

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
December 3, 2013
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. Approve November 19, 2013 Council Meeting Minutes

OLD BUSINESS

5. City – Third Reading of Ordinance Amending Title 10, Chapters 1, 2, & 3 (attachment)
6. City – Adopt Ordinance Amending Title 10, Chapters 1, 2, & 3
7. Fire – Discuss Boundary Volunteer Ambulance Request to Use Fire Hall (attachment)

NEW BUSINESS

8. Police – Accept Resignation of Steve Benkula (attachment)
9. Police – Discuss Appointment of Interim Police Chief
10. City – Accept the Election Results as Certified by Boundary County (attachment)
11. Sewer – Discuss Sewer System Capital Improvements (attachment)
12. Water – Discuss Backflow and Cross Connection Control Flyer (attachment)

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 67-2345, SUBSECTION 1

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

ADJOURNMENT

NEXT MEETING DATE

INFORMATION

ORDINANCE NO. 537

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING VARIOUS SECTIONS WITHIN BONNERS FERRY CITY CODE TITLE TEN CONCERNING UTILITIES; AMENDING THE PROCEDURE FOR RETURN OF A UTILITY DEPOSIT AFTER TWELVE CONTINUOUS MONTHS OF NONDELINQUENT PAYMENT SET FORTH IN 10-1-3 OF BONNERS FERRY CITY CODE; REPLACING THE WORD "DEPOSIT" WITH "REFUND" IN 10-1-4 OF BONNERS FERRY CITY CODE; ADOPTING SECTION 10-1-7 PROVIDING FOR THE COMBINATION OF IN-ACTIVE AND OVERDUE UTILITY ACCOUNTS; AMENDING 10-2-8 OF BONNERS FERRY CITY CODE CONCERNING THE USE OF WATER METERS TO DETERMINE WATER RATES FOR ALL CUSTOMERS AND TO ESTABLISH A FOURTEEN DAY DUE DATE FOR WATER CHARGES FOLLOWING THE CUSTOMER'S BILLING DATE; AMENDING SECTION 10-3-10 OF BONNERS FERRY CITY CODE, SUBSECTION D, CONCERNING PAYMENT DUE DATES; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Mayor and City Council have deemed it in the public interest to amend the ordinance pertaining to the procedure for return of a utility deposit within Bonners Ferry City Code Title Ten Chapter One, to replace the word "deposit" with "refund" in order to clarify section Four of Bonners Ferry City Code Title Ten, Chapter One, to amend subsection C of Bonners Ferry City Code Title Ten Chapter Two Section Eight to reflect the use of water meters to measure water use for all water customers of the City of Bonners Ferry, to amend subsection D of Bonners Ferry City Code Title Ten Chapter Two Section Eight to establish a fourteen day due date following the customer's billing date, and to amend Subsection D of Bonners Ferry City Code Title Ten Chapter Three Section Ten to establish a fourteen day due date following the customer's billing date for sewerage services.

NOW THEREFORE, Be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

Section 1: That Bonners Ferry City Code Section 10-1-3 is hereby amended as follows:

RETURN OF DEPOSIT: After twelve (12) continuous months of nondelinquent payment of the monthly bill by the customer for the utility requiring the deposit, such deposit shall be ~~mailed to that customer at his last known address~~ applied to the customer's account upon customer request. If customer closes an account, the deposit is applied at closing. Refunds are mailed to customer if the account balance results in a credit and there are no other active accounts of the customer.

Section 2: That Bonners Ferry City Code Section 10-1-4 is hereby amended as follows:

FORFEITURE: In the event the mailed deposit refund is returned to the city due to lack of sufficient address, then the deposit refund will be deemed forfeited by the customer and placed in the city general fund.

Section 3: That a new section, 10-1-7, of Bonners Ferry City Code is hereby adopted and shall read as follows:

10-1-7: OVERDUE AND IN-ACTIVE ACCOUNT COMBINATION: In the event that a utilities customer is listed as the debtor on two or more accounts, if one such account is no longer active or in use but a balance is owed on such account, the City, at its discretion, may transfer the balance of the in-active account to another active account of the same customer, the in-active account may be closed, and the balance shall be due in accordance with the terms of the active account.

