                                 |  |
| 331116.14             | 8-Inch Drain Line Extension to Daylight | LS                                | 1                        |                                  | 1.00                           | \$ 5,000.00            |                   | \$ -          | 0.00          | \$ -            | (1.00)      | \$ (5,000.00)     |  |                                 |  |
| 331116.15             | 16-Inch Ductile Iron Water Line         | LF                                | 420                      |                                  | 420.00                         | \$ 180.00              |                   | \$ -          | 320.00        | \$ 57,600.00    | (100.00)    | \$ (18,000.00)    |  |                                 |  |
| 331116.16             | 12-Inch Ductile Iron Water Line         | LF                                | 40                       |                                  | 40.00                          | \$ 160.00              |                   | \$ -          | 16.00         | \$ 2,560.00     | (24.00)     | \$ (3,840.00)     |  |                                 |  |
| 331116.3              | 12-Inch AWWA C515 Resilient Seated Gate | EA                                | 1                        |                                  | 1.00                           | \$ 2,800.00            |                   | \$ -          | 1.00          | \$ 2,800.00     | 0.00        | \$ -              |  |                                 |  |
| 331116.23             | 16-Inch AWWA Butterfly Valve            | EA                                | 3                        |                                  | 3.00                           | \$ 3,500.00            |                   | \$ -          | 3.00          | \$ 10,500.00    | 0.00        | \$ -              |  |                                 |  |
| 331116.27             | Relocate Existing 16" Butterfly Valve   | EA                                | 1                        |                                  | 1.00                           | \$ 1,500.00            |                   | \$ -          | 1.00          | \$ 1,500.00     | 0.00        | \$ -              |  |                                 |  |
| 331116.32             | 8-inch AWWA C515 Resilient Seated Gate  | EA                                | 1                        |                                  | 1.00                           | \$ 1,600.00            |                   | \$ -          | 0.00          | \$ -            | (1.00)      | \$ (1,600.00)     |  |                                 |  |
| 331116.46             | Tie Into 8" Waterline (Tie in 3)        | EA                                | 1                        |                                  | 1.00                           | \$ 2,500.00            |                   | \$ -          | 0.00          | \$ -            | (1.00)      | \$ (2,500.00)     |  |                                 |  |
| 331116.48             | Tie Into 12" Waterline (Tie in 2)       | EA                                | 1                        |                                  | 1.00                           | \$ 4,000.00            |                   | \$ -          | 1.00          | \$ 4,000.00     | 0.00        | \$ -              |  |                                 |  |
| 331116.49             | Tie Into 16" Waterline (Tie in 1)       | EA                                | 1                        |                                  | 1.00                           | \$ 15,000.00           |                   | \$ -          | 1.00          | \$ 15,000.00    | 0.00        | \$ -              |  |                                 |  |
| 331116.55             | Cap and Abandon Existing Waterline      | EA                                | 3                        |                                  | 3.00                           | \$ 1,000.00            |                   | \$ -          | 0.00          | \$ -            | (3.00)      | \$ (3,000.00)     |  |                                 |  |
| 331613.01             | Cast-in-Place Concrete Storage Tank     | LS                                | 1                        |                                  | 1.00                           | \$ 450,000.00          |                   | \$ 112,500.00 | 0.95          | \$ 427,500.00   | (0.05)      | \$ (22,500.00)    |  |                                 |  |
|                       | ADD ALT NO. 1 CHECK VALVE VAULT         |                                   |                          |                                  |                                |                        |                   |               |               |                 |             |                   |  |                                 |  |
| 33 1116.90            | Check Valve Station                     | LS                                | 1                        |                                  | 1.00                           | \$ 12,000.00           |                   | \$ -          | 1.00          | \$ 12,000.00    | 0.00        | \$ -              |  |                                 |  |
|                       | ADD ALT NO. 2 CAST IN PLACE ROOF SYSTEM |                                   |                          |                                  |                                |                        |                   |               |               |                 |             |                   |  |                                 |  |
| 331613.02             | Cast-in-Place Roof System               | LS                                | 1                        |                                  | 1.00                           | \$ 90,000.00           |                   | \$ 85,500.00  | 0.95          | \$ 85,500.00    | (0.05)      | \$ (4,500.00)     |  |                                 |  |
| 316316                | Auger Cast Grout Piles                  | LF                                | 1260                     |                                  | 1260.00                        | \$ 150.00              |                   | \$ -          | 1260.00       | \$ 189,000.00   | 0.00        | \$ -              |  |                                 |  |
|                       |   |                                   |                          |                                  |                                |                        |                   |               |               |                 |             |                   |  |                                 |  |
|                       |   |                                   |                          |                                  |                                | SUBTOTAL               |                   | \$ 198,000.00 |               | \$ 1,001,880.00 |             | \$ (86,140.00)    |  |                                 |  |
|                       |   |                                   |                          |                                  |                                | STOCKPILED MATERIALS   |                   | \$ -          |               | \$ -            |             | \$ -              |  |                                 |  |
|                       |   |                                   |                          |                                  |                                | LESS RETAINAGE         |                   | \$ (9,900.00) |               | \$ (9,900.00)   |             | \$ (50,094.00)    |  |                                 |  |
|                       |   |                                   |                          |                                  |                                | LESS PREVIOUS PAYMENTS |                   | \$ -          |               | \$ -            |             | \$ (763,886.00)   |  |                                 |  |
|                       |   |                                   |                          |                                  |                                | TOTAL AMOUNT NOW DUE   |                   | \$ 188,100.00 |               | \$ 188,100.00   |             | \$ PREVIOUS PAYME |  |                                 |  |

