

## Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry appreciate an involved constituency. Testimony from the public is encouraged for items listed under the Public Hearing portion of the agenda. Any individual may address the council on any issue, whether on the agenda or not, during the Public Comments period. Individuals addressing the Mayor and Council during Public Comment should refrain from using that time to address the performance of or to make complaints about a specific employee. Public participation during the business portion of the meeting will generally not be allowed, 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**  
**March 5, 2024**  
**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
3. Approve Minutes from 02/20/24 Regular Council Meeting and 02/22/24 Special Council Meeting.
4. Consider approving the contract period extension with HDR Relicensing to 12/31/24.
5. Consider authorizing the mayor to sign a cover letter for CDBG addendum.

### NEW BUSINESS

6. **URA-(action item)** [attachment]- Consider Annual Report from the Urban Renewal Agency pursuant to Idaho Code 50-2006(c).
7. **SEWER (action Item)** [attachment]- Consider approval of recommended grant administration firm for lift station 5 ICDBG grant administration.

### ADJOURNMENT

**MINUTES  
CITY COUNCIL MEETING  
February 20, 2024  
6:00 pm**

Mayor Alonzo called the meeting to order at 6:00 pm. Council present were Val Thompson, Adam Arthur, Brion Poston.

Staff present were City Engineer/Administrator Mike Klaus, City Attorney Andrakay Pluid, Police Chief Brian Zimmerman, Planner Clare Marley via Zoom, Clerk/ Treasurer Deborah Garcia, Sergeant Willie Cowell,

Public present were Gerald Higgs, Jessica Tingley, George Hopkins, Maraciavee Cossette, Emily Bonsant, David Clark, Fay Almond

**PUBLIC COMMENTS**

Gerald Higgs Spoke about his complaint that he made to the city.

George Hopkins spoke about the problem with turkeys in the city limits.

**REPORTS**

Police- Thanked the council for their support over the last few years. Brian is happy with the staff he has currently in the Police Department.

Fire- No report

City Engineer/Administrator- Mike talked about how we have been tracking the revenue and expenses. There is a lag in the Electric Dept. At the beginning of the fiscal year a 7% increase was suggested, but council only wanted to do 5%. In the winter the electric expenses go higher. Mike went through the current BPA billing statement. The big changes happened with our tier 2 power. It has doubled. We have produced 3.2 megawatts in December and January, which is higher than normal for our production. Next year we could see \$100,000.00 for tier 2 power.

Mike went through the cash position of the utilities.

Mike said the Street department pointed out some trees that are dying at the intersection by the Georgia Mae Plaza. They are looking to replace them with shrubs or a tree that leaves enough sight distance for pedestrians.

At the top of unit 1 there is a thrust bearing that failed. It will be re-poured and replaced. This is not a cost to the city. The project will stay at \$375,000.00.

Selenium levels have been rising in the river due to coal mining that is happening in Canada above Elk River near Fernie. There is a problem with fish in the Kootenai River ingesting selenium and this caused the fish to not be able to reproduce. The city would in the future have to treat the drinking water sources to remove it. Mike will be getting more information tomorrow at the meeting and will probably be coming to council requesting a letter to the EPA and Legislators in Idaho that would help bring more attention to this issue.

Urban Renewal District- No report

SPOT-No report

Golf- Ben and Jennifer would like to thank Julie Williams and Ralph Lotspeich for their help with the transfer of Mirror Lake Golf Course. Ben and Jennifer participated the PGA show in Spokane last weekend and about 5,000

to 8,000 people came through there is two days and they handed out about 1,200 to 1,500 pamphlets that are good for 20% off at the golf course and they are wanting to see how many come back this year. They have been planning all the tournaments for this year. They are almost ready for the season. Ben said that they shared a booth with PGA Professional Mike Dupree and there was a lot of good feedback. Mike Dupree will do lessons. Ralph may be willing to do some lessons when he is in town as well.

EDC-No report

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll

Brion Poston made the motion to approve the consent agenda. Adam Arthur seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Brion Poston
<b>Seconded by</b>	Adam Arthur
<b>Voted Yes</b>	Adam Arthur, Val Thompson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	Ron Smith

**NEW BUSINESS**

3. **PLANNING {action Item}** [attachment]- A resolution to amend the city of Bonners Ferry comprehensive plan future land use map to correct the previous resolution designating certain lands as “general commercial and mixed use” upon annexation into the incorporated city limits. This land is associated with Annexation File 06-23.

Brion Poston recused himself. This creates a quorum issue, and this will have to be tabled until next time.

<b>Result:</b>	Tabled
<b>Moved by:</b>	
<b>Seconded by</b>	
<b>Voted Yes</b>	
<b>Voted No</b>	
<b>Absent</b>	

4. **CITY {action Item}** [attachment]- Consider suspension of rules and adopt ordinance #616, by Title only and authorize publication of the ordinance summary. Consider Ordinance #616, correcting Ordinance #612, annexing certain lands into city limits and zoning such lands commercial and Residential B on the official zoning map, for first reading by title only.

This item will have to be tabled as it goes with #3 and there is not a quorum to vote on this.

<b>Result:</b>	Tabled
<b>Moved by:</b>	
<b>Seconded by</b>	
<b>Voted Yes</b>	
<b>Voted No</b>	
<b>Absent</b>	

5. **ELECTRIC {action Item}** [attachment]- Consider Contract Amendment with HDR to complete FERC Regulatory Work Related to the Supplementary Tech. Information Document.

Part 12 inspection that has to be done by a certified inspector by FERC. HDR was the consultant that the city hired in 2022. There is other follow-up documentation that FERC wanted. The request is for an additional \$10,000.00 to the original contract. Mike said that they would keep all of the original provisions of the original contract. This additional amount may not be needed but will give staff the ability to call the consultant and talk with them and have them do work on our behalf up to that amount.

Adam Arthur made the motion to consider the contract amendment with HDR to complete FERC Regulatory Work Related to the Supplementary Tech. Information Document and increase the contract \$10,000.00 to \$59,900.00. Val Thompson seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Adam Arthur
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Brion Poston, Val Thompson, Adam Arthur
<b>Voted No</b>	
<b>Absent</b>	Ron Smith

6. **STREET {action item}** [Attachment]- Consider approval of Road Scholar increase for Dawson Brod of \$0.50/hour.