Section 4: That Bonners Ferry City Code Section 10-2-8 is hereby amended as follows:

C. Water Meters: Water meters shall be used to determine water rates charges for ~~the following establishments: all water customers, unless technical circumstances prohibit. In this event a non-metered flat rate will be levied until such time as the technical issue can be resolved.~~

- ~~1. All business houses;~~
- ~~2. All industries; and~~
- ~~3. All locations outside the city limits.~~

D. Payment: Payment of water charges shall be due monthly, ~~on the tenth day of each month following that in which the service is rendered. fourteen days after the customer's billing date.~~

Section 5: That Bonners Ferry City Code Section 10-3-10 is hereby amended as follows:

D. Due Date: All charges for sewerage service shall be due and payable at the office of the clerk on or before the ~~tenth~~ fourteenth day following the customer's billing date of each month, and shall become delinquent after the fifteenth day following the customer's billing date.

Section 6: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

Section 7: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

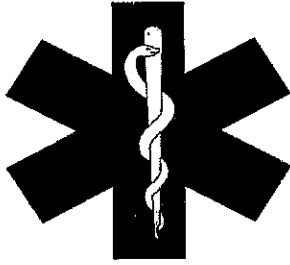
APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2013.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor

Attest:

Clerk, City of Bonners Ferry



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

To City of Bonners Ferry,

Boundary Volunteer Ambulance would like to thank the City of Bonners Ferry for its support in the past. We are looking forward to working more closely in the future. We have sign a new three year contract with Boundary County. Part of the plan is to have 24/7 staff. The Boundary County Extension building does not have the ability to have living quarters, kitchen, or shower facilities. I have talk with Fire Chief Pat Warkentin about using the upstairs at station 1 to house EMTs at nights. Pat took this idea to the foreman's meeting last week. BVA would like to take this idea to the next step and see if this is a possibility by setting up a lease. Presently we have lease agreements with Hall Mt. and South Boundary fire departments to use their station to house ambulances ,a contract with Boundary County for office space and ambulance bays and a agreement with all the fire departments for mutual aid. I am asking the city council if this is a topic they would like to work the details out on, to move forward .

Ken Baker, Chief



City of Bonners Ferry Police Department

7232 Main Street • P.O. Box 149 • Bonners Ferry, ID 83805
Phone: 208.267.2412 • Fax: 208.267.4398

November 20, 2013

Mayor Dave Anderson, Bonners Ferry City Council &
The Citizens of Bonners Ferry
City of Bonners Ferry
7232 Main Street
Bonners Ferry Idaho 83805

Mayor Anderson:

When I was appointed Chief of Police with the Bonners Ferry Police Department it was, and still is, an honor. The community welcomed me and I appreciate the support that my family and I have been given. The police department has had some challenges but we have a great group of officers dedicated to the citizens of Bonners Ferry.

Do to family obligations and medical needs that are difficult to meet in Bonners Ferry; I must resign my position as Chief of Police effective December 6th, 2013. I have been offered a position with the Idaho Attorney General's Office and will be moving to the Treasure Valley.

Please know that the challenges that we have faced is in no way a factor in my decision. This was not easy for me. It has been challenging but rewarding and I am proud to have been a part of the great City of Bonners Ferry team. I appreciate the opportunity that has been given to me. If I may be of assistance in the future, please do not hesitate to call on me.

Sincerely,

Steve Benkula
Chief of Police

Steve Benkula, Chief of Police

BOUNDARY COUNTY RESULTS
5-Nov-13

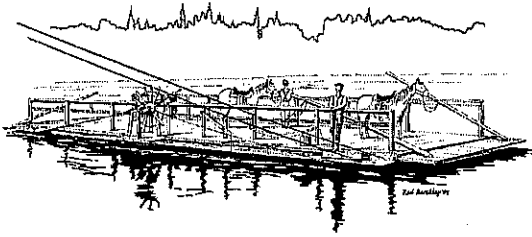
	City of Bonners Ferry					
			Tom Mayo	Matthew Solt	Ron Smith	
Precinct						
Absentee			38	26	44	
Copeland						
BF/Kootenai			33	24	29	
Moyie Springs						
Naples						
North Bonners Ferry			44	32	50	
Valley View			26	27	38	
COUNTY TOTAL	0	0	141	109	161	0

Total Votes Cast	245

BOUNDARY COUNTY RESULTS

5-Nov-13

City of Bonners Ferry					
VOTING					
STATISTICS					
Precinct	Total Number of Registered Voters at Cutoff	Number Election Day Registrants	Total Number of Registered Voters	Number of Ballots Cast	% of Registered Voters That Voted
Absentee				72	
Copeland					
BF/Kootenai	406	3	409	49	12.0%
Moyie Springs					
Naples					
North Bonners Ferry	453	1	454	69	15.2%
Valley View	395	2	397	55	13.9%
CO. TOTAL	1,254	6	1,260	245	19.4%



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 27 November 2013
To: City Council
From: Stephen Boorman, City Administrator
Subject: Sewer System Capital Improvements.

