

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
June 21, 2016
7:00 p.m.**

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

PUBLIC COMMENTS

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

GUESTS

REPORTS

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

CONSENT AGENDA

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of June 7, 2016 Council Meeting Minutes

OLD BUSINESS

NEW BUSINESS

5. Police – Authorize Mayor to Sign Memorandum of Understanding between Boundary County School District and City of Bonners Ferry Police Department (attachment)
6. Street – Authorize Mayor to Sign Agreement with HMH Engineering for Augusta Street Project Oversight (attachment)
7. Water – Approve Pay Request #6 for the Cassia Water Tank Project and Authorize the Mayor to Sign the Paperwork (attachment)
8. City – Approve Special Event Permit and Parade Permit for the 4th of July Celebration
9. Sewer – Approve Pump Rebuild for the Flusher Truck (attachment)
10. Pool – Authorize Mayor to Sign Supplemental Lifeguard Training Contract with Kathy Zech (attachment)

11. City – Discuss Hiring a Fill-in for Visitor Center Cleaning (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

- 12. Electric/Water/Sewer – Profit Loss Reports (attachment)
- 13. City – Letter Dated June 3, 2016 from Boundary County RE: Dispatch Agreement for Fiscal Year 2017 (attachment)
- 14. City – AIC Conference in Boise June 22 through June 24, 2016

**MEMORANDUM OF UNDERSTAND BETWEEN
BOUNDARY COUNTY SCHOOL DISTRICT AND
CITY OF BONNERS FERRY POLICE DEPARTMENT**

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the City of Bonners Ferry Police Department and Boundary County School District effective September 1, 2016.

SECTION 1. PURPOSE OF MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community, with the goal of reducing crime committed by juveniles and young adults.

This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between the Boundary County School District and the City of Bonners Ferry Police Department. The success of this program relies upon the effective communication between all involved employees, the principal of each individual Boundary County school, and other key staff members of each organization.

SECTION 2. TERM

The term of this MOU shall begin on September 1, 2016 and end on August 31, 2017, unless terminated earlier as provided herein. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a Law Enforcement Officer employed by the City of Bonners Ferry Police Department (hereinafter referred to as "SRO") to Boundary County School District facilities on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

1. Reduce incidents of school violence.
2. Maintaining a safe and secure environment on school grounds.
3. Reduction of criminal offenses committed by juveniles and young adults.
4. Establish a rapport between the SRO and the student population.
5. Establish rapport between the SRO and parents, faculty, staff, and administrators.

Moreover, the SRO will establish a trusting channel of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

SECTION 4. ORGANIZATIONAL STRUCTURE

- A. Composition. The City of Bonners Ferry Police Department shall assign one (1) full time law enforcement officer to serve as SRO. The City of Bonners Ferry Police Department shall retain the exclusive right to exercise the customary functions of management. The SRO will be certified by the State of Idaho and meet all requirements as set forth by the Idaho Peace Officer Standards and Training. The Bonners Ferry Police Department reserves the right to remove the SRO at any time if Police Department staffing levels fall below acceptable norms or police response is necessary elsewhere in the City of Bonners Ferry.
- B. Supervision. The day to day operation and administrative control of the SRO Program will be the responsibility of the Police Department. Responsibility for the conduct of the SRO, both personally and professionally, shall remain solely with the City of Bonners Ferry Police Department. The SRO is employed and retained by the City of Bonners Ferry Police Department, and in no event will be considered an employee of the Boundary County School District. The Police Department and the School District shall each name a contact person who will monitor the program. Each principal will designate a contact person for the school to facilitate communication.

SECTION 5. PROCEDURES

- A. Selection. The SRO position will be filled per Police Department directives and selection process. The City of Bonners Ferry Police Department will make the final selection of any SRO vacancy.
- B. SRO Program Structure. The SRO is first and foremost a law enforcement officer for the providing law enforcement agency. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO is not a formal counselor or educator, and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education (D.A.R.E.) to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Bonners Ferry Police Department recognizes, however, that the Boundary County School District shall maintain full, final, and plenary authority over curriculum and instruction in the School District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the Police Department or its employees, and the Police Department and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

SECTION 6. DUTIES AND RESPONSIBILITIES

- A. SRO: The responsibilities of the SRO will include but are not be limited to:
 - a. Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the Bonners Ferry Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on campus or off campus, during school hours.
 - b. Complete reports and investigate crimes committed on campus.
 - c. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Boundary County School District. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
 - d. Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
 - e. The SRO will wear the Bonners Ferry Police Department issued uniform with all normal accessories and equipment, including a taser and firearm.

