

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

Bonnors 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. We are an inclusive city that welcomes all people, regardless of race, religion, color, national origin, sex, age, disability, sexual orientation, or gender identity and encourages their participation in city government and city programs.

**AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
February 4, 2020
6:00 pm**

PLEDGE OF ALLEGIANCE

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/SPOT

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the January 28, 2020 Council meeting minutes

OLD BUSINESS

NEW BUSINESS

4. City – Results of the University of Idaho Farmers Market Survey presented by Kate Painter {action item}
5. City – Consider a Parklet Pilot Program for Summer 2020 (attachment) {action item}
6. Water – Consider Planning and Zoning File SUP09-19 a Special Use Permit for the Dakota Street Well House (attachment) {action item}
7. Electric – Consider Authorizing the Mayor to Sign an Agreement with the Department of Environmental Quality for the Volkswagen Reimbursement Program Funds (attachment) {action item}
8. City – Discuss Training Opportunities from Panhandle Area Council for 2020-2022 (attachment) {action item}

ADJOURNMENT

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
January 28, 2020
6:00 pm**

Mayor Dick Staples called the Council meeting of January 28, 2020 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 Attorney Andrakay Pluid, City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Engineer Mike Klaus, City Fire Chief Dave Winey, City Police Chief Brian Zimmerman and Economic Development Coordinator Dennis Weed. Members of the public present were: Wendy Hawks, Jerry Higgs, Dave Gray, Mandy Bateman, Joel Donofrio, Leslie Griffiths, Bryn Griffiths, Silas Thompson, Kylie Calderon, Jace Thompson, Angela Comstock, Denise Crichton, Eric Lederhos, and Kevin Boldt.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Kylie Calderon invited everyone to the Blue and Gold banquet at the Middle School Cafeteria, February 1, 2020 at 6:00pm. There will be a cake auction to help support the scouts. Lisa Ailport asked if donations are accepted or if a cake must be purchased. Leslie said donations are accepted. Silas Thompson said the cakes are very elaborate. Leslie said there are five different categories.

REPORT

City Administrator Lisa Ailport said she met with legislators in Boise last week. The Association of Idaho Cities (AIC) has asked us to look at HB353, HB355. Valerie asked if HB353 and HB355 go through, the cost of annexation and new construction will fall on the current taxpayers. Lisa said she feels growth would not be paying for growth. International City Managers Association (ICMA) met prior to the legislative meeting. ICRMP is creating a new supervisory training. Lisa submitted a response to the Westside Restoration Project regarding the Myrtle Creek water intake. Lisa received notice today that the electric vehicle charging station will be supported 100% with our staff time match.

City Engineer Mike Klaus said last Friday there was a significant problem with the 4" sewer line between lift station #1 and the sewer lagoon. The line was blocked for over 24 hours. The employees that worked to repair the sewer line were: Alan Branson, John Delaney, Ken Robertson, Andre Rosengrant, Tim English, Scooter Drake, Eddy Invernon and Steve Neumeyer. Mayor Staples expressed his gratitude to the employees for their hard work. New plans for the underdrain system were approved last week.

Economic Development Coordinator Dennis Weed installed a counter at the ice rink. There were 1,600 people in a three week period.

Urban Renewal District will have a special meeting February 12, 2020

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the January 7, 2020 Council meeting minutes
4. Treasurer's Report

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

OLD BUSINESS

5. City – Consider a Request from Boundary County to Waive Building Permit Fees {action item}

Mayor Staples said he spoke with Clare Marley, the contract planner, Clare said an estimate cost for her time is \$276.50. Valerie said as a general rule we don't usually waive permit fees. Valerie recommended having a policy to waive fees instead of haphazardly waiving fees. Rick said he recommends a policy that fees are only waived for another municipality. Ron asked if we will lose any fees. Lisa said there are staff costs that the City would be subsidizing. Adam said he is not in favor of any fee waivers. The City is not in the business making a profit so anything we give back is subsidizing. Adam Arthur moved to not waive the fees. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Valerie directed to have staff draft a policy for fee waivers.

Jerry Higgs said the City will receive many calls about the sirens from the ambulances leaving the Armory. Rick said this permit has nothing to do the ambulance at the Armory.

NEW BUSINESS

6. Water – Wendy Hawks Regarding a Water Leak {action item}

Wendy said she has been working with previous Mayor David Sims since 2017 regarding a leak at Riverside Auto. Since 2017 paid over \$14,000 in sewer fees. June 2019 a leak at the frost free faucet near Bonners Street was repaired. July 2019 a leak detection service found a leak at the frost free faucet at the building. Wendy is asking for consideration since she has been working with the former Mayor since 2017. Christine explained how the sewer study is done. Mayor Staples said we will have to look into this and table it for a future agenda.

7. Street – Consider Authorizing the Purchase of a New Motor for the Large Snow Blower (attachment) {action item}

Mayor Staples said this was an urgent matter and last week's Council meeting was postponed, he already authorized the purchase. Lisa said the range for the new motor is \$4,000 – \$6,000. Valerie Thompson moved to approve the Mayor's authorization for the new motor for the 1960 snow blower in an amount not to exceed \$6,000 without prior approval. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. Electric – Consider Authorizing the Mayor to Sign an Agreement for Professional Services with JUB Engineers for Public Involvement Assistance for the Bond Election (attachment) {action item}

Lisa said the Landing Group, a subsidiary of JUB, will help with the public involvement portion for the hydro bond election. Angie Comstock, with JUB Engineers said they will speak with the public for the outreach portion of the project. Rick Alonzo moved to authorize the Mayor to sign the contract with JUB Engineers \$10,200 with an additional \$1,500 for each public outreach meeting if we ask JUB to attend for the upcoming bond election. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. Water – Consider Authorizing the Mayor to Sign an Agreement for Professional Services with JUB Engineers for the Dakota Street Well House (attachment) {action item}

Mike said he is requesting help for the structural components of the well house. Dave Barnett reviewed one of Mike's drawings and recommended some changes to the design of the well house. Ron Smith moved to authorize the Mayor to sign the agreement for professional services with JUB Engineers for the Dakota Street well house. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. Water – Consider Purchase of a New Underdrain for Filter #1 (attachment) {action item}

Mike said on December 10, 2019 filter #2 underdrain failed and Council authorized up to \$50,000. The Department of Environmental Quality (DEQ) approved it last week and it has been ordered. Mayor Staples asked how long it will be before it arrives. Mike said approximately 12 weeks. The cost of design for filter #1 will be under \$40,000. Mike said we budgeted \$150,000 for a comprehensive underdrain system. Valerie asked if we will be postponing the air scouring system. Mike said at this time he is only asking for the underdrain, he may ask for the rest this summer. Valerie Thompson moved to allow staff to spend up to \$40,000 for the underdrain for filter #1. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. Water/Sewer – Consider Authorizing to Advertise for a Seasonal Employee (attachment) {action item}

Lisa said Council approved this last year. There are several projects that need to happen this season. Adam Arthur moved to authorize to advertise for a seasonal employee for the Water/Sewer department for March 2020 – October 2020 with a range of \$16.00-\$18.00. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. City – Consider Authorizing to Advertise for a Seasonal Employee for Concrete Projects (attachment) {action item}

Mike said we have several concrete projects this year. The current person that does concrete will be retiring in April 2020. Mike thinks there will be about five to eight months of work. Mike said he would like to advertise the hourly rate at \$23.00-\$28.00. Valerie Thompson moved to approve to advertise for a seasonal concrete employee in the amount of \$23.00-\$28.00 per hour for five to eight months. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

13. City – Consider Accepting a Bid for the Medium Excavator (attachment) {action item}

Mike said we only received one bid for the excavator from Boundary Tractor in the amount of \$63,808 with a trade-in of \$25,000 leaving an amount of \$38,808.00. The split for the departments is: 40% Electric, 30% Water, 30% Sewer. The crews asked about a compactor. Mike said there is a quick coupler which makes easier for the operator to change attachments. Mike provided three quotes for a compactors. Mike is recommending the 18 in compactor in the amount of \$3,662.00. Adam asked if this item was budgeted. Mike said it was, but he is not sure of the amount. Adam Arthur moved to accept the bid for the medium excavator and the compactor in the amount of \$42,470, after the trade-in. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – no unless it is in the budget, Rick Alonzo – yes, Ron Smith – yes

14. Street – Consider Authorizing the Mayor to Sign the Agreement with Western Federal Lands for Match Funding for the Riverside Street Project (attachment) {action item}

Mayor Staples said the total project costs are 2.7 million dollars, the required match is \$250,000. The Urban Renewal Agency will pay \$75,000 and the City will have \$150,000 in-kind match. Valerie Thompson moved to authorize the Mayor to sign the agreement with Western Federal Lands Access Program for match funds in the amount of \$250,000. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

15. Street – Consider Transportation Alternatives Project 2020 Application Submission (attachment) {action item}
Lisa said we applied for the draft application. Idaho Transportation Department (ITD) won't support anything other than a shared use path that is eight to ten feet with a two foot shy to the jersey wall. Lisa recommended not seeking a full application since there are significant challenges to create a path to ITD's standards. Mayor Staples said this is a great project, but does not feel we are in a place to approve it.

16. City – Consider Authorizing the Mayor to Sign the 2020 Beverage License for Bonners Ferry Pupuseria LLC (attachment) {action item}

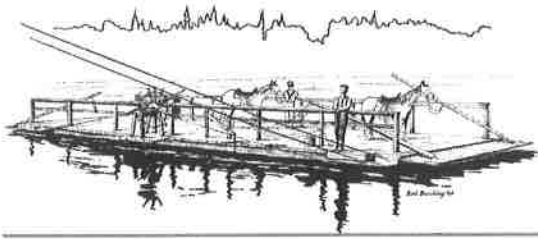
Christine said we have received payment and the proper documentation for the beverage license. Rick Alonzo moved to authorize the Mayor to sign the 2020 beverage license for Bonners Ferry Pupuseria, LLC. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

ADJOURNMENT

The meeting adjourned at 7:14 pm.

Information

17. Tort Claim from Boundary County Regarding a Water Leak at the Waterways Building



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 *LMA*

DATE: January 31, 2020

RE: **Parklet Summer Pilot Program**

Staff has prepared the attached draft standards for implementing a pilot program this summer for the introduction of "Parklets" along Main Street in downtown.

The purpose of the program is to gauge the level of commitment from business owners and public on the success of this type of program. The concept of a Parklet is to utilize the public curb-side parking in a different way than only parking provides.

Parklets are, according to the National Association of Transportation Officials, "Public seating platforms that convert curbside parking spaces into community spaces. Also known as street seats or curbside seating, parklets are the product of a partnership between the city and local businesses..."

The program is anticipated to involve the development of an agreement with the neighboring business owners and the city that would include standards, such as the attached draft standards, as well as an indemnification form and operational standards, such as remaining open to the public, the ability to serve alcohol and any other areas that come up as part of the construction of the agreement.

At this time, I am asking that Council provide staff with some feedback on the support for such a program. If Council is supportive of the idea, then staff will work with local businesses owners to pull together the structure of the agreements and finalize the standards for the program to implement this summer.

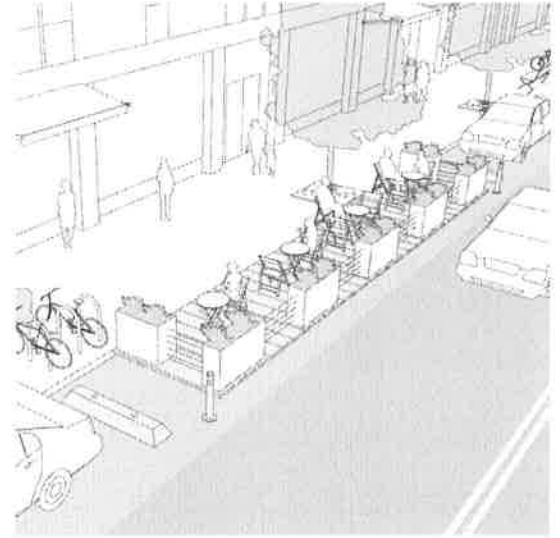
I look forward to hearing your thoughts and considerations about this idea.

Fiscal Impact Statement: The impacts of this program will be heavily driven by staff's time. No additional costs to the city are anticipated, nor would any other income be anticipated with the pilot program.

Parklet Pilot Season- Summer 2020

Parklets are, according to the National Association of Transportation Officials, “Public seating platforms that convert curbside parking spaces into community spaces. Also known as street seats or curbside seating, parklets are the product of a partnership between the city and local businesses...”

A parklet repurposes part of the street into a public space for people. They are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. Parklets provide amenities like seating, planting, bike parking, and art. While parklets can be funded and maintained by neighboring businesses, residents, and community organizations, they should be publicly accessible and open to all.



It is the intent of staff to propose a trial season with local downtown business to construct and utilize on-street parking spaces as parklets in specific areas of Bonners Ferry. The following guidelines will be used to test the success of the parklet areas for the summer 2020 season.

If the parklet trial period proves successful, then staff would like to bring forward enacting ordinances to establish these areas as approved uses and standard.

Parklet trial guidelines:

1. Parklets are only available for consideration in the downtown district, specifically along Main, Bonner, and Kootenai Streets. Future growth of the Parklet idea may include other areas of the city, but for the trial season, it is recommended that the use be limited to these streets.
2. To ensure visibility to moving traffic and parking cars, parklets must be buffered using a wheel stop at a desired distance of 4 feet from the parklet. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection.
3. Parklets should have vertical elements that make them visible to traffic, such as flexible posts or bollards.

