

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. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

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 18, 2018
6:00 pm**

PLEDGE OF ALLEGIANCE

GUESTS

PUBLIC COMMENTS

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

REPORTS

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/City Planner/SPOT

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the December 4, 2018 Council meeting minutes and December 6, 2018 Special Council meeting minutes
4. Pay half of the Idaho Bar Dues for Andrakay Pluid

OLD BUSINESS

NEW BUSINESS

5. City – Discuss/Approve Gateway Entry Sign (attachment) {action item}
6. Fire – Discuss/Approve Donation Used Self Contained Breathing Apparatuses to the City of Moyie Springs Fire Department (attachment) {action item}
7. Sewer – Authorize Change Order Request #2 from S & L Underground for \$1496.00 (attachment) {action item}
8. Sewer – Authorize Pay Request #3 from S & L Underground for the Sewer Force Main Bridge Project for \$27,737.05 (attachment) {action item}

9. Water – Authorize Contract Extension with Universal Well Drilling through January 31, 2019 (attachment) {action item}
10. City – Discuss/Approve Contract with Will Herrington for Maternity Leave Coverage for Civil Legal Services (attachment) {action item}
11. Police – Discuss/Approve the Transmission Repair for the Ford Explorer for Approximately \$5,000.00 {action item}
12. City – Authorize the Police Chief to Approve Catering Permits {action item}
13. City – Approve the Date Change for the First Meeting of January 2019 {action item}
14. City – Discuss/Approve the Pay Request from JUB for Task #2 for the Local Rural Highway Improvement Program (attachment) {action item}
15. Street – Discuss the Surface Transportation Program Rural Grant Application for Kaniksu Street (attachment) {action item}
16. Electric – Discuss/Approve a Contract with FCS for Electrical Rate Study (attachment) {action item}
17. Golf – Discuss/Approve Replacement of Reels and Bearings on Fairway Mower (attachment) {action item}
18. City – Approve 2019 Beverage Licenses Pending Receipt of Payment and Proper Documentation {action item}
19. City – Authorize the Mayor to Sign a Contract with Billing Document Specialists for Online Payment Services (attachment) {action item}
20. City – Approve Adding the Billing Document Specialists Interface with Black Mountain Software (attachment) {action item}

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

Mayor David Sims called the Council meeting of November 20, 2018 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Administrator Lisa Ailport, City Attorney Andrakay Pluid, City Engineer Mike Klaus, Fire Chief Dave Winey, and Clerk/Treasurer Christine McNair. Members of the public present were: Jerry Higgs, Dave Gray, Denise Crichton, Michael Hinderly, Jessica Tingley and Jean Diel.

Police Chief Brian Zimmerman said that there was an officer involved shooting. It started with a hit and run investigation at the hospital, then a report of a vehicle in the drainage ditch on Mission Road. While trying to help the driver out of the vehicle to receive medical care, the driver failed to follow commands and aimed a 308 assault rifle at the officer. Shots were fired and the only injury was to the tip of the suspect's finger.

Fire Chief Dave Winey said the fire department delivered Santa to the Georgia Mae Plaza on Saturday December 1, 2018.

City Administrator Lisa Ailport showed photos of the Katka Line project. The logging income currently is \$71,591.45. The expenses so far for the logging are \$3600.00. Unit #2 has not been paid out yet. Rick asked if unit #2 is mostly cedar. Lisa said it is. Lisa said the lighting for the signs on the generator building was installed today.

City Engineer Mike Klaus said the pool is almost ready for two concrete pours. The well drilling on Dakota Street started today. Both holes should be done by Thursday December 6, 2018. Ron asked if it will be too cold to pour concrete. Mike said it is best to pour concrete above 25 degrees.

Lisa Ailport said Planning & Zoning recommends going forward with the Comprehensive Plan amendment to the Future Land Use Map, with some changes based on public comment.

Ron moved to approve the consent agenda. Adam seconded the motion. The motion passed with all in favor. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

The security glass for the clerk's office was discussed. Mayor Sims feels the security glass will have a negative impact to the community. Mayor Sims recommends removing the police sign and having people go to dispatch when they need to see an officer. Lisa said Jake Leuty will make himself available if he is in the building to respond to an incident. Mayor Sims said it is possible to install audible alarms and an alarm that goes directly to the Sheriff's office. Chief Zimmerman said the violent type is not usually the type that comes to City Hall to see a police officer. Mayor Sims said it will be hard to show people the monitor when looking at a zoning map. Lisa said she feels she will have to go outside of the clerk's office to interact with the public. Mayor Sims said helping people fill out forms will be difficult. Ron said he is concerned about the safety of the employees. Ron thinks the project should be finished. Valerie said we should minimize the risk by having people go to the sheriff's office. Valerie continues to support the safety for our employees. Valerie thinks the project should be completed, since it was approved by Council. Mayor Sims

asked if Valerie feels threatened during a Council meeting. She said she does not, because there are several people in the room, including an armed police officer. Rick read the minutes from a previous meeting regarding the safety glass. Rick said a physical barrier can be an impediment, but sees the value of protecting the employees. Rick would rather error on the side of caution than have something happen. The safety and well-being of the employees is important. Adam asked what the office employees think. Jean feels the design will be open enough to allow communication. The post outside has a bullet hole in it. Adam asked if the point of contact was changed with the Police department, will that change how the employees feel. Jean said she thought the discussion was over. The purchase was made and it should be installed. Adam said he was not in favor of it in the beginning, but after hearing the comments he agreed to it, and he is still in favor of it. Valerie Thompson moved to go ahead with the work order as planned, installing the security glass in the Clerk's office. Ron Smith seconded the motion. The motion passed with all in favor.

The Visitor's Center elevator was discussed. Lisa checked into the ADA requirements for the upstairs room at the Visitor's Center. Panhandle Area Council (PAC) said if the room is used for public meetings then the elevator will need to be operational. Rick said meeting spaces are at a premium and it is necessary to keep the elevator functioning. Valerie asked if the building settling will continue to be a problem. Mayor Sims said no one has been here to look at the elevator. The comment was based on a description during a phone conversation. Mike said he thought it there had been a sight visit. Mayor Sims said it was just a description of the noise over the phone. Rick wants a physical inspection prior to signing a contract. Valerie asked if this is the only company we can use. Mike said the two companies we have used are Otis Elevators and Northwest Elevators. Ron asked if we currently have a contract. Rick moved to have staff contact Otis Elevator and Northwest Elevator to see what needs to be done and the best interest of the City to have it repaired. Valerie Thompson seconded the motion. Ron wants the annual contract looked at to make sure the City is notified if something needs repaired. Valerie asked if there is a checklist for preventative maintenance. Mike said he believes there is. The motion passed with all in favor.

Water/Sewer department staffing was discussed. Lisa presented a preliminary work plan for 2019. She wants to bring this back quarterly to adjust the work plan. The water/sewer department has agreed that they can get this work done. There are approximately 125 hydrants that need to be tested. The goal is to test 75 hydrants in 2019. Ron asked if this was budgeted for FY2019. Mayor Sims said capital improvements were budgeted but additional employees were not budgeted. Rick asked if the Fire department usually tested the hydrants. Lisa will ask the Fire department for help if the Water/Sewer department has other projects that need to be done. Mayor Sims said if the Fire department does it the money comes out of the general fund. Chief Winey said the Fire department has done some testing in the past. Adam said the Fire department only did flow testing, but the current requirements are more involved. Sewer flushing is another area of concern. The goal will be 18,000 linear feet testing each year, which is approximately three – five miles. Mayor Sims thinks it is a good idea to have the specific lines listed on the plan. Lisa showed a map of the area for the first year. Rick asked what the criteria was for choosing this area of the City. Lisa said this is an area that is in need of attention. Mayor Sims asked

if cameraing the lines is included in this plan. Mike said he does not think so. Lisa offered a nice dinner if the crew completes this in a good time frame. Rick said it is an ambitious goal. New projects that may happen are: 1200 feet of water main this year for the Stuart Hills project and 600 feet of sewer lines next year, connecting the new well line to the water plant and the splash pad. The goals are possible if the seasonal help is permitted. Mayor Sims asked if the rate is \$16.00 - \$18.00 per hour. Lisa said providing PERSI may be helpful in getting a quality employee. Mayor Sims wants staff to check with PERSI before advertising. Rick asked what will determine if one or two seasonal workers are hired. Lisa said there is enough work for two seasonal employees. Adam said we should start with one seasonal employee to see how it works. Adam Arthur moved to authorize advertising for a seasonal employee for the Water/Sewer department with the pay range of \$16.00 - \$18.00 per hour. Valerie Thompson seconded the motion. The motion passed with all in favor.

Soliciting for the Statement of Qualifications (SOQ) was discussed. Mike Klaus said there is enough engineering work that he cannot do it all. Mike said the City has to select contractors based on qualifications not on lowest bid price. The main recommendations have a roster for two years with five different firms available in each category. Mayor Sims said once you have the list you can choose one firm and negotiate a price. Mike said most firms are specialized. Mike wants to add storm water to the list. Mayor Sims wants to know if the scada operator needs to be on the list, since professional services are not regulated by the State. Rick asked if advertising in the Herald is enough. Mike said he was surprised at the response received from just advertising in the Herald. Val asked if we advertise with online newspapers. Lisa said the advertisements are sent to Newsbf and Kootenai Valley Times. Valerie Thompson moved to authorize Mike to solicit for SOQs as outlined in the attachment and adding storm water and changing the date to January 31, 2019. Rick Alonzo seconded the motion. The motion passed with all in favor

The skimmer system for the pool was discussed. Mike Klaus said a quote for a skimmer system for the pool was received last spring for \$66,000. The original quote did not have Davis-Bacon wages or performance and payment bonding included, which are required for the project. Rick Alonzo moved to accept the bid to install the skimmer system for \$73,562 from Natara Corporation. Adam Arthur seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mike Klaus said pay request #1 for \$20,045 is representative of the work that has been done so far. Ron Smith moved to authorize the Mayor to sign pay application #1 from BF Builders for the pool rehabilitation project in the amount of \$20,045. Rick Alonzo seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

The purchase of a vehicle for the School Resource Officer (SRO) was discussed. Chief Zimmerman said he had previously requested a new vehicle. The estimated ending balance for the DARE budget is approximately \$52,000. Brian is requesting to purchase a used vehicle from ISP for \$10,000 - \$12,000. Valerie asked what the situation is with the current SRO vehicle. Brian said the current vehicle is a Tahoe and he is hoping to replace it with another Tahoe or an Explorer. Adam asked what will happen to the current SRO

vehicle. Brian said it will go into the fleet to replace the pickup. Rick Alonzo moved to authorize the purchase of a School Resource vehicle for approximately \$12,000 from ISP. Ron Smith seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – no, Adam Arthur – yes.

The High 5 expenditure was discussed. Mayor Sims said the trail counter will be used to see how many people are using the ice rink or trails. The ownership will remain with the City. The Forest Service uses this brand and is happy with it. Ron asked how it works. Mayor Sims said it uses infrared technology. Rick Alonzo moved to approve the High 5 expenditure for three Trafx infrared trail counters in the amount of \$2,280. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Appointment of a Building Official was discussed. Lisa Ailport said the Department of Building Safety (DBS) said the certificate of occupancy need to be signed and DBS will not sign those. The building inspector will tell the City when the certificate of occupancy is ready to be signed. Ron Smith moved to authorize the Mayor to appoint the City Administrator or his or her designee as the building official. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

The Surface Transportation Program (STP) application was discussed. Lisa Ailport said the STP rural application is for rural collector streets. The City streets that meet the qualifications are: Alderson Lane, Cow Creek and Kaniksu Street. The funds are only available every other year. JUB Engineers is working to make the City application ready for the STP grant. There is a 7.34% match that is required. Kaniksu Street from Chinook Street past the hospital is wide and there is a large pedestrian crossing area. This is an area that needs some traffic calming measures and funneling pedestrians to a safe crossing area. Lisa wants to change the perception of the width of the travel lanes to make it safer for pedestrians to cross. The plan is to widen Kaniksu Street past the hospital to accommodate all modes of transportation. Mayor Sims said the road will not be widened so people will drive faster, the traffic lanes will actually be narrower. Lisa believes this is a necessary improvement to allow for in-fill. Mayor Sims said the match funding may be a challenge. Lisa said there are options for the match funding. Mayor Sims said the match funds will not be required for three years due to the process. Valerie said it is gamble to think we may get the LHTAC funds. Mayor Sims said if we do not have the match funds the project will not happen. Valerie Thompson moved to approve JUB task to prepare the application for STP rural application task #4 for the amount of \$1,500. Adam Arthur seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Consolidation of the utility billing to once a month was discussed. Christine said the Clerk's office wants to change from billing three times a month to once a month. Everyone will be on the same billing cycle. The meters are read within the first six working days of the month, so changing the billing cycle will make the reads closer to the actual bill date. Valerie said it sounds like it will increase the efficiency of the process. Adam asked why it was set up to bill in three cycles. Mayor Sims said the meter reader was not able to get all

of the reads as quickly as they can now. Valerie Thompson moved to grant permission for the Clerk's office to change the utility billing cycle from three times a month to once a month. Adam Arthur seconded the motion. Mayor Sims asked if customers will receive larger or smaller bills in the conversion. Christine said both. The motion passed with all in favor.

The Bonneville Power Administration (BPA) TC-20 settlement agreement was discussed. Mike Klaus said Northwest Requirement Utilities (NRU) spoke on behalf of the City at the tariff discussions. BPA wanted a 9% increase to the transmission tariff. The result of the settlement was a 4% increase to the transmission tariff. Mike said not all utility companies will have the same amount of increase. The increase amount for us will be 2.6%. The increase is only on the transmission part of the bill. Mayor Sims asked what happens if we do not sign it. Mike said we will get the bill anyway. Adam said this is better than expected. Rick Alonzo moved to authorize the Mayor to sign the BPA TC-20 settlement agreement. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

There being no further business. The meeting adjourned at 7:46 pm.