- f. The SRO shall be highly visible throughout the school district's campuses. For officer safety reasons, the SRO shall not establish any set routine, which allows predictability in their movements and their locations.
 - g. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
 - h. Comply with all laws, regulations, and school board policies applicable to employees of the Boundary County School District, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed by law. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged, and remain in full effect.
 - i. Provide information concerning questions about law enforcement topics to students and staff.
 - j. Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education, and provide these presentations at the request of the school personnel in accordance with the established curriculum.
 - k. Prepare lesson plans necessary for approved classroom instruction.
 - l. Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.
 - m. The SRO shall attend school special events as needed (for example: sporting events), dependent upon scheduling and funding availability.
 - n. SRO will occasionally make themselves available for attendance at Boundary County School Board meetings.
 - o. Attend law enforcement agency in service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
- B. SRO SUPERVISOR: The responsibilities of the SRO supervisor will include but are not limited to:
- a. Coordinate work assignments of the SRO.
 - b. Ensure SRO compliance with Police Department directives.
 - c. Coordinate scheduling and work hours of the SRO.
 - d. Work with the schools to make any needed adjustments to the SRO program throughout the school year.
- C. SCHOOLS: The responsibilities of the Schools will include but are not limited to:
- a. The Boundary County School District shall provide the SRO with a private, appropriately furnished office at the High School that can be secured and is reasonably acceptable to the City of Bonners Ferry Police Department.
 - b. The School District shall provide the SRO with a set of master keys for all schools served by the SRO.

- c. The School District shall provide reasonable opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. Administrators shall seek input from the SRO regarding criminal justice problems relating to students and site security issues.
- d. When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the Schools, the contraband shall be confiscated by the SRO according to Police Department policy and properly disposed of.
- e. School personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property, and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
- f. Work cooperatively with the Police Department to make any needed adjustments to the SRO program throughout the year.
- g. Provide the Police Department with updated copies of all laws, rules, regulations, and school board policies applicable to employees of the School, including but not limited to laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.
- h. The School District shall work cooperatively with the City of Bonners Ferry to ensure continued, adequate funding of the SRO program.

SECTION 6. ENFORCEMENT

Although the SRO has been placed in a formal educational environment, he/she are not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued and arrests made when appropriate and in accordance with Idaho state law and department policy.

The SRO and the Bonners Ferry Police Department will have the final decision on whether criminal charges shall be filed. The Bonners Ferry Police Department will reserve the right to temporarily remove the SRO in the event that additional officers are needed during an incident or natural disaster.

SECTION 7. TERMINATION

This Agreement may be terminated by either party, with or without cause, upon sixty (60) day written notice to the other party

SECTION 8. HOLD HARMLESS

Each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits (including

all attorney fees and cost) arising from the indemnitors performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

The Boundary County School District and the City of Bonners Ferry Police Department mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the City of Bonners Ferry Police Department and/or the Boundary County School District subject to the provisions of this section.

SECTION 9. NOTICE


Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

Boundary County School District
Gary Pflueger, Superintendent
7188 Oak Street
Bonners Ferry, ID 83805
gary.pflueger@mail.bcsd101.com

City of Bonners Ferry
Vic Watson, Chief of Police
7232 Main Street
PO Box 149
Bonners Ferry, ID 83805
vwatson@bonnersferry.id.gov

This has been agreed to in cooperation with the City of Bonners Ferry Police Department and the Boundary County School District. As agreed to and in partnership with:

BOUNDARY COUNTY SCHOOL DISTRICT:



Date: 6.13.16

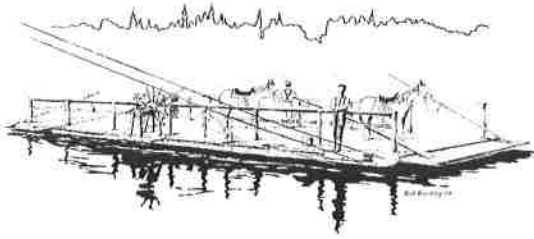
CITY OF BONNERS FERRY:


Vic Watson, Chief of Police

Date: 6-15-16

David Sims, Mayor

Date: _____



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: June 21, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: **Augusta Street Project - Agreement with HMM for Professional Services**

HMM Engineering is the firm that engineered the Augusta Street project and has also provided some oversight during the bidding process. I would also like to keep them involved with the project during construction. Most of the construction observation is to be completed by the City, but some input during construction from the designer would be ideal.

I recommend allowing the Mayor to sign an agreement with HMM Engineering, when finalized with ITD/HMM, to provide professional services for approximately \$8,000. I have attached the fee estimate with this memo.

