

Welcome to tonight's City Council meeting!

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

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are a city that welcomes all people.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
April 6, 2021
6:00 pm

Join video Zoom meeting: <https://zoom.us/j/17672764>

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

REPORTS

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

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the March 16, 2021 Council meeting minutes

OLD BUSINESS

NEW BUSINESS

4. **Police** – Discuss repairing or replacing the 2013 Chevy Tahoe {action item}
5. **Golf** – Discuss repairing or replacing the 2013 John Deere fairway mower (attachment) {action item}
6. **Water** – Discuss replacing the transmission for the 1989 Kenworth dump truck (attachment) {action item}
7. **City** – Discuss the budget hearing date (attachment) {action item}
8. **Electric** – Consider authorizing the Mayor to sign the task order from the FCS Group for the Cost-of-Service Rate Update (attachment) {action item}
9. **Electric** – Consider authorizing the Mayor to sign the contract with Ripplinger Engineering Laboratories for Unit #2 Generator Protection Relay replacement (attachment) {action item}
10. **Planning & Zoning** – Discuss reducing the number of Planning & Zoning Commissioners from seven to five (attachment) {action item}
11. **Planning & Zoning** – Discuss the Blue Cross Foundation grant for the Comprehensive Plan re-write (attachment) {action item}
12. **City** – Discuss administration services for the Urban Renewal Agency (attachment) {action item}
13. **City** – Discuss the security deposit for commercial accounts with Eric Pipitone {action item}
14. **Executive Session** – Executive session pursuant to Idaho Code 74-206, subsection 1 (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent or public school student {action item}

ADJOURNMENT



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: April 1, 2021
To: City Council
From: Mike Klaus, City Engineer
Subject: **Engineer's Report for March 16, 2021**

Below are some updates and information on current projects the City is working on:

Communication System at Dam:

I had reported at the last meeting that we were having significant communication losses between the level gauge at the dam and the powerhouse. Seth Brown from EL Automation was able to help us to determine what some of the problems were that kept steady communication from occurring. Seth was able to remove some wiring obstacles that were giving us intermittent problems.

We still need to develop some long-term strategies for providing steady communications at the hydro facility. Staff will be coming to Council with solutions to these problems in the coming months.

Water Department - Filter Underdrain Project

The water department will be completing the 2nd underdrain project the week of April 5th-9th. The department has already placed the rebar and concrete for the project and is ready to place the stainless-steel underdrain. Once complete, both filter underdrains will be completely rebuilt, with all new filter media.

Fry Street Sewer Main

City staff has continued to talk with HMM engineering about reconstructing the sewer main at Fry Street where it crosses Highway 95. Right now, we are investigating other routes that the main could take, other than crossing the highway.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Riverside Electric Relocation

The electric department has replaced four poles to date and plans to replace two more next week. The department is fitting this work in with the current list of new connection requests, and other work. Below is a picture showing a new pole that has been set (darker) next to an older pole that will be removed. In this picture, the crew is moving the lines from the old pole to the new one.



Please call me or email with any questions you may have for me.
Thank you,

Mike



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: March 31, 2021
RE: Admin Update

The following update is provided to the Mayor and Council for review and consideration.

City Pool-

The Pool Manager position has been posted. We have received an applicant and are holding interviews for filling the position. We are hopeful that we can finish filling this position soon and start advertising for the seasonal lifeguards.

The Equinox application was filed with the foundation the week of March 22nd. We will learn the fate of the request some time in June or early July. At this time, we will look to open the pool for the 2021 season for our typical 10-week period and if successful in our grant, will look to extend the season with the new pool manager.

American Rescue Plan Act-

The city learned recently that we will receive an estimated \$540,000 from the federal government through the American Rescue Plan Act, signed by President Biden. We are working with the Association of Idaho Cities and Strategies 360 to learn more about the Act requirements and funding restrictions. From what we have learned so far, the funds can be used for the following purposes:

1. To respond to the coronavirus health impacts or economic impacts including assistance to households, small businesses, nonprofits, and impacted industries including hospitality, travel, and tourism.
2. Provide premium pay to essential employees. Premium pay cannot exceed \$13 per hour or \$25,000 per worker. The term 'premium pay' means an amount of up to \$13 per hour that is paid to an eligible worker, in addition to wages or remuneration the eligible worker otherwise receives, for all work performed by the eligible worker during the COVID-19 public health emergency.
3. To cover for lost revenue in providing services.
4. To make investments in water, sewer or broadband infrastructure.

State and local governments can also transfer funds to nonprofit groups, public benefit corporations involved in passenger or cargo transportation, and special-purpose units of state or local governments.