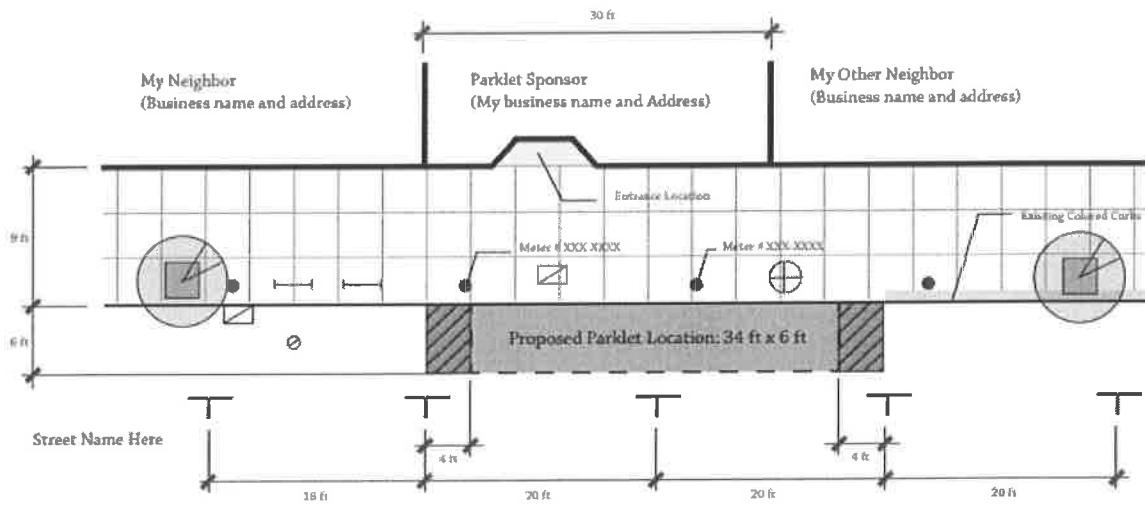


4. Parklets should have a desired minimum width of 6 feet (or the width of the parking lane). Parklets generally entail the conversion of one or more parallel parking spaces or 3–4 angled parking spaces, but may vary according to the site, context, and desired character of the installation.
5. The design of a parklet should not inhibit the adequate drainage of stormwater runoff. Small channels between the base and the platform facilitate drainage.

6. Parklets should have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards (see adjacent photo).

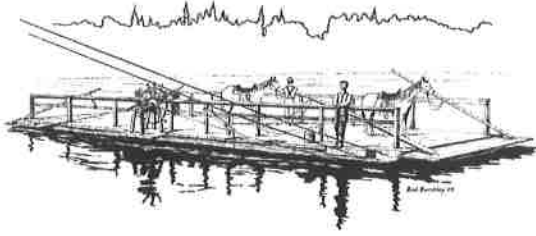


7. Parklets should avoid corners parking spaces and are best placed at least one parking space away from the intersection corner.
8. Parklets should be heavy enough to make theft impossible or unlikely. Site selection should consider the level of surveillance both during the day and at night.
9. Parklet shall be removed during winter months. The installer is required to remove the parklet by no later than October 1st and should not be installed before April 1st.
10. Parklets should use a slip-resistant surface to minimize hazards and should be accessible to wheelchair users. Generally the parklet materials should be made of all-weather materials.
11. Parklet floor load-bearing weight standards should be 100 pounds per square foot.
12. Parklets should include an open guardrail to define the space. Railings should be at least 3 feet in height and no more than 4 feet in height and be capable of withstanding at least 200 feet of horizontal force.
13. Parklet siting should avoid obstructing underground utility access and electrical transformer vaults or projecting over the railing into the vehicle lane of travel. They should also allow for the free flow of the Cities drainage systems.
14. Parklet owners shall sign an indemnification form, holding harmless the City and its employees.
15. Parklets should not encumber the neighboring sidewalk, and should not inhibit the free flow of pedestrian traffic.



Legend

- Existing Parking Meter
- Existing Bike Rack
- ⊠ Existing Utility (on sidewalk and in street)
- ⊣ Existing Parking Space Marking
- ▨ 4 ft Required Parklet setback (not to be included in parklet size)
- ⊕ Existing Street Light
- ⊙ Existing Street Tree
- ↑ North Arrow



CITY OF BONNERS FERRY

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

STAFF REPORT FOR SPECIAL USE PERMIT – CITY OF BONNERS FERRY BONNERS FERRY CITY COUNCIL FILE #SUP09-19

Prepared by: Clare Marley, AICP
City Contract Planner, Ruen-Yeager & Associates, Inc.

Project Description: Request for a special use permit for a “public utility structure” to allow for construction and operation of a wellhouse and municipal water system.

Location: The wellhouse site is located at 6212 Dakota Street, and adjoining lots east and west.

Legal Description: The water system facilities will be located on properties described as portions of Lots 1-2 and Lots 4-9, Block 1, of Eaton Addition, in Section 26, Township 62 North, Range 1 East, B.M.

Parcel Size: About 1.07 acre in total.

Applicant: City of Bonners Ferry, Idaho
P.O. Box 149
Bonners Ferry, ID 83805

Applicant Representative: City Engineer Mike Klaus

Application Filed: December 2, 2019

P&Z Notice Provided: Mailed: December 19, 2019
Site Posted: January 7, 2020
Published in Paper: December 26, 2019

P&Z Recommendation: Unanimous recommendation of approval by Planning and Zoning Commission following January 16, 2020 public hearing

Council Consideration: City Council may act on the Commission recommendation without a public hearing, following deliberations at a regular meeting. Council deliberations are scheduled for February 4, 2020.

Council Packet: Application, site plan

I. APPLICABLE STATE AND CITY CODES/PROCEDURES

Idaho Code §67-6512, Special Use Permits, conditions and procedures. Provides that a special use permit may be granted to an applicant if the proposed use is conditionally permitted by the terms of the ordinance, subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, including school districts, to provide services for the proposed use, and when it is not in conflict with the adopted comprehensive plan. Denial of a special use permit or approval of a special use permit with conditions unacceptable to the landowner may be subject to the regulatory taking analysis provided for by section 67-8003, Idaho Code, consistent with requirements established thereby. Public notice at least 15 days prior to hearing is required in the official newspaper of record and to landowners within 300 feet of the property. In addition, the site must be posted at least one week prior to hearing. Conditions to minimize effects of the use, control duration, require off-site improvements and other mitigation measures are authorized by state code.

Bonniers Ferry City Code:

- | | |
|--|---|
| §11-1-3, Definitions & Appendix A | §11-2-3, Schedule of District Use Regulations |
| §11-2-4, Height & Lot Area Regulations | §11-5-1, et seq.: Special Use Permits |
| §11-5-3, Limitations | §11-5-4- Application filing contents |
| §11-5-5 General Standards | §11-5-6, Conditions and Safeguards |
| §11-13-1, et seq, Parking | §11-14-1 et seq. Signs |
| §11-2-3 & Appendix B, Uses | |

City Council “may” require a public hearing, pursuant to Section 11-5-9 of city code. The Council shall: give approval; give approval with special terms, conditions and limitations; or give disapproval of the application, after receiving the Planning and Zoning Commission recommendation. The decision shall be in writing and specify the ordinance and standards used to evaluate the application; the reasons for approval or denial; the actions, if any, the applicant could take to obtain the permit. **The Council is scheduled to consider this application with deliberations only, based upon the Planning and Zoning Commission recommendation. No public hearing is scheduled.**

II. PROPERTY INFORMATION:

1. Site acreage: About 1.07 acres.
2. Access: Direct access to public rights-of-way Dakota Street and Florida Street.
3. Services: City electric, city water.
4. Surrounding uses and zones:

Compass	Comp Plan Designation	Current Zoning	Uses/Densities
Site	Residential	Residential A	Proposed wellhouse, wells
North	Residential	Residential A	Single-family residential, public right-of-way
South	Residential	Residential A	Single-family residential, public right-of-way
East	Residential	Residential A	Single-family residential, city land
West	Residential	Residential A	Single-family residential

III. PROJECT OVERVIEW/SUMMARY

The City of Bonners Ferry is proposing to expand its municipal water system with the addition of three proposed wells and a water treatment system contained within a proposed 617-square foot wellhouse. The site is located on Dakota Street, west of the Kootenai River. The water table at this site is about 100 feet below, according to City Engineer Mike Klaus. The water source has a hydrologic connection to the Kootenai River. The sand layer associated with the riverside location will provide an excellent water source. The water will be treated, using a 12.5% concentration of liquid chlorine. The city's water capacity from the Myrtle Creek system is nearing capacity. Each new well at this site will provide about 450 gallons a minute, nearly doubling the city water capacity. The water system expansion will improve service reliability to current customers and provide services to future customers, according to the application. Water will be pumped from the site to a city water tank on the top of the South Hill.

City staff anticipates limited access to the site will be needed. Short daily trips to verify water delivery systems within the building are expected. The city intends to construct the wellhouse to be in keeping with the appearance of the residential neighborhood. Textured block, warmer colors, and timber-like gable ends are planned for the wellhouse. Pumps will operate intermittently. No motor noise is expected to be audible because the pumps will be submerged about 50 feet below ground. A back-up generator will cycle up weekly to ensure continued operability. Building identification and address signs are proposed, in keeping with the city's sign codes. Lighting will be limited to downward-cast lights on the sides of the building. Two off-street parking spaces are proposed.

The proposed wellhouse requires a minimum 20-foot front yard setback and 10 feet on the side and the rear yards. The site plan shows a front yard setback of 25 feet, east side setback of 20 feet and west side setback of 109 feet and a rear setback of 40 feet. Setbacks are shown to the outer boundaries of the city ownership of these lots within Eaton Addition.

The wellhouse site is zoned Residential A. This zoning district requires a special use permit for a "public utility structure," according to Table of Uses, Appendix B. A public utility structure is not defined in Appendix A, Definitions. A "public utility facility" is defined as being pumping stations for water, sewer, or gas, as well as other similar municipal and public facilities. A public utility facility is not found in the uses table. City staff concluded that the proposed use is a public facility needing a special use permit. Eventually, the code should be amended to correct the terminology.

The requirements of state and local code for conducting at least one public hearing have been met with the Planning and Zoning Commission hearing of January 16th. Conditions of approval may include time limits, mitigation of effects of the use, parking and lighting requirements, aesthetics, or other such measures identified at Section 11-5-9 B of city code.



Aerial view of vicinity (Application)

IV. AGENCY COMMENTS

City staff sent a request for public agency comment on December 5th to Idaho Department of Water Resources, Idaho Department of Environmental Quality (DEQ), Idaho Division of Building Safety, Panhandle Health District, Bonners Ferry fire, city administrator, and the city electric utility. The city administrator advised she had no comments or conditions. Idaho DEQ advised that is has reviewed and approved all engineering documents for this project. The agency "supports this project being completed to allow the City to provide additional source capacity." There were no other agency comments received.

V. PUBLIC COMMENTS

No public comments have been submitted to the record.

VI. STANDARDS REVIEW & ANALYSIS:

In order to approve a special use permit application, Idaho Code requires evidence that the use is not in conflict with the adopted comprehensive plan and that political subdivisions are able to provide services to the proposed use. Section 11-5-5 of local code requires the governing bodies confirm the use meets certain standards. Summaries of the standards and corresponding record information are provided below:

Standards Review Table	Findings Based upon evidence of record
Is the use in conflict with the approved comprehensive plan?	The city plan calls for the improvement and development of infrastructure necessary to support economic development. The city's stated goals include providing a safe, domestic water supply. The Natural Hazards goal promotes consideration of environmental impacts associated with development. Slide or flood hazards are to be avoided. The site is within the "B" flood hazard zone, which is a low- to moderate-hazard zone. The comprehensive plan envisioned the need to expand the capacity of the city water system.
§11-5-5 A. Is the special use is provided for in city code?	The site is zoned Residential A. Appendix B, Table of Uses, Public Use, authorizes a "public utility structure."
B. Will the proposed use harmonious with objectives of the comprehensive plan and zoning ordinance?	The city comprehensive plan goals are noted in the comprehensive plan analysis above. The zoning ordinance requires compliance with setbacks, parking, lighting, and signs. Conditions of approval are added to address zoning code requirements. There were no agency comments requesting additional conditions of approval.
C. Is proposed use harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area?	The proposed wellhouse is designed to be harmonious with the residential neighborhood, the application states. The city indicates exterior siding and features will be similar to residential uses. Noise will be limited to back-up generator cycling on a weekly basis and daily visits by system operators. Lighting is proposed to be downward directed and placed on the sides of the building. Signs shall meet the minimum sign code standards of city code.
D. Will the use be hazardous or disturbing to existing neighborhood uses?	The proposed municipal water system will include three future wells and a wellhouse. The pumps will be submerged about 50 feet, deadening any potential noise from the operations, according to the applicant. Water treatment will occur at the site, using a 12.5% liquid chlorine solution. Traffic is likely to be limited to daily visits by operators after construction is completed.

Standards Review Table	Findings Based upon evidence of record
E. Will use be adequately served by essential public facilities and services?	The proposed municipal water system is a public service.
F. Will use cause excessive public expenditures for services or be detrimental to economic welfare of community?	The proposed use is a public service. The expansion of the city water system will allow an approximate doubling of the water capacity, according to the city.
G. Will the proposed use involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare by excessive traffic, noise, smoke, fumes, glare or odors, or other factors determined to be nuisances?	After construction is complete, the application states short, daily staff visits will occur. Pumps will operate intermittently 24 hours a day. Motor noise is unlikely because pumps will be submerged about 50 below ground level. No fumes are expected to be produced by the operation, according to the application. A back-up generator is to be set to a "level 2" sound attenuation, which will greatly reduce noise, according to the application. The timing of the cycling can be set when it would least affect adjacent neighbors.
H. Are vehicle approaches designed to avoid interference with traffic on surrounding public thoroughfares?	The site is served by Dakota Street. Two off-street parking spaces are proposed.
I. Will proposed use result in destruction, loss or damage of natural, scenic, or historic features of major importance?	The proposed wellhouse is a small (617 square foot) single-story structure. The site is not located on the riverbank.
Additional zoning standards	Evidence of record
Parking requirements of §11-13-5 do not specify the number of spaces needed for a public utility structure.	The city proposes two off-street parking spaces.
Signs	An address sign 8" X 3' is proposed, along with a building name sign of 2'X3', affixed to the wall. The conditions of approval require the signs to meet city sign codes.
Setbacks	A minimum 20-foot front yard, 10-foot side yards and 10-foot rear yard are required. The site plan calls for a 25-foot front yard, a 20-foot east side yard, a 109-foot west side yard, and a 40-foot rear yard, measured from the outer boundaries of the combined city lots.