Thank you,

Mike

CONSULTANT
PROJECT NAME
PROJECT NUMBER
KEY NUMBER

HMH Engineering, LLC.
 AUGUSTA STREET, BONNERS FERRY, IDAHO
 A018(809)
 18809

A. SUMMARY ESTIMATED MAN-DAY COSTS

		Man-Days	=	Man-Hours	@	Hrly Rate	=	Raw Labor Cost
1	Shawn Metts, PE	0.0	=	0	@	\$47.12	=	\$ -
2	Eric Olson, PE	5.9	=	47	@	\$43.00	=	\$ 2,021.00
3	Dan Larson, PE	0.0	=	0	@	\$40.00	=	\$ -
4	Wes Miller, EIT	5.5	=	44	@	\$24.50	=	\$ 1,078.00
5	Carla Redline	0.5	=	4	@	\$25.00	=	\$ 100.00
TOTAL RAW LABOR COST								= \$3,199.00

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost		Approved Overhead Rate	
\$3,199.00	X	110.48%	= \$3,534.26

C. NET FEE

Total Raw Labor & Overhead		NET FEE**	
\$6,733.26	X	12%	= \$807.99

D. FCCM

Total Raw Labor Cost		Approved FCCM Rate	
\$3,199.00	X	0.00%	= \$0.00

TOTAL LABOR \$7,541.25

E. OUT-OF-POCKET EXPENSE SUMMARY

	Estimated Amount		Unit Cost	=	Estimated Expense
1 * MILEAGE (miles)	850	@	\$ 0.540	=	\$ 459.00
2 PRINTING	0	@	\$ 0.10	=	\$ -
3 * LODGING (Days)	0	@	\$ 2.00	=	\$ -
4 * MEALS (Days)	0	@	\$ 1.00	=	\$ -
TOTAL ESTIMATED EXPENSE					= \$ 459.00

F. SUBCONSULTANTS

1 =
 2 =

TOTAL = \$8,000.25

* As per the "FEDERAL PER DIEM RATES FOR IDAHO"

** Negotiated % Fee

**SCOPE OF SERVICES FOR
CONSTRUCTION ASSISTANCE SERVICES
ENGINEER OF RECORD CONTRACT (EOR)**

PROJECT NO.: A018(809)

KEY NO.: 18809

6/6/16:

This scope of work is to provide Construction Assistance Services to include submittal reviews, and responding to questions that arise during construction under the general direction of the City of Bonners Ferry, for construction on the Augusta Street Sidewalk project in Bonners Ferry, Idaho. HMM Engineering (CONSULTANT) intends to provide the City of Bonners Ferry (CITY) with the Engineer of Record (EOR) personnel necessary to complete the contract scope of work as detailed below.

The following tasks represent the individual services that are to be provided by the CONSULTANT under this agreement:

1. **Submittal Review** – CONSULTANT will review submittals as needed after the project has been awarded to the CONTRACTOR. Submittal reviews anticipated include:
 - Roadway, sidewalk, and curb materials
 - Storm drain materials
 - Rapid Rectangular Flashing Beacon
 - CITY will review sanitary sewer submittals

2. **Construction Assistance/Requests for Information** – CONSULTANT will respond to questions by the City Engineer as needed to evaluate issues that are encountered during construction. This will include weekly meetings to coincide with CONSULTANT's other project work in Bonners Ferry and phone call inquiries about the plans and specifications. Formal written Requests for Information (RFIs) will also be reviewed and will be addressed with a written response.
 - 2.1 Answer phone call questions and requests for clarification
 - 2.2 Address formal written RFIs that are submitted
 - 2.3 Attend weekly construction meetings

3. **Change Order Support** – CONSULTANT will provide change order support including engineering management, engineering design, and drafting.

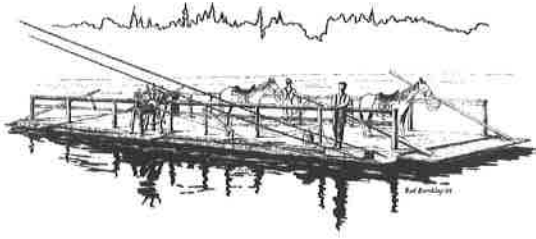
4. **Administration** The following subtasks will be necessary to administer the project:
 - 5.1 Set up project files - Establish the project hard copy and electronic file system
 - 5.2 Maintain project files and correspondence
 - 5.3 Monthly Progress Reports and Invoices
 - 5.4 Project Close-out - At the completion of the project, CONSULTANT will review financial data, send a final invoice and confirm that final payment has been received. Project, financial, and support electronic and hard copy files will be archived. Files will be cataloged and stored electronically and/or physically for future retrieval.
 - 5.5 Submittal Log - A Submittal log will be prepared at the start of the project to track correspondence. This log will be updated for each shop drawing, contractor submittal, and

requests for information to track submittal and approval dates and review times.