\*Negative Number = Underage  
\*Positive Number = Overage

Suggested format for compliance with 27 CFR 555.103(b)

**CERTIFIED STATEMENT OF INTENDED USE**

This is to certify that City of Bonners Ferry  
Company Name

P. O. Box 149  
Company Address

Bonners Ferry, ID 83805  
City, State, Zip Code



82-6000166



Taxpayer Identification No.      Federal Explosive License/Permit No.      Expiration Date

Intends to use explosive material for the purpose of 4th of July Fireworks  
Intended Use

**CERTIFIED LIST OF EMPLOYEES AUTHORIZED TO RECEIVE EXPLOSIVES**

This is to certify that the following employees are authorized to receive explosive materials on behalf of the licensee/permittee.

| Name                    |
|-------------------------|
| Alan Hamilton           |
| Gary Leonard, volunteer |
|                         |
|                         |



I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

Mayor  
Title

May 17, 2016  
Date

Please attach certified copy of license/permit.

Fireworks Needs Coverage  
 Display

July-Fourth 2018<sup>6</sup> Volunteers

| Duties    | Name             | Needs Coverage | Phone        | Address                | City St Zip               |
|-----------|------------------|----------------|--------------|------------------------|---------------------------|
| Fireworks | Natalie O'Fallon | Y              | 208 640 4173 | 7450 W Division Street | Rathdrum ID 83858         |
| Fireworks | Brian Strong     | Y              | 208 267 9025 | 1466 Smith Lake Road   | Bonnerr's Ferry ID 83805  |
| Fireworks | Dessi Eggers     | Y              | 208 290 8796 |                        |                           |
| Fireworks | Alan Hamilton    | Y              | 208 610 9926 | 6472 Jackson St        | Bonnerr's Ferry ID 83805  |
| Fireworks | Vickie Hamilton  | Y              | 208 610 9926 | 6472 Jackson St        | Bonnerr's Ferry ID 83805  |
| Setup     | Tom Leonard      | Y              | 208 267 8028 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Barbara Leonard  | Y              | 208 267 8028 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Stacy Leonard    | Y              | 208 267 5414 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Adison Leonard   | Y              | 208 267 5414 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Marcia Sagebeil  |                | 208 267 5414 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Shea Leonard     |                | 208 267 5414 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Adrian Mendez    |                | 208 267 5414 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |
| Setup     | Gary Leonard     | Y              | 208 946 9579 | PO Box 1714            | Bonnerr's Ferry, ID 83805 |