Standards Review Table	Findings Based upon evidence of record
Standards of specific use	There are no specific standards for the public utility facility or structure.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission recommended approval of the file, finding it is in accord with the general and specific goals of the comprehensive plan and city code. The vote was unanimous.

MOTIONS BY CITY COUNCIL:

Motion to Approve: I move to approve this file #SUP09-19 for a public utility structure to allow for construction and operation of a wellhouse and municipal water system, finding that it is in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan and city code, as enumerated in the findings listed in the standards review table of the staff report and reasoned statements below and based upon testimony received at the Planning and Zoning Commission public hearing.

I further move to adopt the following reasoned statement and conditions as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL MEETS THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

Motion to Deny: I move to recommend denial of this file #SUP09-19 for a public utility structure to allow for construction and operation of a wellhouse and municipal water system, finding that it is **not** in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan and city code, as enumerated in the findings and reasoned statements below and based upon testimony received at the Planning and Zoning Commission public hearing.

I further move to adopt the findings listed in the standard review table of the staff report and reasoned statement as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL FAILS TO MEET THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

REASONED STATEMENTS

1. The special use permit **IS/IS NOT** in accord with the City of Bonners Ferry Comprehensive Plan.

Community Design	Special Areas and Sites
Natural Resource	Recreation
Population	Housing
Economic Development	Land Use
Hazardous Areas	Public Services, Facilities and Utilities
Transportation	Implementation
Property Rights	

2. The proposed use **IS/IS NOT** in accord with the general standards applicable to special use permits provided at Section 11-5-5 A-I, Bonners Ferry City Code, as enumerated in the standards review table of the staff report.

Conditions of Approval:

1. All applicable conditions of approval shall be met prior to issuance of the Special Use Permit by the City. Any condition that runs with the land shall remain in affect while the use is in operation. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the special use, pursuant to Bonners Ferry City Code §11-5-3. Failure to meet any condition of approval may be grounds for revocation of the permit by the city.
2. The use shall be developed and operated in accordance with the approved application, site plan, and conditions as approved with this application.
3. The special use permit approval shall expire if not commenced within two (2) years of approval.
4. The exterior of the wellhouse shall be constructed to be in keeping with the residential nature of the neighborhood.
5. Exterior lighting shall be shielded and downward directed.
6. A minimum of two (2) off-street parking spaces shall be provided.
7. All signs shall comply with Chapter 14 of Title 11, Bonners Ferry City Code.

File #SUP09-19, City of Bonners Ferry Municipal Water System Site Plan





CITY OF BONNERS FERRY

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

Special Use Permit Application

FOR OFFICE USE ONLY:

FILE # SU 09-19	RECEIVED: DEC 02 2019 SU 09-19 CITY OF BONNERS FERRY
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APPLICANT INFORMATION:

Landowner's name: CITY OF BONNERS FERRY, IDAHO		
Mailing address: P.O. BOX 149		
City: BONNERS FERRY	State: ID	Zip code: 83805
Telephone: 208.267.3105	Fax: 208.267.4375	
E-mail:		

REPRESENTATIVE'S INFORMATION:

Representative's name: MIKE KLAUS, CITY ENGINEER		
Company name: CITY OF BONNERS FERRY, ID		
Mailing address: P.O. BOX 149		
City: BONNERS FERRY	State: ID	Zip code: 83805
Telephone: 208.267.3105	Fax: 208.267.4375	
E-mail: mklaus@bonnersferry.id.gov		

PARCEL INFORMATION:

Section #: 26	Township: 62	Range: 1 East	Parcel acreage: 0.13 of an acre
Parcel # (s): RPB0240001006BA			
Legal description: Block 1, Eaton Addition, Portions of Lots 4-9. (See attached deed.)			
Current landowner's name: City of Bonners Ferry			
Current zoning: Residential A		Current use: Vacant	
Directions to site: Take Ash Street exit off of Highway 95 to the east, continue east to Arizona Street, take Arizona east to Oak St, take right on to Oak, go 2 blocks, take left on to Dakota Street, well house site is on right after 100 yards.			

APPLICANT NARRATIVE:

A Special Use Permit is a permit for a use which is specifically listed use within a zoning district as Special Use. If the use is not listed as either allowed or special, then the use is prohibited. All special uses in the City of Bonners Ferry shall seek approval of the use by recommendation by the Planning and Zoning Commission and approval of the City Council. Any modification of a special use requires an additional hearing by the City Council to approve the modification. The applicant shall to the best of their abilities provide the Council with accurate information about the special use they are seeking. The council may at its discretion approve, approve with conditions or deny an application, pursuant to I.C. 67-6509.

PROJECT DESCRIPTION

The applicant is requesting a Special Use or Modification to a Special Use (circle one) for: A public utility structure (wellhouse).

Describe in detail the use—number of employees, hours of operation, size of buildings, etc. Use additional paper if necessary:

The proposed facility is a municipal wellhouse that will require short daily staff visits to verify operation of water delivery system within the building. The well pumps will operate intermittently, 24 hours per day. However, no motor noise will emanate from the facility because the pump motor will be submerged approximately 50 below ground level in the well. The proposed building size is 20' x 34". The facility will pump water from the site to a City water tank on top of the south hill. The wellhouse is necessary for the City of Bonners Ferry municipal water system to provide an additional source to increase service reliability to current customers as well as provide service future customers.

Does the proposed use seek to extend any services, such as roads, sewer and/or water? If so, please explain what services are proposed to be extended: The proposed city municipal wellhouse is a public service. The facility will not require any water or sewer connections. The site is served by an existing public right-of-way, Dakota Street.

Will land be offered for dedication as a result of this application? If so, explain in detail: None to be offered.

How many parking spaces are proposed? 2

Describe surrounding land uses (ex: residential housing, commercial, manufacturing, etc.):

North: Residential

South: Residential

East: Residential

West: Residential

Describe adjacent zoning and densities (ex: Single Family (R-1) Platted 10k sq.ft., Commercial lots etc.):

North: Residential A, single-family residential.

South: Residential A, single-family residential.

East: Residential A, single-family residential.

West: Residential A, single-family residential.

Please explain, in detail, future or existing buildings sizes (square footage) and what they are intended to be use as: The proposed 617-square foot building footprint is designed with expansion already considered. Two more wells can be drilled and routed through the wellhouse without expanding the building as proposed.

How many signs are proposed (include all projecting, affixed and freestanding) Two small signs affixed to the north side of the building are proposed.

Is any signage proposed as part of the use? If so, please provide detailed information on the locations, sizes, heights, sign style (affixed, freestanding, electronics) and sign lighting for all signage proposed:

The affixed signs would be located on the north side of the building; with one being the address and the other being the name of the building. It is anticipated that the address sign will be approximately 8" tall and 3' long, while the building name sign will likely be 2' tall and 3' wide. Sign lighting is not proposed?

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STANDARDS FOR REVIEW (BFCC§11-5-5)

Explain how the proposed use constitutes an allowable special use established by Bonners Ferry Zoning Code: The city well house is classified as a "Public Utility Structure" in the Table of Uses in Appendix B of Title 11, Bonners Ferry City Code. The use requires a special use permit, according to the table matrix. The code does not specifically define a "public utility structure," but does define a "public service facility" as being a variety of utility and service facilities that include "pumping stations for water...water reservoirs and water tanks."

Explain how the proposed use will conform to the zone district in which it is located (Example, the applicant is meeting all the zoning requirements, such as signage, lighting and landscaping that is required of it in the zone district that it is located?): Specific parking requirements are not listed for this use. The City proposes to establish and maintain two onsite parking spots that will not encroach into the right-of-way. Lighting will be limited to the sides of the building with downcast light fixtures.

How will the proposed use be compatible and harmonious with adjacent properties? What measures is the applicant taking to ensure the use will be compatible with surrounding property owners? (Example, is the applicant proposing to limit the operating hours to reduce noise during the evening or morning hours to adjacent landowners?): The wellhouse is designed with timber framed accents and typical residential colors to be harmonious with the adjacent properties. No fumes should come from the building. An on-site backup power generator will cycle on once per week to ensure reliable operation. The generator will have level 2 sound attenuation that will greatly reduce the noise that comes from it. The generator can be set to cycle on at time when adjacent residents would be affected the least

Explain how the proposed use will utilize existing utilities, or how the applicant proposes to extend services to the site?

Electric poles and distribution are available directly adjacent to the site, and only one power pole will be moved to provide 3 phase service to the well house, but will not include an extension of the existing distribution system. Water and sewer services will not necessary for the facility

How does the proposed use comply with the applicable standards of Bonners Ferry City Zoning Code?

Use: The public utility structure requires a special use permit in the Residential A District (Title 11, Appendix B, Table of Uses.)

Setbacks and Height: The structure requires a 20-foot front yard setback and 10-foot side and rear yards (Section 11-2-4, city code). The site plan shows a front setback of 25', an east side setback 20'; a west side setback of 109' and a south (rear) yard setback of 40'.

Lighting: Lighting will be limited to downward-cast lighting on the sides of the building. The city code does not set specific standards for lighting intensity on buildings. Section 11-5-9 allows lighting conditions to be set as part of the special use permit process. Externally lighted signs are permitted so long as there is no glare or reflection that would interfere with traffic safety. The lights will not interfere with traffic safety.

Parking: No specific standards for a public utility structure are listed in the parking standards as Section 11-13-5 of city code. Industrial parking is set at 1 per 1,000 square feet of floor space. Residences require two off-street parking spaces. The facility will provide two off-street parking spaces.

Signs: Chapter 14 of city code addresses signage. The proposed wellhouse will have an address sign of about 8" tall and 3' long., while the building name sign will likely be 2' tall and 3' wide, affixed to the structure. These signs are wall/affixed signs, according to city sign code (Section 11-14-3). Addressing signs are authorized without permit at Section 11-14-4. The affixed wall sign is permitted as part of the special use permit process within the Residential A district. Signs shall not exceed 12 square feet in size, combined. These signs are in compliance with the sign standards.

Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary):

The sections of the comprehensive plan specifically associated with this proposed use are:

Economic Development: Goal 3: "Incorporate plans for improvement and development of infrastructure necessary to support projected light industrial development." The wellhouse will provide additional capacity to the city water system.

Land Use: Goal #4: "Safe domestic water supply should be made available to all residents of the City of Bonners Ferry, with users responsible for paying for the extension of and other system improvements necessary to serve their use. General

rate payers should not bear the obligation to provide service to new users in areas not currently served by the City system. Federally mandated drinking water quality standards can best be met by universal public water system availability." The well house project is included in the City Water Department budget, and money has been specifically approved by the City Council for this project.

Natural Resources: Goal 5: "Promote the consideration of environmental impacts associated with development projects during the permit review process." The site is located within a developed, residential area of the city and does not impact waterfront, forest or farm land, trails, or wetlands.

Hazardous Areas: Policy 3: "Residential, commercial, or industrial structures and activities should not be developed or occur in slide or hazard areas unless adverse impacts can be mitigated." The site is within Flood Hazard Zone "B," which is an area of low to moderate flood hazard between the limits of the 100- and 500-year floods.

Public Services, Facilities, and Utilities: Goal 1: "The water system is reaching capacity and with the completion of a comprehensive study, capital improvements need to be planned for to ensure that our existing and future citizens are provided with a safe and ample supply of water." The new well house will help the City meet one of its goals in providing additional source water to the system, for the benefit of existing and future residents of the City.

Housing: Policy 4: "The city should develop and enforce standards regarding the provision of adequate water supply for domestic and fire code emergency uses, and for other utilities such as power, gas, telephone, street lights." The new well house will help provide greater water availability for fire fighting within the City.

I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to the City and its representatives to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Applicant's signature: Michael B. Klaus Date: 11/27/2019

Landowner's signature: _____ Date: _____

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Owner: City of Bonners Ferry
 City BP#: BP201910034
 State BP#: _____

- Draw a map of the site, providing the following information in the space below, if applicable:
- The Boundary lines of the site, including dimensions
 - An arrow indicating direction north
 - All roads, public and private, that provide access to the site.
 - All bodies of water and/or drainage systems
 - Proposed structure and its dimension.
 - All existing structures
 - All easements of records (roads, utilities, etc.)
 - Any stormwater drainage plans
 - Location of sewer, water line and/or any leach field or well, if applicable
 - Distance from all property lines and any bodies of water to architectural projections of structures.
 - Parking spaces, access and driveways as required by zoning ordinance or special conditions.

Building Permit Plot Plan

PLEASE REFER to SHEETS C3 & C4						
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						BP201910034 CITY OF BONNERS FERRY

I/WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I/WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

NAME OF OWNER(S): MUSTI... DATE: 9/25/2019

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CITY OF BONNERS FERRY



270628
WARRANTY DEED

STATE OF IDAHO
County of Boundary
Filed by Community Title
on 5-23-17 at 11:30
Glenda Poston
County Recorder
By Deputy C. Granger
Fee \$ 18.00
Mail to GT

Escrow No.: 23125-JF

FOR VALUE RECEIVED

Gary T. Falcon, An Unmarried Man

the grantor, do(es) hereby grant, bargain, sell and convey unto

City of Bonners Ferry, Idaho, a Municipal Corporation of the State of Idaho

whose current address is PO Box 149, Bonners Ferry, ID 83805,

the grantee, the following described premises, in Boundary County, Idaho, TO WIT:

PARCEL 1:

The North 100 feet of Lot 4, Block 1, Eaton Addition to Bonners Ferry, Idaho, according to the plat thereof, recorded in Book 1 of Plats, Page 7, Records of Boundary County, Idaho.

