

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 accommodation 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
August 15, 2023
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

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

NEW BUSINESS

3. **CITY {action Item}** [attachment]- Consider fee waiver by Commissioner Ben Robertson for a building permit for Boundary County.
4. **STREET {action Item}** [attachment]- Authorize to have the mayor sign Local Transportation Strategic Initiative for Ash St.
5. **SEWER {action Item}** [attachment]- Consider approval of sewer main extension plans for AN05-23 (Grace Bible/Two Bews)
6. **SEWER {action Item}** [attachment]- Consider authorization of material purchase for sewer main extension serving AN05-23 (Grace Bible/Two Bews).
7. **ELECTRIC {action Item}** [attachment]- Consider request by City Administrator for merit bonus.

ADJOURNMENT

Posted at City Hall on _____



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: August 10, 2023
RE: Admin Update

FY2023 Budget

Included with my memo for this council meeting is a budget summary of the General Fund through July of this year. A quick review of the budget shows that after receipt of the second installment of property tax, the city expenses and revenues have recovered some. However, the summary shows that our expenses still exceed our revenues by approximately \$160,000.00. When the city took the general fund transfer, typically those funds would be transferred until after the audit was completed. The city considered these funds as accrued income, not yet received. That said, our contingency/reserve funds help float the general fund until all the revenue is received and our deficit at this time is a normal yearly occurrence.

FY2024 Budget

Staff has sent the FY2024 draft budget to the Herald for publication of the public hearing set for September 5th. The draft presentation of the budget has been prepared and will be presented at the public hearing for both the council and the public to hear.

City Yearly Fee Workshop

Each year Council and staff do a fee workshop to discuss changes in the fees. This year that date is tentatively set for August 29, 2023. Any changes to the fees in excess of 5% requires the city to hold a public hearing. Staff will present fee increases, at a minimum, in the following areas:

- Utility rate increases (water, sewer and electric)
- Building Permit rate increases- to 2018 IBC evaluation form
- Swimming Lesson rate increases
- Garbage rate increase
- Any other rate changes the council wishes to discuss.

2022/2023 budget year- GENERAL FUND SUMMARY

Expenses	2023 Budget	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	
General Govnt	\$ 253,843.00	\$ 82,979.94	\$ 134,522.43	\$ 152,952.21	\$ 171,490.77	\$ 201,451.16	\$ 161,611.33	\$ 190,783.89	
Police	\$ 781,987.00	\$ 235,656.70	\$ 295,763.79	\$ 361,448.42	\$ 411,575.98	\$ 471,237.77	\$ 543,668.17	\$ 596,456.87	
Fire	\$ 298,902.00	\$ 65,611.34	\$ 88,107.13	\$ 102,722.53	\$ 115,774.23	\$ 132,280.90	\$ 192,790.43	\$ 207,008.71	
Animal Control	\$ 12,021.00	\$ 2,902.46	\$ 3,841.93	\$ 4,922.30	\$ 5,889.95	\$ 6,857.60	\$ 7,825.25	\$ 8,792.90	
Streets	\$ 619,802.00	\$ 142,160.35	\$ 181,276.06	\$ 211,955.37	\$ 240,395.70	\$ 273,822.64	\$ 308,522.52	\$ 352,317.84	
Visitor Center	\$ 27,540.00	\$ 7,181.44	\$ 10,155.35	\$ 12,433.68	\$ 13,841.95	\$ 15,946.02	\$ 17,857.91	\$ 19,718.59	
Parks	\$ 54,245.00	\$ 20,089.59	\$ 22,527.55	\$ 23,779.95	\$ 25,708.21	\$ 42,943.46	\$ 42,943.46	\$ 48,250.06	
Pool	\$ 79,006.00	\$ 5,192.10	\$ 6,446.43	\$ 7,149.49	\$ 7,149.49	\$ 9,990.48	\$ 29,808.16	\$ 51,899.77	
Golf	\$ 152,376.00	\$ 33,244.90	\$ 38,526.76	\$ 44,863.63	\$ 58,309.40	\$ 81,255.06	\$ 101,615.05	\$ 116,662.10	
EDC	\$ 70,326.00	\$ 28,663.61	\$ 33,822.75	\$ 38,793.32	\$ 43,484.94	\$ 48,910.75	\$ 55,948.18	\$ 60,624.89	
Slough	\$ 20,199.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Vehicle Maint. & Shop maint.	\$ -	\$ 5,220.87	\$ 11,787.32	\$ 14,891.42	\$ 15,761.80	\$ 18,739.31	\$ 20,019.26	\$ 22,282.41	
Grand Total	\$ 2,370,247.00	\$ 628,903.30	\$ 826,777.50	\$ 975,912.32	\$ 1,109,382.42	\$ 1,303,435.15	\$ 1,482,609.72	\$ 1,674,798.03	71%
Contingency	\$ 527,796.00								
	\$ (165,074.00)	\$ 36,018.36	\$ (126,627.44)	\$ (180,335.32)	\$ (90,067.17)	\$ (185,413.02)	\$ (242,875.08)	\$ (159,922.90)	
Income									
	2023 Budget	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	
Property Tax	\$ 742,274.00	\$ 433,250.41	\$ 433,250.41	\$ 436,530.73	\$ 436,530.73	\$ 444,425.67	\$ 490,032.57	\$ 702,197.84	
Intergovernmental	\$ 891,100.00	\$ 100,410.23	\$ 130,417.23	\$ 130,417.23	\$ 261,604.32	\$ 261,604.32	\$ 261,604.32	\$ 277,424.20	
Charges for service	\$ 22,000.00	\$ 6,011.69	\$ 7,996.49	\$ 7,996.49	\$ 10,101.20	\$ 13,613.60	\$ 16,209.96	\$ 18,325.06	
Licenses	\$ 46,800.00	\$ 14,083.23	\$ 14,083.23	\$ 18,445.67	\$ 19,626.12	\$ 22,020.62	\$ 57,116.62	\$ 61,426.48	
Court Fines	\$ 40,000.00	\$ 10,197.73	\$ 10,197.73	\$ 12,686.68	\$ 12,686.68	\$ 18,140.22	\$ 21,124.18	\$ 21,124.18	
Agency Support	\$ 96,826.00	\$ 33,284.14	\$ 36,284.14	\$ 36,284.14	\$ 74,702.30	\$ 74,702.30	\$ 74,702.30	\$ 74,702.30	
Recreation charges									
Pool	\$ 18,500.00	\$ -	\$ -	\$ -	\$ -	\$ 15,044.34	\$ 17,966.03	\$ 20,873.58	
Golf	\$ 177,523.00	\$ 26,858.85	\$ 28,130.62	\$ 30,104.39	\$ 104,135.33	\$ 167,242.08	\$ 176,334.52	\$ 203,309.98	
Misc., Franchise etc.	\$ 73,315.00	\$ 25,035.58	\$ 26,601.63	\$ 107,673.09	\$ 87,351.47	\$ 88,422.93	\$ 111,494.19	\$ 121,215.92	
Other	\$ 10,600.00	\$ 15,789.80	\$ 13,188.58	\$ 15,438.58	\$ 12,577.10	\$ 17,246.99	\$ 18,334.05	\$ 19,459.69	
Interest	\$ 86,235.00	\$ -	\$ -	\$ -	\$ -	\$ (4,440.94)	\$ (5,184.10)	\$ (5,184.10)	
Total Income	\$ 2,205,173.00	\$ 664,921.66	\$ 700,150.06	\$ 795,577.00	\$ 1,019,315.25	\$ 1,118,022.13	\$ 1,239,734.64	\$ 1,514,875.13	69%