Funds cannot be used to cover lost revenues if the losses were due to a tax cut. Local government funds will be distributed in two equal tranches, the first by May 10, 2021, and the second by March 11, 2022. States must provide periodic reports to the Secretary of the Treasury giving a detailed accounting of the uses of fund.

All funds must be spent on costs incurred on or before December 31, 2024.

This concludes my update.

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
March 16, 2021
6:00 pm**

Mayor Dick Staples called the Council meeting of March 16, 2021 to order at 6:00 pm. Present for the meeting were: Council Members Adam Arthur, Valerie Thompson, Rick Alonzo and Ron Smith. Also present were: City Attorney Andrakay Pluid, City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, Police Chief Brian Zimmerman, and City Engineer Mike Klaus, Economic Development Coordinator Dennis Weed and Golf Course Manager Ralph Lotspeich. Members of the public present were: Marciavee Cossette, Jerry Higgs, Denise Crichton, David Clark and Rose Shababy.

Join video Zoom meeting: <https://zoom.us/j/17672764>

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PLEDGE OF ALLEGIANCE

GUEST

III-A – Annual report presentation

Amy Manning gave a brief presentation regarding the III-A Annual report. There was a 20% increase in the number of agencies. Currently there are 1,500 employees insured and 5,000 members including spouses and dependents. One of III-A's goals is to create the best benefits possible. Amy recommends budgeting for trend (inflation rate). The new rates will be released the third week in June. The rates with Blue Cross and Pro Act were re-negotiated this year at a lower-than-average rate. A tele-health program was implemented during the Covid lockdown. The III-A staff was trained in mental health first aid. Rick said III-A is doing a great job for us.

PUBLIC COMMENTS

No public comments were received.

REPORTS

City Administrator Lisa Ailport said LRHIP grant approval for Garden Lane phase two was received.

City Engineer Mike Klaus said the Water Department completed the concrete for Filter #1. Start up for Filter #1 will happen April 5, 2021. The Electric Department has replaced four poles for the Riverside Project. Adam asked if the sewer main at Fry Street was replaced during the highway construction. Mike said it was replaced in 2004. There are 155 feet of sewer main and one man hole that will need to be replaced. Adam asked if it will be better to replace it during the highway replacement. Mike spoke to ITD and they said it is too late to incorporate that into the plan.

Economic Development Coordinator Dennis Weed said we will probably see some changes with new businesses. The marketing videos are still receiving a large number of hits.

Urban Renewal District Dennis Weed said Panhandle Area Council will no longer be providing the administration/account business for the Urban Renewal District.

Golf Course Manager Ralph Lotspeich said the Friends of Mirror Lake have completed a few projects. One of the projects was cart paths. This will allow carts to be used from day one. The golf course will open Saturday, March 20, 2021. 2020 was a really good year for the golf course, there were many kids that were golfing. There are 16 participants for this years' school golf team. There are some issue with the fairway mower that Jimmy will have to look at.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the March 2, 2021 Council meeting minutes and March 8, 2021 Special Council meeting minutes
4. Treasurer's Report

Adam Arthur 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 wage for meter reading {action item}

Mayor Staples said the meter reader is content with \$15.00 per hour and wants to have the meter reading pay separate from the office position. Ron asked if that will be a permanent position. Adam feels it should be temporary. Ron Smith moved to have the

rate of pay for the meter reader to \$15.00 per hour. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

NEW BUSINESS

6. **Pool** – Consider authorizing the Mayor to sign the Equinox grant application (attachment) {action item}
Lisa provided an application for the Equinox grant, hoping to use those funds to extend the pool season. The grant must be submitted next month and we will receive the results in July. Ron asked how much more this will add above what was budgeted. Lisa said the amount is \$14,900. Adam Arthur moved to authorize the Mayor to sign the Equinox grant application. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. **City** – Consider 2021 pilot program for the downtown parklets (attachment) {action item}
Lisa said this is the same program as last year. She reached out to businesses and has received mixed responses. Ron asked if there is protection for pedestrians near the parklets. Lisa said the design standards will minimize the risks for pedestrians. Rick moved to authorize the approval of the pilot program for parklets and the parameters developed by staff for the 2021 summer season including making parklets available for use from April 1 – October 1, 2021. Ron seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. **City** – Consider authorizing the Mayor to sign the postage meter lease with Quadient Leasing (attachment) {action item}
Christine said this a renewal of the current lease. Valerie asked if it is the same as last year. Christine said it is. Valerie Thompson moved to authorize the Mayor to sign the postage meter lease with Quadient Leasing. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. **City** – Consider opening the Visitors Center May 17, 2021 {action item}
Dennis said it is important to open the Visitors Center since he feels there will be numerous visitors this year. Adam asked if someone is cleaning the restrooms. Christine said there is one person interested, but hasn't signed the contract yet. The Mayor said if we don't find someone to clean the restrooms, the Street Department will be responsible. Rick asked if the job is being advertised through the Job Service. Christine said we can't advertise contract positions through the Job Service. Lisa said it is on the City's Facebook page. Valerie Thompson moved to open the Visitors Center May 17, 2021. Rick Alonzo seconded the motion. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **City** – Consider extending the Employee COVID Leave Policy (attachment) {action item}
Lisa recommends extending the policy for three months as well as changing the actual leave to 10 days instead of 30 days. Valerie Thompson moved to extend the Employee Covid Leave Policy with the changes made. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