Mayor David Sims called the Special Council meeting of December 6, 2018 to order at 5:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: Clerk/Treasurer Christine McNair.

Rick moved to approve the catering permit for Mugsy's Tavern and Grill for the City of Bonners Ferry Christmas party on December 15, 2018. Valerie Thompson seconded the motion. The motion passed with all in favor.

There being no further business. The meeting adjourned at 5:00 pm.

DRAFT

Christine McNair

From: Andrakay Pluid
Sent: Monday, December 10, 2018 10:56 AM
To: Christine McNair
Subject: FW: Bar Licensing Fees

Christine,

Could you please add this to the consent agenda for next week's meeting? Thank you!

Andrakay Pluid

Bonnors Ferry City Attorney
Office: (208) 267-4378
apluid@bonnersferry.id.gov

From: David Sims
Sent: Monday, December 10, 2018 10:50 AM
To: Andrakay Pluid
Subject: Re: Bar Licensing Fees

Let's add it to the consent agenda

Sent from my iPhone

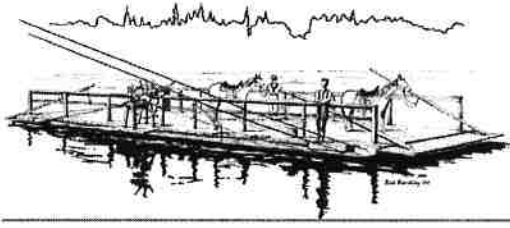
On Dec 10, 2018, at 8:42 AM, Andrakay Pluid <apluid@bonnersferry.id.gov> wrote:

David,

Last year the Council paid half of my Idaho Bar dues. I would like to request the same this year, for a total of \$225. Should I agendaize it or is it a consent agenda item since they approved it last year?

Andrakay Pluid

Bonnors Ferry City Attorney
Office: (208) 267-4378
apluid@bonnersferry.id.gov



CITY OF BONNERS FERRY

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

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: December 12, 2018
RE: Gateway Entry Sign

Fred Nystrom of North Idaho Iron Works will present at the next Council meeting a concept idea for the development and fabrication of a gateway entry sign for the City of Bonners Ferry.

The International Selkirk Loop has received funding through the Idaho Transportation Department to fund Gateway entry signs for cities within the Selkirk Loop. Funds can cover the cost of materials of the sign and installation.

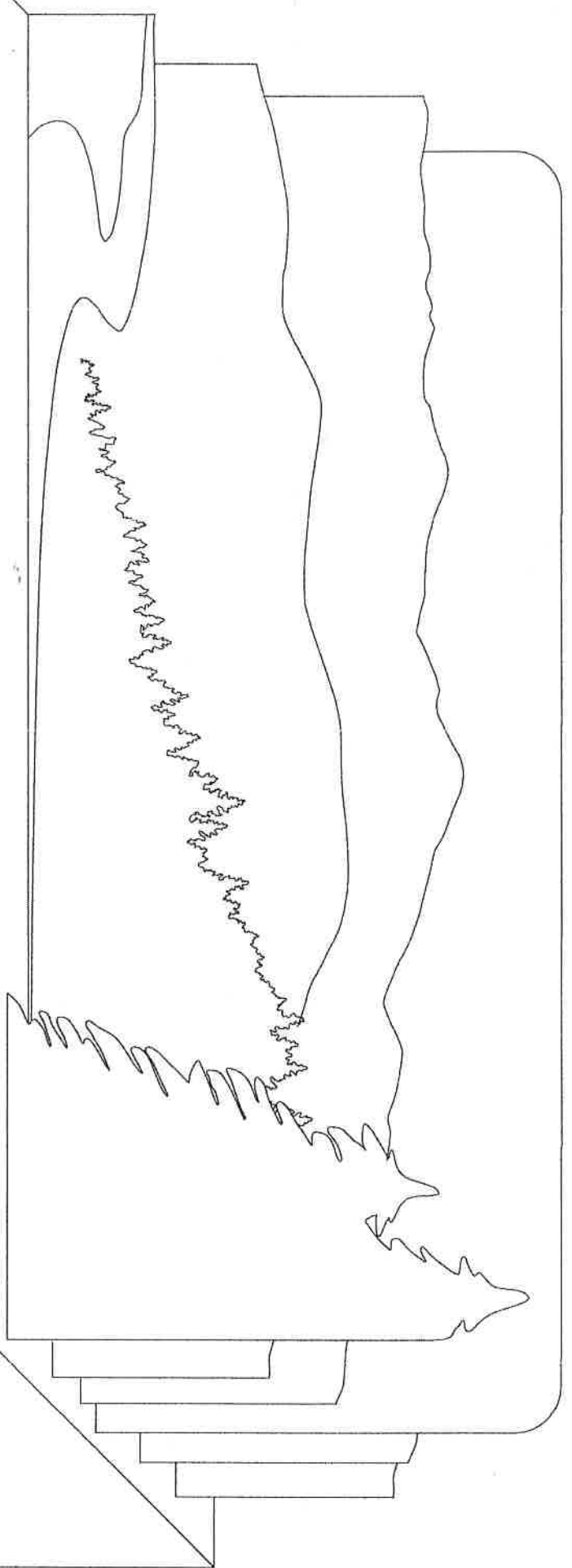
The attached concept is drafted from the branding exercise that was completed through the bike and pedestrian planning effort. Mr. Nystrom will explain at the Council meeting his creative concepts for fabricating the sign.

If the concept and location is approved, Mr. Nystrom will put together estimations for the cost to be completed by no later than May of 2019. Staff proposes to site the entry sign just south of the Visitor's Center along the grassy area between the parking lot and the Highway. Approximate size of the sign is 7-feet tall, by 12-feet long and 4-feet wide.

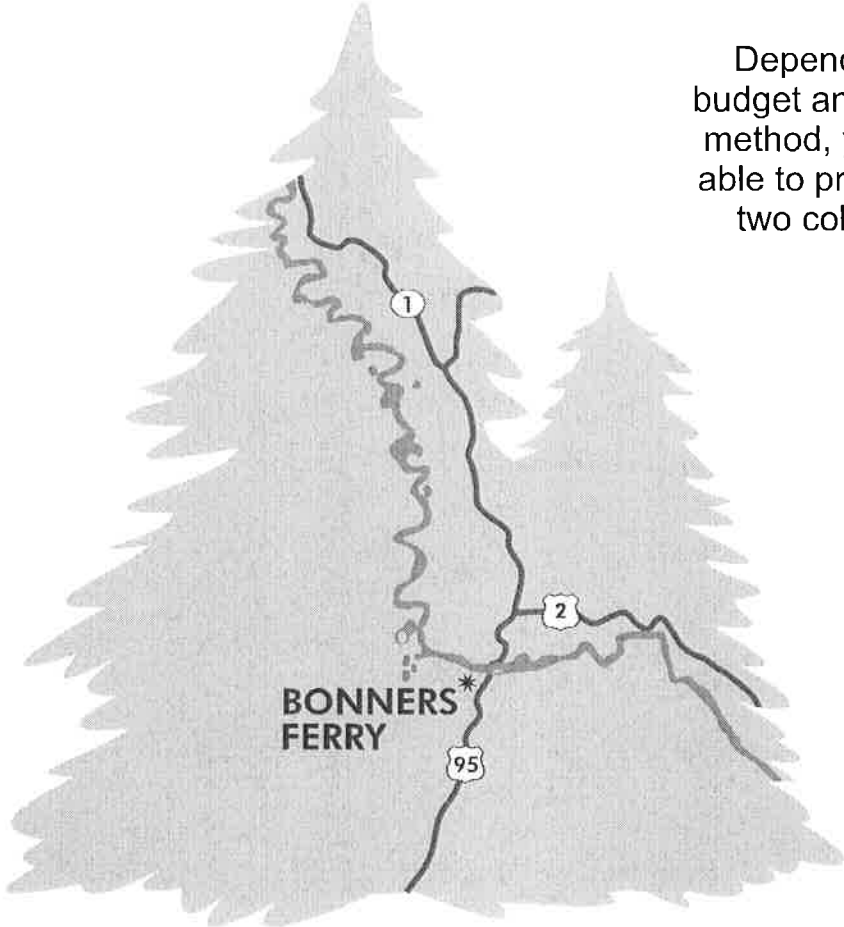
If Council approves of the Concept and location, a motion to direct staff to bring forward a contract with North Idaho Iron Works including cost estimations would be needed.

I would be happy to answer any questions.

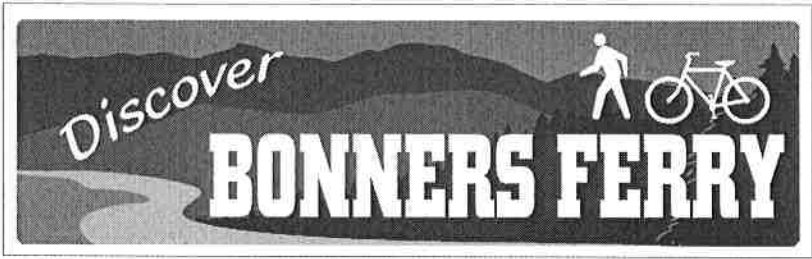
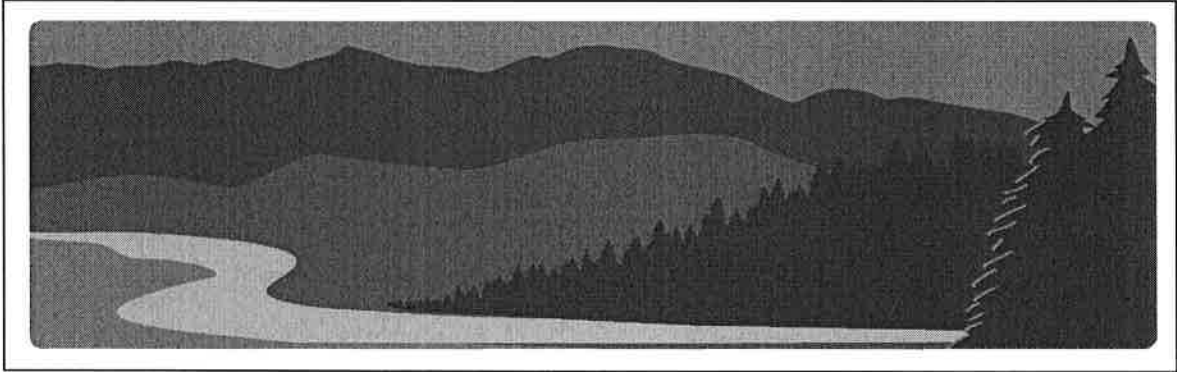
WELCOME TO
BONNERS FERRY

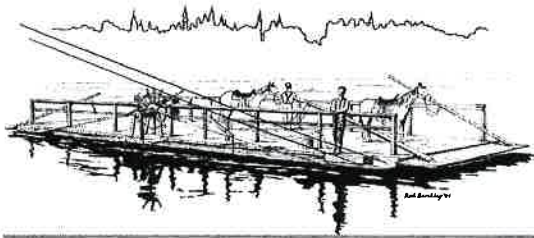


Depending on the budget and the printing method, you might be able to print this with a two color scheme



Here is a variation with the close trees, as you can see below it doesn't add much to the sign header, but might be useful on other branding.





CITY OF BONNERS FERRY

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

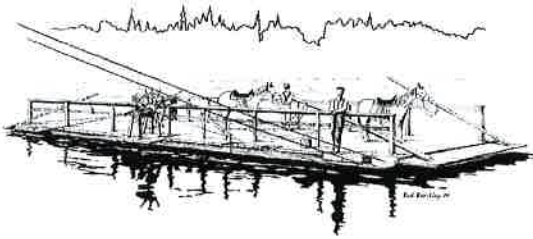
Memo

To: Mayor and City Council
From: Dave Winey, Fire Chief
Date: 12/13/18
Re: Donate Used SCBAs to City of Moyie Springs Fire Department

The Spokane Valley Fire Department is going to donate some used high pressure SCBAs to our Fire Department. In order for us to qualify to receive this equipment we have to donate a like kind amount of our used low pressure SCBAs to another fire department. We are requesting authorization for The City of Moyie Springs Fire Department to receive this equipment.

Thank you,

Dave Winey
Fire Chief



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: December 12, 2018
To: City Council
From: Mike Klaus, City Engineer
Subject: **Sewer Department - Suspension Bridge Sewer Forcemain
Replacement Project - Change Order Request #2**

On November 6, 2018, the Council approved change order request #2 from S&L Underground, Inc. for \$1,146. It turns out that a \$350 fitting was accidentally left out of that change order request. The total should have been \$1,496.00. While Change Order Request #2 was allowed by Council, it was not paid. Change Order Request #2 was instead revised as presented with this memo to include the additional fitting cost.

I recommend approval of the revised Change Order #2 in the amount of \$1,496.00.

Please let me know if you have any questions.