The recently completed Sewer Master Plan identified a number of recommended capital projects for our sewer system. The Capital Improvement Plan (CIP) from the plan is attached.

When financing a CIP there are really two methods. First is "revenue financing", increasing rates so that the projects can be done with acquired financial reserves. Second is "bonding", for an Idaho municipality this means a bond election and then borrowing the money. For a sewer revenue bond the threshold is 50% approval. If the citizens approve the bond the money can be borrowed from the source the City Council feels is in the best interest of the City. The common ones are, the open bond market, DEQ, USDA Rural Development, Idaho State Bond Bank, or a commercial financial institution (bank).

One major component of financing a CIP is the rate structure. With this there is a chicken-and-egg issue. A good rate structure is based on the CIP and desired method of funding it and how you fund the CIP is based on what is rate structure is desired. In practice these are arrived at through an iterative process.

After giving this significant thought, we would like to propose the following plan of action:

- Dec 2013 – January 2014 Council sets a preliminary CIP program
- January – February COSA and rate study completed
- March – April Review the CIP in light of the rate impact
Implement rate increase as appropriate.
- August 2014 If required have a bond election
- Summer 2015 Construction of treatment improvements and sewer
bridge refurbishment
- 2015 forward Invest approximately \$250,000 per year in CIP for
lift stations and line replacement

CIP Program straw horse

- Highest priority Sewer bridge and treatment
- Estimated Cost \$3 Million
- Funding Bonding

- | | |
|------------------------------------------------|--------------------------------------------------------------------------------|
| • Second priority
Estimated Cost
Funding | Lift Station Improvements
\$3 Million over 10-15 years
Revenue financing |
| • Third priority
Estimated Cost
Funding | Pipe replacement
\$700,000 over 10-15 years
Revenue financing |

Note: It is our view that incremental improvements can be made to the lift station over time that will provide a better return on investment than a single large replacement program.

SJB

12 Financial Plan

12.1 Cost Opinions and Phasing for the Preferred Plan

The Financial Plan has identified targeted years for the implementation of the identified projects. An assumed 3.0 percent per year inflation rate has been assumed on project capital costs to the year of implementation.

The revised CIP, with projects identified, and their capital costs (for the year of implementation) are presented in **Table 12-1**.

Table 12-1 – Capital Improvement Plan (CIP)

Capital Improvement Plan	Year of Implementation	Alternative 2 Project Cost (in year of Implementation \$)
Screening and Grit		
Rotating Belt Filter	2013	\$730,000
Lagoon Maintenance		
Liner Project	2028	\$1,557,967
TSS Reduction		
Membrane Microfiltration	2013	\$1,560,000
Lagoon Bypass		
Bypass via Pumping	2013	\$230,000
Influent River Crossing (Bridge) Forcemain		
New 8-inch Pipe	2013	\$330,000
Buffer Zone		
Developments Rights	2013	\$50,000
Security Fencing		
4000' - 6-foot tall, w/gates	2013	\$100,000
Collection System Projects 1-6		
1 - From Manhole A10 to A12 (removing high point at A11)	2018	\$121,028
2-From Manhole A14 to A16 (removing high point at A15)	2018	\$193,483
3-From Manhole A18 to A20 (removing high point A19)	2018	\$40,691
4-From Manhole A21 to A23 (removing low point at A22)	2018	\$55,645
5-From Manhole E7 to E9 (removing high point at E8)	2018	\$132,273
6-From Manhole E12 to E14 (removing high point at E13)	2018	\$128,448
Lift Station Projects 1-9		
(1) Lift Station 5	2013	\$840,000
(2) Lift Station 1	2013	\$300,000
(3) Lift Station 2	2013	\$380,000
(4) Lift Station 3	2013	\$300,000
(5) Lift Station 4	2013	\$320,000
(6) Lift Station 6	2013	\$300,000
(7) Lift Station 8	2013	\$300,000
(8) Lift Station 7	2013	\$300,000
(-) Portable Generator	2013	\$40,000

12.2 Financing and Rate Impacts

As can be seen in **Table 12-1**, there is a large grouping of projects that need to be completed in the first five years of the 20-year planning period. To determine necessary financing and potential impacts to rates, it is assumed that these projects will be included as a single financed project. A second project, including the lagoon liner, is not expected for 15 years and is assumed to require a second separate financed project for \$1.56 million in 2028. It may be possible to provide adequate rate structure such that this second project can be funded through depreciation savings.