# NOTICE OF TORT

## For Damage or Injury

RECEIVED  
MAY 02 2016

CITY OF BONNERS FERRY

**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: LINCORE, INC. (JUSTIN VANCLEAVE - MANAGER)

Address: 525 CEDAR ST

City: SANDPOINT State: ID Zip Code: 83864

Address for the Six Months Prior to the Date of the Damage or Injury Occurred:  
- SAME AS ABOVE -

Home Number: (208) 755-7911 Work Number: (208) 255-2238

Date of Incident: 4-28-16 Time: \_\_\_\_\_ A.M. or P.M.

Location of Occurrence: IN AREA OF 6659 AUGUSTA ST

Injuries that Resulted: N/A

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

MAN HOLE COVER LOOSE / MISSING CAUSING DAMAGE TO LINCORE VEHICLE REAR WHEEL & IRREPARABLE DAMAGE TO TIRE/WHEEL.  
- SEE ATTACHED REPAIR INVOICE -

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

I hereby make a claim against CITY OF BONNERS FERRY, ID  
(a public entity)  
for VEHICLE DAMAGE in the amount of \$ 409.06  
(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]

Date: 4-29-16



PERFECTION TIRE #21 INC  
476927 N HWY 95  
PONDERAY, ID 83852  
208-265-8473

INVOICE 21-158222  
S-04/29/16 E- / /  
S-08:33 E-

Page: 1

\* \* \* W O R K O R D E R \* \* \*

Sold: LEASE PLAN  
5350 KEYSTONE COURT  
ROLLING MEADOWS, IL 60008  
E-800-323-0108

Veh: 11 FORD F250  
Lic: KR4043 Unit:A80177  
Mil: /  
Emp: 67/0 Vin:1FT7X2B6XBEC06505  
PO#:

| Slaw Mech | Part #  | QTY Description                                  | Price  | F.B.T. | Total  |
|-----------|---------|--|--------|--------|--------|
|           | Z1MWH   | 1.00 Z1M011549 MISC OE FORD STEEL WHEEL TAKE OFF | 164.98 | 0.00   | 164.98 |
|           | C051719 | 1.00 LT245/75R17 DISCOVERER ATR OWL-10           | 203.40 | 0.00   | 203.40 |
|           | 28VPKG  | 1.00 SERVICE PKG MOUNT/COMP BAL/VALVE SYSTEM     | 14.95  | 0.00   | 14.95  |
|           | ETD     | 1.00 DISP TIRE DISPOSAL                          | 2.50   | 0.00   | 2.50   |
|           |         |  |        |        |        |
|           |         |  |        |        |        |
|           |         |  |        |        |        |
|           |         |  |        |        |        |
|           |         |  |        |        |        |

OL

|        |        |        |       |             |        |          |        |
|--------|--------|--------|-------|-------------|--------|----------|--------|
| PARTS  | 368.46 | LABOR  | 14.95 | FEE         | 2.50   | Subtotal | 385.91 |
| Cash   |        | Check  |       | Credit Card |        | Charge   |        |
| \$0.00 |        | \$0.00 |       | \$0.00      |        | \$0.00   |        |
|        |        |        |       | Sales Tax @ | 6.000% |          | 23.15  |
|        |        |        |       | Total       |        |          | 409.06 |





**BOUNDARY VOLUNTEER AMBULANCE SERVICE, INC.**  
**6447 RAILROAD STREET**  
**PO BOX 441**  
**BONNERS FERRY, IDAHO 83805**  
**Office: 208-267-2604 Fax: 208-267-9408**

AndraKay /City Council,

BVA has secured a new rental facility to house the on duty paramedic crew and will be moving in by June 1, 2016. With this move we will no longer require the housing agreement with the city. This is notice of our intent to vacate the leased space at the Bonners Ferry City Fire Station 1 by June 1, 2016. We appreciate the use of this space to house the on duty paramedic crew during the time we needed it. Regards!

Jeff Lindsey NRP/Chief