Mike explained that Dawson passed the Road Scholar with the Local Highway Technical Assistance Council. They help train street employees across the state. All of our Street employees have reached this milestone early in their career. And the LHTAC would like to have an award ceremony and present Dawson with a certificate at a future Council meeting. Historically the city has given a \$0.50 per hour increase in pay for achieving this.

Val Thompson made a motion to increase Dawson Brod's pay by \$0.50 per hour based on the Road Scholar Achievement. Brion Poston seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Adam Arthur, Val Thompson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	Ron Smith

7. **POOL {Action item}** [attachment]- Discussion regarding the hire of an Assistant Pool Manager.

Mike had a conversation with David Hatch and he is not interested in working full time anymore. The thought is to train an assistant pool manager and the hope is this will decrease Davids's hours this year and that person will become the Pool Manager after this year. The model that was put together by the previous administration worked very well. Mike said that a lot of the success of the pool has been from having a pool manager to handle all the things. David is a certified trainer, and the hope is that he will still be interested in providing the training to the lifeguards.

Mike does not have any numbers at this time he was just hoping to see if council agreed to the model and to carry it forward. David recommended the range for this position be \$15.00 to \$17.00 per hour as he feels we would not get a good candidate for less.

This will be tabled until the next meeting.

<b>Result:</b>	Tabled
<b>Moved by:</b>	
<b>Seconded by</b>	
<b>Voted Yes</b>	
<b>Voted No</b>	
<b>Absent</b>	

8. **POLICE** [Attachment]- Consider promoting William Cowell to Police Chief effective March 1, 2024.

Chief Zimmerman is retiring at the end of the month and Mayor Alonzo would like to appoint William Cowell to Police Chief effective March 1<sup>st</sup>. Mayor Alonzo spoke about how the city had four Police Chiefs and three interim Police Chiefs in the span of about six years before Brian Zimmerman came on. Willie has been with the City Police Department for about 13 years, and he knows the department and the community. Mayor Alonzo feels he will do an outstanding job. There cannot be a vote tonight due to a clerical issue on the agenda. This item will be presented at a future meeting.

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:46 pm.

**SPECIAL CITY COUNCIL MEETING**  
**Minutes**  
**February 22, 2024**

Mayor Alonzo called the Special meeting to order at 5:14 pm. Council present were Val Thompson, Ron Smith, Adam Arthur. Brion Poston was absent.

Staff present were City Engineer/Administrator Mike Klaus, City Attorney Andrakay Pluid, Clerk/Treasurer Deborah Garcia, City Planner Clare Marley.

No public were present.

**OLD BUSINESS**

1. **PLANNING {action Item}** [attachment]- A resolution to amend the city of Bonners Ferry comprehensive plan future land use map to correct the previous resolution designating certain lands as "general commercial and mixed use" upon annexation into the incorporated city limits. This land is associated with Annexation File 06-23.

Contract Planner Clare Marley informed the Council that there are three documents that go with this proposal. The resolution, the Ordinance, and the Ordinance Summary and these all relate to some mapping issues that came up with respect to what is known as the Wendel Road Annexation or Annexation West. The city approved that last summer in 2023. The documents were pre-reviewed first by the state tax commission and then they came to you and then were recorded. There were a couple of errors that occurred in that. Clare showed council the map and explained what went wrong with it. Clare explained that there was a tail of Wendel road that stuck out further than the rest of the road and it had not been mapped by the county yet and that was caught by the County Assessor who pointed out that should have been included. It was included in the description and was lawfully considered and lawfully noticed within that. The attachment that we had to that document reflected that, but it didn't map it. There was a slight error in the fact that the part of the highway needed to come all the way up to the top of the section and it didn't, it was just short of it. The State Tax Commission was ok with that because they could depend on the legal description but would prefer the city to clean it up and that is what we are here to do. In addition, there was one error in the recording in that all the documents said "as attached" and none of them were. We need to attach those. Clare said we could still go back to those documents to reference those descriptions, but they were not attached. The proposal was reviewed by the city attorney, and they would be considered Scrivener errors meaning they were mapping errors that didn't in essence affect the fact that you had already annexed these. The only difference is that these weren't cleared yet and the State Tax Commission will not accept this until the new tax year at the end of this year. There are not great consequences of this because there are no planned developments as of yet and part of the land is US Forest Service which we do not collect taxes on nor do we on the Public Rights of Way. Mainly the properties that would be affected are known as the Poston Properties and they will not start taxing those as city taxes until next year. Clare said the process is that we are going to ask that these be re-adopted so that all of those are corrected and then we will re-record that and then provide those to the state. Clare stated that the County Assessor as well as the State Tax Commission have reviewed this document as well as the City Attorney and so we are ready to go on those.

Val Thompson made a motion to approve Resolution # 2024-017, correcting the City of Bonners Ferry Resolution # 2023-014 amending the City of Bonners Ferry comprehensive plan future land use map to

designate the lands described in File #AN06-23 as “General Commercial & Mixed Use”. Adam Arthur seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Adam Arthur
<b>Voted Yes</b>	Ron Smith, Adam Arthur, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	Brion Poston

2. **CITY {action Item}** [attachment]- Consider suspension of rules and adopt ordinance #616, by Title only and authorize publication of the ordinance summary. Consider Ordinance #616, correcting Ordinance #612, annexing certain lands into city limits and zoning such lands commercial and Residential B on the official zoning map, for first reading by title only.

Ron Smith made a motion to approve Ordinance #616, regarding corrections to the City of Bonners Ferry Ordinance #612, annexing and zoning certain lands that are the subject of File #AN06-23, for the first and only reading by title only. Val Thompson seconded the motion.

City Attorney Andrakay Pluid read the Ordinance by title only.