Budget Summary thru 7/31/23

The city budget has recovered some since June's financial statement. This is because the city has received the second remittance of property tax that was sent to the city on or around 7/30/2023. The sale of the Eileen road property is proposed to be auctioned off on August 23, 2023, at city hall. Staff is hopeful that with the sale of that land and the remaining sales tax revenue that is being withheld until our 2021 audit is completed, the city will end the year ending with a positive balance. That means, with the savings that we were able to make this year, along with the revenue from the LOT, the sale of the Eileen property, the contribution by the county and the reimbursement from LHTAC, the city should be able to replace all of the lost revenue that occurred with the General Fund Transfer. Future years will rely on the LOT to replace the revenue lost with the General Fund Transfer.

With two months left in the FY2022/2023, our spending is down approximately 12% over the published budget. Another way to look at it, our spending more closely aligns with the 8th month of the fiscal year (May) and July is the 10th month of the fiscal year. These savings will prove useful as we look to finish the year with our expenditures and revenues being in line with each other with the prediction that our revenues will exceed our expenditures slightly. The City's contingency (or savings account) is the main source of funding keeping the city afloat while we wait for our additional revenues to come in from the state and the county.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: August 9, 2023
RE: Fee Wavier Request for Boundary County

The city has been approached by the county to consider fee wavier of the city's building permit fees. In 2020, a similar request was made by the county regarding the fees associated with the armory remodel.

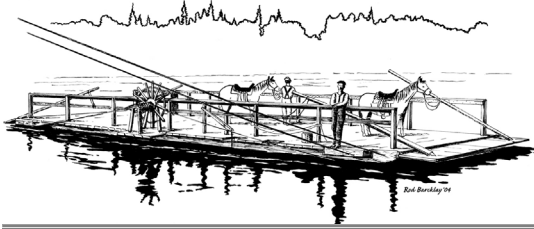
The attached minutes show that the council, considering the actual costs associated with processing the permit, needed to be captured and any remaining (city's portion) could be considered waived. At the time, it appeared that the portion of the city's kept was around \$200.00 of the ±\$5,000.00 permit.

The city contracts its building permit zoning to Ruen Yeager and Associates and the building inspections are contracted to the Idaho State Building and Safety. After all the contractors are paid the remaining portion is kept by the city to cover city labor and overhead. According to the minutes of the January 7, 2020, meeting the council was considering covering this, but I cannot show where the final decision was made.

That said, the city's hard costs are essentially the cost of the fees that we receive. Current building permit fees represent \$15,525.06 and expenses are \$14,712.11 which comprises both RYA contracts costs and the State of Idaho. The remaining amount represents around 4% of the cost.

Staff recommends that the city ensure that our hard costs are covered and that the only fee's that are waived are those that are in excess of our hard costs (roughly 4%).

Please let me know if you have any questions.



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: January 2, 2020

RE: County Request to Waive Building Permit Fees

The attached letter signed by Commissioner Dan Dinning, requests that the City waive our portion of the building permit fee associated with Boundary County's armory remodeling project.

The assessed fee for this permit is \$4,943.81, of which the Department of Building and Safety (DBS) receives \$3,363.30. This amount reflects 68% of the total fee which covers both the plan review and the building inspections. The remaining fee is then split between Ruen-Yeager and Associates (RYA) and staff time to do the administration and zoning review.

Last year's invoices shows that we paid RYA, on average, 28% of the overall building permit fees for the zoning and deed research review. I do expect a similar cost from RYA on this permit as well. Combining this rate and the DBS portion, that leaves about 4% of the remaining fee that go towards city overhead. Four percent of this charge is \$197.75.

It is my recommendation that should council consider a fee waiver, that they not waive any costs that are directly billed to the City. This includes the DBS portion and RYA's portion.

Please let me know if you have any questions.

From: [Ryan Luttmann](#)
To: [Lisa Ailport](#)
Subject: Ash Street Improvements Project
Date: Monday, August 7, 2023 12:11:19 PM
Attachments: [LTP Grant Application - City of Bonners Ferry - DRAFT.pdf](#)

Lisa,

Attached are the ITD grant application forms for the Local Transportation Grant Program for your consideration. The City will need to sign page 5 for the grant submittal. This grant program is funded with one-time State General Funds that were recommended by the Governor and approved by the Legislature. These funds do not require a local match and are intended to mitigate the impact of state highway projects on local roads, up to \$2,000,000 in grant award. At this time, I have placed “up to \$2,000,000” in the amount requested on page 4. The amount requested will be updated as we finalize the cost estimates and other supporting information that is listed on the bottom of page 4. We will continue to work with you to complete the supporting information and gather the letters of support before the September 1 submittal deadline.

The preliminary cost estimates look like the scope of work proposed will be below the grant award limit. The grant application is to reconstruct a portion of Ash Street and Oak Street, expand the existing stormwater infrastructure within Ash Street and replace the deteriorated sidewalk along the south side of this corridor. The proposed project limits on Ash Street begin west of Plaza Street, go east to Oak Street, and continue to intersection of Oak Street and Georgia Street.

Let me if you need anything additional, prior to the August 15 Council meeting.

Thank you,

Ryan



Ryan Luttmann, P.E. | Senior Project Manager
102 S Euclid Ave, Ste 107 | Sandpoint, ID 83864
208.946.4380 (direct) | 208.627.7775 (cell) | rluttmann@centurywest.com
www.centurywest.com

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Your Economic Opportunity.*

Idaho Strategic Initiatives Grant Program

Local Transportation Grant Program

City of Bonners Ferry Application

ITD Contact:

Scott Luekenga, Planning & Development Manager
Scott.luekenga@itd.idaho.gov
(208) 334-8057



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Your Economic Opportunity.***

Submit applications via electronic means to LTPGrant@itd.idaho.gov. When transmitting the application include all supporting maps, letters, and other documents, as a pdf. If the file size exceeds e-mail transmittal capabilities (15MB), submit using a thumb drive and send via FedEx/UPS delivery to the following address:

Idaho Transportation Department
Attn: Scott Luekenga
HQ – Highway Planning and Development Services
P.O. Box 7129
Boise, Id. 83707-1129



***Your Safety.
Your Mobility.
Your Economic Opportunity.***

Applicant Information

Applicant: City of Bonners Ferry

Mailing Address: PO Box 149
City: Bonners Ferry
State: Idaho
Zip Code: 83805

Contact person: Lisa Ailport, AICP
Title: City Administrator
Phone: (208) 267-3105
Email: lailport@bonnersferry.id.gov

Co-Applicant (if different from Applicant):

Mailing Address:
City:
State:
Zip Code:

Contact Person:
Title:
Phone:
Email:



***Your Safety.
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Your Economic Opportunity.***

Project Title: Ash Street Improvements Project

Local Highway Agency Name: City of Bonners Ferry

Local Highway Agency Address: PO Box 149, Bonners Ferry, ID 83805 (mailing)
7232 Main St., Bonners Ferry, ID 83805 (physical)

*Contact Name: Lisa Ailport, City Administrator

Phone: (208) 267-3105

Email: lailport@bonnersferry.id.gov

*Please list the person from your agency we should call if we have any questions on this project application.