Thank you,

Mike

Change Order

No. 002

Date of Issuance: November 9, 2018

Effective Date: October 31, 2018

Project: Suspension Bridge Sewer Forcemain Replacement	Owner: City of Bonners Ferry, Idaho	Owner's Contract No.:
Contract: Suspension Bridge Sewer Forcemain Replacement		Date of Contract: May 8, 2018
Contractor: S&L Underground, Inc.		Engineer's Project No.: 20-17-063

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

- 1) Add new line items and quantities for the following items:
 - a) 505.4.1.D.1 – Pressure Sewer Main Fitting – Size 6" – Type: Ductile Iron 11.25-Degree Elbow - \$400 / EA
 - i) Add a quantity of 1 EA
 - b) 505.4.1.D.1 – Pressure Sewer Main Fitting – Size 8" – Type: Ductile Iron 45-Degree Elbow - \$350 / EA
 - i) Add a quantity of 3 EA
- 2) Revise bid quantities to reflect actual Work Complete. Reference attached quantity adjustment summary.
- 3) Revise Contract Time to reflect actual date of Substantial Completion (October 18, 2018).

Attachments (list documents supporting change):

- 1) Quantity Adjustment Summary

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

Original Contract Times: Working days Calendar days

\$519,045.00

Substantial completion (days or date): 45 days

Ready for final payment (days or date): 15 days

[Increase] [Decrease] from previously approved
Change Orders No. 001 to No. 001:

[Increase] [Decrease] from previously approved Change Orders
No. 001 to No. 001:

\$N/A

Substantial completion (days): N/A

Ready for final payment (days): N/A

Contract Price prior to this Change Order:

Contract Times prior to this Change Order:

\$519,045.00

Substantial completion (days or date): 45 days

Ready for final payment (days or date): 15 days

[Increase] [~~Decrease~~] of this Change Order:

[~~Increase~~] [**Decrease**] of this Change Order:

\$1,496.00

Substantial completion (days or date): 7 days

Ready for final payment (days or date): N/A

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:

\$520,541.00

Substantial completion (days or date): 38 days

Ready for final payment (days or date): 15 days

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Christopher J. Horgan
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: Shem Johnson
Contractor (Authorized Signature)

Name: Christopher Horgan
Print Name

Name: _____
Print Name

Name: Shem Johnson
Print Name

Date: 11/09/2018

Date: _____

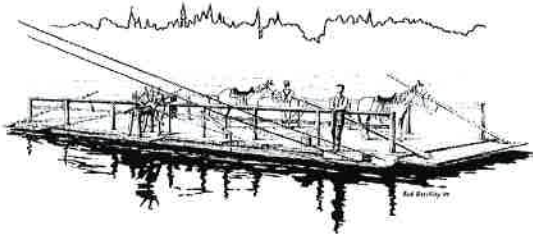
Date: 11/9/18

Quantity Adjustment Summary

For (Contract): **CITY OF BONNERS FERRY**
Bonnerr Ferry Suspension Bridge Sewer Forcemain

Bid Item No.	Item Description	Bid Quan	Unit of Mst.	Unit Price	Scheduled Value (Total Price)	Quantity Change	Price Change	Final Quantity	Note (see bottom)
2010.4.1.A.1	Mobilization	1	LS	\$50,000.00	\$50,000.00	0.00	\$0.00	1.00	(A)
1001.4.1.A.1	Erosion and Sediment Control	1	LS	\$20,000.00	\$20,000.00	0.00	\$0.00	1.00	(A)
1103.4.1.A.1	Construction Traffic Control	1	LS	\$10,000.00	\$10,000.00	0.00	\$0.00	1.00	(A)
01570.4.1.A.1	Asbestos Cement Pipe Handling and Disposal	1	LS	\$25,000.00	\$25,000.00	0.00	\$0.00	1.00	(A)
02547.4.1.A.1	Sewage Bypass Pumping	1	LS	\$35,000.00	\$35,000.00	0.00	\$0.00	1.00	(A)
303.4.1.A.1	Exploratory Excavation	10	HR	\$250.00	\$2,500.00	0.00	\$0.00	10.00	(A)
307.4.1.A.1	Miscellaneous Surface Restoration	84	LF	\$45.00	\$3,780.00	0.00	\$0.00	84.00	(A)
307.4.1.F.1	Type "P" Surface Restoration (Paved Roadway)	20	LF	\$175.00	\$3,500.00	0.00	\$0.00	20.00	(A)
505.4.1.B.1	Pressure Sewer Pipe - Size: 6" - Type: Ductile Iron Class 350	70	LF	\$160.00	\$11,200.00	0.00	\$0.00	70.00	(A)
505.4.1.B.1	Pressure Sewer Pipe - Size: 6" - Type: C-900 PVC (DR18)	70	LF	\$90.00	\$6,300.00	0.00	\$0.00	70.00	(A)
505.4.1.B.1	Pressure Sewer Pipe - Size: 6" - Type: C-900 Fusible PVC (DR18)	1,540	LF	\$50.00	\$77,000.00	0.00	\$0.00	1,540.00	(A)
505.4.1.B.1	Pressure Sewer Pipe - Size: 8" - Type: C-900 PVC (DR18)	23	LF	\$85.00	\$1,955.00	8.00	-\$680.00	31.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 90-Degree Elbow	10	EA	\$400.00	\$4,000.00	(1.00)	(\$400.00)	9.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Wye	4	EA	\$1,000.00	\$4,000.00	0.00	\$0.00	4.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Tee	3	EA	\$900.00	\$2,700.00	0.00	\$0.00	3.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 6" - Type: Gate Valve	7	EA	\$1,500.00	\$10,500.00	0.00	\$0.00	7.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 6" - Type: Expansion Fitting	4	EA	\$3,600.00	\$14,400.00	0.00	\$0.00	4.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 8" - Type: Ductile Iron 90-Degree Elbow	2	EA	\$500.00	\$1,000.00	0.00	\$0.00	2.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 8" - Type: Ductile Iron Cross	1	EA	\$1,800.00	\$1,800.00	0.00	\$0.00	1.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 8" - Type: Ductile Iron 22.5-Degree Elbow	1	EA	\$350.00	\$350.00	0.00	\$0.00	1.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 8" - Type: Ductile Iron 11.25-Degree Elbow	1	EA	\$350.00	\$350.00	(1.00)	(\$350.00)	0.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 8"x6" - Type: Ductile Iron Reducer	3	EA	\$450.00	\$1,350.00	0.00	\$0.00	3.00	(A)
505.4.1.D.1	Pressure Sewer Main Fitting - Size: 2" - Type: Combination Air/Vacuum Release Valve	2	EA	\$3,000.00	\$6,000.00	0.00	\$0.00	2.00	(A)
05535.4.1.A.1	Plank Grating	770	LF	\$38.00	\$29,260.00	12.00	\$456.00	782.00	(A)
15060.4.1.A.1	Pressure Sewer Main Insulation - Size: 6" - Type: Type II (Dragon Jacket, or equal)	1,610	LF	\$80.00	\$128,800.00	(22.00)	(\$1,760.00)	1,588.00	(A)
15060.4.1.A.1	Pressure Sewer Main Insulation - Size: 6" - Type: Type III (Dragon Jacket, or equal)	30	LF	\$110.00	\$3,300.00	22.00	\$2,420.00	52.00	(A)
15060.4.1.B.1	Pipe Support - Type: Cradle (Dragon Jacket, or equal)	260	EA	\$250.00	\$65,000.00	(4.00)	(\$1,000.00)	256.00	(A)
Change Orders									
CO 2.1	Additional Line Items for Fittings, Testing, and Pipe Bracing								
CO 2.1.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 11.25-Degree Elbow	1	EA	\$400.00	\$400.00	0.00	\$0.00	1.00	(A)
CO 2.1.2	Pressure Sewer Main Fitting - Size: 8" - Type: Ductile Iron 45-Degree Elbow	3	EA	\$350.00	\$1,050.00	0.00	\$0.00	3.00	(A)
Totals					\$520,495.00		\$46.00		
PROJECT GRAND TOTAL (including Change Orders)					\$520,541.00				

NOTES:
 (A) Negative Quantity Change and Price Change values indicate the final quantity and price are less than the original Bid Quantity and Scheduled Value (total price). Positive Quantity Change and Price Change values indicate the final quantity and price are more than the original Bid Quantity and Scheduled Value (total price).



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: December 12, 2018
To: City Council
From: Mike Klaus, City Engineer
Subject: **Sewer Department - Sewer Bridge Project - Pay Application #3**

The City received pay application #3 from S&L Underground for the sewer bridge project. All construction and administrative duties of S&L Underground are complete, and I recommend the final payment of \$27,737.05.

Please let me know if you have any questions.

Thank you,

Mike

Contractor's Application for Payment No. Three (03) - FINAL

Application Period: Work Accomplished Through Nov 2, 2018		Application Date: Nov 2, 2018
To (Owner): CITY OF BONNERS FERRY	From (Contractor): S & L Underground, Inc	Via (Engineer): J-U-B ENGINEERS, Inc.
Project: Bonnars Ferry Suspension Bridge Sewer Foremain	Contract: Bonnars Ferry Suspension Bridge Sewer Foremain	Engineer's Project No.: 20-17-063
Owner's Contract No.:	Contractor's Project No.:	

**Application For Payment
Change Order Summary**

Approved Change Orders	Number	Additions	Deductions
	CO-001	-	-
	CO-002	\$1,496.00	-
TOTALS		\$1,496.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$1,496.00	

1. ORIGINAL CONTRACT PRICE.....	\$	519,045.00
2. Net change by Change Orders.....	\$	\$1,496.00
3. Current Contract Price (Line 1 ± 2).....	\$	520,541.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	520,541.00
5. RETAINAGE:		
a. 0% X \$ 520,541.00 Work Completed.....	\$	-
b. 0% X \$ - Stored Material.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....	\$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	520,541.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	492,803.95
8. AMOUNT DUE THIS APPLICATION.....	\$	27,737.05
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	-

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Signature: *Shawn DeLuca* Date: 11/19/18
 By: **S & L Underground, Inc**

Payment of: \$27,737.05
 is recommended by: *Christopher J. Morgan* 12/12/2018
 J-U-B ENGINEERS, Inc. (Date)

Payment of: \$27,737.05
 is approved by: CITY OF BONNERS FERRY (Date)

Approved by: _____ (Date)
 Funding Agency (if applicable)

Approved by: _____ (Date)
 Funding Agency (if applicable)

(A) Retainage being released (AFP-1)

Contract Day Summary

Sep 10, 2018	Notice to Proceed Date
45	Original Calendar Days to Subst. Compl.
-7	Additional Calendar Days to Subst. Compl. with Change Orders
Oct 18, 2018	Revised Contract Date of Subst. Compl.
-15	Remaining Days to Subst. Compl. (from Application Period End Date)
15	Original Calendar Days after Subst. Compl. to Reach Final Compl.
0	Additional Calendar Days to Final Compl. with Change Orders
Nov 2, 2018	Revised Contract Date of Final Compl.
0	Remaining Days to Final Compl. (from Application Period End Date)

Progress Estimate

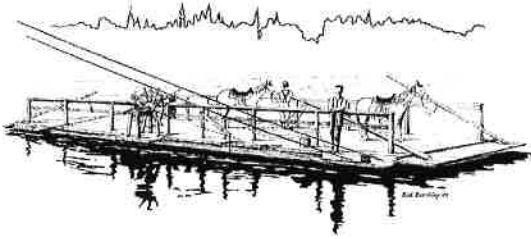
Contractor's Application

For (Contract): **CITY OF BONNERS FERRY**
 Bonners Ferry Suspension Bridge Sewer Foremainth
 Application Period: **Nov 2, 2018**