ADJOURNMENT

The meeting adjourned at 7:03 pm.

INFORMATION

Urban Renewal Report and Audit



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: Fairway Mower Update

The city mechanic has been working to get the John Deere fairway mower back up and operational since it was brought in for repairs earlier this year. In his assessment, where he thought the issue could be fixed with around \$4,000.00 worth of parts and upgrades, it now appears it needs a new diesel engine. The new engine is expected to cost around \$10,000.00 to purchase. The John Deere is a 2013 with approximately 2200 hours on it.

The Mayor asked if the golf contractor would provide some suggestions on used equipment that we could consider. The golf contractor supplied the attached 5610 Toro mower with 3507 hours on it for \$20,000.00. The unit is located in southern California.

The golf course profits from last year were used as follows:

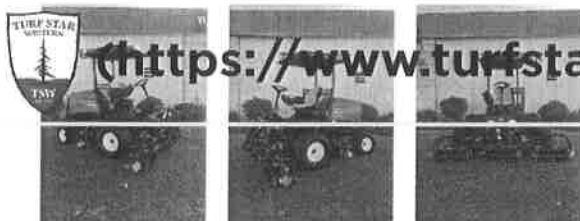
2020 Proceeds	Purchases	Remaining funds
\$21,491.00		
\$4,000.00	Fairway mower upgrades	\$17,491.00
\$691.00	9 new flag sticks	\$16,800.00
\$201.00	12 new flags	\$16,599.00
\$179.55	9 Cups	\$16,419.45
\$10,000.00 (estimated)	New engine for fairway mower	\$6,419.45

Please let me know if you have any questions.



(<https://www.turfstar.com>)





Reelmaster 5610

\$20,000

Stock number: 03677-315000145

Contact: preowned@turfstar.com (mailto:preowned@turfstar.com)

Product Description



PreOwn 5610 with a diesel 44.2 HP engine, Rops, 11 blade reels and a cool top.

Product Info



Year	2015
Serial	315000145R
Make	Toro
Model	03677
Condition	Good
Hours	3,507
Stock_Number	03677-315000145
Location	Southern California
Category	Large Reel Mowers



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: Transmission Replacement for Water/Sewer Dump Truck

The City Water/Sewer 1989 Kenworth Dump Truck needs a transmission replacement or rebuild. According to the City Mechanic, there is a 2003 western start transmission being sold by Onsite Equipment for ±\$4,500.00. Staff feels this would be a much-needed upgrade without the need for a completely new transmission.

Staff would like permission to purchase and install the transmission for a total cost of \$5,000.00, including additional parts. We feel the newer transmission will allow for a continued life of the equipment.

FISCAL IMPACT

This project would be entirely funded using water and sewer accounts.

Please let me know if you have any questions.

ON SITE EQUIPMENT REPAIR, INC.
PO BOX 880
BONNERS FERRY, ID 83805

Invoice

Date	Invoice #
3/16/2021	6242

CITY OF BONNERS FERRY
PO BOX 149
BONNERS FERRY, ID 83805

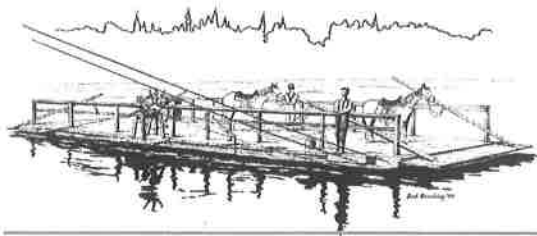
Contact Us:
Shop: (208) 267-9201
Bookkeeping Office: (208) 267-4306
Stockton Business Services
heidi@sbsoffice.com