Amount Requested: up to \$2,000,000.00

Total Amount of Project: up to \$2,000,000.00

Amount and Source of Other Funds: \$0.00

Please provide the following supportive information in the order listed below.

1. Provide a description of the proposed project. Include the importance and need of the project, the regional benefit, and the overall impact to the local transportation system. (limit 1 page).
 - a. Include map of project location
 - b. Include project area photos
2. Provide project scope, construction limits and permits, schedule and estimated project cost.
3. Do you have all right-of-way (R/W) for your project? Explain (limit ½ page). Provide documentation of R/W, easements, or commitments.
4. Are your engineering plans ready to bid or will they be ready within 6 months of grant award? Provide explanation of progress to date, and evidence of current project development (plan set).
5. How does the project mitigate the impacts of state highway projects on local roads, OR why is the project economically significant and require the assistance of the Idaho Transportation Department? (limit 1 page)
6. Do you have community support for your project? Include unique letters of support from the supporting partners including Local/Rural planning groups, Metropolitan Planning Organizations, law enforcement, fire department, police department, school district, local businesses, etc. (limit 5 single page letters)



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FY2024 LOCAL TRANSPORTATION PROJECT GRANT PROGRAM AGREEMENT FORM

Please complete the form with the appropriate signing authority at the bottom of the form. Return the form with your completed application.

Local Highway Jurisdiction: City of Bonners Ferry

Signing Authority: James R. "Dick" Staples

Position: Mayor

Project Name: Ash Street Improvements Project

Receiving this grant requires the Local Highway Agency to agree to the following program requirements:

- Prepare plans and bid documents
- Provide a construction schedule before construction begins
- Follow State Procurement Rules for advertising, bidding and award of contracts
- Provide construction oversight and project administration
- Provide a project close-out report including a summary of project accounting, and before and after pictures upon project completion
- Complete project construction

ACKNOWLEDGED BY

SIGNATURE

DATE



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Your Economic Opportunity.*

FY2024 LOCAL TRANSPORTATION PROJECT GRANT PROGRAM SCORING CRITERIA

1. Description of project; 15 pts
 - a. Excellent description including need, agency & financial benefit + Safety; 15 pts
 - b. Excellent description including need, agency & financial benefit, 10-14 pts
 - c. Adequate description of need/benefit, 5-9 pts
 - d. Poor description of need/benefit, 0-4 pts
2. Scope, limits, estimate; 15 pts
 - a. Feasible scope/schedule, project size, necessary permits/environmental agreements, reasonable project cost; 11-15 pts
 - b. Some concerns with scope, schedule, project cost etc.; 6-10 pts
 - c. Major concerns with scope, project cost; 1-5 pts
3. R/W or easements; 10 pts
 - a. If no additional R/W is needed (own property, have executed property use agreements/easements, etc.); 10 pts
 - b. May need property use agreement for small amount of work on property, or if LHJ has letters of commitments; 5-9 pts
 - c. R/W needs to be acquired including # of parcels; 1-4 pts
4. Bid ready; 20 pts
 - a. Plans in hand, ready to bid; 17-20 pts
 - b. 75% plans or feasible to develop within 3 months of grant award (verified by scope); 12-16 pts
 - c. 50% plans, needs considerable work; 8-11 pts
 - d. 25% plans; 4-7 pts
 - e. Concept/less; 1-3 pts
5. Describe how the project mitigates the impacts of a state highway projects OR why the project is economically significant and requires assistance from the Idaho Transportation Department; 30 pts
 - a. If the project is directly impacted by a state highway system project or funding a project would be an economically infeasible for the local agency; 20-30 pts
 - b. If project is indirectly affected by a state highway system project or the project would be an economic hardship for the local agency; 10-19 pts
 - c. Other explanation; 1-9 pts
6. Support/Partnerships; 10 pts
 - a. Unique, diverse, and excellent letters or statements of support; 8-10 pts
 - b. Form letters or non-diverse letters of support; 4-7 pts
 - c. Poor community support; 1-3 pts



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: August 9, 2023

RE: Water and Sewer – South Bonners Ferry - Sewer Main Extension

The attached plans to a sewer main between the Grace Bible Church and the Stolley property on some newly annexed property at the south end of Bonners Ferry adjacent to highway 95, have been reviewed by City staff. .

Staff recommends City Council approval of these plans to facilitate current and future sewer connections in this area. Please contact me with any questions you may have about this recommendation.