5. **Project Schedule** - CONSULTANT proposes to implement its services within the following schedule: The scope of work for this project will run in accordance with the bid schedule and the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in professional services from June 13, 2016 through mid-September, 2016.

6. **Professional Service Fee** - CONSULTANT will invoice the CITY monthly for professional services described in this Scope of Work. CONSULTANT will invoice monthly for professional labor and reimbursable expenses and will bill only for the efforts actually expensed toward the project in accordance with the provisions of the Agreement for this work.

FEE: Time & Materials not to exceed \$8,000



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: June 21, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: Water Tank Pay Application #6 and Project Update - S&L
Underground

S&L Underground submitted pay application #6 for the Cassia Water Tank Project for \$64,429. I recommend payment of this invoice. The tank is operational and the project is nearly complete. Attached is the invoice and the project update from Welch Comer.

Thank you,

Mike

**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:		04/30/16 to 06/06/16	Pay Request Number: 6		Date of Pay Request: 6/16/2016
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	\$ 1,069,700.00
				5. Stockpiled Materials	N/A
				6. Retainage (5%)	\$ (53,485.00)
				7. Previous Payments	\$ (951,786.00)
				8. Amount Due (4+5-6-7)	\$ 64,429.00
Totals	\$ -	\$ -	\$ -	*Detailed breakdown attached.	
Net Change	\$ -	\$ -	\$ -	% of Contract Amount Earned	98%
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	86%	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 5** 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.

RECOMMENDED BY ENGINEER
Welch, Comer & Associates, Inc.

By: 
Date: 6/16/16

By: 
Date: 6/16/16

APPROVED BY OWNER:
City of Bonners Ferry

By: _____
Date: _____

Memorandum

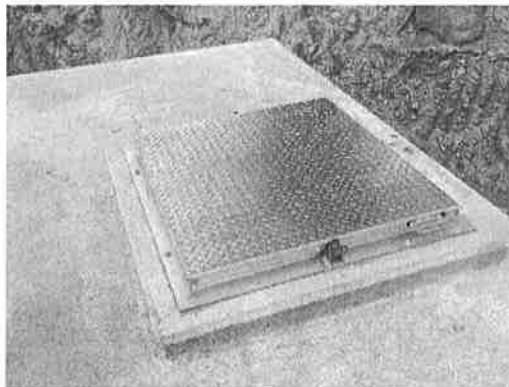
TO: MIKE KLAUS, PE-CITY OF BONNERS FERRY
FROM: NECIA MAIANI, PE
PROJECT #: 45007
SUBJECT: CASSIA WATER TANK PROJECT STATUS
DATE: JUNE 16, 2016
CC: KRIS LARSON, NANCY MABILE

The purpose of this memo is to summarize work completed in the last month. This work is reflected in Pay Request 6 which has been submitted for Council approval:



S and L completed the hatch and overflow installation as well as the structure disinfection and leak test.

Several small cracks appeared and were leaking during the test. This is typical for concrete structures. While the structure did not lose a measurable amount of water during the test, there are approximately 9 cracks that have minimal leakage. Because there is transfer of water from the crack to a hand when touched, this does not meet the passing criteria for the leak test. It is noted that during the hot weather, the leaks would appear dry during the afternoon, but would then be wet again in the morning.



We anticipate that these small cracks will "heal" and seal up with some time. However, until that time, the Contractor has been directed not to backfill the tank. Because the City is utilizing the tank, S and L has requested substantial completion for the structure. We have granted that. A separate substantial completion will be granted for the site once restoration is completed. We anticipate that will occur in July.

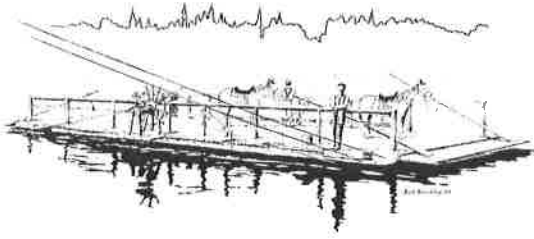
Hatch at Northeast end of Tank



Seep at Outlet Pipe-Morning



Seep at Outlet Pipe-Afternoon



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: June 21, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: **Flusher Truck Pump**

The high-pressure pump on the City's flusher truck needs to be rebuilt. The pump produces the pressure required to hydraulically dig into the ground, while using the vacuum part of the vehicle to remove the material. This pump is used continuously and benefits all of our utility departments. I recommend approval to have the pump rebuilt for \$14,724.34, as shown on the attached estimate.