Customer Fax

PO #	Reference #	Machine	VIN #	Terms
		TRUCK #410		Due on receipt

Date	Description	Hours	Rate	Amount
3/15/2021	Eaton Fuller 18 Speed Transmission Model #RTL-16918B SR #S0519601 Used take out transmission complete with all controls. As per Jimmy Dorhofer	1	4,500.00	4,500.00

THANK YOU! WE APPRECIATE YOUR BUSINESS!	Subtotal	\$4,500.00
	Sales Tax (6.0%)	\$0.00
	Payments/Credits	\$0.00
	Total Balance Due	\$4,500.00



CITY OF BONNERS FERRY

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

Memo

To: Mayor and City Council
From: Christine McNair, Clerk/Treasurer
Date: 4-2-2021
Re: Set Budget Hearing Date

Here is a list of dates for the Budget Hearing:

September 7, 2021 – Budget must be completed by August 19, 2021

August 31, 2021 – Budget must be completed by August 12, 2021

August 24, 2021 – Budget must be completed by August 5, 2021

Thank you,
Christine



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: April 1, 2021
To: City Council
From: Mike Klaus, City Engineer
Subject: Electric Department - FCS Cost of Service Rate Update

In January 2021, the City entered into a contract with FCS for on-call financial services. The nature of the contract allows for developing tasks as needed. The first task that FCS performed for the City was to assist with the Idaho Forest Group (IFG) True-Up, in February of this year.

City staff has discussed with FCS the need for the City to complete an Electric Department cost of service rate update. Staff believes this is warranted for the following reasons:

- To determine required rate adjustments to keep up with BPA rate increases. For instance, the City's transmission rates from BPA will increase over 16% on October 1, 2021. That increase needs to be incorporated into the rates before that date. Other BPA rate increases are also forthcoming which need to be accounted for in our rates.
- An equity evaluation is needed to determine if some rate classes need to be adjusted differently than others.
- To determine if existing revenue levels are adequate for ongoing financial obligations of the electric department. Workman's comp and health insurance are some of the fixed costs that will increase this year and need to be accounted for.
- When FCS completed a revenue requirement study for the City in 2019, it was not then known what our exact annual debt service would be for the spillway rehabilitation. Now that is known, so adjustments for debt service can be based on actual numbers.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Attached with this memo is a five-page summary of the tasks that FCS would complete with respect to the proposed electric cost of service rate update. Page five of the FCS proposal shows the total project budget of \$29,970. At that cost, the City would be provided the results of the study with rate recommendations but would not include an executive-level written report. The formal report is listed as optional at \$5,640 and would be in addition to the \$29,970.

I recommend that the Council approve the proposal by FCS for the electric cost of service update for \$29,970 and authorize the Mayor to sign a task order with FCS for the work. I recommend waiting to determine if the formal report appears necessary once the results of the study are reviewed by staff and Council.

Please call me with any questions about the proposed work.

Thank you,

Mike

CITY OF BONNERS FERRY

ELECTRIC COST OF SERVICE RATE UPDATE

The following work tasks have been developed to complete a Cost-of-Service Rate Update for the City of Bonners Ferry (City). The update will utilize the modeling toolset developed as part of the last rate study with an emphasis on completing the cost-of-service equity analysis during this effort. The rate update includes evaluating the existing financial plan to determine if existing revenue levels continue to support the ongoing financial obligations of the system, complete a cost-of-service equity evaluation to determine if interclass adjustments are warranted and review class rate structures to align more closely with the fixed costs of the system. The following task plan provides further discussion of the individual tasks that are proposed as part of the study.

TASK PLAN

Task 1 | Initial Project Meeting

A project initiation meeting will be scheduled at the commencement of the project. This meeting will establish the goals and objectives of the overall project and focus the efforts of the project team. The items covered at the meeting include review of the scope of work, identify project objectives, expectations and deliverables, outline the project schedule and key milestone review points and discuss appropriate lines of communication. We have budgeted this meeting to be conducted via remote session.

Task 2 | Data Collection

A data needs list will be distributed to City staff outlining key financial, engineering and billing information required to complete the tasks outlined in the proposed task plan and initial project meeting. The submitted data will be reviewed, analyzed and validated for inclusion in the study process.

Task 3 | Load, Revenue and Power Cost Projections

The development of load data is vital to the cost-of-service rate study as it establishes the foundation from which all other analyses are based: rate revenue, power costs, cost allocation and rate design. Detailed monthly customer billing statistics, by each major class, will be provided by the City. The data will be analyzed to determine the number of monthly accounts, kWh and kW by rate class. With the information gathered, revenue will be calculated and reconciled against actual revenue collected. Anomalies and/or adjustments identified will be corrected to develop class usage profiles for a “normalized” year. The data will be used to develop a projected load forecast that will be used to calculate anticipated revenue and power costs for the forecast period.