PARCEL 2:

Lot 5, LESS the South 100 feet and Lot 6, LESS the South 100 feet, Block 1, Eaton Addition to Bonners Ferry, Idaho, according to the plat thereof, recorded in Book 1 of Plats, Page 7, Records of Boundary County, Idaho.

PARCEL 3:

The South 100 feet of Lot 5 and Lot 6, Block 1, Eaton Addition to Bonners Ferry, Idaho, according to the plat thereof, recorded in Book 1 of Plats, Page 7, Records of Boundary County, Idaho.

PARCEL 4:

Lot 7 and Lot 8, LESS the North 100 feet of the West 8 1/3 feet of Lot 8, Block 1, Eaton Addition to Bonners Ferry, Idaho, according to the plat thereof, recorded in Book 1 of Plats, Page 7, Records of Boundary County, Idaho.

PARCEL 5:

Lot 9, LESS the North 100 feet thereof, Block 1, Eaton Addition to Bonners Ferry, Idaho, according to the plat thereof, recorded in Book 1 of Plats, Page 7, Records of Boundary County, Idaho.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantees, that he is the owner in fee simple of said premises; that they are free from all encumbrances Except: Current Year Taxes, conditions, covenants, restrictions, reservations, easements, rights and rights of way, apparent or of record.

And that they will warrant and defend the same from all lawful claims whatsoever.

Dated: May 18, 2017

[Signature]
Gary T. Falcon

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STATE OF IDAHO }
 }SS
COUNTY OF BOUNDARY }

On this 23 day of May, 2017 before me, a Notary Public in and for said state, personally appeared Gary T. Falcon known or identified to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written.

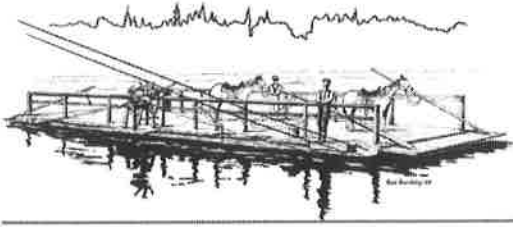
Jessica Fairchild
Notary Public for the State of Idaho

Residing at: **BONNERS FERRY**
Commission Expires: **2/02/2023**



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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 *LMA*

DATE: January 31, 2020

RE: VW Settlement Fund- Electric Vehicle Supply Program Agreement

The attached agreement with IDEQ for the Electric Vehicle Supply Rebate Program Agreement is attached with this memo. This agreement is required in order for the Notice to Proceed to given. By receiving this agreement, it is certain that the VW Settlement Fund has approved our request for the EVCS at the Visitor's center. The attached agreement stipulates the manner in which we will install, operate and maintain the equipment in return for being reimbursed the anticipated ±\$74,000.00.

Based on past council support for this project, I would request approve for the Mayor to sign the VW Settlement Fund- Electric Vehicle Supply Program Agreement with Idaho Department of Environmental Quality.

Please let me know if you have any questions.

Fiscal Impact Statement: This grant is reimbursement based. The City Electric Department would be required to pay for all expenses and request reimbursement from IDEQ through the steps identified within the agreement. The City in the application did commit to providing in-kind staff labor for site make-ready work at a contribution value of approximately \$9,500.00. This would be paid for through the electric fund.



VW Settlement Fund Electric Vehicle Supply Equipment Program Rebate Agreement

This Rebate Agreement is made between City of Bonners Ferry (Project Sponsor) and the Idaho Department of Environmental Quality (DEQ).

I. Authority

In January 2016, the United States sued Volkswagen (VW) and associated companies, alleging that VW installed defeat devices in certain model year 2009–2016 vehicles. VW agreed to settle these allegations resulting in two court-ordered Consent Decrees which, in part, created a \$2.9 billion trust to fulfill VW's environmental mitigation obligations to fund individual eligible mitigation actions (EMAs). The State of Idaho allocated \$17.3 million from the Environmental Mitigation Trust to fund EMAs. This Agreement is funded through this Trust.

II. General Purpose

The purpose of the Electric Vehicle Supply Equipment (EVSE) Program rebate opportunity is to reduce emissions from transportation sources associated with fossil-fueled engines. Specifically, DEQ will provide limited financial assistance in the form of a rebate for acquiring, installing, operating, and maintaining supply equipment for light-duty, zero-emission vehicles. The DEQ and the Idaho Governor's Office of Energy and Mineral Resources (OEMR) will jointly administer the EVSE Program.

III. Eligibility Requirements

All projects must comply with stipulations and requirements specified in Appendix D-2 of the VW State Trust Agreement (<https://www.vwcourtsettlement.com/wp-content/uploads/documents/DOJ/Approved%20Appendix%20D-2.pdf>).

The Project Sponsor must also abide by all federal, state, and local laws and requirements including, but not limited to, those pertaining to worker's compensation, public health and safety, the environment, programmatic income generated, and taxes, as applicable.

Project Sponsors agree, regardless of otherwise applicable exemptions, to comply with Idaho Code Title 71, Chapter 1 requirements associated with testing and certifying metering or timing devices by the Idaho State Department of Agriculture, Bureau of Weights and Measures (ISDA W&M). Testing may be accomplished by either a contracted third-party or the ISDA W&M, and is required to comply with the standards for commercially-used devices within the National Institute of Standards and Technology (NIST) Handbook 44, *Specifications, Tolerances and Other Technical Requirements for Weighing and Measuring Devices*.

Failure to comply with the terms and conditions stated above may result in, but not be limited to, project disapproval and withheld payments.

IV. Scope of Work

The scope of work includes EVSE funding, description of activities, term of project, sufficient progress, and modifications.

EVSE Funding

DEQ agrees to rebate 100% of eligible expenses associated with this Agreement.

Note: The date which expenses are incurred must not pre-date the DEQ's Notice to Proceed. **Expenses incurred before DEQ's Notice to Proceed are ineligible for VW Settlement funding.**

The Project Sponsor must adhere to the approved project budget in the Rebate Agreement (Attachment A). Rebate amounts are based on final invoices for completed work. Work completed must be the same in scope of work as provided in estimates included in the original application. Deviations from the approved budget must be requested in writing by the Project Sponsor and agreed to in writing by DEQ and OEMR before incurring expenses. All costs must be reasonable, necessary, and directly connected or allocable to the approved project. Costs must also be allowable and within the limitations of the Trust.

Description of Activities

The project sponsor must provide all personnel, expertise, materials, equipment, and travel required to complete the tasks as outlined in this agreement.

In order to be eligible for financial rebate under this agreement, the project sponsor must fulfill the following requirements:

- Install fully-operational, NIST-compliant charging station(s) as described in the original application (Attachment B).
- Install charging station(s) in a public place, work place, or multi-unit dwelling, and not at a private, single-unit residential dwelling.
- Maintain EVSE operability and 24-hour public accessibility to all EVSE equipment for at least five (5) years after construction is completed. This includes maintaining compliance with local, state, and federal laws including, but not limited to, safety, accessibility, and point-of-sale. Failure to maintain the EVSE for five (5) years may result in DEQ demanding specific performance or reimbursement of the awarded funds.
- Allow DEQ, or its designee, to conduct post installation inspections of EVSE projects for completion and functionality for (5) years after receipt of the rebate.

Term of Project

Project implementation must follow the project schedule and timeline (Attachment A). Any deviation from this schedule must be requested in writing by the Project Sponsor and approved in writing by DEQ and OEMR.

Sufficient Progress

The Project Sponsor must complete construction of the electric charging station within two (2) years of the effective project date stated in the Notice to Proceed from DEQ. DEQ and OEMR will measure sufficient progress by examining the performance required under this Agreement in conjunction with the proposed project schedule (Attachment A), the time remaining for performance within the project period, and the availability of funds necessary to complete the project. DEQ may terminate the project for failing to complete the project within the approved project schedule. Expenses from terminated projects are ineligible for rebate.

Changes and Modifications

Changes to or deviations from this Agreement must be approved by written consent of all parties. In the event a typographical or clerical error is discovered, DEQ and OEMR may correct such error after notifying the Project Sponsor of its intent to make the correction. A copy of any revisions to this Agreement made by DEQ will be provided to the Project Sponsor.

V. Billing Procedures

All payments for funded projects will be made by electronic wire from the Trust to the Project Sponsor by Wilmington Trust, the Trustee acting on behalf of the VW State Trust Agreement. Project Sponsors must complete and submit the Payee Contact and Wire Information Form and the Rebate Request Form (Attachment C) to receive funds. DEQ and OEMR will only process rebate requests which are complete and have all necessary documentation satisfying all requirements included in this Agreement within required timelines.

DEQ will reduce rebate amounts for invoices determined to be unallowable in accordance with this Agreement and/or not in compliance with the requirements of the VW State Trust Agreement.

Documentation and Rebate Request:

Rebates will only be issued to the Project Sponsor for qualifying project expenses following project completion and DEQ site inspection.

The project sponsor must request payment from DEQ within 30 days of completing the approved project by submitting the following documentation:

- Project Completion Report (listed under Reporting Requirements, Section VI)
- Rebate Request Form
 - Must be submitted electronically with all necessary documentation via email to G. Michael Brown at Idaho DEQ, G.Michael.Brown@deq.idaho.gov.
- Payee Contact and Wire Information Form
 - Submitted with the Rebate Request Form, unless information changes
 - Mailed hardcopy to the DEQ Fiscal office at:
Idaho Department of Environmental Quality
Attn: Fiscal Office – VW Program
1410 N. Hilton
Boise, ID 83706

The Project Sponsor must submit the following documentation with the Rebate Request Form (Attachment C):

- Charging Station Installation
 - Copies of itemized invoices for all project activities, including:
 - Date of purchase/service
 - Cost of purchase/service
 - Itemization of options selected, taxes, and shipping charges
 - Specifications of equipment purchased (make, model, and serial number, as applicable).
 - Copy of the bill of lading (proof of delivery)
 - Photos of installed and operational charging station(s), including:
 - Front view of installed charging station, from top to bottom.
 - Front view of charging station screen/monitor, displaying operation interface a customer would utilize when using charging station.
 - Labels identifying make, model, and serial number (as applicable).
 - Description of fee/rate structure for public use of the charger(s).

The Project Sponsor must maintain all project records that will allow for a full and accurate accounting of all project assets and expenditures, as well as to comply with applicable provisions of law and standard accounting practices, including Generally Accepted Accounting Principles (GAAP). The Project Sponsor must provide DEQ and OEMR access to these records upon request for seven (7) years following the submittal date of the Project Completion Report referenced in Section VI of this document.

VI. Reporting Requirements

The Project Sponsor is required to submit three (3) different types of reports to DEQ and OEMR throughout the life of the project: progress report, project completion report, and an annual monitoring report (see examples included in Attachment D). Failure to submit reports is a material breach of this Agreement and may result in project termination, discontinued disbursement rebate funds, or a request for a return of rebate funding. These reports should be submitted via email to G. Michael Brown at Idaho DEQ, G.Michael.Brown@deq.idaho.gov and Katie Pegan at OEMR, Katie.Pegan@oer.idaho.gov.

The Progress Report will be submitted to DEQ and OEMR one (1) year after the date of the Notice to Proceed date. The Progress Report must include the following:

- Updates on the milestones achieved since the project start.
 - Photocopy evidence of permits obtained and associated inspections completed.
 - Expected timeline on any further permits needed or inspections that will need to be completed.
- Expected timeline for remaining milestones (Attachment A).
 - Any requests for changes to the timeline.
- Any updated information related to fee/rate structure for public use of the charger(s)
- If the project has been completed within the first year, the Progress Report should follow the format of the Annual Monitoring Report.

The Project Completion Report will be submitted to DEQ and OEMR once construction is complete and charging stations are operational, and should be submitted with the Project Sponsor's request for reimbursement for project costs (Attachment C). The Project Completion Report must include the following:

- Itemized project invoice(s)
- Photographs of all the supply equipment installed and final site location(s) including: the payment options available at the pump, provision for parking and lighting, etc
- Photocopies of all permits obtained, and associated inspections completed, including any permits not reported on in the Progress Report
- Completed Project Sponsor Reimbursement Request Form
- Copies of all utility documentation on any transmission upgrade done for the property for the EVSE project.
 - Examples include: a transformer upgrade; trenching needed for underground wiring; etc.
- Description of fee/rate structure for public use of the charger(s)

The Annual Monitoring Report will be submitted to DEQ and OEMR once a year for the five years the Project Sponsor is required to maintain the EVSE. The first annual report will be submitted one year after the Project Completion Report. Each monitoring report must include the following:

- Number of times EVSE was used that year
- Kilowatt hours dispersed during the reporting period
- Any maintenance costs associated with keeping the EVSE functional
 - Any current issues with the EVSE
 - Timeline needed to repair any issues with the EVSE throughout that year
- Project Sponsor certification that the EVSE was open and available for use over the last year
- An explanation for the times, if any, the EVSE was not available for use

VII. Record Retention, Audits, and Monitoring

The Project Sponsor must retain all financial records, supporting documents, statistical records, and all other records pertinent to the project for a minimum of seven (7) years from the date of the Project Completion Report submittal date.