Application Number: **Three (03) - FINAL**
 Application Date: **Nov 2, 2018**

Item	A			B				C			D.1		D.2		E	F	G	Note (see bottom)
	Bid Qty	Unit of Mat.	Description	Unit Price	Scheduled Value	Qty Previous Applications	Only This Period	Total Value To Date	Materials Presently Stored (net in C or D)	Total Completed and Stored to Date (D.2 + E)	% Complete (F/B)	Balance to Finish (B - F)						
2010.4.1.A.1	1	LS	Mobilization	\$50,000.00	\$50,000.00	1.00		\$ 50,000.00				\$ 50,000.00	100.0%		\$0.00			
1001.4.1.A.1	1	LS	Erosion and Sediment Control	\$20,000.00	\$20,000.00	1.00		\$ 20,000.00				\$ 20,000.00	100.0%		\$0.00			
1103.4.1.A.1	1	LS	Construction Traffic Control	\$10,000.00	\$10,000.00	1.00		\$ 10,000.00				\$ 10,000.00	100.0%		\$0.00			
01570.4.1.A.1	1	LS	Asbestos Cement Pipe Handling and Disposal	\$25,000.00	\$25,000.00	1.00		\$ 25,000.00				\$ 25,000.00	100.0%		\$0.00			
02547.4.1.A.1	1	LS	Sewage Bypass Pumping	\$35,000.00	\$35,000.00	1.00		\$ 35,000.00				\$ 35,000.00	100.0%		\$0.00			
303.4.1.A.1	10	HR	Excavation	\$2,500.00	\$2,500.00	10.00		\$ 2,500.00				\$ 2,500.00	100.0%		\$0.00			
307.4.1.A.1	84	LF	Miscellaneous Surface Restoration	\$45.00	\$3,780.00	84.00		\$ 3,780.00				\$ 3,780.00	100.0%		\$0.00			
307.4.1.F.1	20	LF	Type I* Surface Restoration (Paved Roadway)	\$175.00	\$3,500.00	20.00		\$ 3,500.00				\$ 3,500.00	100.0%		\$0.00			
505.4.1.B.1	70	LF	Pressure Sewer Pipe - Size 6" - Type: Ductile Iron Class 350	\$160.00	\$11,200.00	70.00		\$ 11,200.00				\$ 11,200.00	100.0%		\$0.00			
505.4.1.B.1	70	LF	Pressure Sewer Pipe - Size 6" - Type: C-900 PVC (DR18)	\$90.00	\$6,300.00	70.00		\$ 6,300.00				\$ 6,300.00	100.0%		\$0.00			
505.4.1.B.1	1,540	LF	Pressure Sewer Pipe - Size 6" - Type: C-900 Flexible PVC (DR18)	\$50.00	\$77,000.00	1,540.00		\$ 77,000.00				\$ 77,000.00	100.0%		\$0.00			
505.4.1.B.1	23	LF	Pressure Sewer Pipe - Size 6" - Type: C-900 PVC (DR18)	\$65.00	\$1,495.00	23.00		\$ 1,495.00				\$ 1,495.00	100.0%		\$0.00			
505.4.1.D.1	10	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron 90-Degree Elbow	\$400.00	\$4,000.00	10.00		\$ 4,000.00				\$ 4,000.00	100.0%		\$0.00			
505.4.1.D.1	4	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron Tee	\$1,000.00	\$4,000.00	4.00		\$ 4,000.00				\$ 4,000.00	100.0%		\$0.00			
505.4.1.D.1	3	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron Tee	\$900.00	\$2,700.00	3.00		\$ 2,700.00				\$ 2,700.00	100.0%		\$0.00			
505.4.1.D.1	7	EA	Pressure Sewer Main Fitting - Size 6" - Type: Gate Valve	\$1,500.00	\$10,500.00	7.00		\$ 10,500.00				\$ 10,500.00	100.0%		\$0.00			
505.4.1.D.1	4	EA	Pressure Sewer Main Fitting - Size 6" - Type: Expansion Fitting	\$3,600.00	\$14,400.00	4.00		\$ 14,400.00				\$ 14,400.00	100.0%		\$0.00			
505.4.1.D.1	2	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron 90-Degree Elbow	\$500.00	\$1,000.00	2.00		\$ 1,000.00				\$ 1,000.00	100.0%		\$0.00			
505.4.1.D.1	1	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron Cross	\$1,800.00	\$1,800.00	1.00		\$ 1,800.00				\$ 1,800.00	100.0%		\$0.00			
505.4.1.D.1	1	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron 22.5-Degree Elbow	\$350.00	\$350.00	1.00		\$ 350.00				\$ 350.00	100.0%		\$0.00			
505.4.1.D.1	3	EA	Pressure Sewer Main Fitting - Size 6" - Type: Ductile Iron Reducer Elbow	\$450.00	\$1,350.00	3.00		\$ 1,350.00				\$ 1,350.00	100.0%		\$0.00			
505.4.1.D.1	2	EA	Pressure Sewer Main Fitting - Size 2" - Type: Combination Air/Vacuum Release Valve	\$3,000.00	\$6,000.00	2.00		\$ 6,000.00				\$ 6,000.00	100.0%		\$0.00			
6535.4.1.A.1	770	LF	Plant Grating	\$38.00	\$29,260.00	770.00		\$ 29,260.00				\$ 29,260.00	101.6%		\$0.00			
15060.4.1.A.1	1,610	LF	Pressure Sewer Main Insulation - Size 6" - Type: Type II (Dragon Jacket, or equal)	\$90.00	\$144,900.00	1,610.00		\$ 144,900.00				\$ 144,900.00	98.6%		\$1,760.00			
15060.4.1.A.1	30	LF	Pressure Sewer Main Insulation - Size 6" - Type: Type III (Dragon Jacket, or equal)	\$110.00	\$3,300.00	30.00		\$ 3,300.00				\$ 3,300.00	73.3%		\$2,420.00			
15060.4.1.B.1	280	EA	Pipe Support - Type: Orville (Dragon Jacket, or equal)	\$250.00	\$70,000.00	280.00		\$ 70,000.00				\$ 70,000.00	96.5%		\$1,000.00			

A		B			C			Work Completed		E	F		G
Item	Description	Bid Qty	Unit of Mkt	Unit Price	Scheduled Value	Only Previous Applications	Only This Period	Total Value To Date	Materials Presently Stored (not in C or D)	Total Completed and Shoved to Date (D.2 + E)	% Complete (F/B)	Balance to Finish (B - F)	Note (see bottom)
Bid Item No.													
Change Orders													
CO 2.1	Additional Line Items for Fittings, Testing, and Pipe Bracing												
CO 2.1.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 11.25-Degree Elbow	1.0	EA	\$400.00	\$400.00	0.00	1.0	\$ 400.00		\$400.00	100.0%	\$0.00	
CO 2.1.2	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 45-Degree Elbow	3.0	EA	\$350.00	\$1,050.00	0.00	3.0	\$ 1,050.00		\$1,050.00	100.0%	\$0.00	
CO 2.2	Quantity Adjustment - Base Bid												
CO 2.2.1	Mobilization	0	LS	\$50,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.2	Erosion and Sediment Control	0	LS	\$20,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.3	Construction Traffic Control	0	LS	\$10,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.4	Advocate Concrete Pipe Handling and Disposal	0	LS	\$25,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.5	Sewage Bypass Pumping	0	LS	\$35,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.6	Exploratory Excavation	0	HR	\$250.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.7	Miscellaneous Surface Restoration	0	LF	\$45.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.8	Type "P" Surface Restoration (Paved Roadway)	0	LF	\$175.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.9	Pressure Sewer Pipe - Size: 6" - Type: Ductile Iron Class 350	0	LF	\$160.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.10	Pressure Sewer Pipe - Size: 6" - Type: C-900 PVC (DR18)	0	LF	\$50.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.11	Pressure Sewer Pipe - Size: 6" - Type: C-900 Fusible PVC (DR18)	0	LF	\$90.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.12	Pressure Sewer Pipe - Size: 6" - Type: C-900 PVC (DR18)	8	LF	\$85.00	\$680.00			\$680.00		\$680.00	0.0%	\$680.00	
CO 2.2.13	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 90-Degree Elbow	-1	EA	\$400.00	-\$400.00			-\$400.00		\$0.00	0.0%	-\$400.00	
CO 2.2.14	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Wye	0	EA	\$1,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.15	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Tee	0	EA	\$500.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.16	Pressure Sewer Main Fitting - Size: 6" - Type: Gate Valve	0	EA	\$1,500.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.17	Pressure Sewer Main Fitting - Size: 6" - Type: Expansion Fitting	0	EA	\$3,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.18	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 90-Degree Elbow	0	EA	\$500.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.19	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Cross	0	EA	\$1,900.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.20	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 22.5-Degree Elbow	0	EA	\$350.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.21	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 11.25-Degree Elbow	-1	EA	\$350.00	-\$350.00			-\$350.00		\$0.00	0.0%	-\$350.00	
CO 2.2.22	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron Reducer	0	EA	\$450.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.23	Pressure Sewer Main Fitting - Size: 6" - Type: Combination Air/Vacuum Release Valve	0	EA	\$3,000.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.2.24	Blank Grating	12	LF	\$38.00	\$456.00			\$456.00		\$456.00	0.0%	\$456.00	
CO 2.2.25	Pressure Sewer Main Insulation - Size: 6" - Type: Type II (Dragon Jacket, or equal)	-22	LF	\$80.00	-\$1,760.00			-\$1,760.00		\$0.00	0.0%	-\$1,760.00	
CO 2.2.26	Pressure Sewer Main Insulation - Size: 6" - Type: Type III (Dragon Jacket, or equal)	22	LF	\$110.00	\$2,420.00			\$2,420.00		\$0.00	0.0%	\$2,420.00	
CO 2.2.27	Pipe Support - Type: Cradle (Dragon Jacket, or equal)	-4	EA	\$250.00	-\$1,000.00			-\$1,000.00		\$0.00	0.0%	-\$1,000.00	
CO 2.3	Quantity Adjustment - Change Order Items												
CO 2.3.1	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 11.25-Degree Elbow	0	EA	\$400.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
CO 2.3.2	Pressure Sewer Main Fitting - Size: 6" - Type: Ductile Iron 45-Degree Elbow	0	EA	\$350.00	\$0.00			\$0.00		\$0.00	0.0%	\$0.00	
Totals										\$520,541.00	100.0%	\$0.00	



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: December 13, 2018
To: City Council
From: Mike Klaus, City Engineer
Subject: **Water Department - New Well at Dakota Street - Contract Extension**

Universal Drilling started drilling the well at Dakota Street on December 4. The start was delayed for some administrative reasons that were out of the contractor's control. For that reason, I am requesting that the Council extend the deadline for well completion from December 31, 2018 to January 31, 2019.

Please let me know if you have any questions.

Thank you,

Mike

HERRINGTON & ASSOCIATES, PLLC

WILLIAM L. HERRINGTON
ATTORNEY AND COUNSELOR AT LAW

1732 Lakeshore Drive, Sagle, ID 83860

Phone: (208) 882-4262 herrington.legal@gmail.com

December 13, 2018

David Sims, Mayor and Council Members
City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

RE: Contract for Services

Dear Mayor Sims and City Council Members,

I am writing regarding legal services for the City of Bonners Ferry while your City Attorney is on maternity leave. This agreement is nearly identical to the agreement we have been working under in past years.

As you may be aware, I have represented municipalities (and other local governments) in the State of Idaho as a Local Government Attorney for more than 40 years. During my career, I have attended and presented at Association of Idaho Cities, Idaho Municipal Attorneys, Idaho Planning Association and other organizations' workshops on a regular basis. We are also continue membership in the Idaho Municipal Attorneys' Association and the Association of Idaho Cities. We attend annual and local meetings of these organizations. It is also helpful that I have a close relationship with other experienced municipal attorneys in Idaho. I meet with other North Idaho City Attorneys monthly. This experience means we are able benefit from the experience of many to work efficiently on municipal issues, thereby needing to bill fewer hours, and have a better understanding of potential problems.

As you can see in the fee arrangement attached to this letter. We provide for a discounted fee for work with municipal governments. We would bill the City \$165/hour for my services during 2019 (base rate for other clients is \$180/HR). I propose working for the City on an ongoing contract, with either party being able to terminate the contact with 30 days' notice. My office also employs a third-year law student as a legal intern, which enables us to provide services at lower rate.

It is important for Clerks to remember that the contract provides that we review all agendas, minutes, ordinances and contracts. This is insurance for you. Cities we represent have encountered serious problems this past year when such review was overlooked and could have been avoided. If you have any questions or wish to discuss the contract, then please contact me at the information above. Please schedule consideration of this agreement at an upcoming City Council meeting. Thank you for your attention to this matter.

Sincerely,

William L. Herrington
Attorney at Law
WLH/fh

ENGAGEMENT AGREEMENT

THIS AGREEMENT is entered into to be effective the 1st day of January, 2019, by and between the CITY OF BONNERS FERRY, a municipal corporation of Idaho (CITY), and the Law Offices of HERRINGTON & ASSOCIATES, PLLC (ATTORNEY), with its purpose being to provide legal services to the CITY.

WITNESSETH:

WHEREAS, the Mayor and City Council of the City of Bonners Ferry recognize the CITY'S ongoing need for legal services from counsel with experience in the field of municipal law; and,

WHEREAS, the ATTORNEY has substantial local government law experience and the skills and resources to respond to the CITY'S needs;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the CITY and the ATTORNEY agree as follows:

1. **ATTORNEY SERVICES.** The ATTORNEY hereby agrees to provide the following services to the CITY:

a. **COUNCIL MEETINGS.** ATTORNEY shall attend City Council meetings when requested by the Mayor unless impossible due to circumstances beyond the control of the ATTORNEY.

b. **PLANNING AND ZONING MEETINGS.** ATTORNEY will attend Planning and Zoning meetings if requested unless unable to attend due to circumstances beyond the control of the ATTORNEY.

c. **ADVISING STAFF, THE MAYOR AND CITY COUNCIL.** ATTORNEY will be available by telephone and in person to promptly advise the Mayor, Council members and staff regarding all City government legal issues.

d. **REVIEW AND PREPARATION OF DOCUMENTS.** The ATTORNEY shall review all documents of a potentially legal nature and shall prepare such documents as requested. Documents contemplated for review or preparation shall include, but not be limited to, all contracts, agreements, bid specifications, resolutions, ordinances, and ordinance summaries, as requested by the Mayor and City Council. Additionally, ATTORNEY shall review agendas for upcoming Council meetings prior to such meetings. ATTORNEY will charge for a minimum of one hour each month to ensure that these needs are not ignored.

e. **CITY ATTORNEY.** The ATTORNEY shall temporarily perform such other duties as are required of the City Attorney under State Law.

f. **OTHER SERVICES.** The ATTORNEY, at the request of the Mayor and City Council, will draft legislation and produce written reports and legal opinions, will make presentations to City officials and staff and will be available to travel as necessary to perform the obligations of this agreement. The ATTORNEY shall provide a monthly report accounting for hours spent on each project.

g. **LITIGATION.** The ATTORNEY shall represent the CITY in civil and criminal litigation upon the specific request of the Mayor and City Council. ATTORNEY reserves the right to decline such representation where he believes special skills are required or when circumstances beyond his control warrant such action.

h. **QUALITY OF SERVICES.** The ATTORNEY shall make his best effort to provide the highest quality legal services necessary to meet the CITY'S needs at the lowest possible expense. ATTORNEY will perform duties assumed under this agreement in accord with standards of professional conduct in the legal profession. In accordance with such standards, time is of the essence in performance with the terms of this agreement.

2. **NOT EXCLUSIVE.** The agreement shall not be deemed exclusive; the CITY may hire outside legal counsel when specific legal expertise is needed.