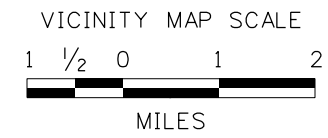
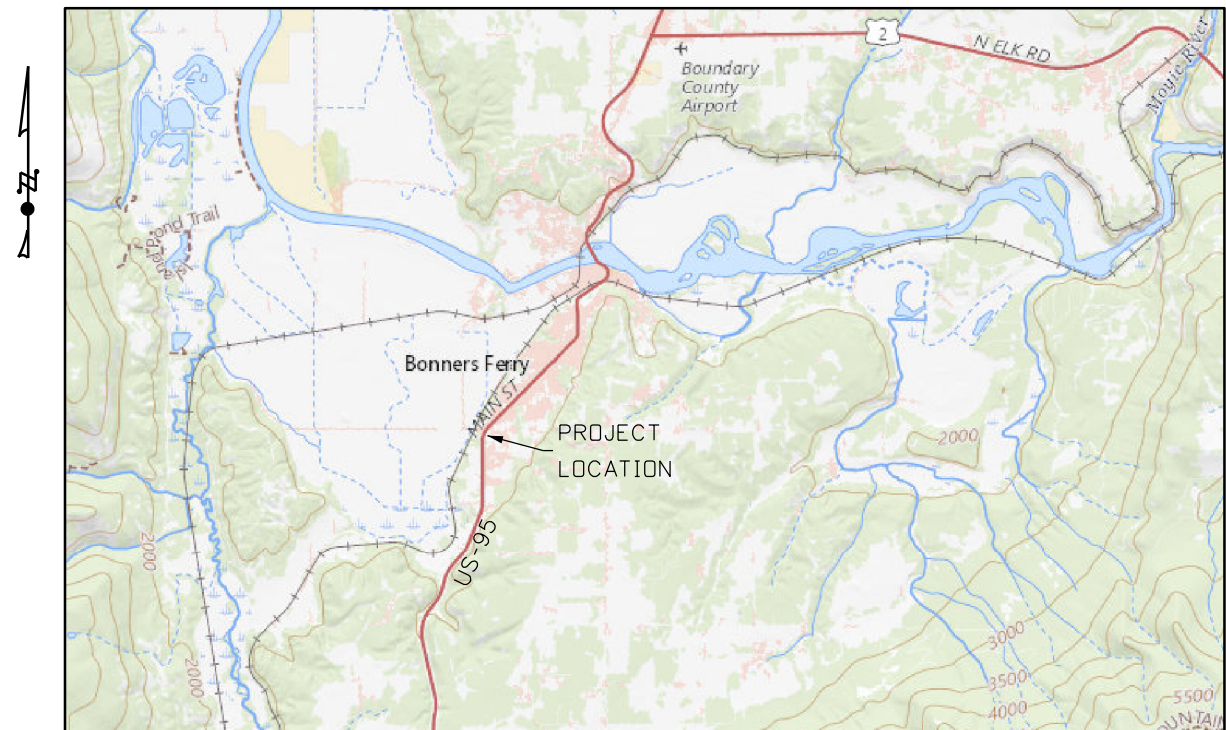
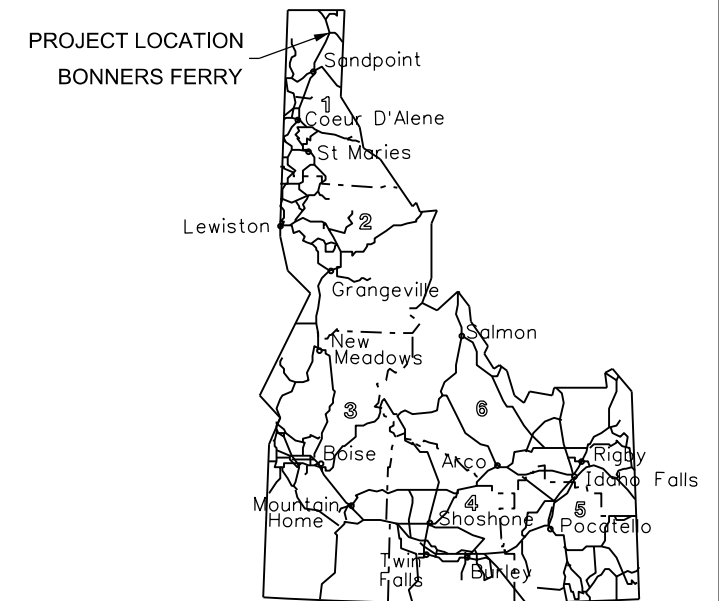
Thank you,

Mike

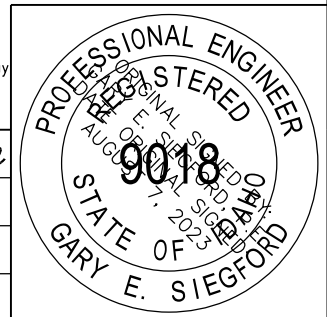
INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	SURVEY CONTROL
3	SANITARY SEWER PROFILE
4	SANITARY SEWER DETAILS

CITY OF BONNERS FERRY WATER & SEWER DEPARTMENT

CITY OF BONNERS FERRY SEWER EXTENSION BONNERS FERRY, ID



ORIGINAL STORED AT:
HMH Engineering
3882 N. Schreiber Way
Coeur d'Alene, ID
83815



REVISIONS			
NO.	DATE	BY	DESCRIPTION

THE DIMENSIONS SHOWN ON THE PLANS SHALL BE ATTAINED WITHIN LIMITS OF PRECISION THAT GOOD CONSTRUCTION PRACTICES WILL PERMIT

SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
CADD FILE NAME M22028_TITL_01
DRAWING DATE: August 2023

HMH engineering
3882 N. Schreiber Way, Suite 104
Coeur d'Alene, ID 83815
(208) 635-5825

TITLE SHEET
CITY OF BONNERS FERRY
SEWER EXTENSION
BONNERS FERRY, ID

English
COUNTY BOUNDARY
SCALE AS SHOWN
SHEET 1 OF 4



SCALES IN FEET
 HORIZONTAL 50 0 50 100 FEET

POINT	NORTHING	EASTING	ELEVATION	DESCRIPTION
2211	2555118.850	2483758.066	1852.93	FOUND 5/8" REBAR AND CAP BY PLS 7877
2212	2555281.072	2483759.416	1851.98	FOUND 5/8" REBAR AND CAP BY PLS 7877
2213	2555915.147	2483879.917	1847.04	FOUND 2" ALUMINUM CAP BY PLS 13173
2214	2555794.131	2483878.119	1847.29	FOUND PK NAIL

REVISIONS			
NO.	DATE	BY	DESCRIPTION

DESIGNED M. LEVESEY	SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
DESIGN CHECKED G.E. SIEGFORD	
DETAILED M. LEVESEY	CADD FILE NAME M22028 PLAN 02
DRAWING CHECKED G.E. SIEGFORD	DRAWING DATE: August 2023