If any litigation, claim, or audit is initiated before the expiration of the seven (7) year period, the Project Sponsor must retain the records until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Records for any equipment acquired through funding provided to the Project Sponsor under this Agreement must be retained for seven (7) years after final disposition. Disposition of the supply equipment before the required five (5) year maintenance term requires written notification and approval from DEQ and OEMR before any action is taken, and may result in project termination, discontinued disbursement of rebate funds, or a request for a return of rebate funding.

Expenditures under this program, including match or cost-share, are subject to audit. The Project Sponsor agrees to provide DEQ and OEMR, or their authorized agents, access to all files, records, accountings, and books relating to the management and accountability of this project.

VIII. Assignments

The Project Sponsor will not assign these terms, conditions, rights, obligations, or any other interest arising from this Agreement, or particularly delegate any of their performance obligations, without the express written consent of DEQ and OEMR. Written consent will require (1) reimbursement of any funds provided, or (2) completion of any outstanding construction and continued operation for at least (5) years. Transfer without such approval will cause the termination of the project at DEQ and OEMR's sole discretion and a requirement to reimburse full or partial funds provided.

IX. Official, Agent, and Employees of the State Not Personally Liable

In no event will any official, officer, employee, or agent of the State of Idaho be in any way personally liable or responsible for any covenant or condition herein contained whether expressed or implied, nor for any statement, representation, or warranty made herein or in any connection with the terms and conditions and/or assurances and certifications.

X. Use of DEQ, OEMR, or the State of Idaho's Name

The Project Sponsor will not use DEQ's or OEMR's name, or the State of Idaho's name, in any advertising or promotional media, including press releases or signage, without the express written consent of the aforementioned parties.

XI. Non-Waiver

The failure of any party, at any time, to enforce a provision of these terms and conditions will in no way constitute a waiver of that provision, nor in any way affect the validity of the terms of conditions and/or assurances and certifications, or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

XII. Agreement Contacts

Unless otherwise stated in writing to DEQ, the Project Sponsor's project coordinator will be the Authorized Representative listed on the VW EVSE Program application.

Questions regarding this Agreement should be directed to the Project Officers:

- G. Michael Brown at G.Michael.Brown@deq.idaho.gov or at (208) 373-0232
- Katie Pegan at Katie.Pegan@oer.idaho.gov or at (208) 332-1664

For coordination and consistency on this project, all related correspondence will be directed through the identified DEQ/OEMR Project Officers and Project Sponsor's project coordinator.

XIII. Indemnification

The Project Sponsor must defend, indemnify, and save harmless DEQ and OEMR, its officers, agents, employees, and volunteers, from and against any and all liability, claims, damages, losses, expenses, actions, settlements, attorney fees, and lawsuits whatsoever caused by, arising out of, or in connection with Project Sponsor's acts or omissions under these terms and conditions of Project Sponsor's failure to comply with any state or federal statute, law, regulation, or rule.

Upon receipt of the State's tender of indemnity and defense, the Project Sponsor must immediately take all reasonable actions necessary, including, but not limited to, providing a legal defense for the State, to begin fulfilling its obligation to indemnify, defend, and save harmless the State. The Project Sponsor's indemnification and defense liabilities described herein will apply regardless of any allegations that a claim or lawsuit is attributable in whole or in part to any act or omission of the State under this Agreement. However, if it is determined by a final judgment that the State's negligent act or omission is the sole proximate cause of a suit or claim, the State will not be entitled to indemnification from the Project Sponsor with respect to such suit or claim, and the State, in its discretion, may reimburse the Project Sponsor for reasonable defense costs attributable to the defense provided by any Special Deputy Attorney General.

Any legal defense provided by the Project Sponsor to the State under this section must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Any attorney appointed to represent the State must first qualify as and be appointed by the Attorney General of the State of Idaho as a Special Deputy Attorney General pursuant to Idaho Code Sections 67-1401(13) and 67-1409(1).

Relationship of Parties

It is distinctly and particularly understood and agreed between the applicable parties that DEQ and OEMR are in no way associated or otherwise connected with the performance of any deliverable outlined in this Agreement, the Project Sponsor's employment of labor, or other expenses incurred by the Project Sponsor in completion of the work. The Project Sponsor is solely and personally liable for all labor, taxes, insurance, bonding, licensing, permitting, construction, engineering, and other expenses—except as specifically stated herein—and for any and all damages in connection with the execution of this Agreement, whether for personal injuries or damages of any other kind.

Governing Law and Severability

The terms and conditions will be construed in accordance with and governed by the laws of the State of Idaho. Any action to enforce the provisions of the terms and conditions will be brought in State district court in Ada County. In the event any term of the terms and conditions is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms of this Agreement will remain in full force and effect.

XIV. Project Sponsor Acknowledgement

By signing below, the Project Sponsor, whose name is set forth below, certifies the following under the penalty of perjury:

Attachment A – Funded Equipment / Services Approved Budget and Project Milestones

Attachment B – Project Sponsor’s Application

Attachment C – Rebate Request Form and Payee Contact and Wire Information Form

Attachment D – Example Reporting Templates

- I certify that all documents submitted contain, where appropriate, certification by a responsible official (IDAPA 8.01.04.124).
- I certify that all statements, information, and document submitted to DEQ are truthful, accurate, and complete (IDAPA 58.01.01.124).
- I certify that the equipment being installed meets the minimum operation requirements described in Section III of this Agreement.

Authorized Representative Name: James R. "Dick" Staples
 Title: Mayor, City of Bonners Ferry
 Mailing Address: PO Box 149, Bonners Ferry, ID 83805
 Phone: (208) 267-3105
 Email: lailport@bonnersferry.id.gov

THIS AGREEMENT constitutes the entire agreement between the parties unless otherwise notified in writing, as executed by the persons signing below, who warrant they have the authority to execute a legally-binding agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Bonners Ferry Idaho Department of Environmental Quality

BY: _____ BY: _____

NAME: James R. "Dick" Staples NAME: Tiffany Floyd
 TITLE: Mayor, City of Bonners Ferry TITLE: Air Quality Division Administrator

Date: _____ Date: _____

Attachment A

Funded Equipment/Services Approved Budget and Project Milestones

Funded Equipment Information and Project Milestones

Project Sponsor: City of Bonners Ferry

Electronic Vehicle Charging Equipment Project Component	Cost	Line Item Description
Engineering and design costs (not yet incurred)	\$ 2,003.76	Design construction drawings; inspect and provide As-Built Drawings; Construction inspection and engineer project oversight. Labor Break Down = 44 Hours at \$45.54/hour. <i>Paid for by the City.</i>
Charger(s) including 5 year cloud and warranty plan	\$ 40,800.00	(1) CP Express 250 Station (62.5kW) includes Express 250 Station (US Version), 2x power Modules, 1x CCS1 cable, 1x CHAdeMO cable and software upgrade token for Express 250 to increase max power from 50kW to 62.5kW.
Electrical system upgrades	\$ 13,718.39	Primary and secondary wire; Termination; Tran. Assembly; Transformer; Handling; and Meter
Other components (please list)	\$ 1,500.00	Asphalt patching; irrigation and lawn repairs
Labor installation costs	\$ 7,326.00	Make ready and electrical upgrades; installation of station, systems; and rehabilitation of site. <i>Paid for by the City</i>
Permitting fees, if applicable (please itemize)	\$ 200.00	Electrical Permitting. <i>Paid for by the City</i>
Other costs (please itemize)	\$ 18,359.00	5yr comprehensive warranty plan; 5 yr Commercial Cloud plan; Initial station activation and configuration service; On-Site validation of proper installation
Total Estimated Project Costs	\$ 83,907.15	
Match Funding by Applicant	\$ 9,529.76	
Total Funding Request to Trust	\$ 74,377.39	

Electric vehicle Supply Equipment	Charger Power Output (kW)	Type of Charging Technology	Quantity of Each Type of Charger	Can Charging Equipment Expand for Increased Power?
Single Port DC Fast Charger	62.5kW	CHAdeMo	1	Yes
Multi-Port DC Fast Charger				
Other				

Project Milestones	Proposed Completion Date	Notes
Site Assessment	10/30/2019	Document Site Characteristics, including anything that might pose a challenge for install
Design & Engineering	4/30/2020	Complete design and submit for utility review and permits
Site Construction & Installation	7/30/2020	Procure and install equipment
Site Activation	9/30/2020	Commission and activation of stations

Attachment B

Project Sponsor's Application



**State of Idaho
Electric Vehicle Supply Equipment Program**



IDAHO
Governor's Office of
Energy and Mineral Resources

Application Guide

This application is for the Electric Vehicle Supply Equipment (EVSE) Program, funded through a trust established by the Volkswagen Settlement with the United States. This program will have access to 15% of the Eligible Mitigation funding made available to the State of Idaho under the Trust. This equates to approximately \$2.8 million to be utilized across the state to assist in lowering NOx emissions through deployment of electric vehicle supply equipment.

Please read this letter carefully prior to submitting an application for funding through the EVSE program.

All Projects are Subject to the terms of the Trust:

The funding for this program is made possible through a court mandated trust. Applicants are subject to ALL the terms of the Trust, including:

- Trust funds shall not be used for:
 - Purchase or rent of real estate
 - Other capital costs (e.g. construction of buildings, parking facilities, etc.)
 - General maintenance other than maintenance of actual electric vehicle supply equipment

Other Requirements:

By submitting this application, the applicant ("owner") agrees to the following conditions, in addition to the terms of the trust, to receive any potential funding from the EVSE program:

- Provide match funding for the project.
 - Minimum match offers must meet the terms of the trust.
 - The amount of match offered by the owner will be considered in the review process.
- Maintain compliance with all state and federal regulations for contracting, auditing and payments. All contractors must be licensed to work in the State of Idaho.
- Receive payment after the project is complete and a review is accepted.
- Allow routine audits of the project while under construction and submit a final report consistent with the terms and conditions of the award.
- Complete construction of the electric charging station within 2 years after the award is granted.
- Maintain charging station operability and public accessibility for at least 5 years after construction is completed. This includes:
 - Maintaining compliance with local, state and federal laws including, but not limited to, safety, accessibility and point-of-sale.

All applications should be submitted to OEMR at 304 N 8th Street, Suite 250, P.O. Box 83720, Boise, ID 83720. Applications can also be submitted electronically to katie.pegan@oer.idaho.gov.

Follow this [link](#) to review the legal terms of the Trust under Appendix D-2 of the Volkswagen Settlement.

**A submission of an application will not guarantee funding; all applications will be evaluated for feasibility and whether the proposed location fits within the existing network of electric vehicle charging stations.*



**State of Idaho
Electric Vehicle Supply Equipment Program**



Participant Information

Participant business name (As shown on income tax return):			TIN #:	
City of Bonners Ferry			82-6000166	
Mailing address:		City:	State:	Zip:
PO Box 149		Bonners Ferry	Idaho	83805
Contact name:		Contact title:		
Lisa Ailport		City Administrator		
Contact telephone number:	Cell number:	Contact email address:		
208-267-3105		lailport@bonnersferry.id.gov		
Project Title				
Bonners Ferry DC Electrical Vehicle Charging Station				

A. Site Description

Project Feasibility

1. Address for specific charging site

2. Is this address located on government-owned property? Yes No

3. Please provide a site plan for the proposed project including:

Describe why the specific location is suitable for the proposed project; number of chargers applicant is proposing for the site; estimated time necessary to complete the project.

The City would like to place one DC Charging station at the City's visitor's center located adjacent to Hwy 95, off Bonner Street in the downtown area in of Bonner Ferry. The location is best suited because of its prime location to the highway system and its close proximity to our downtown center. The downtown area hosts dining, shopping and overnight accommodations that are all within walking distances of the visitor's center. The location also lends itself to growth in the electric vehicle charging stations within the established parking lot. Depending on the success of this station, the city has considered placing additional charging stations in the parking lot adjacent to this site.

A couple highlights of the location include the adjacent and existing public parking lot. The parking lot hosts both short term and long term (overnight) spaces. Public bathroom facilities and our local visitor center where the traveling public can get information about the town and our amenities (see attached site plan). Below, I summarize in more depth how the site meets all the valued attributes for siting these types of facilities.

If approved for reimbursement, it is our hope to complete the installation of the equipment within 12 months. The purpose of the extended time line is the unknown length of winter in our area that can stall construction from occurring.

Click in the space above to insert an image, or attach any additional files electronically to your email or by hard copy with your mailed application.

4. Please provide a map of the proposed site with all major roadways included.

Attach to this application a visual depiction/map of the proposed location of the site on your property; how it can be accessed; and indicate any space available for future expansion; location and description of existing electricity service to the site.

See attached map. I have summarized the attributes that make this sight most accommodating to the charging station in the question below.

Click in the space above to insert an image, or attach any additional files electronically to your email or by hard copy with your mailed application.

5. Please attach documentation from your local utility that includes the following:

Description of the existing electrical service to the site, what upgrades may be needed, and preliminary cost estimates for those upgrades. Documentation must be coordinated with your local utility and needs to include the name of your utility representative.

Since the city owns the electrical utility, coordination is simplified. The point of contact with the local utility would be myself, the City Engineer Mike Klaus PE, and our Electric Superintendent, Kevin Cossairt. Working with the Electric Department Superintendent and the City Streets Department, we have coordinated the best feasible location for the EVCS, as well as where expansion can occur. The location is both feasible and cost effective for the city because already have underground power lines that provide service in the area.

Upgrades to our system include adding 3-phase power in the utility trench as well as installing a new transformer to support the 3-phase power. Adequate power supply exists adjacent to the site and with the necessary upgrades, can be extended to serve the new EVCS. The attached site plans show the general path in which we would run new 3-phase underground conductor to the charging station site. Our city Engineer will provide construction oversight and work with our streets and electrical department on the installation of the 3-phased power, transformer and charging unit.

