

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 a city that welcomes all people.

**AGENDA
CITY COUNCIL MEETING
Bonnors Ferry City Hall
7232 Main Street
267-3105
November 15, 2022
6:00 pm**

Join video Zoom meeting: <https://us02web.zoom.us/j/176727634>

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PRESENTATION

III-A annual report by Amy Manning

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/Urban Renewal District/SPOT/Golf/EDC

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the November 1, 2022 Council meeting minutes
4. Treasurer's Report

NEW BUSINESS

5. **Electric** – Discuss and authorize publication for a Sole Source Procurement with Schweitzer Engineering Laboratories (attachment) {action item}
6. **Electric** – Consider the Moyie Hydro Plant job description (attachment) {action item}

ADJOURNMENT

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
November 1, 2022
6:00 pm**

Mayor Dick Staples called the Council meeting of November 1, 2022, to order at 6:00 pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson, Rick Alonzo and Ron Smith. Also present were: City Attorney Andrakay Pluid, City Engineer Mike Klaus, City Administrator Lisa Ailport, Clerk/Treasurer Christine McNair and Police Chief Brian Zimmerman. Members of the public present were: Emily Bonsant, Jerry Higgs, Kathy Walk, Loretta Hunsaker, Clark Fairchild, Tom Oxford and David Clark.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

No public comments were given

REPORTS

City Engineer Mike Klaus met with a consultant regarding the Moyie Dam relicensing.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
 2. Approval of Bills and Payroll
 3. Approval of the October 18, 2022 Council meeting minutes
- Valerie Thompson moved to approve the consent agenda. Brion Poston seconded the motion. The motion passed. Valerie Thompson – yes, Brion Poston – yes, Ron Smith – yes, Rick Alonzo – yes

NEW BUSINESS

4. **City** – Consider Resolution 2022-007 for fee increases (attachment) {action item}
Lisa said she had some scrivener's errors in the last resolution that was presented to Council last month. The publication was correct and this resolution is correct as well. Ron Smith moved to approve Resolution 2022-007 for fee increases. Rick Alonzo seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston – yes
5. **Water and Sewer** – Consider authorizing the Mayor to sign the contract with HMH Engineering for Highway 95 crossings (attachment) {action item}
Mike said the engineer working on the next phase of the Highway 95 project will review the feasibility of the two water and sewer crossings. If the crossings are feasible the next step will be designing the crossings. Lisa said the transportation and comprehensive plans both plan for growth in the area just South of the City Limits. Rick asked if ITD will agree with the crossings. Mike said ITD is aware the discussion. Valerie Thompson moved approve the contract with HMH Engineering for \$6,500 for the water and sewer Highway 95 crossings between LaBrosse Hill and Pine Island. Rick Alonzo seconded the motion. The motion passed. Brion Poston – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
6. **Planning and Zoning** – Consider the final plat for Scott Bourassa's minor subdivision (attachment) {action item}
Lisa said a minor subdivision does not require the extension of water and sewer or roads. Brion asked if this went through Planning and Zoning. Lisa said a minor subdivision does not go through Planning and Zoning, it's an administrative decision. Rick Alonzo moved to approve and authorize the Mayor to sign the final plat for Scott Bourassa's minor subdivision. Ron Smith seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston - yes
7. **City** – Discuss the budget shortfalls {action item}
Mayor Staples said the shortfall is two-fold. The first being this year and the second is the ensuing years. There has been discussion regarding selling some city property. Lisa said there is some property outside of the city limits that is potentially able to sell. There is a 13-acre parcel that can be split from a large parcel on Eileen Road, if Council is interested in pursuing that. It will require going through the County's process for a land split. Brion asked the estimated value. Mayor Staples said the estimate is \$275,000-\$325,000. Valerie said the reason for selling assets is to maintain the current level of service. Mayor Staples said there will have to be additional cuts. The pool is an expensive item to maintain and might not be able to open this year. It will depend on the amount of the land sale. Brion said it might be possible to sell the pool to the County and let them run it. Mayor Staples said it is worth looking into. Brion doesn't want to see the pool closed.

Brion asked if there are any ARPA funds left. Lisa said there are approximately \$144,000. Ron wants to make sure that personnel is the last option for any cuts. Clark Fairchild asked when the Supreme Court decision was. Andrakay said it was 2017. Mayor Staples said we just found out. Kathy Walk asked what other cities in Idaho are doing. Mayor Staples said some cities are continuing and others aren't. Valerie said most cities don't have an electric department or their own dam. Jerry Higgs asked about a one cent local option tax. Lisa offered to speak with anyone that has more questions. Tom Oxford asked how much it costs to run the pool. Lisa said approximately \$80,000 - \$100,000. Lisa said there are three ways to raise revenue: base rate increase of property tax, local option tax or cutting services. There are stipulations for the local option tax. Lisa recommends creating an advisory committee. Mayor Staples said it is the City residences that vote on whichever option is on the ballot.

8. **Electric** – Consider the revised Policy IV. D Electric Service Standards (attachment) {action item}
Christine said Kevin requested the modifications to the standards. Valerie asked why the section of 5a was removed. Christine said she will ask Kevin. The item was tabled for a future meeting.