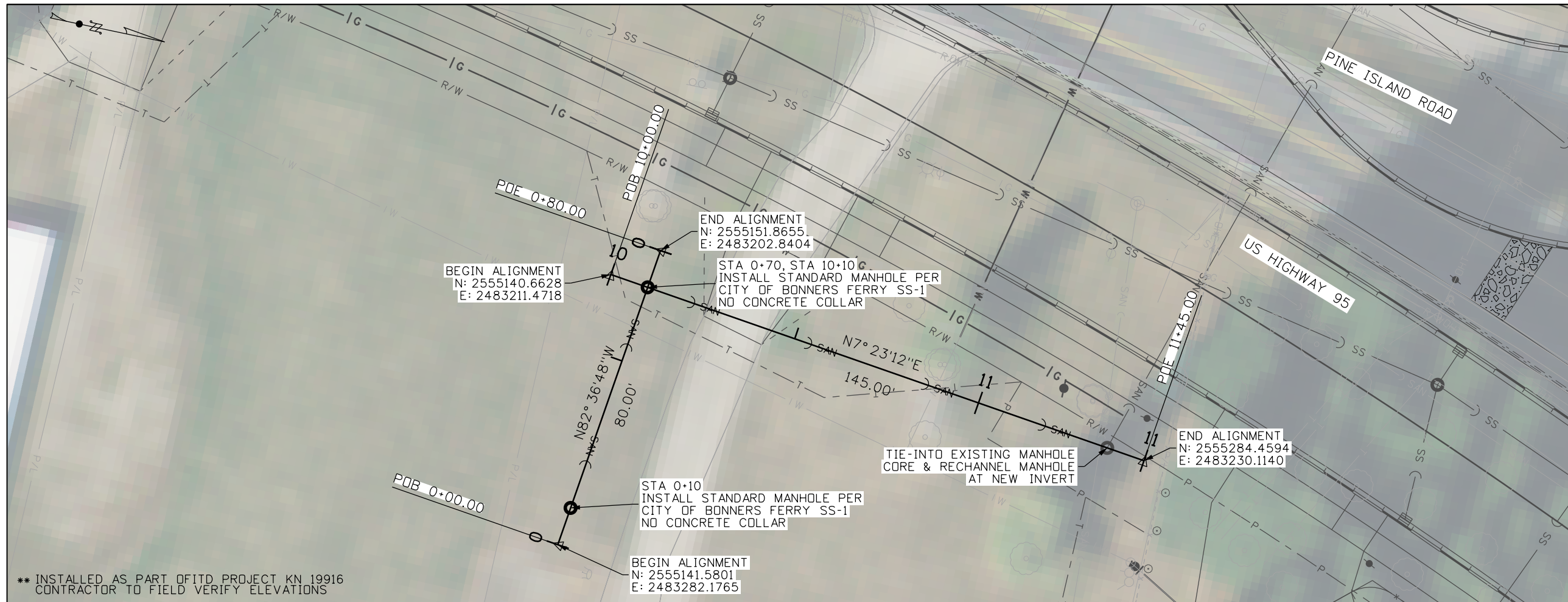
HMH engineering
 3882 N. Schreiber Way, Suite 104
 Coeur d'Alene, ID 83815
 (208) 635-5825

SURVEY CONTROL SHEET
 CITY OF BONNERS FERRY
 SEWER EXTENSION
 BONNERS FERRY, ID

English
 COUNTY BOUNDARY
 SCALE AS SHOWN
 SHEET 2 OF 4

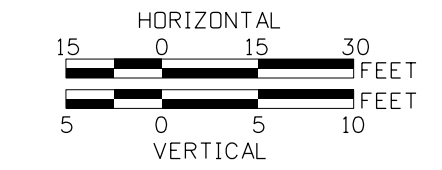
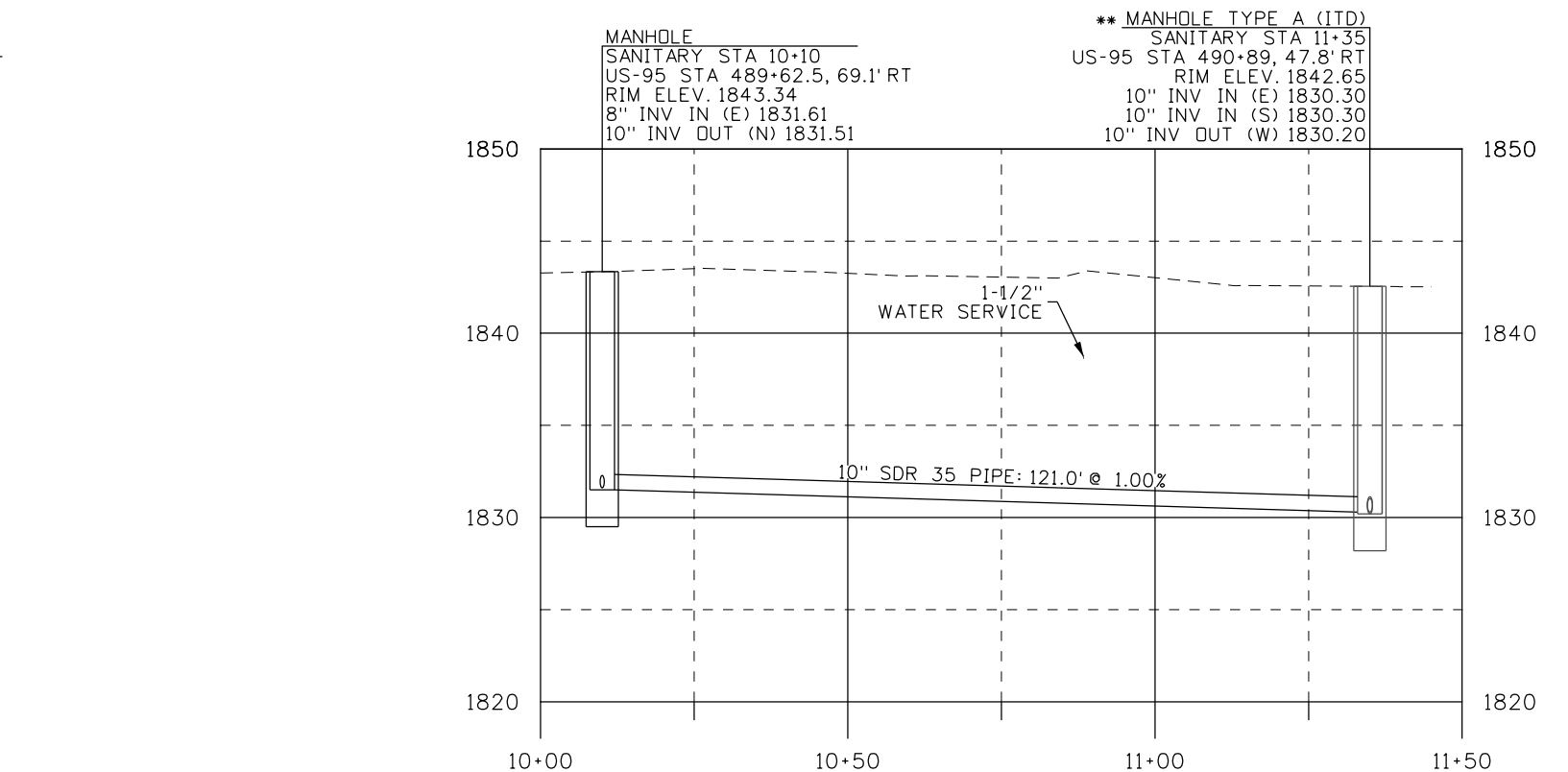
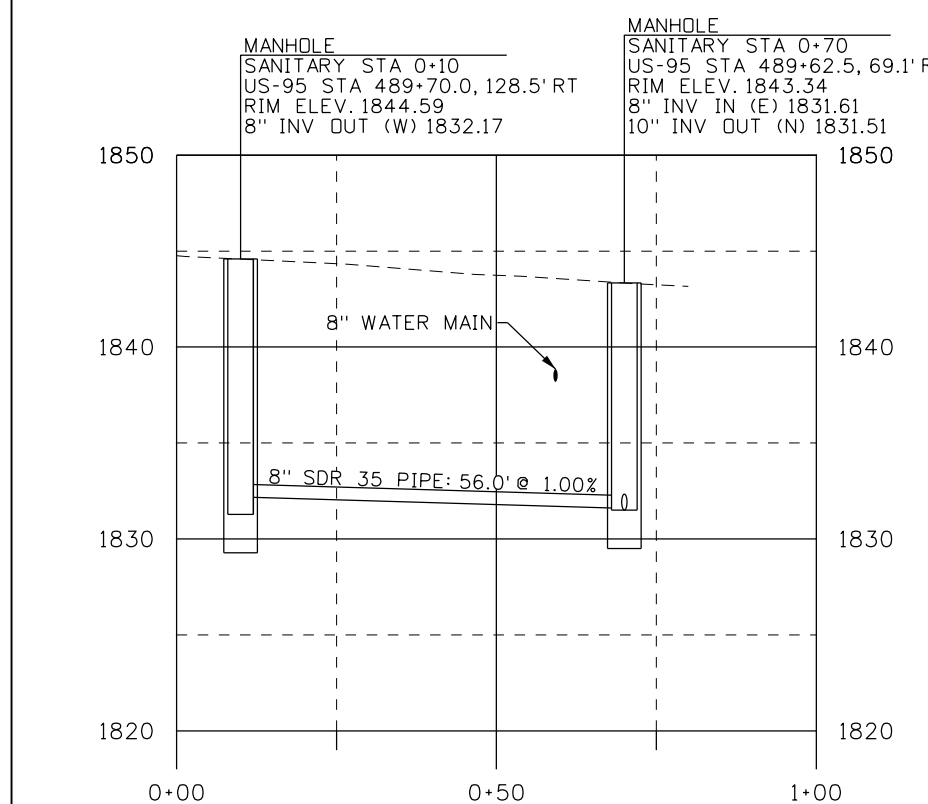
ORIGINAL STORED AT:
 HMH Engineering
 3882 N. Schreiber Way
 Coeur d'Alene, ID
 83815