Attached with this application is an estimate that breaks down the costs to improve the area to support the DC charging station. In the estimate both labor and materials are included, with the labor supported as In-Kind match.

Click in the space above to insert an image, or attach any additional files electronically to your email or by hard copy with your mailed application.

6. Please identify the status of all necessary permits or other approvals required for the project:

Permit/Agreement Description	Not Required	Required, Application Not Yet Submitted	Application Submitted	Permit/Approval Received	Unsure If Required
Air/land use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cultural/historical impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City council/board approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: ITD Encroachment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain, if necessary:

Building/Zoning and Electrical:

The City contracts with the state department of building and safety for all building requirements. We will confirm whether a building permit is needed for the placement of any pedestals or infrastructure necessary to support the charging station. We will also check for any state permitting regarding electrical permissions.

Council/Board Approval: The City Council has approved the project in concept. If funding is received, staff will keep Council informed on the project course. All expenditures for this project go through council for approval.

Idaho Transportation Dept.

The city currently has a primary electric line within the Idaho Transportation Department (ITD) right-of-way, additional electrical lines will need to be installed to bring the 3-phase power to the charge point location (see attached map). An encroachment permit

from ITD will be necessary to expand the service.

7. Please provide an estimated project schedule/timeline for project milestones:

Milestone	Proposed Completion Date	Notes
Site assessment	October 2019	Document site characteristics, including anything that might pose a challenge for install
Design & engineering	April 2020	Complete design and submit for utility review and permits
Site construction & installation	July 2020	Procure and install equipment
Site activation	Sept. 2020	Commission and activation of stations

Please explain, if necessary:

It is expected that once we are approved for reimbursement funds, the City would take approximately 12 months to complete the project.

Technical Requirements

8. Please provide details of the type of equipment you plan to install for EV chargers:

Electric Vehicle Supply Equipment	Charger Power Output (kW)	Type of Charging Technology	Quantity of Each Type of Charger	Can Charging Equipment Expand for Increased Power?
Single Port DC Fast Charger	62.5 kW	<input checked="" type="radio"/> CHAdeMo <input type="radio"/> SAE Combo	1	<input checked="" type="radio"/> Yes <input type="radio"/> No
Multi-Port DC Fast Charger		<input checked="" type="radio"/> CHAdeMo <input type="radio"/> SAE Combo		<input type="radio"/> Yes <input type="radio"/> No
Other		<input type="radio"/> CHAdeMo <input type="radio"/> SAE Combo		<input type="radio"/> Yes <input type="radio"/> No

Please explain, if necessary:

If approved, the City anticipates purchasing a ChargePoint single port DC fast charger. The ChargePoint's Express 250 is a single port DC fast charger with a power output of 62.5kW that can expand for increased power. ChargePoint's Express 250 DC fast charger can provide up to 62.5kW of power to a single vehicle. Express 250s can be pair together to provide up to 125kW to a single vehicle, or 62.5kW if two vehicles are charging simultaneously.

9. Describe the point of sale equipment to be installed at/near the EV charging station:

ChargePoint's equipment accepts multiple forms of payment including RFID card, Apple Pay, Android Pay, payment through ChargePoint's mobile app, contactless credit cards, and payment over the phone via ChargePoint's 1-800 number posted on the station where a live representative can be reached 24/7/365. ChargePoint also has roaming agreements with other major EV charging networks which enables drivers to roam between charging networks using a single account.

Community Impact

10. Site specific attributes?

Key factors have been identified for consideration in choosing host sites (see BMP, Section 4.1). Please provide information on specific attributes currently available at the site, or planned in conjunction with your project, including, but not limited to the following: food service, cellular service, shopping, accessibility, hours of operation, site lighting, etc.

According to the Idaho Department of Environment Quality EVCS criteria, the following site attributes are highly valued for EVCS sites-

Within 0.5 miles of major highway- the location is directly adjacent to Highway 95 (see attached map), which is noted on the Idaho's Alternative Fuels Corridor Map as a priority highway.

*All directional access- North and south bound traffic can access the site from Main to Bonner Street. Additionally north and south bound can access from Kootenai Street to Bonner Street.

*24-hour access- the parking lot is open 24/7 and additionally hosts 24 hour parking all year long.

*Well-lit- The city has a number of street lights that light the parking lot. Each light is on a photocell that automatically comes on at dusk.

*ADA accessible: the visitor's center, which is directly adjacent to the parking spaces hosts ADA accessible sidewalks, bathrooms and parking spaces.

*Cell phone coverage for major carriers: Current cell phone carriers which provide coverage in the area include Verizon Wireless, T-Mobile, AT&T and Sprint.

*Point-of-sale availability at or near the pump- ChargePoint hosts a point of sale both from an Online application as well as at the pump as part of service. This was a main reason why the City has considered using a Charge Point product over others.

*Proximity to shopping or dining- The location of the sites are directly downtown, within walking distance of both shopping and dining experiences. Additionally, the location is also within walking distance (via tunnel under the highway) to overnight accommodations.

*Potential for future expansion: The City has identified further expansions within the existing parking lot, as well as additional expansion in other areas of our downtown. We currently could support additional units along the parking in front of the visitor's center as well as near our fire station which is located 1/4 miles to the southwest within our downtown community.

*Has worked with utility to determine capacity of existing electrical service: The City owns the utility and therefore is aware of capacity and service issues when considering design and future expansion.

- The location also features the following benefits:

*Existing public paths, trails and future promenades are near the vicinity of the visitor's center.

11. What is the proposed fee/ rate structure to use the EV chargers?

Provide information of the proposed fee/ rate structure.

ChargePoint recommends a pricing structure of \$0.25 per kWh and \$0.20 per minute. This represents a fair price to drivers since vehicles charge at different speeds.

B. Project Costs

Financial Structure

12. Describe the financial structure of the project.

Include who will fund and assume ownership of the project; receive any financial benefits; pay for maintenance and repair; and what the duration of the commitment to fund maintenance and repairs will be.

The City Electric Department will assume ownership of the facility, which will fund and maintain the facility for the life of the unit. The facility will be folded into the city's electric department yearly operation and maintenance program as part of their overall responsibilities.

The City streets department currently maintains the facilities around the visitor's center and will continue to do so into the future. This includes grounds maintenance, parking lot maintenance and visitor's center maintenance. This Department will insure that the facility is also taken care of from a use and visual standpoint.

The City will cover approximately 11% of the overall costs associated labor and some materials associated with the installation of the DC Charging station. A more detailed cost break down is shown below.

Additionally, if approved for reimbursement we anticipate purchasing a 5-year extended warranty and service contract from ChargePoint who will service and maintain the station in the event of an issue. ChargePoint commits to a 98% annual uptime guarantee.

Project Budget

13. Please provide an estimated budget for equipment, installation and other cost categories listed below.

This does not indicate that funding will be provided for all costs listed; funding must be consistent with the terms of the trust. Cost sharing will be required by the applicant. Please see the Application Guide for more details on what can be funded through the Electric Vehicle Supply Equipment Program.

Eligible Project Costs

Electronic Vehicle Charging Equipment Project Component	Cost	Line Item Description
Engineering and design costs (not yet incurred)	\$2,003.76	Prepare design construction drawings for site; inspect and provide As-Built Drawings for city records. As well as, construction inspection and project oversight by the Engineer is anticipated. Labor Break Down= 44 Hours at \$45.54/hour City to pay for engineering and design costs.
Equipment costs		

Electronic Vehicle Charging Equipment Project Component	Cost	Line Item Description
Charger(s)	\$40,800.00	(1) CP Express 250 Station (62.5 kW) includes Express 250 Station (US version), 2x power Modules, 1x CCS1 cable, 1x CHAdeMO cable and software upgrade token for Express 250 to increase max power from 50 kW to 62.5 kW.
Electrical system upgrades	\$13,718.39	Primary Wire= \$2,950.00 Secondary Wire= \$139.50 Termination \$690.00 Tran. Assembly= \$300.00 Transformer= \$7,822.99 Handling= \$815.90 Meter= \$1,000.00
Other components (please list)	\$1,500.00	Asphalt patching = 100 square feet at \$10/sqft = \$1,000.00 Misc. repairs to irrigation system and lawn repair = \$500.00
Labor installation costs	\$7,326.00	City Labor for make ready and electrical upgrades. Installation of station and systems and rehabilitation of site. Labor breakdown Electric Labor = \$50/hr for Crew size of 4 @ 24 hours = \$4,800.00 Streets Department Labor \$26/hour for 2 man crew @ 24 hours = \$2,496.00 All estimated labor installation costs will be paid for by the City.
Permitting fees, if applicable (please itemize)	\$200.00	Electrical Permitting - paid for by City

Electronic Vehicle Charging Equipment Project Component	Cost	Line Item Description
Other cost (please itemize)	\$18,359.00	<p>1. 5-year comprehensive parts and on-site labor warranty plan. Includes station management, remote monitoring of station and proactive repair dispatch. (\$15,500.00)</p> <p>2. 5-year Prepaid, DC, Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, 24x7 Driver Support, Host Support, Session Data and Analytics, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist. (\$2, 210.00)</p> <p>3. Initial Station Activation & Configuration Service includes activation of cloud services and configuration of connections, access control, visibility control, pricing, reports and alerts. (\$349.00)</p> <p>4. On-site validation of proper installation; prerequisite for labor & warranty plan (\$300.00)</p>
Total Estimated Project Costs	\$83,907.15	
Match Funding by Applicant	\$9,529.76	
Total Funding Request to Trust	\$74,377.39	

Application Acknowledgement

Certification of Truth, Accuracy, and Completeness (By Responsible Official)

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this and any attached and/or referenced document(s) are true, accurate, and complete in accordance with IDAPA 58.01.01.123 and 124.

Lisa M. Ailport, City Administrator

Participant Name & Title (please print)

Participant Signature

9/17/2019

Date

Application must include all required documentation.

Email completed application to katie.pegan@oer.idaho.gov or mail to P.O. Box 83720, Boise, ID 83720

-chargepoint-

Express 250

Specifications and Ordering Information



Express 250

Ordering Information

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes.

Hardware

Description		Order Code
Model	Express 250 Station includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-625-CCS1-CHD
	Express 250 Station includes 2x Power Modules, 1x CCS2 cable, 1x CHAdeMO cable (EU)	CPE250C-625-CCS2-CHD
Option	Other cable combinations are available using CCS1, CCS2 and CHAdeMO connectors.	Please contact ChargePoint sales

Cloud Plans and Software

Description	Order Code
ChargePoint Cloud Plan	Please contact ChargePoint sales
ChargePoint Assure — Prepaid Assure Plan for one Power Module. Express 250 requires 2x EXPRESS-ASSURE n to cover the two Power Modules and the CPE250 station.	EXPRESS-ASSURE n ¹
ChargePoint Assure — Assure Plan for one Power Module and invoiced annually. Express 250 requires 2x EXPRESS-ASSURE n to cover the two Power Modules and the CPE250 station	EXPRESS-ASSURE n -COMMIT ¹
Station Activation and Configuration	CPSUPPORT-ACTIVE

All CPE250 stations require a cloud plan.

¹ Substitute desired years of service (1, 2, 3, 4, or 5 years) for n

Order Code Examples

If ordering this...	...the order code is
Express 250 Station includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-625-CCS1-CHD
3 years of prepaid Assure coverage upon successful site validation. Assure covers Power Modules & station. Express 250 requires 2x EXPRESS-ASSURE3 for its 2 Power Modules.	2 x EXPRESS-ASSURE3
Station Activation and Configuration	CPSUPPORT-ACTIVE

Express 250 Specifications

Station Electrical Input

Input Rating	400V AC, 3-phase, 96A, 50 Hz 480V AC, 3-phase, 80A, 60 Hz
Wiring	L1, L2, L3, Neutral & Earth

Station Electrical Output

Max Output Power	62.5 kW
Output Voltage, Charging	200–1,000V DC
Max Output Current	156A
Max Modules per Station	2

Paired Station Electrical Output

Paired Max Output Power	125 kW
Paired Max Output Current	CCS1: 174A CCS2: 200A CHAdeMO; US: 140A, EU: 125A

Power Module

Max Output Power per Module	31.25 kW
Max Output Current per Module	78 A

Station Functional Interfaces

Max Connector Types per Station	Up to two different connector types per station
Supported Connector Types	CHAdeMO, CCS1 (SAE J1772™ Combo), CCS2 (IEC 61851-23)
Cable Length with Swing Arm	Full Horizontal Reach: 4.27m (14')*
Driver Interaction Display	Full-color 254 mm (10 in) LCD display for driver interaction
Top Display	Full-color 508 mm (20 in) LED display for notifications
Authentication	RFID: ISO 15693, ISO 14443, NEMA EVSE 1.2-2015 (UR) Tap to Charge (NFC on Apple & Android) Plug and Charge: IEC 15118-1 Remote: Mobile and in vehicle (if supported by vehicle)

* Horizontal reach to typical vehicle charging port: 3.76m (12'4")

Connectivity Features

Local Area Network	2.4 GHz and 5 GHz WiFi (802.11 b/g/n)
Wide Area Network	4G LTE (fall back to 3G GSM)
Supported Communication Protocols	OCPP
Service and Maintenance	Remote system monitoring, diagnostic, and proactive maintenance

Energy Management Features

Dynamic Power Management	Allows a fixed maximum power output per station or lets the system dynamically manage the power distribution per station
Remote Energy Management	Manage output power via the ChargePoint Admin Portal, API, and Open ADR 2.0b VEN

Safety and Operational Ratings

Vehicle Safety Communication	CHAdeMO – JEVS G104 over CAN, CCS1 – SAE J1772 over PLC and CCS2 — IEC 61851-23
Plug-out Detection	Power terminated per JEVS G104 (CHAdeMO), SAE J2931 (CCS1) and IEC 61851-23 (CCS2)
Station Enclosure Rating	Type 3R, IP54
Station Impact Rating	IK10
Safety Compliance	UL and cUL listed: complies with UL 2202, UL 2231-1, UL 2231-2, CSA 107.1 CE marking: complies with IEC 62196, IEC 61851
Station Surge Protection	Tested to IEC 6100-4-5, Level 5 (6 kV @ 3,000A). In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	U.S.: FCC part 15 Class A; EU: EN55011, EN55022 and IEC61000-4
Power Module Conversion Efficiency	> 95%
Power Factor	0.99 at full load
Harmonics	iTHD < 5% (Complies with IEEE 519 Requirements)
Power Module Cooling	Liquid Cooling Technology
Operational Altitude	<3,000 m (<9,800 ft)
Operating Temperature	-30°C to 50°C (-22°F to 122°F)
Storage Temperature	-40°C to 50°C (-40°F to 122°F)
Operating Humidity	Up to 95% @ 50°C (122°F) non-condensing

Generic Specifications

Station Dimensions	2,230 mm x 712 mm x 420 mm (7'4" x 2'4" x 1'4")
Station Weight (without Modules)	250 kg (551 lb)
Power Module Dimensions	760 mm x 430 mm x 130 mm (2'6" x 1'5" x 5")
Power Module Weight	45 kg (98.5 lb)

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document



Contact Us

Visit chargepoint.com

Call +1.408.705.1992

Email sales@chargepoint.com

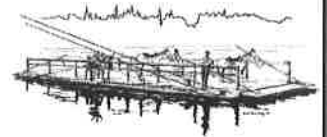
ChargePoint, Inc.
240 East Hacienda Avenue
Campbell, CA 95008-6617 USA
+1.408.841.4500 or
+1.877.370.3802 US and Canada toll-free

chargepoint.com

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CHARGING STATION SITE PLAN SEPTEMBER, 2019



CITY OF BONNERS FERRY

EVCS Preliminary Site Plan

Site plan shows existing 3-phase power location (blue) and line upgrade to proposed parking sites.