For the power expense forecast, we will work closely with staff to understand the power resource mix from City owned resources and Bonneville Power Administration (BPA). Power costs will be based on both city costs and BPA billing determinants. We have gained efficiency through direct access to information available through the BPA portal.

Task 4 | Revenue Requirement Financial Plan

This task establishes a sustainable, multi-year financial management plan that meets the projected total financial needs of the electric system through the generation of sufficient, sustainable revenue. Annual cash flow needs are developed by identifying expenses incurred to operate and manage the system including:

- Capital infrastructure costs
- Expenses incurred to operate, maintain, and manage the system
- Debt repayment
- Cash flow needs
- Fiscal policy achievement

Tasks are as follows:

- » Develop a forecast of operating expenses to reflect current obligations. Adjust for any known future changes in annual non-capital costs associated with the operation, maintenance, and administration of the system. Changes may include additional staffing needs and other operating costs associated with maintaining the system along with initiating new or enhanced program activities.
- » Update the capital improvement plan to determine total annual capital needs for the test period under review. The analysis will develop a capital funding plan that will determine an optimal mix of available resources from rate revenues, contributions in aid of construction, existing cash reserves and debt financing to maintain the ongoing financial health of the system.
- » Evaluate cash flow needs to meet existing and anticipated new annual debt service requirements and debt coverage requirements/targets.
- » Monitor existing fund balances for compliance to targets.
- » Assess the adequacy of current system revenues in meeting both annual cash flow needs and debt service requirements.
- » Develop an annual rate implementation strategy to fully fund all system obligations and smooth rate impacts.
- » Evaluate up to three (3) rate scenarios to determine the financial and rate impacts of changes to key variables such as: load growth, power costs, project timing and priority, project funding, conservation initiatives or others specified by the City.
- » Deliver the updated electronic copy of the financial planning model for internal use at the end of the engagement.

Task 5 | Cost of Service Analysis (COSA)

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

- **Customer Class Designation.** Identifies the customer classes that will be evaluated as part of the study. Existing as well as new or revised customer classes or class definitions may be considered. It is appropriate to group customers that exhibit similar usage characteristics and service/facility requirements.
 - » The City has expressed an interest in evaluating Idaho Forest Group LLC (IFG) as a stand-alone contract customer and alternatively, as a standard industrial customer.
- **Functional Cost Allocation.** Apportions the annual revenue requirement to the major functions of service required to deliver electric service – purchased power/generation, transmission, distribution and customer related costs.
- **Cost Classification.** Within each function of service, costs are further broken down into cost categories with similar relationship to a measurable cost-defining service characteristic. For electric utilities classification categories are typically tied to energy (amount of electricity used), demand (maximum usage during a peak period) and customer (tied to number of customers within a class). Costs directly attributed to specific customers can be directly assigned to those customer or classes of customers.
- **Customer Cost Allocation.** Allocates the costs from the functional cost allocation and classification to different customer classes based on their unique demands for each service as defined by system planning documents, industry standards, and recorded user history (billing data). The results identify shifts in cost recovery by customer class from that experienced under the existing rate structure.
 - » Cost of service adjustments identified can be implemented at one time or attained with a series of phased adjustments over time.
- **Unit Costs.** Calculate average unit costs by functional cost category such as power, energy, demand, and customer account. Average unit costs will be cost based and expressed in terms of cents/kWh for energy costs, dollars/kW for demand and dollars/month or dollars/day for customer costs. The cost-of-service unit costs inform the rate design process and the range of reasonableness of current rate levels.

Task 6 | Rate Design

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

- The City has expressed an interest in evaluating the existing level of the fixed charges
- Provide up to two (2) alternative rate designs to meet the City’s rate design objectives

- Develop a bill comparison for all rate schedules showing the anticipated impacts on existing bills from the proposed rate options under consideration.

Task 7 | Project Review Meetings/Presentation

During the study process, it will be important to interact frequently with staff throughout the project, to ensure that the findings and recommendations reflect approaches that are understood by impacted parties and can be implemented within the City's administrative practices.

Due to the uncertainty of travel with the COVID-19 pandemic, the following review meetings and workshops are proposed as remote meetings. If during the study, travel restrictions ease, we would be more than happy to adjust the budget to accommodate onsite meetings.

The following meetings / presentations are proposed.