- NOTES**
- ALL CONSTRUCTION WORK WILL CONFORM TO THE LATEST VERSION OF THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPC) AND THE AMENDMENTS INCLUDED IN THESE PLANS.
 - CONSTRUCTION AND TESTING OF THE SEWER SYSTEM SHALL CONFORM TO THE CITY OF BONNERS FERRY SEWER STANDARDS.
 - ALL SEWER MAINS SHALL BE MARKED WITH CONTINUOUS PLASTIC MARKING TAPE.
 - R.O.W. AND PROPERTY LINES WERE BY OTHERS AND ARE SHOWN FOR ILLUSTRATION PURPOSES ONLY.
 - ALL CONTRACTORS WORKING WITHIN THE PUBLIC ROAD RIGHT-OF-WAY ARE REQUIRED TO SECURE A RIGHT-OF-WAY CONSTRUCTION PERMIT FROM ITD AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO ANY CONSTRUCTION.
 - CITY OF BONNERS FERRY TO ACQUIRE EASEMENT/ROW PRIOR TO CONSTRUCTION.
 - CONTRACTOR TO VERIFY BOTH HORIZONTAL AND VERTICAL LOCATION OF EXISTING SEWER AND WATER LINES PRIOR TO CONSTRUCTION. NOTIFY ENGINEER IF CONFLICTS ARE IDENTIFIED.
 - THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE DRAWINGS WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. THE PROJECT ENGINEER ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF THE DELINEATION OF SUCH UNDERGROUND UTILITIES.
 - CALL DIG LINE (811 OR 800-626-4950) A MINIMUM OF 48 HOURS (2 BUSINESS DAYS) PRIOR TO ANY EXCAVATION TO REQUEST UTILITY LOCATIONS.
 - CONTRACTOR WILL GRADE, SEED, AND MULCH DISTURBED AREAS OUTSIDE OF ROADWAY.
 - CONTRACTOR SHALL PROVIDE THE PROJECT ENGINEER WITH ONE COPY OF REDLINED AS-BUILT DRAWINGS PRIOR TO PROJECT ACCEPTANCE.

** INSTALLED AS PART OF ITD PROJECT KN 19916
CONTRACTOR TO FIELD VERIFY ELEVATIONS



* AERIAL IMAGERY IS FROM 2013

ORIGINAL STORED AT:
HMH Engineering
3882 N. Schreiber Way
Coeur d'Alene, ID
83815



REVISIONS			
NO.	DATE	BY	DESCRIPTION

DESIGNED	M. LEVESEY	SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
DESIGN CHECKED	G.E. SIEGFORD	
DETAILED	M. LEVESEY	CADD FILE NAME: M22028 PLAN 02
DRAWING CHECKED	G.E. SIEGFORD	DRAWING DATE: August 2023

HMH engineering
3882 N. Schreiber Way, Suite 104
Coeur d'Alene, ID 83815
(208) 635-5825