9. **City** – Consider Barb LePoidevin plus volunteers decorating the Georgia Mae Plaza for Christmas {action item}
Rick Alonzo moved to approve Barb LePoidevin and volunteers to decorate the Georgia Mae Plaza for Christmas. Ron Smith seconded the motion. The motion passed. Brion Poston – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **City** – Discuss the Christmas party {action item}
Ron said it will not look good to have a City paid Christmas Party. Rick Alonzo moved to not have a City paid for Christmas party this year due to the budget constraints. Ron Smith seconded the motion. The motion passed. Brion Poston – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. **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}
Rick Alonzo moved to enter into 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. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston – yes

Entered into executive session at 6:58 pm.
Executive session ended at 7:12 pm with no action taken.

ADJOURNMENT

The meeting adjourned at 7:12 pm.

Notice to Award Sole Source Procurement

The City of Bonners Ferry hereby publishes notice of intent to award a sole source procurement. This notice is being given pursuant to Idaho Code 67-2808(2)(a)(ii).

The sole source procurement is between Schweitzer Engineering Laboratories (SEL) and the City of Bonners Ferry. The City of Bonners Ferry proposes to purchase, install and commission an update to the Moyie hydroelectric automation system using SEL's proprietary equipment. In addition to the equipment, the knowledge and expertise of the engineers at SEL will be used to install and commission such equipment. The city has already invested in SEL equipment on the generating protective relay, and it is imperative that we use the same equipment and engineering for full automation at the Moyie Hydro project to be successful.

The City of Bonners Ferry has determined that compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration and thus warrants sole source procurement.

Any interested vendor may file a challenge to this sole source procurement not more than five (5) working days from the last date of public notice in which any vendor, able to sell or supply the item(s) to be acquired, may notify the City of Bonners Ferry of purchasing, in writing, of his intention to challenge the sole source procurement and briefly explain the nature of the challenge. Notice should be provided to:

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

Please publish: November 24, 2022



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: November 9, 2022
RE: Approval of Moyie Hydro Plant Job Description

The attached job description for the Hydro Plant Superintendent is before you for the following reasons. First, the current Hydro foreman has announced his retirement in July of 2023 and at this time I would like to take this opportunity to modify the job description before opening the position for replacement. It is our hope that we can hire the position and overlap the jobs for approximately 6 months, so the new Superintendent can co-learn with the existing Foreman.

Second is the opportunity to change the current position pay structure from hourly to salaried. The current foreman is set to make around \$92,000 this year at a rate of \$39.18 per hour. The other main operator ranges between \$70,000-\$79,000.00 at a rate of \$35.28 per hour.

If the salaried position is approved, I suggest that we look to advertise the position as a salaried range from \$85,000.00 to \$95,000.00 to allow for the city hire someone who has experience with operations of a hydro but within the range of what we are currently paying.

Lastly is the change to the structure of the position. Currently the organizational chart has the foreman under the electric superintendent. The new job description provides for the position to work directly under the supervision of the city administrator. This change provides for the superintendent to take on more of a leadership role at the facility. This is something that we have been watching over the course of the last two years and feel it is a necessary and valuable added responsibility of the position.

FISCAL IMPACT STATEMENT:

The change of the position from an hourly to a salaried position will provide financial stability to the city's yearly budget cycle. While it appears that we are paying more per hour, if calculated by a flat 2080 hours per year, when we lump in the overtime and standby time that the city pays, we are closely following what we have paid overall in years past. Therefore, the fiscal impact of this change is negligible on the overall budget of the electric department.

Please let me know if you have any questions.



JOB TITLE: MOYIE HYDRO FACILITY SUPERINTENDENT
PAY RANGE: \$85,000-95,000.00, DOE
STATUS: FULL-TIME, SALARIED
SUPERVISOR: CITY ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

Performs supervisory duties to ensure efficient operation of the hydroelectric generation system. Works well with City employees of all departments and the public. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF CLASS:

Incumbents in this class report directly to the City Administrator or his or her designee.

EXAMPLES OF DUTIES:

Assigns work schedules; Trains new operators; Supervises the general operation of the plant; Directs the maintenance of the yard and plant; Supervises the record keeping for the plant; Submits meter reads to the office; Inspects plant and machinery regularly and advises City Administrator of necessary major repairs.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of electricity and power plant operation; turbine and generator maintenance; ability to give written and oral instructions and supervision of plant operators; ability to teach and train subordinates in maintenance and plant operations; ability to maintain records and make reports.

PHYSICAL REQUIREMENTS:

While performing the duties of these jobs, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is required to stand, walk, talk, hear, sit, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift up-to 100 pounds. Specific vision abilities required by this position includes close vision, distance vision, color vision, depth perception and the ability to adjust focus.

The location of the power plant is at the bottom of 312 steps. The operator must be in good physical condition to climb in and out of the power plant, sometimes multiple times in a day.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Any combination of training and experience equivalent to graduation from high school which provides the required skills, knowledge and abilities. Two years of experience in the operation and maintenance of a power plant.

SPECIAL REQUIREMENTS:

First aid and CPR certifications.

PREFERRED REQUIREMENTS:

Preferred but not required, Class A CDL license.

Understanding of SEL equipment and system operations