<b>Result:</b>	Approved
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Ron Smith, Adam Arthur, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	Brion Poston

**READING OF THE ORDINANCE BY TITLE ALONE:**

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, CORRECTING MAPPING ILLUSTRATIONS AND ATTACHING LEGAL DESCRIPTIONS FOR SUBJECT LANDS FOR ORDINANCE #612, RECORDED AT INSTRUMENT #295000, RECORDS OF BOUNDARY COUNTY, REGARDING THE ANNEXATION OF CERTAIN LANDS SITUATED IN BOUNDARY COUNTY, IDAHO, WHICH ARE ADJACENT AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF BONNERS FERRY; ESTABLISHING THE ZONING CLASSIFICATION OF SAID LANDS AS COMMERCIAL IN PART AND RESIDENTIAL B IN PART; PROVIDING THAT COPIES OF THIS ORDINANCE SHALL BE FILED WITH THE BOUNDARY COUNTY ASSESSOR, THE BOUNDARY COUNTY RECORDER, AND THE IDAHO STATE TAX COMMISSION, AS REQUIRED BY LAW; PROVIDING SEVERABILITY;

PROVIDING THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Adam Arthur made a motion to affirm the Ordinance that has been read by title only. Val Thompson seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Ron Smith, Adam Arthur, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	Brion Poston

3. **POLICE {action item}**- Consider Appointing William Cowell to Police Chief effective March 1, 2024.

Mayor Alonzo reviewed what he said last meeting that Brian Zimmerman was retiring as of 02/29/2024. There is not another council meeting until March 5<sup>th</sup>. Mayor Alonzo would like to have prior approval from the council to appoint William Cowell to Police Chief effective March 1, 2024 if council agrees.

Ron Smith made a motion to affirm the Appointing William Cowell to Police Chief effective March 1, 2024. Val Thompson seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Ron Smith, Adam Arthur, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	Brion Poston

**ADJOURNMENT**





# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMINISTRATOR

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**TO:** Mayor and City Council

**FROM:** Mike Klaus, PE, City Engineer/Administrator

**DATE:** March 1, 2024

**RE:** **Electric – Dam Relicensing Contract Time Extension with HDR**

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In 2023, the City entered a contract with HDR Engineering to complete work directly related to the relicensing of our dam. I had accidentally put in a completion date in the contract of May 31, 2024, which was a mistake on my part, as a reasonable contract date for this project should be December 31, 2024. With this memo I am requesting that Council approve changing the completion date of the attached contract to December 31, 2024

Thank you,

A handwritten signature in blue ink that reads "Mike Klaus".

Mike

## INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between City of Bonners Ferry, a political subdivision of the state of Idaho, herein "ENTITY" and HDR Engineering, Inc., herein, "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project and work: Complete tasks 1, 2, and 3 as outlined in CONTRACTORS attached proposal dated May 12, 2023, titled "Proposal For FERC Relicensing Moyie River Hydroelectric Project (FERC No.1991), that describes work associated with providing a Notice of Intent, Pre-Application Document, and Traditional Licensing Process request to the Federal Energy Regulatory Commission.

CONTRACTOR agrees to provide all materials and services for the project in accordance with the attached written specifications.

2. **TIME OF PERFORMANCE AND TERMINATION:** Parties agree that:

CONTRACTOR shall complete Tasks 1, 2, and 3 by May 31, 2024.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR as compensation:

Total not to exceed \$180,000.00

4. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent contractor of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. ENTITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

5. **WARRANTY:** CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of professional quality and that all services will be performed in a professional manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

6. **INDEMNIFICATION:** CONTRACTOR 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 to the extent arising out of or in connection with the negligent acts and/or any negligent performances or activities of CONTRACTOR, CONTRACTOR'S agents, employees, or representative under this agreement.

7. **INSURANCE:** CONTRACTOR agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000 which shall name and protect CONTRACTOR, all CONTRACTOR'S employees, ENTITY and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR'S acts. CONTRACTOR shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

8. **WORKER'S COMPENSATION:** CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

9. **COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

10. **CERTIFICATION CONCERNING BOYCOTT OF ISRAEL:** Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

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

12. **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 16<sup>th</sup> day of June, 20 23.

ENTITY:

CITY OF BONNERS FERRY  
(Governmental Entity)

By James R. Staples  
James R. Staples, Mayor

ATTEST:  
Deby Garcia  
Deby Garcia, City Clerk

CONTRACTOR:

HDR ENGINEERING, INC.  
By Jon E. Seaman  
(Name)

Its Vice President  
(Title or Office)

WITNESS:  
\_\_\_\_\_  
(Signature of Witness or Notary Public)

**Form and content approved by Andrakay Pluid as attorney for City of Bonners Ferry**

**Exhibit A**

**HDR Letter Proposal - Scope**



May 12, 2023

Mr. Mike Klaus, PE  
City Engineer  
City of Bonners Ferry, ID  
7232 Main Street #149  
Bonners Ferry, ID 83805

**Subject: Proposal for FERC Relicensing  
Moyie River Hydroelectric Project (FERC No. 1991)**

Dear Mr. Klaus:

HDR appreciates the opportunity to present this proposal to the City of Bonners Ferry, Idaho ("City") for professional services associated with the upcoming Federal Energy Regulatory Commission ("FERC" or "Commission") relicensing of the Moyie River Hydroelectric Project ("Moyie River Project" or "Project"). This proposal provides the scope of work, schedule, and recommended budget allowances for supporting the relicensing activities starting with initial strategic and process planning through the issuance of the City's new FERC license for the 3.9-megawatt ("MW") Project.

## Relicensing Approach

HDR's approach outlined below is based on over three decades of providing FERC relicensing services to the hydropower industry. Through this experience, HDR has developed a comprehensive understanding of FERC's relicensing process and how to help our clients meet their relicensing goals and objectives. Our proposal to support the City with the relicensing of the Moyie River Project is based on our depth of experience and the relicensing tools and templates that we have developed and refined over the years, tailored to the specific characteristics of the Moyie River Project. Our approach to supporting the City with the upcoming relicensing will focus on the following aspects.

**Leverage HDR's Pacific Northwest Relicensing Experience and Staff** – HDR recently developed the Final License Applications ("FLA") for the Skagit River Hydroelectric Project and the Broadwater Hydroelectric Project, located in Washington and Montana, respectively. Through these proceedings, as well as other relicensing and hydropower compliance activities, HDR has a thorough understanding of the relicensing requests and conversations that the City will encounter throughout the proceeding. HDR is proposing a management team of Matt Wiggs and Jenna Borovansky to lead HDR's team in support of the City. Matt and Jenna have extensive experience working with both the state and regional agencies that will be engaged in the proceeding and have experience working in Idaho state government agencies. In addition, HDR will be able to leverage a variety of local subject matter experts on an as-needed basis throughout the five-year proceeding.