Thank you,

Mike



ENVIRONMENTAL SALES · SERVICE · PARTS · RENTALS

Owen Equipment Company
PO Box 30959
Portland, OR 97294-3959

(800) 992-3656

OWEN EQUIPMENT COMPANY
8721 S 218TH STREET
KENT WA 98031
(253) 852-5819 (253) 852-8913

Account# 21861	Work Ord	Brc 02	Sls 55
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S A L E S O R D E R
E S T I M A T E

Date 06-16-16	Time 10:10	Order # 76366	Page 1
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Sold To: 001
BONNERS FERRY, CITY OF
PO BOX 149

Ship To:
BONNERS FERRY, CITY OF
6362 WASHINGTON STREET BLDG "W"

BONNERS FERRY

ID 83805

BONNERS FERRY

ID 83805

Ship Via ON-SITE REPAIR

Entered By mccarney	Customer Purchase Order QUOTE VALID 30 DAYS	Customer Contact DOUG LADELY	Ord Date 06-16-16
	Equip ID	Customer Job number 208.255.9017	Customer Phone # 208 267 3105

Ord	Ship	B/O	Mfg	Part Number	Description	Bin	Unit Price	UM	Extended
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SERVICE CALL TO REPAIR VACTOR:
- REPLACE RODDER PUMP WITH REMAN
**CORE EXCHANGE
- FLUSH FLUID COUPLER AND REPLACE
FLUID FOR FAN ASSY

PLEASE NOTE THAT WE RESERVE THE RIGHT
TO A 10 PERCENT VARIANCE FOR ANY
ADDITIONAL UNFORSEEN REPAIRS THAT MAY
BE REQUIRED TO COMPLETE THIS
ESTIMATE.

1	1	Y	VAC	47578D		006W	304.97EA		304.97
				FLUID CPLG OIL,2.5 GAL					
1	1		VAC	62180R		SHOP	11,985.55EA		11,985.55
				MODIFIED RODDER PUMP ASSY,REBU					
1	1		VAC	47163F		VB13	96.42EA		96.42
				FUSE PLUG,390*F					
	1		MNP	FITTINGS AND HARDWARE			75.00		75.00
	5		MNP	AW46- HYD OIL			18.64		93.20
	1		SCN	CORE EXCHANGE			2,000.00		2,000.00-
	1		TRV	TRAVEL CHARGES - KNT			350.00		350.00
	1		FRC	FLAT RATE TSPR CHARGES - KNT			1,980.00		1,980.00

NO RETURNS WITHOUT RETURN GOODS AUTHORIZATION.
A RESTOCKING CHARGE OF 15 PERCENT WILL BE APPLIED
ON ALL ITEMS ORDERED IN ERROR (20 PERCENT FOR
SPECIAL ORDER PARTS).
NO REFUNDS ON RETURNS RECEIVED AFTER 180 DAYS FROM
DATE OF SALE.

Total Amount

Continued

SELLER EXPRESSLY DISCLAIMS ALL EXPRESS
WARRANTIES ON PRODUCTS IT SELLS. ANY
WARRANTY IS THAT OF THE MANUFACTURER
ONLY AND NOT OF OWEN EQUIPMENT.

NO GOODS RETURNED WITHOUT RETURNED GOODS
AUTHORIZATION. A RESTOCKING CHARGE OF 15%
(20% FOR SPECIAL ORDERS) WILL BE APPLIED ON ITEMS
ORDERED IN ERROR AND RETURNED WITHIN 30 DAYS.

PAYMENT TERMS:
PARTS INVOICES - NET 30 DAYS FROM DATE OF INVOICE
EQUIPMENT SALES & RENTAL INVOICES - NET 10 DAYS FROM DATE
OF INVOICE. 1.5% FINANCE CHARGE PER MONTH (18% ANNUAL RATE).