- Three (3) two-hour project review meetings at key milestones to share results and incorporate edits into the analysis. These meetings will be conducted remotely.
- Prepare for and facilitate one (1) remote presentation to the City Council to review the findings, conclusions and recommendations of the study. Included in this task is development of the presentation material.

We are happy to provide additional meetings as requested. The additional meetings will be billed on time and materials.

O1 | Documentation (Optional)

An optional task for the study is completion of an executive level written report documenting the rate study process, methodology, key assumptions, results and recommendations. The report technical exhibits will be housed in the excel model toolset provided at the end of the study.

SCHEDULE

Completion of the analysis is based on a variety of issues. These issues include timeliness of receipt of requested data/information; quality of data; ability to schedule meetings in a timely manner; and the ability of the City to provide policy direction for the study to move forward at key study milestones. A specific project schedule that meets the City's needs will be developed during the initial project meeting.

BUDGET

The proposed budget for completion of the Cost-of-Service Rate Update is summarized below. On-going or additional support required for negotiations with IFG has not been included in this effort.

TASKS	BUDGET
Technical Tasks	
Task 1: Initial Project Meeting	\$ 975
Task 2: Data Collection	1,035
Task 3: Load, Revenue and Power Cost Projections	
- Customer Data Validation	2,040
- Revenue Forecast	1,320
- Power Forecast	2,040
Task 4: Revenue Requirement Financial Plan	5,280
Task 5: Cost of Service Analysis	5,340
- IFG Scenarios (2 additional alternatives)	2,250
Task 6: Rate Design	3,630
Total Technical Tasks	\$ 23,910
Process Tasks	
Task 7: Project Review Meetings/Presentation	
- Remote Review Meeting - 3@2 hrs each	\$ 3,780
- Remote Presentation (1 including materials)	2,280
Total Process Tasks	\$ 6,060
Total Project Budget	\$29,970
Optional Services Available Upon Request	
O1: Documentation	\$ 5,640

Our normal billing practice is to bill based on actual time and materials expended, not to exceed the total budget. We would be more than happy to negotiate the appropriate level of effort for this project if we have scaled our approach out of line with the City's needs and/or expectations.

Task Order No. 2

Project Name: Electric Cost of Service Rate Update

The City of Bonners Ferry ("Client") hereby requests and authorizes FCS Group ("FCS GROUP") to provide the professional services and described below.

A. PROJECT TASK DESCRIPTION

- ✓ Initial project meeting
- ✓ Data collection
- ✓ Load, revenue and power cost projections
- ✓ Revenue requirement/financial plan
- ✓ Cost of service analysis
- ✓ Rate design
- ✓ Project review meetings/presentation

Task descriptions and deliverables are detailed in Exhibit A.

B. PRICING

Estimated cost to complete the electric cost of service rate update: not to exceed \$29,970. Written documentation will be provided upon request by the City for an additional \$5,640.

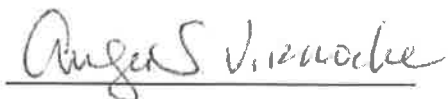
C. SCHEDULE OF DELIVERABLES

The parties expect the services under Task Order No. 2 to be completed by December 31, 2021.

The scope and services covered under this authorization shall be performed in accordance with all the terms and conditions in the On-call/Task Order Agreement dated _____, 20__ which is incorporated herein by reference.

APPROVED:

**FINANCIAL CONSULTING
SOLUTIONS GROUP, INC.**



Angie Sanchez Virnoche
Vice President/Principal

Date: 4/1/2021

APPROVED:

CITY OF BONNERS FERRY

Name:

Title:

Date: _____



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: Contract with Ripplinger Engineering Laboratories for GPR Unit #2 Replacement

The attached scope of service and professional service agreement with Ripplinger Engineering is to design and commission the generator protective relay (GPR) for generator #2. We have learned recently that our existing GPR's have hit their end-of-life service and are no longer supported by General Electric. Therefore, should the unit fail, we have no other options for correcting it other than to replace it. Staff would like to start that process of replacement for each GPR over the course of the next year(s). We are hopeful that if we start now, we will be able to replace each unit before we experience failure of any of the GPR's.

Please let me know if you have any questions.



PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made between The City of Bonners Ferry Governmental Entity, a political subdivision of the state of Idaho, herein "ENTITY" and, Ripplinger Engineering Laboratories herein "CONSULTANT".