[hdrinc.com](http://hdrinc.com)

412 E. Parkcenter Blvd., Suite 100, Boise, ID 83706  
T 208.387.7000 F 208.387.7100

**Continuation of Current Operations** – Given the Project's limited generation and footprint, HDR recommends working with the Project's stakeholders early on to create a shared understanding of the impacts of the Project and how FERC approaches setting the environmental baseline, for evaluation in a relicensing, as existing conditions.

**HDR is Ready to Perform** – Given FERC's statutory requirement for filing the Pre-Application Document ("PAD") and Notice of Intent ("NOI") between November 30, 2023, and May 31, 2024, it is time to initiate planning for the relicensing process. Once the PAD and NOI are filed, the relicensing process is driven by a series of required filings and schedule milestones. Beneficial to the City will be to use the time before the initial filings to establish the relicensing strategy and define the City's relicensing goals and objectives. HDR appreciates the importance of this pre-filing period and how a well-developed strategy can result in downstream cost savings. HDR is ready to begin this work immediately and will commit the appropriate resources to support the City during the initial relicensing tasks and throughout the relicensing proceeding.

## 1.0 Project Understanding

The Moyie River Project's existing 30-year license was issued on June 9, 1999, with an effective date of June 1, 1999. Therefore, the Project's existing license expires on May 31, 2029. Based on the Commission's regulations, to obtain a new license for the Project, the City must file the NOI and PAD by May 31, 2024, and the FLA by May 31, 2027.

Given the Project's run-of-river operations, what is known at this time, and conversations to date between the City and HDR, it appears that the Commission's Traditional Licensing Process ("TLP") may provide the City with the preferred alternative to obtain the Project's new license cost-effectively. Therefore, HDR's proposal is based on using the Commission's TLP. If during initial strategic planning and stakeholder consultation the City decides an alternative process (e.g., the Commission's Integrated Licensing Process) is more appropriate for the proceeding, the City and HDR will modify the proposed scope of work and budget allowances at that time.

## 2.0 Scope of Services

HDR proposes a scope with six tasks in support of relicensing the Moyie River Project. The Project is considered a Major Project, 10 MW or less, which requires an application for a subsequent license from the Commission pursuant to 18 Code of Federal Regulations ("CFR") §4.61.

### Task 1 – Project Initiation, Management, and Strategic Planning

- Meet with the City personnel to define the relicensing strategy and to identify the City's relicensing goals and objectives.
- Document initial stakeholder issues and the approach to the relicensing process in table format.
- Obtain operating data and existing internal data from the City.
- Provide general administration and Project management, including schedule, budget management, and monthly invoicing with a list of activities performed.

- Participate in monthly conference calls with the City throughout the relicensing process.
- Provide strategic planning support throughout the relicensing process.
- Prepare for and participate in initial consultation meetings with the U.S. Fish and Wildlife Service (“USFWS”), the Idaho Department of Environmental Quality (“DEQ”), the Idaho Department of Fish and Game (“IDFG”), the Idaho State Historic Preservation Office (“SHPO”), and the Kootenai Tribe of Idaho.
- Provide for maintenance of the relicensing consultation record.

#### **Task 2 – NOI and PAD**

- Develop the relicensing distribution list.
- Prepare a PAD Questionnaire and distribute the Questionnaire to applicable stakeholders.
- Via a webinar, support consultation with primary stakeholders in support of using the Commission’s TLP.
- Prepare the NOI, PAD, and TLP Request for submittal to FERC and other applicable parties.
- Perform initial informal Section 7 and Section 106 consultation.
- File the NOI, PAD, and TLP Request with FERC by May 31, 2024.

#### **Task 3 – Joint Agency Public Meeting and Study Plans**

- Support the City with preparation for the Joint Agency Public Meeting, including preparation of the presentation.
- Prepare, file, and distribute the meeting notice.
- Prepare study plan methodologies to be presented during the Joint Agency Public Meeting.
- Participate in the Joint Agency Public Meeting and Site Visit, including presenting the PAD and study plan methodologies.
- Review the 60-day comments from the stakeholders.
- As necessary, revise and distribute the study plan methodologies.

#### **Task 4 – Study Implementation and Study Reports**

- Conduct studies and assessments consistent with the agreed-upon study plans (including permits to perform fieldwork and development of draft and final study reports). Since the exact number, type, scope, duration/timing, and extent of studies is not known at the time of this proposal, HDR and the City mutually recognize this scope will be refined once more information is known.

#### **Task 5 – Draft License Application, FLA, Historic Properties Management Plan, and Biological Assessment**

- Prepare a Draft License Application (“DLA”) for the Project pursuant to 18 CFR §4.61 consisting of an Initial Statement and Exhibits A, E, F, G, and H.
- Issue DLA to stakeholders for review and comment via electronic distribution.
- Develop responses to stakeholder comments on the DLA and incorporate them, if necessary, into the FLA.



- Development of draft biological assessment (“BA”) and draft historical properties management plan (“HPMP”).
- Prepare the FLA for the Project pursuant to 18 CFR §4.61 consisting of an Initial Statement and Exhibits A, E, F, G, and H.
- Provide one CD of the public version of the FLA to the local library.
- Develop the public notice of the FLA.

**Task 6 – Post-FLA Filing Activities**

- Support the response to potential Additional Information Requests (“AIR”) received from FERC.
- Prepare for and participate in consultation meetings with the USFWS and Idaho SHPO to discuss the finalization of the BA and HPMP, respectively.
- Finalize the BA and HPMP and file with FERC.
- Review FERC’s Notice of Application Ready for Environmental Analysis.
- Submit a Pre-Filing Meeting Request, participate in the Pre-Filing Meeting (if determined necessary), and prepare an Application for Water Quality Certification for submittal to the DEQ. Applications will consist of a cover letter, DEQ’s Request for Clean Water Act Section 401 Water Quality Certification completed form, and a copy of the FLA and subsequent AIR responses, if applicable.
- Review potential Preliminary Prescriptions and Recommendations.
- Review FERC’s Draft Environmental Assessment.
- Review FERC’s Orders Issuing the New License for the Project.
- As necessary, HDR will support the City with the development of written comments in response to the stakeholder/FERC-issued documents for filing with FERC.