ENVIRONMENTAL SALES · SERVICE · PARTS · RENTALS

OWEN EQUIPMENT COMPANY
 8721 S 218TH STREET
 KENT WA 98031
 (253) 852-5819 (253) 852-8913

Owen Equipment Company
 PO Box 30959
 Portland, OR 97294-3959
(800) 992-3656

Account# 21861	Work Ord	Brc 02	Sls 55
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S A L E S O R D E R
 E S T I M A T E

Date 06-16-16	Time 10:10	Order # 76366	Page 2
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Sold To: 001
 BONNERS FERRY, CITY OF
 PO BOX 149

Ship To:
 BONNERS FERRY, CITY OF
 6362 WASHINGTON STREET BLDG "W"

BONNERS FERRY

ID 83805

BONNERS FERRY

ID 83805

Ship Via ON-SITE REPAIR

Entered By mccarney	Customer Purchase Order QUOTE VALID 30 DAYS	Customer Contact DOUG LADELY	Ord Date 06-16-16
	Equip ID	Customer Job number 208.255.9017	Customer Phone # 208 267 3105

Ord	Ship	B/O	Mfg Part Number	Description	Bin	Unit Price	UM	Extended
1.00			SR	SERVICE RATE		1,760.00		1,760.00
				ENV ENVIRONMENTAL CHARGE - SHOP				35.20
				SS SHOP SUPPLIES				44.00
			ID000	Sales Tax Number -				0.00

NO RETURNS WITHOUT RETURN GOODS AUTHORIZATION.
 A RESTOCKING CHARGE OF 15 PERCENT WILL BE APPLIED
 ON ALL ITEMS ORDERED IN ERROR (20 PERCENT FOR
 SPECIAL ORDER PARTS).
 NO REFUNDS ON RETURNS RECEIVED AFTER 180 DAYS FROM
 DATE OF SALE.

Total Amount

14,724.34

SELLER EXPRESSLY DISCLAIMS ALL EXPRESS
 WARRANTIES ON PRODUCTS IT SELLS. ANY
 WARRANTY IS THAT OF THE MANUFACTURER
 ONLY AND NOT OF OWEN EQUIPMENT.

NO GOODS RETURNED WITHOUT RETURNED GOODS
 AUTHORIZATION. A RESTOCKING CHARGE OF 15%
 (20% FOR SPECIAL ORDERS) WILL BE APPLIED ON ITEMS
 ORDERED IN ERROR AND RETURNED WITHIN 30 DAYS.

PAYMENT TERMS:
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 EQUIPMENT SALES & RENTAL INVOICES - NET 10 DAYS FROM DATE
 OF INVOICE. 1.5% FINANCE CHARGE PER MONTH (18% ANNUAL RATE).



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

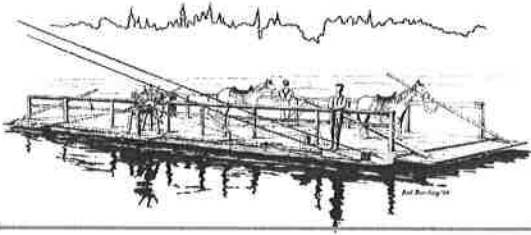
Date: June 21, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: **Lifeguard Training**

The pool is now operational, and all of the individuals that took the lifeguard class passed their test. Kathy Zech trained the lifeguards and wondered if the City was interested in her providing some in-service training this summer. Kathy would like to provide training approximately every two weeks that would enhance their abilities as lifeguards. Kathy proposed a rate of \$25/HR, and I anticipate that we would need her for about 4-6 hours per month to provide this training.

I believe that this opportunity would further promote life safety at our pool. If the Council approves this proposal, we could modify our current contract with Kathy to include a supplement with this rate included.

Thank you,

Mike



CITY OF BONNERS FERRY

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

Memo

To: Mayor and City Council
From: Kris Larson, Clerk/Treasurer
Date: 6/17/2016
Re: Fill-in for Visitor Center Cleaning

Our janitor, Darrell Moore, will be gone from July 17 through July 24, 2016 and we need to find a replacement to come in and clean the visitor center restrooms. I have contacted Donna Huddleston who is now cleaning at the Border Patrol and she is interested.

The rate of pay for the janitor position is \$10.87 per hour and when I told Donna she asked if we could get that amount increased a bit for her. Donna does not carry workers compensation insurance so we cannot contract with her. We would have to hire her as a part-time employee.

This is a difficult position to cover and Gary Lutz is no longer filling in for us.