3. **PAYMENT FOR SERVICES AND TERMS.** The CITY hereby agrees to compensate the ATTORNEY for legal services at the following rates:

a. **LEGAL SERVICES.** Legal services shall be billed at the lowest applicable rate per the attached fee schedule. Attorney time (other than litigation) shall be compensated during 2019 at the rate of \$165.00 per hour. Work performed by an associate attorney, paralegal legal, or intern shall be compensated at the rate set forth in the attached fee schedule, incorporated herein by this reference. Any services reimbursed by outside parties shall be reimbursed pursuant to the attached fee schedule, which is incorporated herein by this reference.

b. **SECRETARY.** The ATTORNEY shall provide his own secretarial support; however, where lengthy documents above and beyond the usual scope of the work set forth in Paragraphs 1.a. through 1.e. require substantial secretarial hours, such hours shall be billed at a rate not to exceed that set forth in the attached fee schedule.

c. **PAYMENT.** The CITY shall be billed on a monthly basis for legal services. All bills shall accurately reflect the hours spent on City projects and other expenses. Bills for all services shall be paid within 30 days of billing.

d. **MISCELLANEOUS EXPENSES.** The CITY hereby agrees to reimburse the ATTORNEY for the following other expenses at the rates incorporated in the attached fee schedule.

- For travel expenses approved in advance by the Mayor.
- For a minimum of 2.0 hours billed for City Council and other meetings attended by the ATTORNEY. For a minimum of .5 hours billed for City Council meetings where the ATTORNEY is available by telephone.

- For such other expenses as the parties deem appropriate as agreed to in advance of incurring such expenses.

4. **DOCUMENTS.** All documents and notes in the ATTORNEY'S files shall remain the property of the ATTORNEY. However, the Mayor and City Clerk shall have the right to view and obtain copies of all documents and paperwork prepared at City expense. Please reference our Service and Billing Policy (incorporated herein by this reference) for more information.

5. **TERM.** This agreement shall be effective for the period of the City Attorney's leave expected to begin in early March. Either the CITY or the ATTORNEY may terminate this agreement by providing the other 30 days' written notice of termination.

6. **COMMUNICATIONS.** The CITY shall forward to the ATTORNEY copies of all Contracts being considered, City Council and Planning/Zoning Commission agendas and minutes and shall keep the ATTORNEY informed of all claims and other matters which may require legal evaluation. The purpose being to ensure that the law is not being ignored as the City proceeds with routine business. The attorney may charge for one hour per month for such review.

7. **INDEPENDENT CONTRACTOR.** The ATTORNEY agrees to perform the services specified herein as an independent contractor and shall remain responsible for expenses of self-employment and clerical assistance necessary to complete the duties set forth in this agreement except as set forth above.

8. **PUBLIC OFFICIAL; LIABILITY.**

a. ATTORNEY shall be a public official functioning as the City Attorney under this contract.

b. This agreement shall be governed and interpreted in accordance with the laws of the State of Idaho. Jurisdiction for resolution of disputes arising from performance of this agreement shall rest with the courts of the State of Idaho with venue lying in Latah County. Should legal action be necessary to enforce the terms of this agreement, the prevailing party shall be entitled to its reasonable costs and attorney's fees.

c. The ATTORNEY agrees that he will not bring suit against the CITY concerning events arising out of the performance of this agreement except for non-payment of compensation or for intentional wrongful conduct which harms the ATTORNEY. The CITY'S right to recover against the ATTORNEY shall be limited to causes of action related to intentional conduct adverse to the CITY'S interest, or to ATTORNEY'S failure to perform duties assumed under this agreement.

d. To the extent of other third-party claims or causes of action, the CITY agrees to hold the ATTORNEY harmless and the ATTORNEY agrees to cooperate fully in the mutual defense of such claims or causes of action. The ATTORNEY shall be added to any City insurance currently providing errors and omissions insurance for City officials or employees. The CITY will provide a defense for ATTORNEY to any third-party action in the same manner and to the same extent as provided for employees pursuant to Idaho Code Section 6-903 with a subsequent right of recovery against ATTORNEY limited by the provisions of this agreement.

9. **ADDRESSES.** Addresses of the parties for all purposes under this agreement shall be as follows:

CITY OF BONNERS FERRY
PO Box 149
Bonners Ferry, ID 83805

HERRINGTON & ASSOCIATES, PLLC
1732 Lakeshore Drive
Sagle, ID 83860

Either party may, from time to time, change their address by giving the other party written notice.

10. **SEVERABILITY.** In the event that any provision of this agreement shall be held unenforceable or invalid by a court of competent jurisdiction, the provisions not affected by said decision shall remain in full force and effect.

IN WITNESS WHEREOF, the CITY, by and through its Mayor and City Clerk, and the ATTORNEY have set their respective hands on this agreement the day and year first set forth above.

CITY OF BONNERS FERRY

David Sims, Mayor

Attest:
(seal)

City Clerk

ATTORNEY:

William L. Herrington

FEE SCHEDULE

Local Governments:

(under contract)

General Matters: William L. Herrington	\$ 165.00
Contested Administrative Hearings (unless reduced rate approved)	185.00
Litigation (unless reduced rate approved)	250.00
Legal Work Reimbursed by Outside Persons or Entities	Rate set forth below
Associate Attorney	150.00
Paralegal and Legal Intern	70.00
Secretary (when applicable)	50.00
Mileage	\$.50 per

Private Parties and Businesses (for reimbursement purposes):

General Matters	\$180.00
Administrative Hearings	275.00
Litigation	300.00
Associate Attorney	160.00
Paralegal	90.00
Legal Intern	75.00
Secretary (when applicable)	60.00
Mileage	\$.56per

Late Charge: Any account past due for more than 30 days may be charged an additional one and one half percent (1.5%) service charge on the unpaid balance.

Calculation of time: Time will be billed in 1/10 hour (6 minute) increments, rounded up to the next increment.



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator

DATE: December 12, 2018

RE: Pay Request from JUB- Task 2 LRHIP Grant application

The City has received an invoice from JUB Engineer for the development and submission of the LRHIP. Council approved spending up to \$2,500.00 for the development of this grant. JUB has submitted an invoice for \$2,734.90.

Staff would like a motion to approve paying JUB the actual cost for development and submission of the LRHIP grant.

Please let me know if you have any questions.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



Invoice

Lisa Ailport
City of Bonners Ferry
P.O. Box 149
Bonners Ferry, ID 83805

December 3, 2018
Project No: 20-17-058
Invoice No: 0121535

Project 20-17-058 Bonners Ferry, Ci of/On-Call Services
Professional Services from October 22, 2018 to November 24, 2018

Task 030 LRHIP Application

Professional Personnel

	Hours	Amount
PROJECT MANAGER	1.20	201.12
PROJECT ENGINEER	2.00	257.17
DESIGN ENGINEER	23.50	2,250.83
CLERICAL	.40	25.78
Totals	27.10	2,734.90
Total Labor		2,734.90

Total this Task \$2,734.90

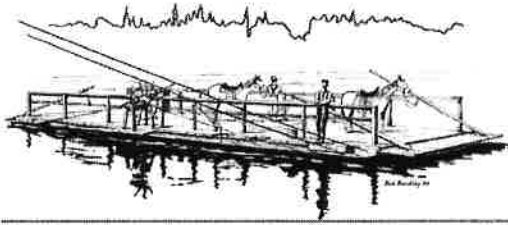
Billings to Date

	Current	Prior	Total
Labor	2,734.90	0.00	2,734.90
Totals	2,734.90	0.00	2,734.90
			Total this Invoice \$2,734.90



Angela Comstock, Project Manager

Thanks Lisa!



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator

DATE: December 14, 2018

RE: STP Rural Grant Application Update

JUB provided the attached project cost summary for the improvements considered for Kanisku Street reconstruction project.

Based on the cost of construction, including contingencies and construction engineering and inspection, the cost is now projected to be over 3.7 million. Given the amount of time left to adjust the application and still have a viable project, it is my recommendation that we forgo the project at this time and look to refine the project in the coming years.

I would be happy to answer any questions.

3.1.2. ITD 1150 (Revised for LHTAC use) Project Cost Summary Sheet

Round Estimate to the Nearest \$1,000

Key Number	Project Number	Date	12/13/2018
Location Kaniksu St Bonners Ferry, ID		District 1	
Segment Code	Begin Mile Post	End Mile Post	Length in Miles
		Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE) 5% of Line 15			\$ 95,000.00
1b. Preliminary Engineering by Consultant (PEC) 20% of line 15			\$ 379,000.00
2. Right-of-Way: Number of Parcels ⁹ Number of Relocations 0			\$ 116,000.00
3. Utility Adjustments: Work Materials By State <input checked="" type="checkbox"/> By Others			\$ 50,000.00
4. Earthwork			\$ 93,000.00
5. Drainage and Minor Structures			\$ 45,000.00
6. Pavement and Base			\$ 486,000.00
7. Railroad Crossing: Grade/Separation Structure At-Grade Signals Yes <input checked="" type="checkbox"/> No			
8. Bridges/Grade Separation Structures: New Structure Length/Width _____ Location _____ Repair/Widening/Rehabilitation Length/Width _____ Location _____			
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)			\$ 442,000.00
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)			\$ 80,000.00
11. Detours			
12. Landscaping			\$ 15,000.00
13. Mitigation Measures			
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S.)			\$ 681,000.00
15a. Cost of Construction (Items 3 through 14)			\$ 1,892,000.00
15b. Contingency (Item 15a x 30%)			\$ 568,000
16. Mobilization 10 % of Item 15a and 15b			\$ 246,000.00
17. Construction Engineer and Inspections (CE&I) 20% of Items 15a, 15b and 16			\$ 542,000.00
18. Total Construction Cost (15a + 15b + 16 + 17)			\$ 3,248,000.00
19. Total Project Cost (1 + 2 + 18)			\$ 3,722,000.00
20. Project Cost Per Mile		N/A	N/A
Prepared By: Andrew Baden, P.E.			

October 22, 2018

Lisa Ailport, AICP, City Administrator
City of Bonners Ferry
7232 Main St.
Bonners Ferry, ID 83805

Subject: Electric Cost of Service Rate Study

Dear Ms. Ailport:

I wanted to thank both you and Mike Klaus for taking the time to meet with Bob Hammond and I on October 15th. It was a pleasure talking with you both and gaining an understanding of the City's electric utility needs. As we discussed, our approach to the cost of service rate study is to maximize this effort by looking beyond rates to provide the City with a multi-year financial planning toolset that creates the foundation from which to proactively address total system financial obligations and capital needs. The study will develop a fiscally sustainable financial plan and establish cost-based, justifiable and equitable rates and fees to support the continued delivery of safe, reliable electric service grounded by sound business practices.

To quickly and effectively address this project we have selected an experienced team that is recognized for their expertise in the area of cost of service rate-setting for electric systems. The team will work cohesively together to bring the City options for consideration that clearly outline the cost and rate impact of varying level of service decisions to help inform and guide long-term management decisions.

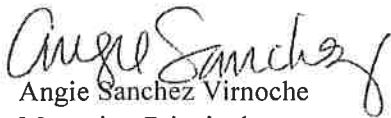
As the proposed managing principal for this engagement, I wanted to highlight some of the benefits and value the City will receive from this effort:

- A multi-year financial plan that facilitates proactive financial management by evaluating and quantifying the financial sensitivity associated with revenue and cost changes.
- A customer load and demand forecast that is linked to growth, revenue generation, and power costs.
- Integration of system capital plans that address and prioritize both existing system needs and future capital reinvestment requirements by optimizing funding sources.
- Clearly defined equitable cost recovery methodology that is grounded by industry standards and refined and tailored to the City's specific customer use profiles and facility requirements.
- Rate structures that recover the revenue identified in the financial plan while allowing the City to be responsive to changing customer service requests.

- Transparency in documentation, clear communication and collaborative engagement with staff, Council and stakeholders on the rate study process and results.
- Financial planning toolset to sustain long-term needs and implement policies and practices consistently.

Thank you for reaching out to learn about the strength and experience of our team and considering our approach to completing this work. We look forward to the opportunity to support the City in the future.

Sincerely,
FCS GROUP


Angie Sanchez Virnoche
Managing Principal

FIRM EXPERIENCE

FCS GROUP, established in 1988, provides utility rate and fee consulting, utility management consulting, financial planning and analysis, and economic services to public sector clients inclusive of Public Utility District, city and county governments, municipal corporations, ports, and state agencies. As an independent and objective firm, FCS GROUP has delivered high-quality, cost-effective consulting services in over 3,000 engagements and served more than 550 clients. Our staff of 35 serves clients throughout the western United States from locations in Redmond, Washington, Spokane, Washington, Lake Oswego, Oregon, and Boulder, Colorado

Our **Utility Rate and Fee Consulting** practice serves electric water, wastewater, stormwater, reclaimed water, solid waste, and transportation clients. We have performed more than 2,000 utility finance and rate development projects ranging from defining revenue requirements and building comprehensive financial modeling tools to performing long-term capital management strategies and developing full cost-of-service rates.

Our **Financial Planning and Analysis** consultants specialize in helping local and state governments, regional agencies and public safety entities address and solve issues involving policy objectives, public finance and cost recovery, and organizational performance.



INDUSTRY LEADERSHIP

FCS GROUP personnel are active members, and contributors within the professional associations that establish standards for the effective management of resources and set the guidelines for achieving fiscally sustainability utilities— including the, **Washington Public Utility Districts Association (WPUDA)**, **Northwest Public Power Association (NWPPA)** and **Washington Finance Officers Association (WFOA)**. Angie Sanchez Virnoche is a recognized expert in cost of service rate-setting and financial planning. She is the lead presenter for the Washington State Department of Commerce Infrastructure Academy traveling Workshops on Rate-Setting and Tools for Funding Future Infrastructure and has been selected to serve on the Environmental Protection Agency (EPA) Environmental Finance Advisory Board (EFAB).

WHY FCS GROUP

FCS GROUP is best suited to provide these services because:

We support strong, solvent utilities...by optimizing your financial performance and supporting your mission to deliver reliable service.