**3.0 Project Team**

HDR proposes to assign the following core staff to perform this scope of work. Additional technical and administrative staff will support the relicensing effort as necessary throughout the process. Resumes for our core team and other staff who may support the relicensing proceeding can be provided upon request.

Matt Wiggs ..... Project Manager  
Jenna Borovansky ..... Senior Advisor  
Lisa Dosch ..... Assistant Relicensing Specialist  
Danielle Risse ..... Senior Cultural Resources Specialist  
Gaea Bailey ..... Hydropower Regulatory Specialist  
Simone Barley-Greenfield ..... Hydropower Regulatory Specialist  
Brooke Mechels ..... Recreation Planner  
Brandon Jones ..... Sr. GIS Specialist  
Dave Culligan ..... Principal-In-Charge



## 4.0 Schedule

HDR proposes the use of the Commission's TLP. Based on a PAD/NOI filing date of May 31, 2024, HDR proposes the following schedule. Of note, during the initial strategic planning activities to be performed, the City and HDR will review the May 31<sup>st</sup> initial filing date and schedule to confirm that these dates are consistent with the City's relicensing goals and objectives. For example, the City and HDR may agree that an earlier PAD/NOI filing date (e.g., November 30, 2023) may be more appropriate.

Activity	Responsible Party	Regulation	Proposed Date
<b>Stage 1 Consultation (Phase 1)</b>			
File NOI, PAD, and request to use TLP; distribute to stakeholders	The City	18 CFR §5.3, 5.5, and 5.6	May 31, 2024
FERC issues TLP authorization and Notice of NOI/PAD filing	FERC	18 CFR §5.8(a)	Jul 15, 2024
File written notice of Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(i)	Aug 29, 2024
Hold Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(ii)	Sep 13, 2024
File comments on PAD and study requests	Stakeholders	18 CFR §16.8(b)(5)	Nov 12, 2024
<b>Stage 2 Consultation (Phase 2)</b>			
Study scoping	The City	--	Winter/Spring 2025
Conduct studies	The City	18 CFR §16.8(c)(1)	2025
Submit draft study report(s) to stakeholders	The City	--	Winter 2025
Submit final study report(s) to stakeholders	The City	18 CFR §16.8(c)(4)	Fall 2026
Issue DLA to stakeholders	The City	18 CFR §16.8(c)(4)	Jan 1, 2027
File comments on DLA (within 90 days after issuance of the DLA)	Stakeholders	18 CFR §16.8(c)(5)	April 1, 2027
File FLA with FERC (no later than 2 years prior to the expiration of the license)	The City	18 CFR §16.9	May 31, 2027

## 5.0 Assumptions

Specific to the scope of work presented in Section 2.0 of this proposal, HDR's cost estimate is based on the task-specific assumptions provided above and the following assumptions:

- The relicensing will utilize the Commission's TLP.
- No substantive modifications to Project features or operations will be proposed or imposed as part of the relicensing proceeding.

- Copies of relicensing documents will be distributed to the relicensing stakeholders via email or through FERC's e-Library. If required, hard copies will be produced by the City.
- Draft versions of documents for the City's review will be provided to the City electronically for one round of review and revision before submission with FERC.
- The City will provide HDR with the existing Project-related documentation located at the facility. This documentation will be used in support of developing the PAD and performing initial strategic planning activities.
- HDR assumes that on-site stakeholder meetings will be limited to the site visit to be held concurrent with the Joint Agency Public Meeting and potential meetings during on-site fieldwork in support of the implementation of the study plans. HDR assumes remaining consultation meetings will be held in Coeur d'Alene, Bonners Ferry, or virtually.
- HDR assumes the Joint Agency Public Meeting will be recorded via WebEx in place of using a court reporter. If a court reporter is necessary, HDR assumes the City will provide it at no cost to HDR.
- HDR assumes the City will submit the FLA public notice to local newspapers at no cost to HDR.
- HDR assumes the current Exhibit F drawings accurately represent the current facilities and that the drawings meet the Commission's current requirements for Exhibit F drawings and revisions or updates to Exhibit F drawings are not included as part of this proposal.
- Given the Project's dam safety classification, HDR assumes that a Supporting Design Report ("SDR") will not be required. If FERC requires the development of a SDR, HDR can develop the SDR under an amendment to the scope of work and authorized budget.
- HDR assumes the existing Exhibit G drawings (approved by the Commission in the 1986 License) will need to be reviewed and recreated to meet the Commission's current requirements for Exhibit G drawings.
- Regarding the Exhibit F and G drawings to be developed, HDR has made the following assumptions associated with the update of the drawings. HDR believes that based on our experience with updating Exhibit F and G drawings that these assumptions are consistent with the likely procedure for developing the drawings and support a reasonable initial estimate based on what is known at this time.
  - HDR will not need to perform a title search in support of updating the drawings.
  - HDR will not need to perform a field survey.
  - No abutter notifications will be required.
  - The Exhibit G impoundment boundary is based on the existing drawings.
  - The development of metes and bounds will not be required.
  - Verification of as-built conditions is not included or needed.

## 6.0 Compensation and Performance of Services

HDR recommends that an initial budget of \$180,000 be established to support Phase 1 activities described in this scope of work as listed in the table below. HDR will provide a revised scope of work and updated budget estimate prior to notice to proceed with future phases. Estimates for Phase 2 and Phase 3 activities are included below for planning purposes only.