SANITARY SEWER PROFILE

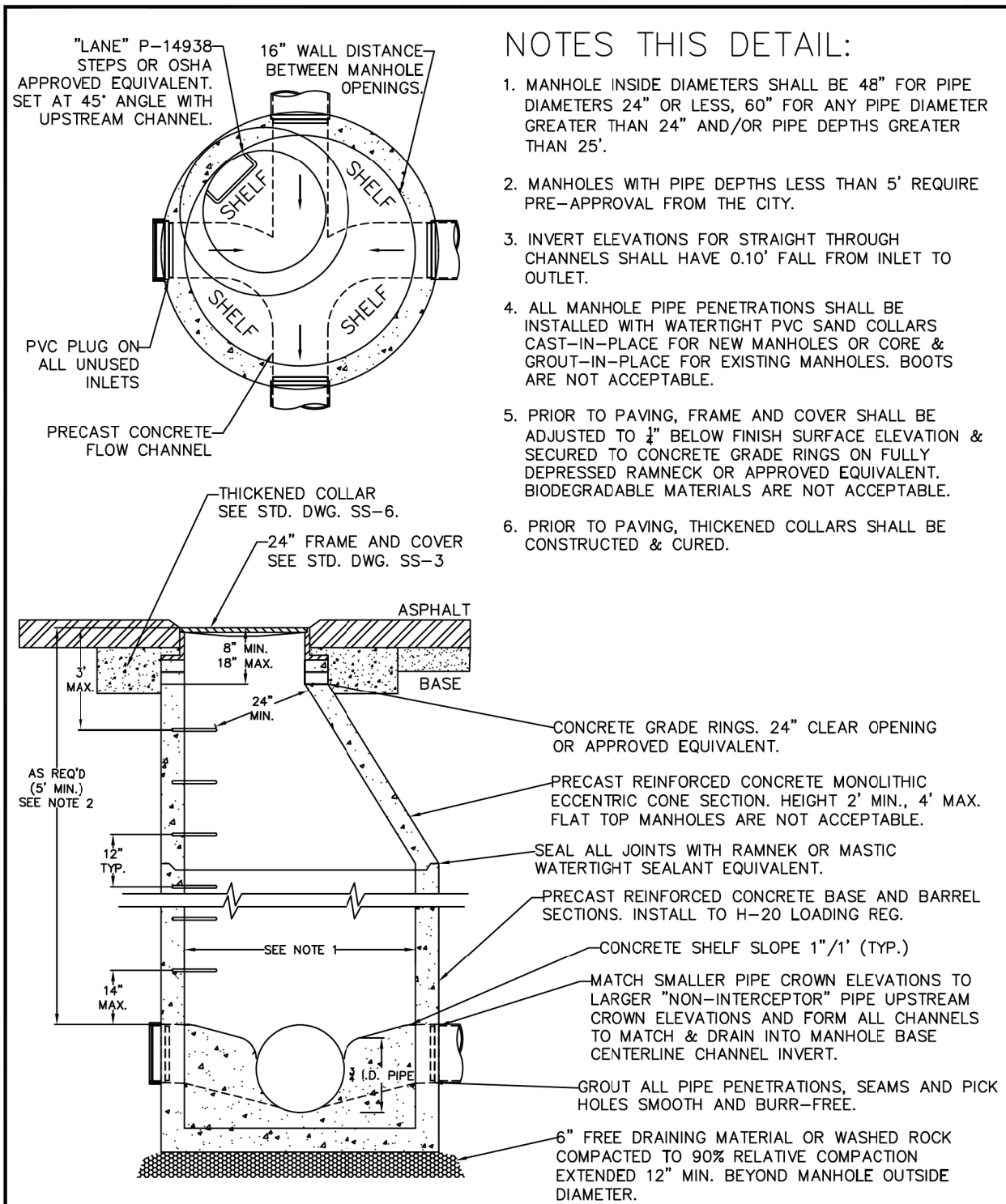
CITY OF BONNERS FERRY
SEWER EXTENSION
BONNERS FERRY, ID

English

COUNTY BOUNDARY

SCALE AS SHOWN

SHEET 3 OF 4



- NOTES THIS DETAIL:**
1. MANHOLE INSIDE DIAMETERS SHALL BE 48" FOR PIPE DIAMETERS 24" OR LESS, 60" FOR ANY PIPE DIAMETER GREATER THAN 24" AND/OR PIPE DEPTHS GREATER THAN 25'.
 2. MANHOLES WITH PIPE DEPTHS LESS THAN 5' REQUIRE PRE-APPROVAL FROM THE CITY.
 3. INVERT ELEVATIONS FOR STRAIGHT THROUGH CHANNELS SHALL HAVE 0.10' FALL FROM INLET TO OUTLET.
 4. ALL MANHOLE PIPE PENETRATIONS SHALL BE INSTALLED WITH WATERTIGHT PVC SAND COLLARS CAST-IN-PLACE FOR NEW MANHOLES OR CORE & GROUT-IN-PLACE FOR EXISTING MANHOLES. BOOTS ARE NOT ACCEPTABLE.
 5. PRIOR TO PAVING, FRAME AND COVER SHALL BE ADJUSTED TO 1/4" BELOW FINISH SURFACE ELEVATION & SECURED TO CONCRETE GRADE RINGS ON FULLY DEPRESSED RAMNECK OR APPROVED EQUIVALENT. BIODEGRADABLE MATERIALS ARE NOT ACCEPTABLE.
 6. PRIOR TO PAVING, THICKENED COLLARS SHALL BE CONSTRUCTED & CURED.