Legend

- Feature 1
- Power Line Upgrades



CITY OF BONNERS FERRY
7332 Main Street., P.O. Box 149
Bonnors Ferry, ID 83805
208-267-3105

Cost Estimate*
Electrical Service Construction

cbf	Date:	
	W/O#	201
	Location	
	Job type	

Item	Qty	Unit Price	Cost
U/G Prim. Wire	1,000	\$ 2.95	\$ 2,950.00
U/G Sec. Wire	45	\$ 3.10	139.50
U/G Terminations	6	\$ 115.00	690.00
U/G Trans. Assembly	1	\$ 300.00	300.00
equipment	1	\$ 7,822.99	7,822.99
20% Handling (\$20 min)		\$ -	815.90
Meter	1	\$ 1,000.00	1,000.00
Sub total			\$ 13,718.39
	Hours/Feet	Crew Size	Rate
Electric Labor	24	4	\$ 50
Additional Staff Labor	24	4	\$ 26
Sub total			\$ 7,296.00
Construction Estimate Total			\$ 21,014.39
Connect Charge			\$ 30.00
Capitalization Charge			
Security Deposit			\$ -
Grand Total			\$ 21,044.39

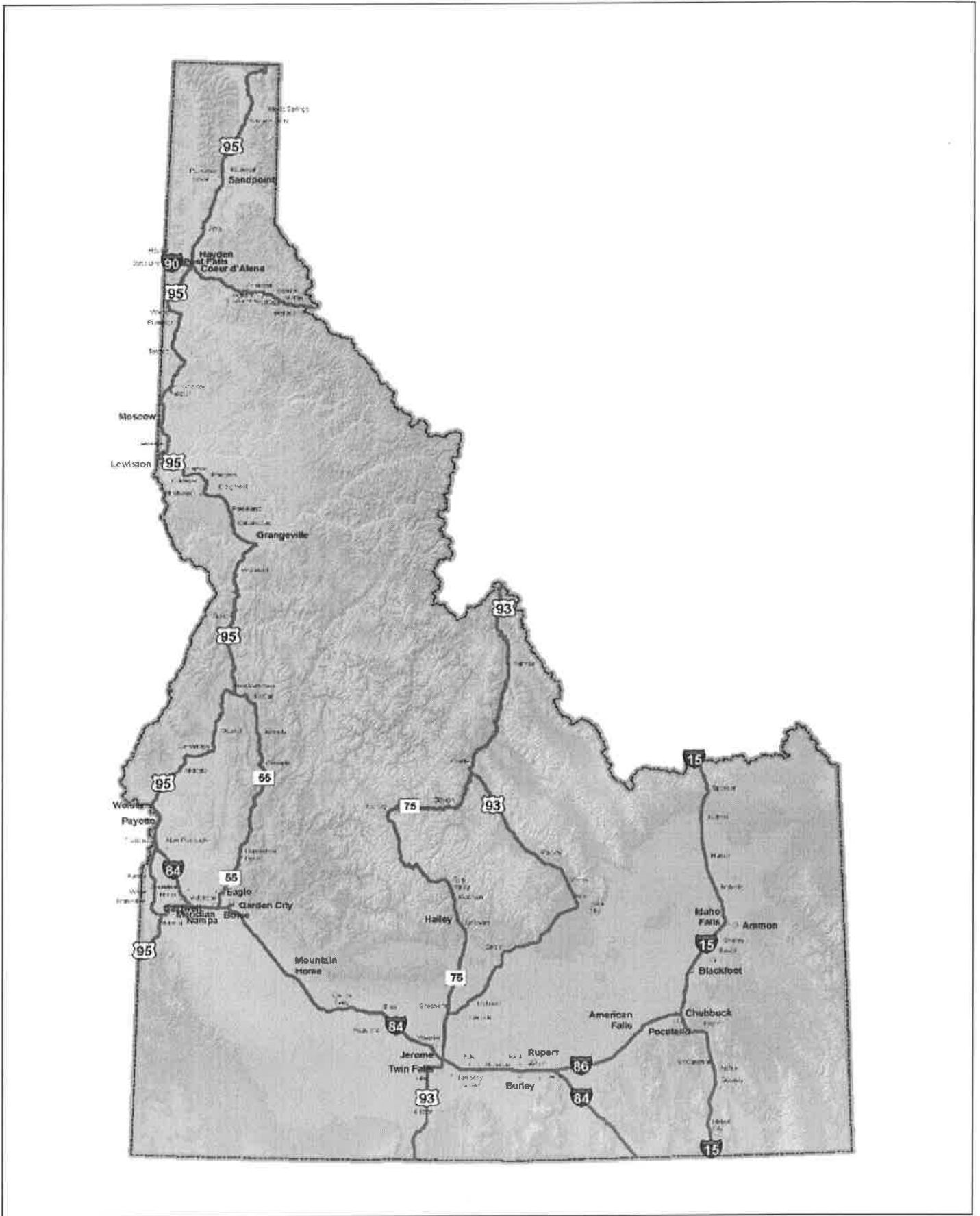
Notes: 1. Not estimating repair of irrigation system

Addition 3-Phase Equipment Costs Breakdown

Item	Quantity	Unit price	Cost
Transformer	1	\$ 5,597.00	\$ 5,597.00
CT's		\$ -	\$ -
CT Cabinet		\$ -	\$ -
Ground Sleeve	1	\$ 1,545.00	\$ 1,545.00
Misc		\$ -	\$ -
		\$ -	\$ -
excavator	16	\$ 21.25	\$ 340.00
digger	2.5	\$ 44.81	\$ 112.03
bucket	4	\$ 36.61	\$ 146.44
pickup	4	\$ 20.63	\$ 82.52
		\$ -	\$ -

Total \$ 7,822.99

Note: This value entered as
 "Additional 3ph Equip" in base sh



Attachment C

Rebate Request Form and Payee Contact and Wire Information Form



Please see instructions on second page before filling out the form.

1. Project Sponsor: _____ 2. Rebate Agreement #: _____
3. Invoice Date: _____ 4. Invoice Number: _____ 5. Invoice Amount: _____
6. Rebate Amount: _____ 7. Rebate Percentage Requested: _____

In accordance with the terms of the Rebate Agreement, I/we request a rebate as follows:

**Copies of all invoices and photos must be attached to this form for rebate request processing.*

8. Included in Rebate Request Package:

Checklist:

Charging Station Installation:

* Copies of itemized invoices for all project activities including:

- Date of purchase/service
- Cost of purchase/service
- Itemization of options selected, taxes, and shipping charges
- Specifications of vehicle equipment (Make, Model, and Serial Number)

-
-
-
-
-

* Copy of the bill of lading (proof of delivery)

* Photos of installed and operational charging station(s) including:

- Front view of installed charging station, from top to bottom
- Front view of charging station screen/monitor, displaying operation interface a customer will utilize when using charging station
- Labels identifying make, model, and serial number (as applicable)

-
-
-
-
-

* Description of fee/rate structure for public use of the charger(s)

Certification of Truth, Accuracy, and Completeness (by Authorized Representative):

I hereby certify these expenditures were made in support of the Volkswagen Vehicle Replacement Program as outlined in the Rebate Agreement referenced in #2 above. I further certify that all charges are to the best of my knowledge true, correct, and complete. I certify that all documents submitted contain, where appropriate, certification by a responsible official (IDAPA 8.01.04.124). I certify that all statements, information, and document submitted to DEQ are truthful, accurate, and complete (IDAPA 58.01.01.124). I certify that the vehicle being replaced meets the minimum operation requirement described in Section III of the Rebate Agreement referenced in #2 above.

Important Note: DEQ accepts forms electronically via e-mail (PDF version) as long as it has a representation of the actual signature of the authorized representative.

9. Authorized Representative Signature: _____ 10. Date: _____

11. Print Name: _____ 12. Title: _____

For DEQ Internal Use Only:

I find this request to be consistent with the Electric Vehicle Supply Equipment Program Rebate Agreement and all funding conditions have been met.

13. DEQ Project Officer Signature: _____ Date: _____

14. DEQ Air Quality Division Administrator Signature: _____ Date: _____

Idaho Department of Environmental Quality
Instructions for Completing the "Electric Vehicle Supply Equipment Program Rebate Request Form"

*Note: This form was designed to be completed electronically and will work best if used as such.
To obtain an electronic copy of this form, please email Whitney Rowley (Whitney.Rowley@deq.idaho.gov).*

- | | |
|--|--|
| 1. Project Sponsor: | The entity that is the signature on the awarded Rebate Agreement. |
| 2. Rebate Agreement #: | The agreement number you are requesting a rebate for, listed at top of page 1 of the Rebate Agreement. |
| 3. Invoice Date: | Enter the date of your invoice. |
| 4. Invoice Number: | Enter the number of your invoice. |
| 5. Invoice Amount: | Enter the total dollar amount of your invoice. |
| 6. Rebate Amount: | Enter the amount of your rebate request. |
| 7. Rebate Percentage Requested: | Enter the percentage requested, found in section IV of the Rebate Agreement. |
| 8. Included in Rebate Request Package: | Make sure everything in the checklist is accurate and attached with this form. |
| 9. - 10. Authorized Representative
Signature: | Signature of individual authorized to represent the project sponsor. Enter date of authorized signature.
Important Note: DEQ accepts forms electronically via email (PDF version) as long as it has a representation of the actual signature of the authorized signer. |
| 11. Print Name: | Print name of authorized representative. |
| 12. Title: | Enter title of authorized representative. |
| 13. - 14. DEQ Internal Use Only | Please leave blank - for DEQ Internal use only. |

REQUEST SUBMISSION:

Please remit the rebate request to DEQ Project Officer, G. Michael Brown
by email at G.Michael.Brown@deq.idaho.gov



Please see instructions below before filling out the form. DEQ will fill out gray boxes.

Payee Contact Information

- | | |
|--------------------------------|---|
| 1. Action Title: _____ | 2. Beneficiary Project ID: _____ |
| 3. Payee Name: _____ | 4. Payee Contact Person: _____ |
| 5. Payee Address: _____ | 6. Payee Email Address: _____ |
| 7. Payee Phone: _____ | 8. Payee Fax: _____ |
| 9. Payee TIN: _____ | |

Wire Information

- 10. Receiving Bank Name:** _____
- 11. Receiving Bank Branch:** _____
- 12. Receiving Bank Address:** _____
- 13. Bank Swift ID:** _____
- 14. National Bank Routing No. / Bank ABA Number (Sort Code, BLZ):** _____
- 15. Amount of Wire:** _____
- 16. Message to Payee:** _____
- 17. Instructions to Receiving Bank:** _____
- 18. For Credit to:** _____
- 19. Other Special Instructions:** _____

Note: This form was designed to be completed electronically and will work best if used as such. To obtain an electronic copy of this form, please email Whitney Rowley (Whitney.Rowley@deq.idaho.gov).

- 1-2. DEQ will fill out
- 3. Project Sponsor Name
- 4. Authorized Representative
- 5-8. Payee information
- 9. Payee Tax Identification Number
- 10-14. Payee Banking information, (13: if applicable)
- 15. DEQ will fill out
- 16. Information for what to included in the memorandum
- 17. DEQ will fill out
- 18. Payee Info
- 19. DEQ will fill out

Once complete please mail this form to the following address:

Idaho DEQ, Attn: Fiscal Office
 1410 N. Hilton
 Boise, ID 83706

Attachment D

Example Reporting Templates:

- **Progress Report**
- **Project Completion Report**
- **Annual Monitoring Report**

Example Progress Report

[MUST BE PRINTED ON THE APPLICANT'S LETTERHEAD]

[DATE]

[VW VRP AGREEMENT #] [PROJECT SPONSOR NAME]

Dear [DEQ CONTACT] [OEMR CONTACT]:

We submit the following information as our progress report to DEQ and OEMR one (1) year after the date of the Notice to Proceed date to maintain our Electronic Vehicle Supply Equipment (EVSE) agreement. The Progress Report includes the following: **[ATTACH THESE ITEMS AS PAGES FOLLOWING THIS LETTER with a title corresponding to the bulleted list.]**

- Updates on the milestones achieved since the project start.
 - Photocopy evidence of permits obtained and associated inspections completed.
 - Expected timeline on any further permits needed or inspections that will need to be completed.
- Expected timeline for remaining milestones (Attachment A).
 - Any requests for changes to the timeline.
- Any updated information related to fee/rate structure for public use of the charger(s)

PLEASE NOTE: If the project has been completed within the first year, the Progress Report should follow the format of the Annual Monitoring Report.