Task No.	Task	Initial Budgetary Allowance
<b>Phase 1 (2023-2024)</b>		
1	Project Initiation, Management, and Strategic Planning (2023-2024)	\$55,000
2	NOI and PAD (2024)	\$75,000
3	Joint Agency Public Meeting and Study Plans (2024)	\$50,000
<b>Phase 1 Total</b>		<b>\$180,000</b>
<b>Phase 2 (2025-2027) Estimate</b>		
1	Project Management and Strategic Planning (2025-2027)	<b>\$350,000 - \$450,000</b>
4	Study Implementation and Study Reports (2025-2026)	
5	DLA (2026) and FLA (2026-2027)	
<b>Phase 2 Estimate Total</b>		
<b>Phase 3 (2027-2029) Estimate</b>		
6	Post-FLA Filing Activities (2027-2029)	<b>\$80,000-120,000</b>

Individual task budgets represent HDR’s estimate of the labor required for the identified base relicensing activities; however, the City and HDR agree that HDR is authorized to shift funds between tasks as may be necessary to carry out the work to be undertaken and will not exceed the total estimated budget without prior written authorization from the City. If additional tasks, unforeseen conditions, delays, or Project circumstances beyond those anticipated here arise, an additional budget may be needed. Such a request would be the subject of an addendum to this scope.

Consistent with similar scope of works associated with the FERC relicensing of a hydropower project, this proposed scope of work and proposed budget allowances are based on the information available the time this proposal was prepared and in a manner consistent with generally accepted practices of the profession. In addition, unknown variables inherently exist within scopes of work and costs required to navigate the FERC relicensing process. The City and HDR realize that relicensing costs and efforts may vary from the current estimates because latent requirements may be identified during the process of this work. HDR cannot represent that the Project’s new license can be obtained for the recommended allowance. Therefore, throughout the relicensing process, (e.g., following receipt of study requests and finalization of the study plans) the City and HDR will track the budget associated with the relicensing support activities with the understanding that additional budget may be required for specific tasks, depending on the necessary effort. HDR will put forth our good faith professional effort to remain within the estimated budget while maintaining the City’s relicensing goals and objectives. If additional budget for specific tasks becomes necessary, the City and HDR will work together to address such budgetary needs promptly.

HDR will perform this work on a time-and-materials basis. Prior task orders have been written on the City's contract terms and conditions. Please provide a copy for HDR Legal review. HDR requests that this proposal and the terms and conditions be referenced in any purchase order issued to HDR in support of the proposed scope of work.

HDR will commence work upon receipt of a written authorization that includes HDR's scope of work, associated assumptions, and agreed-upon terms and conditions. Direct costs (photocopy, postage, subcontractors, etc.) will be billed at actual cost plus 5%. Invoices will generally be sent monthly. HDR reserves the right to adjust salaries once per year. For estimating purposes, the ranges shown in this proposal represent an approximate annual escalation which will be adjusted as the years progress.

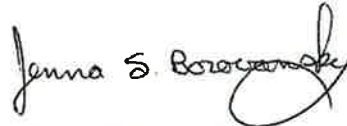
HDR appreciates the opportunity to support the City with the relicensing of the Moyie River Project and we look forward to your response. Should you have questions regarding this submittal or require additional information, please contact me at (509) 343-8426 or Jenna.Borovansky@hdrinc.com.

Respectfully submitted,

HDR Engineering, Inc.



Kate Eldridge  
*Senior Vice President and Idaho Area Manager*



Jenna Borovansky  
*Hydropower Regulatory and  
Environmental Services Manager*

cc:



## CITY OF BONNERS FERRY

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

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March 5, 2024

Dennis Porter, Manager  
Idaho Department of Commerce  
PO Box 83720  
Boise, ID 83720-0093

RE: Addendum – City of Bonners Ferry Lift Station #5 Replacement Project

Dear Mr. Porter:

Thank you for the invitation to submit an addendum for the city's Lift Station #5 Replacement Project. Funding of this project will be instrumental in removing the existing lift station, which has significant deterioration and numerous problems that have caused documented sanitary sewer overflows and construction of a new lift station. Given the array of deficiencies outlined in our engineering analysis, the installation of the new lift station is imperative to guarantee sufficient emergency storage and prevent any instances of overflow.

This addendum addresses the items in your invitation letter dated February 1, 2024. The scope of work, budget, and cost estimates have not changed since submission of the full application on November 17, 2023. The date for execution of the grant administration contract has been revised to allow for procurement of administrative services.

Again, thank you for your consideration of our CDBG request.

Sincerely,

Rick Alonzo  
Mayor

Cc: Jeremy Grimm, Region I EAC Member  
Eve Knudtson, EAC Ad Hoc Member





**ADDENDUM  
FOR AN  
IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT**

# **Lift Station #5 Replacement**

**BY THE  
CITY OF BONNERS FERRY  
RICK ALONZO, MAYOR**

**MARCH 11, 2024**



March xx, 2024

Dennis Porter, Manager  
Idaho Department of Commerce  
PO Box 83720  
Boise, ID 83720-0093

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Rick Alonzo  
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Cc: Jeremy Grimm, Region I EAC Member  
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## Cover Letter Questions

- Ensure your project's cost estimate includes CDBG's Build America Buy America requirements. If your project is funded, CDBG funding will require all the iron and steel used in the project to be produced in the United States.

The cost estimate includes allowance of requirements for the American Iron and Steel Institute.

- Provide design professional and grant administration procurement information if available.

The city solicited Requests for Proposals from four firms certified in ICDBG administration on February 12, 2024. Xxx was selected March 5, 2024, for administrative services for the project. The procurement documents are attached.

# ICDBG Application Information Page

Applicant: City of Bonners Ferry Chief Elected Official: Rick Alonzo, Mayor  
 Address: 7232 Main Street, PO Box 149, Bonners Ferry, ID 83805 Phone: 208-267-3105  
 Email Address: ralonzo@bonnersferry.id.gov  
 Unique Entity Identification (UEI) #: PUNSPFWLBZZ6

Subrecipient (if applicable): N/A

Application Prepared by: Nancy Mabile, Regional Planner Phone: 208-772-0584 x3014  
 Address: Panhandle Area Council, 11100 N Airport Drive, Hayden, ID 83835

Architect/Engineer/CM: Ashley Williams, P.E. Phone: 208-664-9382  
 Address: Welch-Comer, 330 E Lakeside Ave., STE 101, Coeur d'Alene, ID 83814

### National Objective

- LMI Area  LMI Clientele  Post Disaster  
 LMI Jobs  Slum & Blight  LMI Housing

### Project Type

- Public Facility  Post Disaster  
 Infrastructure for Jobs  Senior Center  
 Downtown Revitalization  Public Park  
 Community Center

### Project Population to Benefit (Persons): (Census/Survey/Jobs)

Total # to Benefit: 2,420 Total # LMI to Benefit: 1,435  
 % LMI to Benefit: 59.31 %

**Project Description:** The proposed project includes construction of a new lift station #5 on a nearby site to replace the existing, deteriorating lift station. New construction includes a new 14' deep Wet Well with a Triplex Pump System and a new 10' diameter x 12' deep overflow basin, installation of a new manhole for NE gravity sewer main, extend the 6" force main to tie into existing force main, relocate emergency generator and propane tank to serve new lift station, and abandon and demolish existing manhole and lift station facilities.