The parties agree as follows:

1. SCOPE OF WORK: ENTITY engages CONSULTANT to perform the work associated with the Moyie Hydro Project specifically for the tasks design and commissioning of the Generator Protective Relay for generator #2. The scope of service is attached and incorporated by reference.
2. PAYMENT: ENTITY agrees to pay CONSULTANT for services rendered under this Agreement in an amount not to exceed without prior Council approval of \$12,000.00. The parties agree that CONSULTANT will invoice ENTITY for payment under this Agreement for services rendered herein.
3. RIGHT OF CONTROL: CONSULTANT has no obligation to work any particular hours or days or any particular number of hours or days. CONSULTANT agrees, however, that his other contracts or services shall not interfere with the performance of his services under this Agreement.
4. INDEPENDENT CONSULTANT RELATIONSHIP: CONSULTANT is an independent CONSULTANT and is not an employee, servant, agent, partner, or joint venturer of ENTITY. ENTITY shall determine the work to be done by CONSULTANT, but CONSULTANT shall determine the legal means by which it accomplishes the work specified by ENTITY.
5. FEDERAL, STATE, AND LOCAL PAYROLL TAXES: Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by ENTITY on behalf of CONSULTANT or the employees of CONSULTANT. CONSULTANT shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONSULTANT understands that CONSULTANT is responsible to pay, according to law, CONSULTANT's income tax. CONSULTANT further understands that CONSULTANT may be liable for self-employment (Social Security) tax to be paid by CONSULTANT according to law.
6. LICENSES AND LAW: CONSULTANT represents that he possess the skill and experience necessary and all licenses required to perform the services under this agreement. CONSULTANT further agrees to comply with all applicable laws in the performance of the services hereunder.
7. FRINGE BENEFITS: Because CONSULTANT is engaged in its own independently established business, CONSULTANT is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of ENTITY.
8. WORKER'S COMPENSATION: CONSULTANT shall maintain in full force and effect worker's compensation for CONSULTANT and any agents, employees, and staff that the CONSULTANT may employ, and provide proof to ENTITY of such coverage or shall provide proof that such worker's compensation insurance is not required under the circumstances.

9. **EFFECTIVE DATE:** This contract will run from the date at which it is signed by both parties until such time as the services are deemed no longer needed by the Mayor and Council or contract fulfillment is reached.

10. **INDEMNIFICATION:** CONSULTANT agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the act and/or any performances or activities of CONSULTANT, CONSULTANT's agents, employees, or representatives under this Agreement.

11. **WAIVER OF CLAIMS:** CONSULTANT, by signature of this document does hereby waive any rights to any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts up to \$1,000,000 against the ENTITY.

12. **NONWAIVER:** Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

13. **CHOICE OF LAW:** Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

14. **ENTIRE AGREEMENT:** This is the entire Agreement of the parties and can only be modified or amended in writing by the parties.

15. **SEVERABILITY:** If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

16. **ATTORNEY FEES:** Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

DATED this _____ day of _____, 20__.

ENTITY:

James R. "Dick" Staples, Mayor

CONSULTANT:

By Craig A. Puppington
Owner 30 March 21

ATTEST:

Christine McNair, Clerk

Form and content approved by Andrakay Pluid, as attorney for the City of Bonners Ferry.

Scope of Service- attached as Exhibit A

Ripplinger Engineering Laboratories

Telephone: 509-892-1375

Fax: 509-892-7471

Internet: R.E.L@comcast.net

4117 N. Garry Rd.

Otis Orchards, WA 99027



REL

23 March 2021

Lisa M. Aliport AICP
City Administrator
Mike Klaus, P.E.
City of Bonner's Ferry
7232 Main Street
Box 149
Bonner's Ferry, ID 83805

Dear Lisa and Mike:

RE:

REDESIGN MOYIE HYDRO GENERATOR PROTECTIVE RELAYING AND SYNCHRONIZING SYSTEM.

SCOPE OF WORK:

The existing Moyie Hydro generators are protected by General Electric 489 protective relays. Unfortunately, these relays have begun to fail and are not supported by the manufacturer with either spares or software. This is an unfortunate development with software driven apparatus.

The goal is to replace these relays with Schweitzer Engineering Laboratories (SEL) 700 Generator protection relays. SEL has had an excellent reputation in supporting all of its protection products introduced since 1982 and is the preferred manufacturer of this type of equipment. In addition, SEL apparatus has a meticulous reputation for reliability and quality.

In addition, the synchronizing system was not designed to operational satisfaction. The SEL 700 has provision for the synchronization of generators to the grid and may be utilized. The plant wiring must be modified to connect the synchronizing circuits of the SEL 700.