The financial analysis uses the following assumptions:

- Project capital costs inflated at 3 percent annually to year of implementation
- Projects financed in the Year 2013
- Funds borrowed at 3.0 percent interest rate
- Loan origination fees 0.5 percent of financed amount
- 1,653 EDUs paying for loan
- Loan repayment period (40 years)

The total capital for the first project is approximately \$6.78 million. It is anticipated that a rate increase of \$15 per month per user will be required to pay for these projects. The second project targeted for 2028 will require an additional rate increase of \$3 at the time of implementation of that project and utilizes an assumed 1,919 EDUs (1 percent annual growth rate) paying for the project. These calculations are shown in **Table 12-2**.

Table 12-2 – Project Financing and Implementation

TOTAL CAPITAL COSTS (2013-2018)		\$6,751,567
CONNECTION EDUs	1653	
	3.00%	
	0.50%	\$33,758
TOTAL FINANCED		\$6,785,325
YEARS	40	
MONTHLY USER FEE INCREASE		(\$14.80)
TOTAL CAPITAL COSTS (2019-2033)		\$1,557,967
CONNECTION EDUs	1919	
	3.00%	
	0.50%	\$7,790
TOTAL FINANCED		\$1,565,757
YEARS	40	
MONTHLY USER FEE INCREASE		(\$2.94)

What should you do?

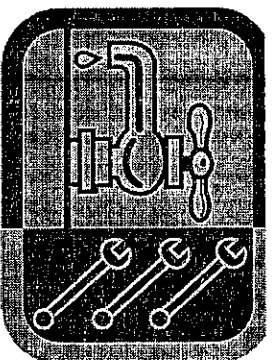
Backflow prevention

A backflow prevention assembly device is required to be installed where all cross connections exist. A backflow prevention assembly is a mechanical device that prevents the flow of water backwards through a pipe. There are several different types of devices to choose from. Backflow prevention assemblies require annual testing to ensure they are properly protecting the water supply. The City of Bonners Ferry must be informed when testing has been completed.

City Code

The existence of cross connections is deemed unlawful by Bonners Ferry City Code 10-2-9. Failure to comply with cross connection codes will result in disconnection of water services to your home or business until compliance is reached, as well as accompanying disconnection and reconnection fees.

Please contact the Bonners Ferry Water/Sewer Department at (208) 267-4380 for advice on backflow assembly installation, testing and/or a free site survey.



For information on the City of Bonners Ferry's codes and ordinances, visit your city website at:

<http://www.bonnersferry.id.gov/>

For information on the dangers of cross connections, and how to prevent backflow, visit:

- <http://www.src4.org/ed.htm>
- http://www.deq.idaho.gov/media/517436-dw_cross_connection_fs.pdf
- water.epa.gov/infrastructure/drinkingwater/pws/crossconnectioncontrol

City of Bonners Ferry

7232 Main St.

Bonners Ferry, Id 83805

(208) 267-3105

Idaho Rural Water Association
6065 W Corporal Ln
Boise, ID 83709
(208) 343-7001
www.idahoruralwater.com



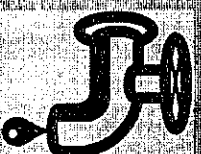
Do your part to

Keep Your

Drinking

Water

Safe



A guide to
backflow
and cross
connection

What is the concern?

- Your business/home is connected to the city's water system
- The potential exists for you to contaminate your household supply and the city's drinking water system
- Proper management of your plumbing system is essential to protecting the health of your family and community

Cross Connection

A cross connection is a link between drinkable (or potable) water and any potential pollutant.

Examples include:

- A hose in a bucket
- A hose with a sprayer containing fertilizer or pesticide
- A submerged sprinkler or irrigation outlet
- Swimming pools
- Water softeners
- Hose connections to a laundry tub

Backflow

Why does cross connection matter?

Cross connections provide pathways for contaminants to enter the drinking water supply.

Water flows to your home or business due to differences in pressure. If these pressures are reversed, water can flow backwards into the distribution system. This is called **backflow**.

How does backflow occur?

Backflow can occur due to a main break, pump failure, water drawdown from firefighting or hydrant flushing, or any usage where external pressure exceeds that of the distribution system.

These incidents are more common than you may think, and are usually unexpected.

The danger? Backflow can cause health hazards!

From 1981 to 1998, the Center for Disease Control (CDC) documented 57 waterborne disease outbreaks related to cross connections. These outbreaks caused 9,734 cases of illness. The CDC also states that only a small percentage of backflow events that occur are actually reported.

Contaminants that can be introduced to your water via backflow incidents include: **metals, pesticides, E. coli, salmonella, Giardia, other bacteria and pathogens, nitrates, nitrites, anti-freeze, propane, Freon, and more.**