SOURCE	AMOUNT	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTS IN APPENDIX **
<b>ICDBG</b>	<b>\$ 500,000</b>	TBD	
Local Cash	726,400	11/07/2023	D
Local Loan*			
Local In-Kind**			
UDSA-RD Grant			
State Grant			
Foundation Grant			
Private Investment			
Other (identify)			
<b>TOTAL PROJECT FINANCING</b>	<b>\$1,226,400</b>		

\* Identify Loan Source(s): N/A Date Bond or Necessary & Ordinary Passed: N/A

\*\* Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

# Idaho Community Development Block Grant Budget Form

**Applicant or Grantee:** City of Bonners Ferry

**Project Name:** Lift Station #5 Replacement

Line Items	ICDBG	CITY	Total
Planning			\$ -
Facilities Plan			-
Administration		\$ 50,000	<b>50,000</b>
Design Professional		248,000	<b>248,000</b>
Acquisition			-
Soft Cost			-
Construction	\$ 500,000	423,400	<b>923,400</b>
Materials/Equipment			-
Financing Expenses			-
Bond Counsel			-
Legal		5,000	<b>5,000</b>
Property Value			-
<b>TOTAL COSTS</b>	<b>\$ 500,000</b>	<b>\$ 726,400</b>	<b>\$ 1,226,400</b>

## Economic Advisory Council



The City of Bonners Ferry owns, operates, and maintains the Bonners Ferry Wastewater Collection, Treatment, and Disposal System. The city has expanded the system as the size of the town and population has grown, but due to age and deterioration, the need for repairs and improvements have only become more apparent. There are eight lift stations, and of these, lift station #5 is in the direst need of replacement due to its age, significant deterioration, and location deficiencies. The city estimates that the lift station is about 52 years old and has numerous problems such as continual build-up of oils, grease, fats and refuse in the wet well that have caused 8 documented sanitary sewer overflows within the past ten years. There is a surge tank to catch overflows, but the city's maintenance employees must continually clean out the wet well with a large truck 6-7 times per year. The increase in the volume of sewage over time has caused the station pumps to burn out quickly.

Not only is lift station #5 in need of replacement, but its location leaves much to be desired. Currently, it sits on BNSF Railroad property near the railway line. Emergencies at the lift station in the winter require the city to coordinate with BNSF to request snowplowing to the location. When city crews must clean the wet well, their nearly 40' vacuum/flusher truck is extremely difficult to maneuver, with little to no room to turn around or back up.

The future demands of the sewer system will exceed what can currently be handled by lift station #5, which now lifts more sewage than any other lift station on the system. Lift stations #6, #7, and #8 deliver wastewater to #5 to be pumped directly to the system's treatment lagoons. Between the size of the land area that lift station #5 serves and the fact that two of Boundary County's public schools, seven large businesses and an additional 33 businesses, plus federal, state, and county facilities, not to mention 360 households also rely upon the service of this lift station, the need for its relocation and replacement is becoming critical.

Lift station #5 is not in compliance with three rules under the Idaho Administrative Rules (IDAPA) for Wastewater Systems. Construction of a new lift station will ensure that the city has the capacity to support the projected growth, have adequate emergency storage to prevent potential flooding of the railroad, ensure that wastewater will not overflow with the increased demand, and be constructed in compliance with the IDAPA. The improved site will provide enhanced access for the city's vacuum/flusher truck that is critical to ensuring reliable lift station operations during emergencies, or during routine cleaning and maintenance.

Boundary County's August 2023 revised unemployment rate was 4.8%, which is 1.8 points higher than the State of Idaho's 3.0%. Those that are considered below the poverty level in the City of Bonners Ferry are over 20% of the population. An income survey was completed in October 2019 that encompassed Bonners Ferry city limits as well as individuals living in Boundary County that are served by the city's wastewater system determined that the users 59.31% LMI.

Low and moderate-income populations need basic and quality services without worry of personal health and safety threats. This project will help in providing the LMI population of Bonners Ferry, thereby reducing the threat of sewer overflows. Bonners Ferry has seen both residential and business growth in recent years, and that growth needs to continue to provide economic opportunities for the LMI population. This application for a \$500,000 grant will eliminate these problems for 2,420 persons, of whom 59.31% meet LMI standards. The City of Bonners Ferry has committed to providing \$726,000 in matching funds to help finance this project.

## Project Schedule

<b>Project Activity</b>	<b>Date (to be) Completed</b>	<b>Documentation in Appendix</b>
Design Professional Contract Executed	December 2023	
Grant Administration Contract Executed	<b>March 2024</b>	
Environmental Release	August 2024	
Bid Document Approval	July 2024	
Bid Opening	September 2024	
Construction Contract Executed	November 2024	
Start Construction	April 2025	
Construction 50% complete	July 2025	
Second Public Hearing	July 2025	
Certificate of Substantial Completion	October 2025	
Update Fair Housing Plan	January 2025	Resolution: C
Update 504 Review and Transition Plan	January 2025	
LEP Four Factor Analysis	January 2025	
Construction 100% Complete	December 2025	
Final Closeout	March 2026	

## Design Professional Cost Estimate

There are no updates to the Design Professional Opinion of Probable Construction Cost since the full application submitted November 17, 2023.

## Match Commitments

There are no updates to the City's match commitment since the full application submitted November 17, 2023.

## Ownership and Title

Not applicable to this project.