We promote sustainability and transparency...by developing tailored solutions, resilient financial policies and effective communication programs.

We build public trust...by arming staff and elected officials with the necessary information and details to adequately engage with customers, stakeholders and citizen groups.

WORK SUMMARY

FCS GROUP understands that every City faces its own unique challenges. One of the keys to our success and reputation is our ability to listen to our clients and produce customized study results that can be easily implemented and understood by everyone. While we follow proven methodologies, we recognize and respect that a successful solution for a common problem will inevitably look different depending on the needs and values of each individual agency.

An effective rate study generates a pricing structure and financial plan that satisfies the long-term obligations of the City and targets equitable cost recovery from customers while conforming to legal constraints, city policies, and community values.

Industry-accepted principles of ratemaking

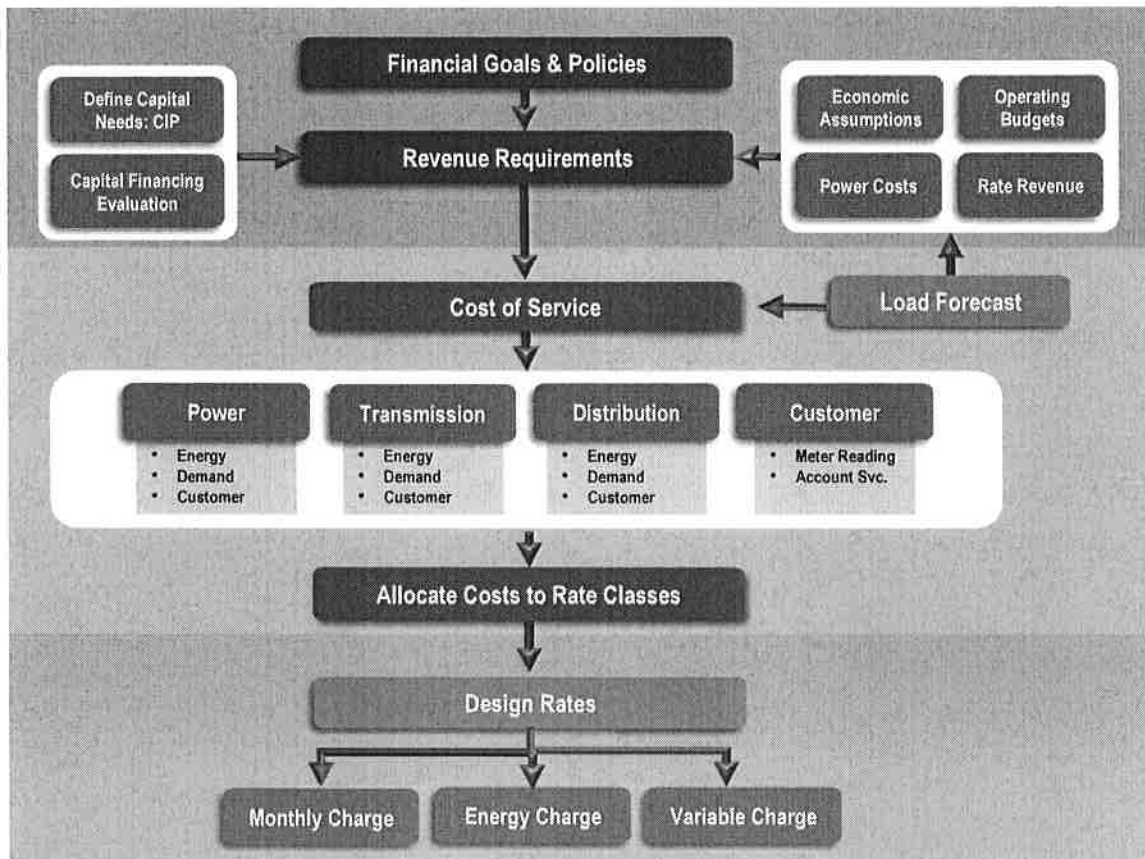
identify three primary components to a cost of service rate study.

1) Revenue Requirement Analysis – establishes a sustainable, multi-year rate strategy that meets the projected total financial needs (operating, capital, debt, financial policy attainment) of the utility through the generation of sufficient ongoing revenue.

2) Cost-of-service ‘Equity’ Analysis – establishes a defensible basis for assigning “cost shares” and establishing “equity” or the cost to serve each rate class using cost causation principles.

3) Rate Design Development – identifies how the required level of revenue should be generated and collected from the various rate components (e.g. fixed/variable charges).

Exhibit 1: Key Analytical Elements



WORK PLAN

This work plan provides further discussion of the individual tasks and benefits that are proposed as part of the Electric Cost of Service Rate study. We follow a structured method to arrive at conclusions, which will enable us to perform the work in an orderly, efficient and results-oriented manner, while tailoring the approach to the City's policies, practices, and goals resulting in cost-based and sustainable rates.

Task 1 | Initiate Project

This task initiates the study and provides for the majority of data collection. The consultant will arrange for a meeting with staff to set a course for completing the work and establish a clear project understanding. The meeting will introduce the project team, identify study objectives, review methodology and expectations, confirm schedule, and discuss team roles. Ideally, meeting participants would include a representative from departments that can address issues related to finance, power resources, engineering/operations, customer service and administration.

During the meeting, the consultant and staff will identify and discuss key policy and technical issues to be addressed in the study. Of particular importance will be gaining input from the City Council regarding areas of concern, key priorities and objectives to ensure they are addressed during the study process. We propose this meeting be conducted via interactive conference call.

Deliverable

- Data needs list
- 1-2 hour interactive conference meeting
- Project schedule with key milestone review points
- Identify project deliverables

- Identify staff and City Council concerns, priorities and objectives.

Task 2 | Model Architecture

The financial planning cost of service rate model forms the framework and foundation of the rate study. The modeling toolset offers more than a rate study, it provides the City with a long-term financial plan for proactive financial management of the system.

The overall objective of the rate-setting toolset is to offer the City a “nimble” model that can improve decision making through quantifying the impact of changes in key activities and/or assumptions.

The financial planning model is a dynamic long-term tool that evolves with the City over time. All analyses will be contained in a single file. An introductory flow screen and user interface will enhance model navigation and “what if” scenarios allowing for various cost and policy alternatives to be simultaneously evaluated.

We will work with the City to determine how the model is intended to be used, what answers need to be generated by the tool and what user interface will be most effective.

Deliverable

- A “nimble” rate-setting toolset for multi-year proactive financial management
- User interface for easy navigation to key input areas
- Scenario interface to test key variables

Task 3 | Develop Revenue, Load and Power Cost Projection

The development of load data is vital to the rate study as it establishes the foundation from which all other analyses are based: rate revenue, power costs, cost allocations and rate

designs. Billing statistics by individual customer will be analyzed to determine the number of monthly accounts, kWh and kW by rate class. With the information gathered, revenue will be calculated and reconciled against actual revenue collected. Anomalies and/or adjustments identified will be corrected to develop rate class usage profiles for a “normalized” year. The data will be used to develop a load forecast or validate the City’s current load forecast with actual and anticipated power resources. Power costs are then calculated for the forecast period.

The revenue forecast developed will offer the option to adjust growth in total or to differentiate by rate class to reflect any anticipated changes in load resulting from growth, price elasticity and/or conservation, etc. and the resulting financial impacts.

Linking revenue and power costs to a core load forecast, by rate class, allows for a dynamic and flexible analysis that can evaluate the financial and rate impact of changes to load.

Deliverable

- Validated customer statistics for rate revenue forecasting and power cost projections
- Customer load/use profile development
- Revenue validation and forecast
- Power cost validation and forecast
- Evaluate rate classifications, identify any refinements
- Allocation factor development

Task 4 | Establish Revenue Requirements

The revenue requirement analysis establishes a sustainable, multi-year financial management plan that meets the projected total financial needs of the system through generation of sufficient, sustainable revenue. This task analyzes the following annual cash flow

needs:

- Capital infrastructure costs
- Expenses incurred to operate, maintain, and manage the system (including power costs)
- Existing and future debt repayment and reserves
- Cash flow needs
- Fiscal policy achievement

We will design the analysis to mirror the the City’s own funds and to be flexible and stable enough to analyze multiple scenarios. Key components include:

- a) **Operating Forecast** – The operating forecast is intended to identify future annual non-capital costs. Annual escalation factors will be applied for general inflation, labor and benefits. Adjustments will be made for new costs anticipated from additional staffing needs and other operating costs associated with maintaining the system along with initiating new or enhanced program activities.
- b) **Power Costs** – Work with staff on forecasting power cost projections from City owned resources and Bonneville Power Administration (BPA) billing determinants. Power costs will be based on the load forecast provided by BPA, developed internally or a modified forecast developed as part of the study. We have gained efficiency through direct access to information available through the BPA portal.
- c) **Capital Funding** – The City’s capital plan will be used to determine the total annual capital needs. The analysis will develop a capital funding plan that will determine an optimal mix of available resources from rate revenues, contributions in aid of construction, existing cash reserves and/or debt

- financing to maintain the ongoing financial health of the system.
- d) **Debt Service Requirements** – Incorporate existing and any anticipated new debt issues in the revenue requirement along with monitoring required debt service coverage ratios.
 - e) **Reserve Analysis** – Evaluate existing fund balance policies for compliance and recommend new fund balance targets as warranted.
 - f) **Fund Balances**– Develop a fund balance tracking module to track electric system operating, capital and debt funds. The module will include annual inflows and outflows of funds and monitor target balances for compliance with established fiscal policies.
 - g) **Test of Sufficiency** – Assess the adequacy of current system revenues in meeting cash flow needs and debt service coverage requirements.
 - h) **Annual Rate Strategy** – Develop an annual rate strategy to fully fund all system obligations and smooth rate impacts.
 - i) **Sensitivity Analyses** – It is our understanding that the City may have the need to evaluate future capital needs - resurfacing and dredging dam and resulting impact on the system. The financial management plan will facilitate evaluating the impact of project timing, cost changes, alternative funding mechanisms and the impact of higher or lower growth on the system. The budget includes up to three (3) sensitivity analyses to be evaluated.

Deliverable

- Multi-year financial plan (5, 10, 20 years)

- Fiscal policy evaluation
- Determine total annual system obligations (O&M, power, capital)
- Develop annual rate strategy that will meet the system’s total financial obligations
- Evaluate capital needs and create funding plan
- Develop scenarios and sensitivities of changes to key assumptions

Task 5 | Cost-of-Service

The cost-of-service analytical task will establish a defensible basis for assigning “cost shares” and establishing “equity” for rate classes. This is accomplished with the development of a series of allocations, based on customer data and engineering/ planning criteria to assign utility cost recovery to rate classes in proportion to their estimated demands.

Review Current Rate Classes

Rate schedules will be reviewed to determine if new or revised classes or class definitions are warranted. It is appropriate to group customers into rate classes that exhibit similar usage characteristics and service/facility requirements. The review and validation of customer billing statistics completed as part of task 3 facilitates the development of bill frequencies that can readily identify if customers included in a rate class are out of alignment with the rate schedule definitions. Any additional class(es) identified will be evaluated independently in the cost-of-service analysis. The City has expressed an interest in evaluating the mill as a stand-alone class or as a typical rate class customer.

Classify Assets and Expenses

A thorough review of the classification categories will be conducted with the City to identify the specific classifications relevant to the customers and services provided. Example

electric utility classification categories are as follows.

Classification Categories
Demand – Coincident Peak: Winter, Summer, HLH, LLH
Demand – Non-Coincident Peak: Primary Voltage, Secondary Voltage
Energy – Winter, Summer, HLH, LLH
Customer – Actual, Accounting, Meters/Services
Revenue
Direct Assignments

All utility plant assets and expenses will be assigned a classification category for cost allocation purposes. The City’s policy towards cost allocation and cost causation principles will be reviewed to determine the best classification and allocation methodology to be used. This step is increasingly important with the sensitivity surrounding the level of monthly charges and the cost based justification for setting them appropriately. In addition, understanding the facility and costs to serve unique customers will be critical to developing equitable cost allocations.

Distribute Cost to Rate Classes

Each account line item of the revenue requirement will be distributed to each rate class using the results of the classification process and applying class specific allocation factors for each of the costs elements. These allocation factors will be developed for each classification category (demand, energy, customer, etc.) and for each rate class. The allocation factors will be the basis for assigning costs to rate classes in proportion to the number of accounts, demand and energy use on the system. The load data completed as part of task 3 will be used to develop class specific energy and demand allocation factors. The results of this task will determine the cost of service for each rate class. The summary of allocated cost will be compare to the existing

revenue generated by each rate class to identify if any cost-of-service adjustments are warranted.

Unit Costs

The final piece of the cost-of-service analysis is the calculation of average unit costs by functional cost category such as power, energy, demand, and customer account. Average unit costs will be cost based and expressed in terms of cents/kWh for energy costs, dollars/kW for demand and dollars/month or dollars/day for customer/metering costs. The unit costs will assist in comparing how current fixed and variable rates align with the cost based rates of the system and where adjustments may be warranted to align with the fixed and variable costs on the system.