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

Thanks,
Kris

CITY OF BONNERS FERRY ELECTRIC FUND

MONTHLY FINANCIAL AND OPERATING REPORT

REPORT FOR THE MONTH OF: *May, 2016*

ENERGY SALES		DOLLARS		KWH SOLD		# of Cust.
		This Month	Year to Date	This Month	Year to Date	
1	Residential & Farm	\$112,359	\$1,271,735	1,466,315	18,041,842	2,000
2	Residential Seasonal					
3	Commercial - small (50 KVA or less)	\$37,155	\$360,224	526,270	5,302,223	457
4	Commercial - large (over 50 KVA)	\$79,804	\$682,830	1,253,420	11,052,342	182
5	Industrial	\$87,064	\$710,575	1,635,088	13,629,213	12
6	Irrigation and/or drainage pumping	\$1,262	\$18,696	17,323	239,390	8
7	Public Street Lighting	\$2,438	\$19,504			3
8	Interdepartmental	\$3,909	\$35,094	55,282	495,247	27
9	Self Consumed	\$246	\$1,939	3,194	24,448	3
10						
11						
12	Total (1 thru 11)	\$324,237	\$3,100,597	4,956,892	48,784,705	2,692
INCOME STATEMENT						
OTHER REVENUES						
13	Pole Use		\$1,750		This Month	Year to Date
14	Connects	\$1,270	\$6,425		\$325,482	\$3,115,490
15	Conservation					
16	Misc. Electric Revenue	(\$25)	\$6,718		\$281,161	\$2,365,975
17	Total Misc. Revenue (13 thru 15)	\$1,245	\$14,893		\$40,235	\$321,880
18	Total Operating Revenue (12 + 16)	\$325,482	\$3,115,490		\$16,274	\$155,774
OPERATING EXPENSES						
19	Generation	\$27,977	\$149,415		\$1,896	\$18,639
20	Power Purchases - BPA	\$148,492	\$1,378,918		\$339,566	\$2,862,268
21	Power Purchases - Other				(\$14,084)	\$253,222
22	Maintenance - General Property	\$4,976	\$39,486			
23	Conservation	\$10,602	\$41,870			
24	Customer's Svc & Record	\$4,603	\$33,169			
25	Total Ops & Treatment Expense					
26	Administrative and General	\$39,579	\$423,797		\$1,920	\$18,779
27	Transmission	\$878	\$19,083		\$1,167	\$6,199
28	Distribution	\$39,812	\$251,738		\$3,087	\$24,978
29	Rolling Equipment	\$4,242	\$28,499		(\$10,997)	\$278,200
30	Total Operating Expenses(19 thru 29)	\$281,161	\$2,365,975			
OTHER INCOME						
10.	Interest				\$1,920	\$18,779
11.	Misc. Non-operating revenue (net)	\$4,976	\$39,486		\$1,167	\$6,199
13.	Gross Income (9 + 12)	\$4,603	\$33,169		\$3,087	\$24,978
14.	Interest on long term debt					
15.	Interest on investment of municipality				\$0	\$21,216
16.	BPA Revenues				\$2,603	\$20,824
17.	BPA Expenditures					
18.	Miscellaneous income deductions					
19.	Total Income deductions (14 thru 18)				\$2,603	\$42,040
20.	Net Income (13 minus 19)				(\$13,600)	\$236,160

CITY OF BONNERS FERRY WATER FUND

MONTHLY FINANCIAL AND OPERATING REPORT

REPORT FOR THE MONTH OF: **May, 2016**

	SALES	DOLLARS		Cubic Feet Sold		# of Cust.
		This Month	Year to Date	This Month	Year to Date	
1	Residential	\$52,806	\$401,800	835,376	5,205,339	1,084
2	Commercial - small	\$21,052	\$155,999	359,847	2,452,101	214
3	Commercial - large	\$12,167	\$93,518	266,011	1,912,903	78
4	Interdepartmental	\$398	\$2,836	9,932	40,761	6
5	Wholesale					
6	Industrial	\$341	\$2,668			2
7	Pumping & Drainage	\$76	\$598			1
8	Total (1 thru 7)	\$86,840	\$657,419	1,471,166	9,611,104	1,385
INCOME STATEMENT						
OTHER REVENUES						
9	Bulk Water Sales		\$200			
10	Coin Op Sales	\$354	\$853		\$87,224	\$670,608
11	Misc. Water Revenue				\$31,022	\$331,066
13	Connect Fees	\$30	\$12,136			
14	Grant Revenue					
15	Total Misc. Revenue (9 thru 14)	\$384	\$13,189			
16	Total Operating Revenue (8 + 15)	\$87,224	\$670,608			
OPERATING EXPENSES						
17	Source of Supply	\$128	\$6,183			
18	Pumping	\$1,328	\$1,583		\$64,053	\$593,956
19	Treatment	\$12,078	\$100,961		\$23,171	\$76,652
20	Transmission	\$143	\$1,256		\$4,361	\$33,530
21	Distribution	\$3,992	\$39,501			
22	Line Operation/Maintenance	\$2,105	\$15,987		\$161	\$1,212
23	Meter Maintenance/Reading	\$479	\$6,085		\$23,332	\$77,864
24	Structure Maintenance		\$4,825			
25	Customer Service				\$161	\$986
26	Customer Accounting	\$1,672	\$11,636			\$226
27	Rolling Equipment	\$22	\$13,440			
28	General & Administrative	\$9,075	\$126,791			
29	Conservation					
30	General Property Maintenance		\$2,818			
31	Total Operating Expenses(17 thru 28)	\$31,022	\$331,066		\$0	\$18,468
	Net Income (13 minus 17)				\$23,332	\$59,396