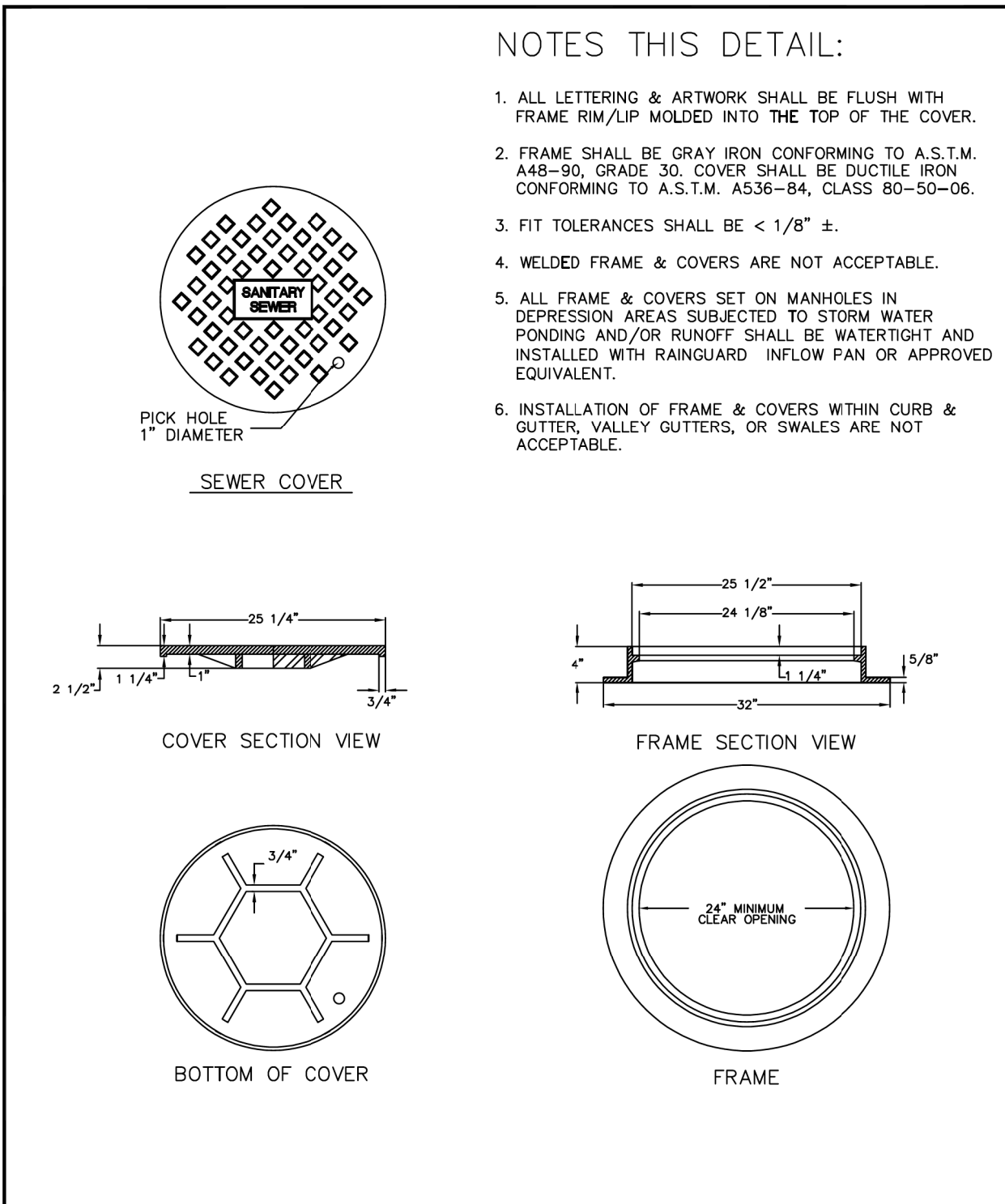
CITY OF BONNERS FERRY STANDARD DRAWING

STANDARD MANHOLE

APPROVED BY: _____ DATE: 1/26/22

CITY ENGINEER, PE 10385

DWG NO. SS-1



- NOTES THIS DETAIL:**
1. ALL LETTERING & ARTWORK SHALL BE FLUSH WITH FRAME RIM/LIP MOLDED INTO THE TOP OF THE COVER.
 2. FRAME SHALL BE GRAY IRON CONFORMING TO A.S.T.M. A48-90, GRADE 30. COVER SHALL BE DUCTILE IRON CONFORMING TO A.S.T.M. A536-84, CLASS 80-50-06.
 3. FIT TOLERANCES SHALL BE < 1/8" ±.
 4. WELDED FRAME & COVERS ARE NOT ACCEPTABLE.
 5. ALL FRAME & COVERS SET ON MANHOLES IN DEPRESSION AREAS SUBJECTED TO STORM WATER PONDING AND/OR RUNOFF SHALL BE WATERTIGHT AND INSTALLED WITH RAINGUARD INFLOW PAN OR APPROVED EQUIVALENT.
 6. INSTALLATION OF FRAME & COVERS WITHIN CURB & GUTTER, VALLEY GUTTERS, OR SWALES ARE NOT ACCEPTABLE.

CITY OF BONNERS FERRY STANDARD DRAWING

MANHOLE FRAME/COVER

APPROVED BY: _____ DATE: 3/16/21

CITY ENGINEER, PE 10385

DWG NO. SS-3

REVISIONS			
NO.	DATE	BY	DESCRIPTION

DESIGNED	M. LEVESEY	SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
DESIGN CHECKED	G.E. SIEGFORD	
DETAILED	M. LEVESEY	CADD FILE NAME M22028 PLAN 02
DRAWING CHECKED	G.E. SIEGFORD	DRAWING DATE: August 2023

HMH engineering

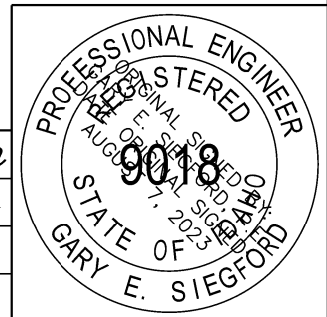
3882 N. Schreiber Way, Suite 104
Coeur d'Alene, ID 83815
(208) 635-5825

SANITARY SEWER DETAILS

CITY OF BONNERS FERRY
SEWER EXTENSION
BONNERS FERRY, ID

English

COUNTY	BOUNDARY
SCALE	AS SHOWN
SHEET	4 OF 4



ORIGINAL STORED AT:
HMH Engineering
3882 N. Schreiber Way
Coeur d'Alene, ID
83815



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: August 9, 2023

RE: Water and Sewer – South Bonners Ferry - Sewer Main Extension – Parts Purchase

The previous item on the agenda included approval of sewer main plans. If that item is approved, staff requests that the council approve the purchase of parts for the main extension. I estimate that staff will need to spend approximately \$10,000 to \$12,000 on parts and services needed to install the main and manholes.

Staff requests that City Council approval to staff to spend up to \$12,000 on parts and services to install the sewer main as depicted in the project plans. Please contact me with any questions you may have about this recommendation.

Thank you,

Mike

August 8, 2023

Dear Mayor and Council:

The following is presented to you to justify my request for a bonus using Energy Conservation money to offset the bonus.

First off, it must be recognized what the conservation program is and how the money received is used.

The city started administering the energy conservation program in 2012. The conservation funding is paid for by Bonneville Power Administration using utility rate money that is held by BPA for reimbursement of projects that are supported by the BPA energy efficiency incentive (EEI) program, provided they can show a reduction in electrical energy used.

In short, we pay our energy bill to BPA, then BPA gives us a portion of our money back to reimburse customers on projects that save energy.

Since 2012 the city has been paid \$499,693.35 in energy efficiency dollars from BPA. Of that, \$357,472.03 has been paid out to customers who completed energy efficiency projects on their home, business, or facility.

What isn't widely known is that a portion of those dollars, (around 30%) are meant to be used to pay for the cost of administering the program. These funds are known as performance payments. When we receive performance payments, it is supposed to be used to cover the cost of administering the energy efficient program. Most utilities use the funds to cover the cost of their staff used to administer the program. Others reinvest the funds into energy efficiency programs to support additional projects. The city of Bonners Ferry has historically just rolled the money back into the utility, neither self-funding projects nor paying wages of the staff used to administer the program.

When I took over the administration of the BPA program in 2017, the program was in major default. The previous staff member and deputy clerk who administrated the program didn't correctly submitted projects to BPA or misstated the energy efficiencies that projects completed. This led to projects being paid out by BPA and by the City to customers who either didn't have a completed project, or did not meet the requirements for reimbursement, or simply were not subject to reimbursement. Overall, during the year of administration we had to overcome around 12,000 kilowatts of unauthorized and dispersed energy efficiency dollars. Through my leadership, we overcame this by replacing all our streetlights from incandescent and fluorescent bulbs to LED bulbs. Overall, some 400 streetlights were changed over a 6-month period to regain our compliance with the program.

Since then, I have worked with our public sector customers, residential sector customers and our largest industrial customers to fund projects across all the sectors. Some projects worth highlighting include lighting efficiencies projects at the school district facilities, the library and the sheriff's office. In 2019 the city did a LED light bulb mailer to all residential customers. Most recently, the city funded some efficiency improvements at the IFG Mill in Moyie for a planer upgrade that IFG completed. We also

recently funded a window upgrade at a site where low-income housing exists and are set to also reimburse for a heat pump that they are upgrading as well.

Overall, since taking over the program I have administered roughly \$261,496.76 dollars in energy efficiency money. Of that, \$68,323.78 was paid in performance payments that went directly to the electric utility. I am asking for a one-time bonus of \$30,000.00, which would reimburse me around \$5,000.00 / year in administration costs for taking on this extra workload. No additional monies were allotted to me when I took on this project administration around 6 years ago and I did this work in addition to my regular work as City Administrator.

When considering this and what the performance payment program was meant to do, I am asking the Council to consider a one-time bonus payment to me to offset my extra hours to administer this for the past 6 years. If approved the money would come directly from the Electric utility.

I would be happy to answer any questions you may have regarding the energy efficiency program, how is it run, the direction we are taking it as a city or how I have managed it over the past 6 years.

Thank you for taking the time to consider this.

Kindly,

A handwritten signature in blue ink that reads "Lisa M. Ailport, AICP". The signature is written in a cursive style.

Lisa Ailport