In addition to the traditional cost allocation unit cost breakdown of power, energy, demand and customer account, an unbundling analysis that details functional costs further by cost pool will be completed. The unbundling analysis allows for a more detailed understanding of fixed, variable and avoided costs providing flexibility and confidence to the City when designing rates for non-traditional service requests. The unbundling analysis will split costs into:

Unbundled Cost Categories
Power Supply: Energy, Demand, Account
Transmission: Energy, Demand, Account
Distribution: Energy, Demand, Account
Customer: Actual, Accounting, Meters/Services
Deliverable

- Rate classification equity evaluation
- Cost based bundled and unbundled unit costs
- COSA phase-in, if warranted

- Project team review meeting

Task 6 | Rate Design

Current rate design options for each rate class will be analyzed to determine whether they are sufficient to meet the City's objectives, and are consistent with current and/or recommended fiscal policies, generate sufficient revenue to meet the required revenue forecast, and begin to address any inequities identified in the cost-of-service findings. If there are gaps in the current rate design, the project team will craft alternative rate designs for consideration based on industry standards and project team expertise and experience. Key tasks include the following:

- Identify the rate structure goals/objectives (e.g. conservation, equity, revenue stability, etc.).
- Evaluate current monthly charge levels and update as necessary based on unbundled cost of service analysis.
- Review existing rate designs for appropriateness. Identify improvements as warranted.
- Provide up to two (2) alternative rate designs to meet the City's rate design objectives – e.g. large user rate class.
- Develop a bill comparison for all rate schedules showing the anticipated impacts on existing bills from the proposed rate options under consideration.
- Provide a comparison of surrounding utility rates.

Deliverable

- Alternative rate designs that align with identified priorities. 1-2 alternatives to be identified.
- Customer bill impacts

- Neighboring utility bill comparisons
- Project review meeting

Task 7 | Project Team Review Meetings

It will be important to interact frequently with the City staff throughout the project to make certain that the study develops work products collaboratively, reflecting the industry expertise of the project team and the specific needs and goals of staff and management.

We recommend the following project team meetings.

- Project initiation meeting – included in Task 1 (generally conducted via interactive remote call)
- First review meeting to review revenue requirement and cost of service findings (on site)
- Second review meeting to review rate designs (via remote review)

Task 8 | Documentation

A written report will summarize the methodology, key assumptions, results and recommendations of the study. At the end of the study the City will be provided an electronic copy of the report and rate model.

Our approach views the study process as a dynamic and evolving plan that can be memorialized in a report but may also get outdated quickly if used as a management tool. If the City so chooses, the written report will provide a document that outlines the study findings as a baseline for future reference and comparison.

Optional Tasks

The City may request one or more presentations to the City Council and/or other stakeholder(s) as part of the study process.

We are willing to work with the City to develop a study approach that meets its

specific needs. We have identified the optional tasks below and also listed the tasks in the bottom section of the budget table.

Presentations

Prepare for and facilitate a presentation to the City Council and/or Stakeholder(s) to review findings, conclusions and recommendations, as needed. Tasks include:

- Development of presentation material
- On site presentation

SCHEDULE

Comprehensive rate studies generally require 4 months – 6 months to complete. Critical to meeting project deadlines is the commitment of both parties to ensure timely receipt of requested data/information; submittal of quality data requiring limited manual work or reconfiguration; scheduling meetings in a

BUDGET

Our project estimate for completion of the comprehensive cost of service rate study is **\$33,690**. Additional optional tasks are listed below the proposed budget. The budget has been developed to provide a financial planning and cost of service tool to the City that can be used internally in the future to evaluate alternative scenarios and recalibrate to actual results. Initial costs include upfront effort required to build the analytical modeling framework. Cost savings are realized with future updates once the model is established.

The project tasks have been identified

Outreach

To assist with customer and stakeholder education we will work with the City to determine the best communication strategy, medium, and format. We have assisted utilities with a one page information sheet, newsletters, frequently asked questions, on-line bill calculators, dedicated rate study web-pages and open house forums.

timely manner; and the ability of the City to provide policy direction for the study to move forward at key study milestones. We are willing to work collaboratively to develop a schedule that meets the City's time constraints.

separately allowing for flexibility when crafting the project budget. The core technical elements total **\$25,185**. Additional budget covers review meetings and documentation. Cost savings may be realized if there are no rate design issues that need to be addressed at this time or the report is replaced by a presentations, etc.

We are happy to negotiate the appropriate level of effort for this project if we have scaled our approach out of line with the City's needs and expectations.

CONSULTANT HOURS							Total Estimated Hours	Labor Budget
Managing Principal	Technical Advisor	Asst. Proj. Manager	Project Analysts	Admin. Support				
Work Tasks								
Task 1 Initiate Project								
- Data Request/Collection	-	-	-	2	2	4	\$480	
- Kick-off Meeting (remote session)	1	1	1	1	-	4	825	
Task 2 Model Architecture								
	-	-	-	4	-	4	620	
Task 3 Develop Revenue, Load and Power Cost Projection								
	2	-	8	24	-	34	5,720	
Task 4 Establish Revenue Requirement								
	2	-	4	20	-	26	4,360	
Task 5 Cost of Service								
	4	2	8	32	-	46	7,930	
Task 6 Rate Design								
	4	-	6	20	-	30	5,250	
Total Technical Tasks								
	13	3	27	103	2	148	\$25,185	
Task 7 Project Team Review Meetings								
- One (1) On Site Review Meeting - 2 hours, other team remote)	5	-	2	-	-	7	\$1,670	
- Remote Project Review (1 @ 2 hours each)	2	-	2	-	-	4	890	
Task 8 Documentation								
	4	-	4	24	4	36	5,840	
Total Labor All								
	24	3	35	127	6	195	\$33,585	
Expenses								
Travel one (1) On Site Meeting (mileage only)								
							\$105	
Total Project Labor and Expenses								
							\$33,690	
Additional Optional Services Available Upon Request								
- Remote Review	2	-	2	2	-	6	\$1,200	
- On Site Meeting (Principal - 2hr Attendance only + miles)	5	-	-	-	-	5	\$1,405	
- On Site Meeting (Tech Advisor - 2hr Attendance only)	-	5	-	-	-	5	\$1,125	
- Onsite Presentation (Principal + Presentation Dev. + miles)	5	-	-	8	-	13	\$2,640	
- Outreach							Dependent on Request	

KEY TEAM MEMBERS

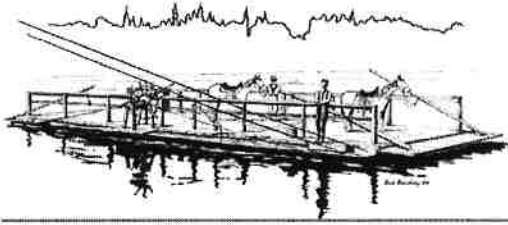
The team was selected due to the direct, relevant experience and strengths each member offers. Our team is anchored by Angie Sanchez Virnoche. She will be supported by FCS GROUP’s Sergey Tarasov and Bob Hammond, all of whom provide recognized expertise in the area of cost of service rate studies. We have a staff of five additional project consultants who will be available, as needed, to support key team members with project completion. Please find below an overview of our proposed key team members experience as it relates to the project needs of the City.

Proposed Key Staff, Project Role, Time	Summary Relevant Experience and Role
<p>Angie Sanchez Virnoche Managing Principal</p> <p>Yrs. Exp. 25</p> <p>Responsibilities:</p> <p>As managing principal Angie will be responsible for overall technical direction, quality control / assurance, industry compliance, day-to-day client communication, presentations and study deliverables</p>	<p>Angie Sanchez Virnoche is an FCS GROUP principal, shareholder and company vice president. She has 25 years of experience assisting electric, water, wastewater, storm and solid waste utilities with their financial planning and cost of service rate setting needs.</p> <p>Some highlights of her career include; over 250 utility rate, finance and modeling studies, active involvement in associations helping to set the standards for responding to cost of service rate-setting issues, serves on the Northwest Public Power Association Board of Trustees and recently presented at the NWPPA Accounting & Finance Conference on <i>Discovering the Power of Your Rate Study</i>. Angie is also a rate-Setting presenter for the Washington State Department of Commerce Infrastructure Academies and is a recognized technical rate and finance expert within the Washington Public Utility District Association (WPUDA) presenting on <i>Distributed Generation and Rate Setting 101</i>. She also is actively involved in other industry associations, committees and boards dealing with issues on fiscal policy, financial stability conservation and affordability.</p> <p>Angie is qualified to perform average embedded and unbundling cost-of-service studies, rate design development and other financial services for electric systems. Her experience includes developing multi-year financial plans to aid in utility management, developing capital funding plans, establishing fiscal policies, rate structure prioritization and redesign to align with utility objectives and public communication.</p> <p>She is highly proficient in managing multi-disciplinary projects and teams to meet project schedule requirements and high quality deliverables. A few of the electric cost of service rate studies Angie has recently been involved with include: United Electric Cooperative, City of Burley and City of Plummer, ID; City of Forest Grove, OR; Wasco Electric Cooperative, the Cities of Ellensburg, Port Angeles, Centralia and Richland, WA. Along with work for Clallam PUD, Franklin PUD, Skamania PUD, Cowlitz PUD and Mason PUD #1.</p>

Proposed Key Staff, Project Role, Time	Summary Relevant Experience and Role
<p>Sergey Tarasov Technical Lead Yrs. Exp. 12 Responsibilities: As technical lead Sergey will be responsible for day-to-day technical management of the study, task facilitation, and reporting.</p>	<p>Sergey Tarasov has extensive cost-of-service rate experience and has completed over 100 utility rate, finance and modeling studies for electric, water, wastewater, storm and solid waste systems. He presents for the WPUDA workshops on topics including <i>Distributed Generation, Rate Setting 101, Rate Design Prioritization and System Development charges</i>. He also presented at the Nevada Rural Electric Association (NREA) on <i>Residential Electric Services and Rates with Rooftop Solar</i>.</p> <p>His areas of expertise are in customer statistics analysis creating customer specific profiles to aid in detailed load and demand forecasting, bill frequency analysis, customer classification evaluation, revenue requirement development, cost-of-service allocations, alternative rate design development, load and demand forecasting and unbundled unit cost determination.</p> <p>He has developed revenue requirement and/or cost-of-service rates for numerous cities, cooperatives and public utility districts throughout the Northwest including: City of Blaine, Ellensburg, Centralia and Richland WA; City of Forest Grove, OR; Vera Water and Power; Franklin PUD, Mason PUD #1, Clallam PUD; Wasco Electric Cooperative and United Electric Cooperative.</p>
<p>Bob Hammond Executive Consultant Yrs. Exp. 35 Responsibilities: Bob will support the team as a technical advisor, offering his expertise in utility operations, management, power markets and policy development.</p>	<p>Bob Hammond is an FCS GROUP executive consultant based in Eastern Washington with 35 years of public sector and consulting experience. Prior to joining FCS GROUP, Bob served as the City of Richland Energy Services Director, overseeing all aspects of utility planning and operations. Among his highlights, Bob developed and implemented the electric utility's first project management, customer outreach and quality assurance programs.</p> <p>Bob has also served roles as the Kennewick City Manager where he facilitated several high-profile economic growth initiatives, and worked closely with labor, civic and private-sector leaders to promote new business within the City.</p> <p>Due to Bob's extensive experience in community and infrastructure development, he brings a unique understanding to the challenges that districts, counties and cities face in attracting business, planning utility development and promoting financial-viable services to support growth.</p>

REFERENCES

Contact	Client	Phone Number	Email
Jo Elg, General Manager	Untied Electric Cooperative Inc.	(208) 679-2222	jelg@unitedelectric.coop
Sandi Edgemon, Business Services Manager	City of Richland, Washington	(509) 942-7613	sedgemon@ci.richland.wa.us
Shan Rowbotham, Energy Services Power & Gas Manager	City of Ellensburg, Washington	(509) 962-7251	rowbothams@ci.ellensburg.wa.us



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator

DATE: December 12, 2018

RE: Fairway Mower-Reel and Bearings replacement

Ralph Lotspeich, the City's Golf Contractor, has requested approval to replace the reels and bearings on the fairway mower. According to Ralph, the reels of the fairway mower can no longer be sharpened because they are worn down too far and need replacing.

Mr. Lotspeich likened the replacement to vehicle tires, once they reach a certain point they are no longer effective no matter how much preventive maintenance you do. Once replaced, it is his opinion that the new reels will last for about 10 years.

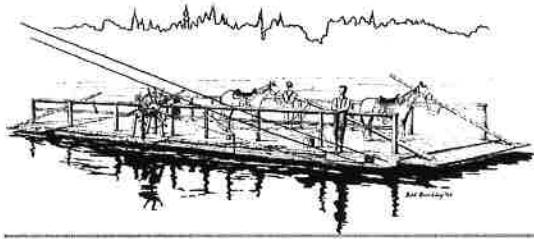
The total costs for the bearings and reel replacement is \$2,023.50, plus shipping. Below is a cost breakdown that Mr. Lotspeich provided to me:

- 5 reels \$324.40 ea. X 5 = \$1622.00.
- 5 Bedknives \$34.55 ea. x 5 = \$172.75.
- 100 Bedknife screws x \$.28 ea. = \$28.00.
- 10 snap rings \$6.50 ea. = \$65.00.
- 10 bearing cups x \$2.20 ea. = \$22.00.
- 10 bearings x \$4.35 ea. = \$43.50.
- 10 seals \$4.85 ea. x 10 = \$48.50.
- 5 compression springs \$4.35 ea = \$21.75.

These prices are from R & R Products, which will save about \$800.00 as opposed to ordering from John Deere.

Staff is asking Council for permission to spend the above amount in order to replace the bearings and reels on the fairway mower.

Please let me know if you have any questions.



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: Christine McNair, Clerk/Treasurer
Date: 12/13/18
Re: Online Payment Services

Billing Document Specialists (BDS) offers a way for our customers to view their bill online and make payments online. We currently accept credit or debit card payments through Municipay. One of the benefits with changing to BDS is, the interface they have with Black Mountain Software, which allows payments to be applied directly to the customers' account. This is not an option with Municipay.

The start-up cost for this is \$850.00 with BDS and \$525.00 with Black Mountain. There is a monthly fee of \$75.00 with BDS.