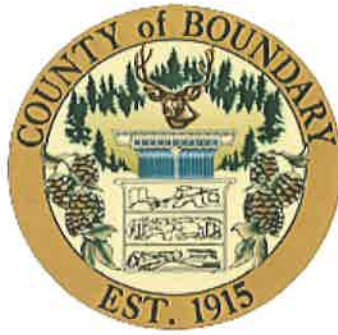
CITY OF BONNERS FERRY SEWER FUND

MONTHLY FINANCIAL AND OPERATING REPORT

REPORT FOR THE MONTH OF: *May, 2016*

	SALES	DOLLARS		Cubic Feet Sold		# of Cust.
		This Month	Year to Date	This Month	Year to Date	
1	Residential	\$27,857	\$212,918			1,005
2	Commercial - small	\$16,572	\$123,764			202
3	Commercial - large	\$10,098	\$69,746			66
4	Interdepartmental	\$26	\$193			1
5	Wholesale					
6	Industrial	\$51	\$386			2
7	Pumping & Drainage					
8						
9	Total (1 thru 7)	\$54,604	\$407,007	0	0	1,276
INCOME STATEMENT						
OTHER REVENUES						
10	Junk or Salvage Sold				This Month	Year to Date
11	Flusher Truck Rental				\$54,604	\$410,553
12	Misc. Sewer Revenue					
13	Connect Fees		\$3,546		\$33,122	\$217,792
14	Grant Revenue					
15	Total Misc. Revenue (10 thru 14)	\$0	\$3,546		\$5,700	\$45,600
16	Total Operating Revenue (9 + 15)	\$54,604	\$410,553			
OPERATING EXPENSES						
17	Pumping & Lift	\$1,795	\$18,254			
18	Treatment	\$19,386	\$83,362		\$41,552	\$283,920
19	Dredging	\$2,135	\$17,786		\$13,052	\$126,633
20	Transmission		\$110		\$223	\$1,844
21	Distribution	\$727	\$16,100			\$20
22	Collection	\$0	\$0		\$223	\$1,864
23	Operation Lines	\$81	\$4,987		\$13,275	\$128,497
24	Maintenance of Lines		\$959			
25	Structure Maintenance		\$232			
26	Customer Service					
27	Customer Accounting	\$142	\$952			
28	Rolling Equipment	\$2,386	\$13,791			
29	General & Administrative	\$6,361	\$59,977			
30	General Property Maintenance	\$109	\$1,282		\$0	\$0
31	Total Operating Expenses(17 thru 30)	\$33,122	\$217,792		\$13,275	\$128,497

Boundary County Commissioners
Dan R. Dinning, Chairman
LeAlan L. Pinkerton, Commissioner
Walt Kirby, Commissioner



Telephone (208) 267-7723
Fax: (208) 267-7814
commissioners@boundarycountyid.org

BOUNDARY COUNTY
P. O. Box 419
Bonnors Ferry, ID 83805

June 3, 2016

Kris Larson, Clerk
City of Bonnors Ferry
P.O. Box 149
Bonnors Ferry, Idaho 83805

RE: CITY/COUNTY DISPATCH AGREEMENT

Dear Clerk Larson:

Boundary County Commissioners would like to notify you and the City of Bonnors Ferry of a proposed increase to the current annual payment of \$28,500.00 that is to be issued to Boundary County for services provided as listed in the City/County Dispatch Agreement. The adjusted annual payment of \$29,500.00 is proposed for Fiscal Year 2016-2017.

Commissioners wanted to provide this information ahead of the City's budget planning process. An updated agreement will follow in the next couple of months.

Sincerely,

BOUNDARY COUNTY COMMISSIONERS

A handwritten signature in blue ink that reads "Michelle Rohrwasser". The signature is written in a cursive style.

Michelle Rohrwasser, Deputy Clerk
For Glenda Poston, Clerk
To the Board of Boundary County Commissioners