Regards,

[Authorized Representative Signature]

cc: [any other project sponsor contacts]

Example Project Completion Report

[MUST BE PRINTED ON THE APPLICANT'S LETTERHEAD]

[DATE]

[VW VRP AGREEMENT #] [PROJECT SPONSOR NAME]

Dear [DEQ CONTACT] [OEMR CONTACT]:

We submit the following as our Project Completion Report in order to maintain our Electronic Vehicle Supply Equipment (EVSE) agreement with DEQ and OEMR. Construction has been completed, charging stations are operational, and we have attached our complete reimbursement request for projects costs.

The Project Completion Report includes the following: **[ATTACH THESE ITEMS AS PAGES FOLLOWING THIS LETTER with a title corresponding to the bulleted list.]**

- Itemized project invoice(s)
- Photographs of all the supply equipment installed and final site location(s) including: the payment options available at the pump, provision for parking and lighting, etc
- Photocopies of all permits obtained, and associated inspections completed, including any permits not reported on in the Progress Report
- Completed Project Sponsor Reimbursement Request Form
- Copies of all utility documentation on any transmission upgrade done for the property for the EVSE project. (Examples you can include: a transformer upgrade; trenching needed for underground wiring; etc.)
- Description of fee/rate structure for public use of the charger(s)

Regards,

[Authorized Representative Signature]

cc: [any other project sponsor contacts]

Example Annual Report

[MUST BE PRINTED ON THE APPLICANT'S LETTERHEAD]

[DATE]

[VW VRP AGREEMENT #] [PROJECT SPONSOR NAME]

Dear [DEQ CONTACT] [OEMR CONTACT]:

The following is our Annual Monitoring Report [Year #of Year 5] in order to maintain our Electronic Vehicle Supply Equipment (EVSE) agreement with DEQ and OEMR.

- Number of times EVSE was used this reporting period: **[NUMBER OF TIMES EVSE WAS USED THAT YEAR]**
- Kilowatt hours dispersed during the reporting period: **[KILOWATT HOURS DISPERSED]**
- Maintenance costs associated with keeping the EVSE functional:
 - **[MAINTENANCE COSTS]**
 - **[MAINTENANCE COSTS]**
 - **[MAINTENANCE COSTS]**
- Current issues, if any, with the EVSE:
 - **[CURRENT ISSUES]**
 - **[CURRENT ISSUES]**
- Timeline to repair issues, if any, with the EVSE during the reporting period:
 - **[TIMELINE FOR REPAIR ISSUE 1]**
 - **[TIMELINE FOR REPAIR ISSUE 2]**
- Project Sponsor certification that the EVSE was open and available for use over the last year is attached. **[ATTACH THE CERTIFICATION LETTER OR STATEMENT]**
- Explanation for the times, if any, the EVSE was not available for use:
 - **[EXPLANATION FOR TIMES EVSE WAS NOT AVAILABLE FOR USE]**

[Insert a summary or conclusion statement for the Annual Report]

Regards,

[Authorized Representative Signature]

cc: [any other project sponsor contacts]



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 *LMA*

DATE: January 31, 2020

RE: PAC Training Opportunities

The attached email and information packet is regarding training opportunities that PAC will be able to provide to municipalities and other taxing districts in the 5 northern counties. PAC and the Clearwater Economic Development Association collaborated on a USDA Rural Development and Rural Community Development Initiative grant to aid in providing support in the form of training in the following areas:

- Moving the Connectivity Needle: Understanding YOUR Role in Broadband
- Housing: Where Does Your Community Live Now and in the Future?
- Revitalization: Building Strong, Vibrant Rural Communities.

PAC would like Council to consider whether we would like to participate in these trainings. They would be open to everyone in our community to attend. Future locations of the training are yet to be determined, but travel may be required to attend. All of the trainings will be somewhere within the five northern counties; mileage is reimbursable through PAC and food will be provided at the events.

Since the City did share an interest in the areas of training when a survey was provided by PAC last year it is my recommendation that Council approve our continued interest in participating in the trainings.

Please let me know if you have any questions.

Fiscal Impact Statement: The City is not obligated to send any staff to the training. All mileage is reimbursable by PAC. Food will be provided at the training. However, it is not anticipated that PAC would pay for hourly rates of employees to attend or any other cost associated with travel.

Lisa Ailport

From: Dorian Komberec [dkomberec@pacni.org]
Sent: Friday, January 10, 2020 11:51 AM
To: Dick Staples
Cc: Lisa Ailport; Christine McNair; Nancy Mabile
Subject: REV up North Idaho! - North Idaho Training and Technical Assistance
Attachments: 2020 REV up Letter - Bonners Ferry.pdf

To: Mayor Staples and Council
Cc: Lisa Ailport and Christine McNair

Good Morning Mayor Staples and Council,

In May 2019, Nancy Mabile contacted the City regarding a USDA Rural Development grant that the Panhandle Area Council (PAC) was applying for in partnership with Clearwater Economic Development Association (CEDA). The purpose of the grant application was to have the ability to offer informational workshops and training to cities in Region I and II of Idaho regarding broadband, housing, and community vitality. We are excited to let you know that this grant was awarded. Your community now has the opportunity to participate free of charge in one, two, or all three of the training segments that will be provided. The attached letter, flyer, and press release addressed to you and the City Council gives a summary of the three-year program and is being mailed today.

Please let me know when you and the Council have had the chance to review this information and discuss the City's opportunity to participate, and we will reach out to Lisa Ailport and Christine McNair to set up a time for Nancy and I to come to discuss this opportunity in more detail. Please feel free to contact me in the meantime should you have any questions.

I look forward to speaking with you.

Regards,

Dorian Komberec

Community Development Specialist
Panhandle Area Council, Inc.
11100 N. Airport Drive
Hayden, ID 83835
(208) 772-0584 ext. 3010
dkomberec@pacni.org
www.pacni.org



PANHANDLE AREA COUNCIL, INC.

11100 N Airport Drive
Hayden, ID 83835-9798
(208) 772-0584
(208) 620-2313 FAX
www.pacni.org

January 10, 2020

Mayor Dick Staples
City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

Re: REV up North Idaho! – North Idaho Training and Technical Assistance – FREE

Dear Mayor Staples and City Council:

PAC invites your community to participate in “REV up North Idaho!”, a training and technical assistance program that focuses on key rural community issues and builds a toolkit for *Renewing Economic Vitality* (REV) in rural North Idaho.

As you may recall, in May 2019 I sent the City an email regarding a partnership between the Panhandle Area Council (PAC) and the Clearwater Economic Development Association (CEDA) on funds available through USDA Rural Development through the Rural Community Development Initiative (RCDI) program. The purpose presented for the grant application was to have the ability to offer informational workshops, seminars and trainings on broadband, housing and community vitality. I am thrilled to inform you that this project was awarded. The City of Bonners Ferry is eligible for this opportunity because your community indicated interest during the application period last spring.

With the financial support of USDA’s Rural Community Development Initiative (RCDI) Program, the Avista Foundation, PAC and CEDA, the resources have been gathered for this community training and technical assistance. Topics of training over the next three years include increasing broadband access and deployment within your community; improving accessibility to housing that reflects your community; and strengthening your community assets for a more vibrant future.

Enclosed is a one-page summary of the three-year program. All participating communities have the option to participate in one, two, or all three of the training segments. Dorian Komberec, Community Development Specialist, is responsible for facilitating the training segments in Region I and bringing the subject matter experts to training sessions within the five northern counties. Dorian and I will be providing technical assistance to individual communities throughout the program. ALL training and services will be free-of-charge to your community.

Also enclosed is a press release issued by CEDA on December 18, 2019 that discusses our current plan to start training this spring with a BroadbandUSA Workshop. BroadbandUSA is nationally recognized for its training and information on improving broadband within rural communities. The broadband panel discussions and learning opportunities will be planned throughout the spring and summer of 2020, workshops and training on housing are expected to follow in 2021. The community asset building module, scheduled for 2022, will be offered through intermittent workshops on topics such as Brownfield redevelopment, taxing district and financing mechanisms for development and revitalization, and placemaking.

Mayor Dick Staples
City of Bonners Ferry
January 10, 2020
Page 2

Dorian will be working with Lisa Allport to set up a time where we can discuss this great opportunity in more detail. We hope to discuss how this training can best serve your community's needs and identify the people that would best be suited to represent your community in the training. Should you have any questions prior to our visit with your City Council, please contact Dorian at (208) 772-0584 ext. 3010.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Mabile". The signature is written in a cursive style with a large initial "N".


Nancy Mabile
Economic Development Specialist

Enclosures



REV up North Idaho!

A toolkit for *Renewing Economic Vitality* in rural communities



Empowering local leaders and communities with the knowledge and skills that they need to shape their town's future.

Strengthening the social and economic vibrancy of north and north central Idaho.

Dorian Komberec
Community Development Specialist
PAC
dkomberec@pacni.org
(208) 772 - 0584 ext. 3010

Using resources from the USDA Rural Community Development Initiative (RCDI) Program, the Avista Foundation, and local membership support, PAC and CEDA are offering:

1. Moving the Connectivity Needle: Understanding YOUR Role in Broadband:

Build a shared vocabulary and understanding of current and future roles for local governments in the planning and implementation of broadband infrastructure.

PAC and CEDA will assist in helping the community to develop stakeholder partnerships, reviewing case studies and models for public-private partnerships and publicly owned municipal broadband, and finding technical and funding resources to address broadband issues.

2. Housing: Where Does Your Community Live Now and in the Future?

Bringing realtors, developers, housing agencies, local government, and the public together to work towards understanding of current and future housing needs in your community.

PAC and CEDA will assist communities in building an understanding of housing options and case studies, evaluating local ordinances and regulations for housing implications, and options for financing and public-private partnerships to rehabilitate or expand housing stock.

3. Revitalization: Building Strong, Vibrant Rural Communities:

What makes a community thrive in the 21st Century?

PAC and CEDA will assist communities in building an understanding of how to prepare their community for sustainable growth by hosting workshops on actionable community revitalization topics including downtown revitalization and marketing, multi-modal transportation options, and taxing district and financing options for communities.

Training Begins Spring 2020!



News Release

Date: December 18, 2019

Contact: Christine Frei, CEDA Executive Director
Clearwater Economic Development Association, Inc.
cfrei@clearwater-eda.org
phone: 208-746-0015 ext. 104

**Avista Foundation and USDA Invest in Northern Idaho's Economic Future
Broadband, Housing, and Community Livability Training to be Offered to 22 Rural Communities**

Plans are underway for the April 2020 launch of a regional initiative to empower local leaders in 22 rural northern Idaho communities with the knowledge and assistance to shape their town's future. *REV up North Idaho* provides training, hands-on assistance, and a toolkit for *Renewing Economic Vitality* (REV) in rural communities. REV's three-year modular training is centered on the topics of broadband, housing, and community revitalization.

REV Up North Idaho is being offered with the support of USDA's Rural Community Development Initiative, which awarded the program \$150,000 and the Avista Corporation Pass-Through Fund at Innovia Foundation, which contributed a \$90,000 cash investment. "The Avista Foundation is pleased to be an investor in growing the capacity of our local communities. We are hopeful that many local leaders will find benefit from these targeted training opportunities," offered Kristine Meyer, Executive Director of the Avista Foundation.

These resources will be matched with \$36,000 from Clearwater Economic Development Association (CEDA) of Lewiston and \$24,000 from Panhandle Area Council (PAC) of Hayden. CEDA and PAC are non-profit organizations and U.S. Department of Commerce Economic Development Administration's recognized planning districts for the ten counties of northern Idaho.

Training and assistance will be provided by Panhandle Area Council (PAC) to the communities of Bonners Ferry, Clark Fork, Coeur d'Alene, Kellogg, Moyie Springs, Pinehurst, Ponderay, Smelterville, and Wallace. In north-central Idaho, Clearwater Economic Development Association will extend similar services to Cottonwood, Culdesac, Grangeville, Kamiah, Kendrick, Kooskia, Nezperce, Potlatch, Riggins, Stites, White Bird, and Winchester. Community leaders will opt into the training modules they believe is of most need in their communities. More information about each focus area is provided below:

Broadband: broadband training will build a shared vocabulary on broadband adoption and deployment and an understanding of the role for local governments in relation to broadband adoption and

deployment. CEDA and PAC will assist in developing stakeholder partnerships; reviewing case studies and models for public-private partnerships and publicly-owned broadband infrastructure; and locating technical and funding resources to address broadband issues.

Housing: housing training element will bring realtors, developers, housing agencies, local government, and the public together to work towards understanding of current and future housing needs. CEDA and PAC will assist communities in building an understanding of housing options and case studies, evaluating local ordinances and regulations for housing implications, and options for financing and public-private partnerships to rehabilitate or expand housing stock.

Community Vitality: The third training segment, communities will explore what it will take for a rural community to thrive in the 21st century. workshops will be offered on actionable community revitalization topics, including downtown revitalization and marketing; multi-modal transportation options; and, taxing district and financing options for communities.

###