If you choose to approve this request the total start-up costs will be \$1375.00.

Thank you,

Christine



915 Main Street, Suite 1000
Caldwell, ID 8305
208-459-3611, Fax 208-459-3680

CUSTOMER SERVICE AGREEMENT

with

City of Bonners Ferry, ID

THIS AGREEMENT is made by and between BILLING DOCUMENT SPECIALISTS, hereafter referred to as BDS, located at 915 Main Street, Suite 300, Caldwell, Idaho 83605, a corporation organized under the laws of the State of Idaho and the City of Bonners Ferry, ID., hereafter referred to as CLIENT. This agreement shall be subject to the following outlined, terms and conditions:

Summary of Services:

ADDITION of ONLINE Payment Services Scope of Services & Pricing

Terms:

Client agrees to pay BDS within **30** days of invoicing.

Finance Changes:

Client agrees to pay all charges for services or merchandise rendered by the invoice due date. A monthly service charge of (21% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. BDS is entitled to reasonable collection fees, attorney fees and other expenses incurred to collect all charges on the account(s).

BDS will have the right to withhold any processing while there is an unpaid delinquent balance.

Liability:

In the event that any information processed on behalf of Client by BDS is not accurate, and such inaccuracy causes the processed data to be unacceptable as a finished product, BDS will re-process such data at no additional charge, and no other liability is implied. It is expressly understood and agreed that BDS shall not be liable or responsible for any damages resulting in the delay in the processing of data or resulting from any unacceptable finished product processed by BDS. BDS's liability hereunder shall be limited to the additional cost it incurs in re-process the mishandled data. BDS makes no other warranty expressed or implied for its services hereunder.

Indemnification. BDS shall indemnify and save and hold harmless Client from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses

caused or incurred by BDS, its servants, agents, employees, guests, and business invitees, and not caused by or arising out of the tortious conduct of Client or its employees.

Independent Contractor: In all matters pertaining to this agreement, BDS shall be acting as an independent contractor, and neither BDS nor any officer, employee or agent of BDS will be deemed an employee of Client. The selection and designation of the personnel of the Client in the performance of this agreement shall be made by the Client.

Attorney Fees: Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to court costs and reasonable attorneys' fees as determined by a Court of competent jurisdiction. This provision shall be deemed to be a separate contract between the parties and shall survive any default, termination or forfeiture of this Agreement.

Time is of the Essence: The parties hereto acknowledge and agree that time is strictly of the essence with respect to each and every term, condition and provision hereof, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Agreement by the party so failing to perform.

Assignment: It is expressly agreed and understood by the parties hereto, that BDS shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of CLIENT.

Discrimination Prohibited: In performing the Services required herein, BDS shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age or disability.

Reports and Information: At such times and in such forms as the Client may require, there shall be furnished to the Client such statements, records, reports, data and information as the Client may request pertaining to matters covered by this Agreement.

Audits and Inspections. At any time during normal business hours and as often as the Client may deem necessary, there shall be made available to the Client for examination all of BDS's records with respect to all matters covered by this Agreement.

Compliance with Laws. In performing the scope of services required hereunder, BDS shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments.

Changes. The Client may, from time to time, request changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of BDS's compensation, which are mutually agreed upon by and between the CLIENT and BDS, shall be incorporated in written amendments to this Agreement.

Termination. If, through any cause, BDS, its officers, employees, or agents fails to fulfill in a timely and proper manner its obligations under this Agreement, violates any of the covenants, agreements, or stipulations of this Agreement, falsifies any record or document required to be prepared under this agreement, engages in fraud, dishonesty, or any other act of misconduct in the performance of this contract, or if the Client Council determines that termination of this Agreement is in the best interest of Client, the Client shall thereupon have the right to terminate this Agreement by giving written notice to

BDS of such termination and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination. BDS may terminate this agreement at any time by giving at least sixty (60) days notice to Client.

In the event of any termination of this Agreement, all finished or unfinished documents, data, and reports prepared by BDS under this Agreement shall, at the option of the Client, become its property, and BDS shall be entitled to receive just and equitable compensation for any work satisfactorily complete hereunder.

Construction and Severability. If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

Approval Required. This Agreement shall not become effective or binding until approved by BDS and the Client.

Governing Law and Forum:

This Agreement will be governed by the laws of the State of Idaho, and constitutes the complete and exclusive statement of this Agreement between the parties which supersedes all proposals, written or oral, and all other communications between the parties related to the subject of this Agreement. The parties agree that all state court legal matters shall be commenced and litigated in Canyon County, Idaho, and all federal court matters shall be commenced and litigated in Boise, Idaho. Each party hereby waives any right to bring a cause of action in any other venue, court or geographic location

Term of Contract:

The term of this agreement shall be 01/01/2019 to 01/01/2020 At the end of this period, the agreement may be renewed with reviews by both parties. The signatures below indicate acceptance of the agreement.

Acceptance for:

Addition of Selected Services below per pricing attached.

On Line Payments, Credit / Debit Express Only _____ Initial _____

OR: On Line Payments, Credit / Debit FULL SERVICES _____ Initial _____

OTC payment services: _____ Initial _____

IVR Incoming payment services: _____ initial _____

IVR Outgoing Shut off call with payment services: _____ Initial _____

IVR Outgoing Alert Message services: _____ Initial _____

BDS Customer Service:

This service is available between 8 AM and 5 PM mountain time Monday thru Friday except posted holidays. BDS is happy to assist our clients with any questions or issues. Send emails to csteam@valli.com or call our toll free phone number 800-627-3283.

The CS team will not accept phone calls direct from the clients customers unless all other resources have been used and only with the Client approval. If the client directs customers direct to our CS Team without prior discussion and approval there could be a \$75.00 per hour charge.

City of Bonners Ferry, ID.

Please Type or Print Authorizing Party Name

Date _____

Signature

Acceptance for:

Billing Document Specialists



Robert Jenkins, President

Date: 12/11/2018



12/11/18

City of Bonner's Ferry

ON LINE SERVICES		Estimated Costs	
FULL SERVICES		Set UP	monthly
Description			
Web interface Set up	\$850.00	Custom Branding of the On-line web page including: Express / Quick pay option Optional E Checks User setup for: E Statements set up Auto re occurring payments 24 month history pdf images of statements and payments Import data file generated to post to software per E mail generated instead of printed document Print & Mail file to enable BDS to have Customer validation data for the reports and import file to the Clients software 2 year archive	850.00
E statement emails	\$0.25		9.30
Web pdf images estimated at 930	\$0.01		
Monthly Maintenance	\$75.00	Web site maintenance includes minor page modifications i.e. contract information / disclaimer messages etc. Import files including text reports.	75.00
ON LINE SERVICES - OPTION 2		Estimated Costs	
EXPRESS PAY ONLY			
Web Interface Setup	\$450.00	Description Custom Branding of the On-line web page including: Express / Quick pay option Optional E Checks Import data file generated to post to software	Set UP monthly
Monthly Maintenance	\$45.00	Web site maintenance includes minor page modifications i.e. contract information / disclaimer messages etc. Import files including text reports.	45.00
Web pdf images	\$0.01	OPTIONAL: PDF images of Print & Mail file to enable BDS to have Customer validation for Client search by account on the bds Admin site w 2 year archive	

Over the Counter Credit Card Payments			
Set up	\$300.00	BDS would provide a web based page to post over the counter/ Front Desk credit card payments. This service allows the client to enter the account number/numbers, totals appear on the screen personnel can edit the amounts to pay, scan the presented credit card , all data is read from the card and the payment is processed and all import and reports in the same manner as on-line payments.	300.00
Monthly Maintenance	\$25.00	These are "bolt" connected to the gateway, no interface with client servers	25.00
Ingenico IPP320 EMV credit card readers	tbd		
IVR			
Inbound Set up with Credit Card Payments	\$150.00	BDS will program a dedicated phone number for Client's customers to call to check balances, leave messages and or make credit card payments. This is a touch and voice activated system. Import files and posting of payment to the Admin Web Site details by customer search and reporting the same as all other payment services.	150.00
IVR Automated phone payments			
Inbound (VPS)			
Per call for balances and messaging without payment transactions	\$0.25		
Per call payment transaction	\$1.50	Some Client are passing on the per transaction fee to the customers, BDS advises the user that the fee will apply and totals the amount due. The fees are separated from the payments in the import file so that only the amount due is post to the account. Clients using revenue neutral conv. fees, this amount is included in the conv. fee and paid to BDS.	
Shutoff Reminder System (SRS)			
Outbound Set Up	\$35.00	Client submits a data file with shutoff data, account numbers, names, balances and phone numbers. To comply with the Red Flag regulations the script will ask for confirmation that the person is in fact the name or names on the account. Upon confirmation the data from the file will be put into the proper places in the script include amount due. Then allow the option to make a phone payment, at which time all (VPS) services apply	
Monthly Minimum	\$5.00	If IVR services are included, customer can pay at the time of the call	
Per outbound Call	\$0.15		
Alert Messages			
Outbound Set up	\$35.00	Via the BDS admin site, the client types in the message they want to send out	
If used Monthly Minimum	\$5.00	Client can select to send by phone, text or email , by creating a csv spreadsheet with the data for any or all fields. Client can set the date / time to send or send immediately. Reports are generated by phone responses, human answer, went to voicemail, no answer or hangup etc. Client can save texted message and csv files for repeated usage.	
Per outbound call	\$0.15		

This service can be separated for any one wanting to send out messages, UB service, boil water alerts, Parks & Rec - practice time changes city wide amber alerts, or just come join us for the 4th of July picnic.

Merchant Fees

REVENUE NEUTRAL

Point & Pay Processor Fee rates to be paid by the Consumer
 3.95% min or \$2.00 for Credit Cards
 \$2.50 per ACH check
 \$2.50 Return/ or unidentifiable items

MERCHANT PAYS FEES

BDS/Drive Payment processor, with Utility Rate discounts for VISA & MC gives the Client best possible fee structure.
 We can provide price comparisons and quotes.

BDS CUSTOMER SERVICE

This service is available between 8 AM and 5 PM Mountain Time Monday thru Friday except posted holidays.

no charge

BDS CS team will be happy to assist our clients with any questions or issues. Send emails to csteam@vaili.com or call 800-627-3283.
 The CS team will not accept phone calls direct from the clients customers unless all other resources have been used and only with Client approval.
 If the Client directs customers to call ourCS team direct without prior approval there could be a \$75.00 per hour charge.

Programming

Special Programming per hour

\$125.00

BDS has never charged for minor changes, in the event of a complete file format revision, new software vendor or other major customization or special requests not specified.

Quote

12/11/2018

City of Bonners Ferry

Christine McNair

PO Box 149

Bonners Ferry, ID 83805-0149

cmcnair@bonnersferry.id.gov



145 Southlake Crest, Ste 1
Polson, MT 59860
Phone 800.353.8829
Fax 406.883.1029

Teresa Van Buren
800-353-8829

<i>Product Description</i>	<i>Purchase Price</i>	<i>Annual Fees</i>	<i>One-Time Conversion</i>	<i>Total</i>
UB - Processing Interface-BDS * BMS will waive the additional Annual Maintenance for the BDS Interface. Annual Maintenance will continue with the Outsource Bill Print.	525.00	0.00		525.00
Subtotals:	<i>\$ 525.00</i>	<i>\$ 0.00</i>		
Grand Total:				\$ 525.00

Terms

- 1) Black Mountain Software (BMS) has made every effort to ensure the information contained within this quote is complete and accurate. However, in the off chance that a mistake has been made, we reserve the right to correct any error or omission related to price, product description or availability. Please remember that to completely understand this quote, you must consider, in addition to product and prices, the terms and conditions that follow either on this or separate pages.
- 2) Prices quoted herein do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are the responsibility of the buyer. Buyer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Black Mountain will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- 3) Training is included with installation of each software product. Unless specifically arranged, initial training will be conducted on-line. After initial training, free on-line training is always available for you and your staff as part of the annual service and support fee. Advanced scheduling is required. Except for initial training, hourly charges apply for training physically provided On-site (your offices) or In-house (our offices).
- 4) All costs are based on prices in effect for 60 days from the date of this bid.
- 5) Annual service and support includes software updates and support via toll free telephone numbers. The price shown is for the first year, is billed annually, and is subject to change in subsequent years.
- 6) If travel is required, actual expenses are billed as follows: When flying, charges include airfare, travel time at \$35 per hour per person, meals at \$42 per day, lodging at local rates, and rental car. When driving, charges include mileage at 54.5 cents per mile, travel time at 45 cents per mile per person, meals at \$42 per day, and lodging at local rates. Alaska and North Dakota may have higher rates.
- 7) UB - Processing Interface - BDS : Setup and on-going transaction processing fees charged by Billing Document Specialist

(BDS) are NOT included in this quote. Pricing for BDS services may be obtained by contacting BDS: Pat Azbill, pazbill@valli.com, 1-800-627-3283 ext 131. If you choose not to use BDS, but would still like an interface to UB, our current import/export file formats and naming conventions must be used by the processor. An hourly charge of \$175 per hour applies to all assistance we provide enabling your processor to adapt to our format and naming convention.

8) Normal billing procedures for new clients or stand alone applications for current clients is 25% down payment billed at commitment and 75% final payment billed upon completion of installation and initial training of the core products, i.e., Finance, Payroll or Utility Billing. Add on applications for current clients are billed for full purchase price only at commitment and maintenance begins upon completion of installation and/or training. All billing will commence in full for all products after 1 year from commitment unless other arrangements have been made.

9) All of our software products are multi-user, with an unlimited number of licenses (seats). In addition, 'Read Only' access is available to limit data changes for specified users, while still providing lookup and printing capabilities.