The following is an engineer's estimate for upgrading the Generator Protective Relaying and Synchronizing System at the Moyie Hydro:

Item	Description:	Quantity	Per Unit	Total
A	Engineering for redesign to install Schweitzer 700 differential protection system, one on first generator circuit. Other generating circuits will be similar and require less engineering	32 hrs	\$125	\$4000
B	Compose a parts list for items required install the SEL 700 and modify the synchronizing system	4 hrs	\$125	\$500
C	Calculate new protective relay and synchronization settings	6 hrs	\$125	\$750
D	Drafting to produce new set of prints; schematic and field wiring diagrams, print new drawings, stamp and seal with ID PE stamp	50 hrs	\$50	\$2500
E	Field assistance to install and commission system, program SEL relays.	24 hrs	\$125	\$3000
F	Vehicle mileage	600	\$0.75	\$450
G	Hotel	2	\$100	\$200
H	Per diem	3 day	\$75	\$225
Engineering Estimate Total				\$11625

This does not include any tax. Estimate valid for 30 days.

Sincerely,



Craig A. Ripplinger, P.E.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: Request to reduce the number of PZ Commissioner Members from 7 to 5.

For the past two years the PZ Commission has struggled to maintain the seven members currently approved by Council. There are now two positions open, and one has been open for since spring/summer of 2019. The Mayor and I have attempted to fill the position but have not found success. The former Mayor even placed a request for interest in one of the newsletters and we did not receive any qualified responses.

With a seven-member Commission, there is a minimum of four Commissioners needed to meet the quorum status and many times this number cannot be reached. Just recently another Commissioner member has stepped away from their position and the loss of this member reduces the opportunity for quorum even more. This brings the current seats down to five.

Under the Bonners Ferry City Code 2-1-2:

2-1-2: MEMBERSHIP; VACANCIES; COMPENSATION:

- A. Appointment: The commission shall consist of a minimum of five (5) and not more than seven (7) members, appointed by the mayor and confirmed by the council.

A motion to reduce the number to five members would be needed for the Commission to not have to fill the remaining two seats.

Please let me know if you have any questions.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: Comprehensive Plan Grant- Blue Cross of Idaho Foundation

The City, working with the Blue Cross Foundation, has been offered an award for up to \$50,000.00 to assist the city with a rewrite of our comprehensive plan. The Foundation is very interested in learning how folding in health into a city's long range planning document will affect long term health benefits to the city's residents. They are supporting this program as a pilot program within their foundation.

The foundation has selected the city because of our previous relationship and work completed under the community transformation grant. Based on the good work we accomplished with the foundation, they would like to continue to see their investment grow in the city.

This is truly an incredible opportunity since there has never been a grant/funding source for comprehensive plan assistance in the state of Idaho. The first community to be offered this was the City of Driggs, which completed their comprehensive rewrite back in 2020. Bonners Ferry is only the second city in the state to be offered this chance.

If acceptable by the City Council, we will work with the Blue Cross Foundation to determine how we are to fold in their five determinates of health into our long-range plan. I anticipated that we will need to develop a request for qualification (RFQ) from qualifying consulting firms and from that selection of a qualified consultant will need to take place. This is a similar process we went through for the City's Transportation Plan.

The Foundation will likely present an engagement letter in the coming weeks that they will want Council to approve. Staff and the Foundation will work to develop the goals, objectives and measurable outcomes of the pilot program that will likely be folded into the deliverable by the city's consulting firm. It will be an exciting experience that I am thrilled to be given the opportunity to do.

I would be happy to take any questions by any member of our leadership or the public on what this opportunity can lead us towards, should you have them. Thank you.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 1, 2021
RE: URA- Administrative Services

The Urban Renewal Agency (URA) met with the Mayor and Staff to discuss the opportunity to take over the administrative services of the Urban Renewal Districts. Panhandle Area Council (PAC) gave notification that on April 1, 2021 they will no longer be able to provide this service to the URA.

PAC was paid for this using fund from the proceeds of the tax increment, and the Agency felt it was first appropriate to offer the services to the city before going outward to hire a business. After meeting with the district, the Mayor would like to bring the decision to Council as an action item.

Based on our discussion, the overall workload would be around 3-4 hours per month, depending on the schedule of the agency and tasks they must meet upon. The administration includes managing the financial records as well as schedule meetings and producing minutes. In addition, staff would produce the yearly status report.

In exchange for completing these tasks, we believe we can request reimbursement for the work in the amount of \$600.00 per month. Since the funds are general funds, they would go directly into the general fund account.

If Council agrees to the administration of the Urban Renewal Agency, then a motion to authorize staff to engage with the URA for this is requested. In addition, if supported, staff requests that council also stipulate the rate of monthly pay you wish to request.

Thank you.