## Fair Housing Resolution

The city adopted Fair Housing Resolution #2019-04-16 on April 16, 2019. It was included in Appendix C of the full application dated November 17, 2023.

## Audit

The last audit completed for the city was for fiscal year 2020. The city currently has auditors working under contract to complete the 2021 audited financials for the city, with the audit of the 2022 financials to begin directly after the 2021 work is complete. While the audits are not complete for 2021 or 2022, the cash position of the sewer department is accurately known, with sufficient funds to operate and maintain the system, retain ninety days of operating reserve, and support a capital plan which includes the proposed lift station replacement.

**BONNERS FERRY URBAN RENEWAL AGENCY**  
**Bonnerr Ferry, Idaho**

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February 27, 2023

Honorable Mayor and Council  
City of Bonners Ferry, Idaho

Dear Honorable Mayor and City Council:

The Bonners Ferry Urban Renewal Agency is pleased to provide this annual report for 2023. Please note this is for BFURA's fiscal year ending September 30, 2023, and compares with the report presented last year.

**FINANCIAL HIGHLIGHTS**

The Bonners Ferry Urban Renewal Agency adopts an annual appropriated budget for its general funds. The budget was not amended in the current year. The Board also prepared, and the Council adopted the creation of a second Urban Renewal District, which began to see tax increment in 2021.

The following table shows a comparison of the Agency's financial position from this year to the previous:

**Government - Wide Financial Analysis**  
**Net Position of Governmental Activities**  
**As of September 30,**

	<u>2023</u>	<u>2022</u>
<b>Assets</b>		
Current assets	279,845	293,944
Restricted assets	<u>87,316</u>	<u>56,711</u>
<b>Total assets</b>	<u>367,161</u>	<u>350,655</u>
<b>Deferred outflows of resources</b>	<u>-</u>	<u>-</u>
<b>Liabilities</b>		
Current liabilities	62,023	61,743
Noncurrent liabilities	<u>350,291</u>	<u>393,976</u>
<b>Total liabilities</b>	<u>412,314</u>	<u>455,719</u>
<b>Deferred inflows of resources</b>	<u>119,445</u>	<u>97,144</u>
<b>Net position</b>		
Restricted	87,316	88,634
Unrestricted	<u>(251,914)</u>	<u>(290,842)</u>
<b>Total net position</b>	<u>\$ (164,598)</u>	<u>\$ (202,208)</u>

Net position may serve over time as a useful indicator of a government's financial position. In the case of Bonners Ferry Urban Renewal Agency, total net position was (\$164,598), an improvement over the (\$202,208) the prior year.

The negative net position is a result of debt financing for assets that do not ultimately become property of the Agency; rather they become property of the city of Bonners Ferry and are reflected on the city's asset list.

The main source of income to the Agency is property tax income received from the Boundary County Assessor, based on the increase in taxes on all property in the URD since January 1, 2011.

The Agency's total revenues for the fiscal year ended September 30, 2022, were \$101,341. The total costs of all programs were \$63,731, resulting in an increase in net position of \$37,610.00. The following table presents a summary of the changes in net position for the fiscal years ended September 30, 2023, and 2022.

**Government- Wide Financial Analysis  
Changes in Net Position**

	<u>2022-2023</u>	<u>2021-2022</u>
<b>Revenues</b>		
General revenues:		
Property taxes	101,256	107,324
Interest earnings	85	24
<b>Total revenues</b>	<u>101,341</u>	<u>107,348</u>
 <b>Expenses</b>		
General government	50,018	69,455
Interest on long-term debt	13,713	15,631
<b>Total expenses</b>	<u>63,731</u>	<u>85,086</u>
 Change in net position	37,610	22,262
 <b>Net position - beginning</b>	<u>(202,208)</u>	<u>(224,470)</u>
<b>Net position - ending</b>	<u>\$ (164,598)</u>	<u>\$ (202,208)</u>

Delinquent taxes are collected by Boundary County for collection. Any taxes that are more than three years delinquent are collected by the County during a tax deed sale, and then remitted to the URA.



The Agency completed the year with a total governmental unassigned fund balance of (\$18,027), an increase of \$76,451 from the prior year's unassigned fund balance of (\$94,478. This increase is due to the decrease in the committed fund balance. The Agency created a debt service fund in 2016; the fund balance of this fund is restricted for debt service. The debt service fund ended the year with a restricted fund balance of \$85,134, which is in excess of the 150% of the annual debt service required to be restricted based on the bond covenants.

Total governmental fund revenues were \$102,629, a decrease from the prior year in the amount of \$1,096, which was due to a decrease in property tax revenue.

Total governmental expenditures were \$106,569, a decrease from the prior year in the amount of \$19,437, due to a decrease in capital improvements reimbursements.

## **BUDGETARY HIGHLIGHTS**

### **BUDGETARY HIGHLIGHTS**

- The Agency had budgeted \$172,625 for public facilities and infrastructure improvements, and spent \$14,781 for the year ending September 30, 2023, resulting in a variance between budget and actual expenditures of \$157,844 for this line item.
- The Agency had budgeted to receive \$20,000 of tax revenue from the South Hill West Urban Renewal District (SHWURD) and to incur \$20,000 of SHWURD expenditures. Tax revenues were \$886 with no corresponding expenditures in the FY2023.

All other variances from budget to actual were immaterial.

## **SUMMARY OF ORGANIZATION AND OPERATIONS**

Significant operational data follows:

- The URA is an agency of the City of Bonners Ferry, operating under the laws of the State of Idaho. Three to nine board members are appointed by the Mayor and confirmed by the City Council. The Agency operates using a General Fund and a Debt Service Fund.
- The Agency's administration is contracted to the City of Bonners Ferry.

## **CAPITAL ASSETS AND DEBT ADMINISTRATION**

Asset and debt administration highlight for the year include:

- The URA does not typically acquire capital assets but rather as an agency of the City of Bonners Ferry helps to pay for public infrastructure for the City and other entities and local or state governments.
- The URA issued debt in the amount of \$740,000 in 2014, to reimburse developers for assets paid for during the construction of the Super One Store, a project that has created over 100 new jobs. The debt was financed by American West Bank (now Banner Bank).
- In 2016, the Board members agreed to refinance the remaining debt incurred in 2014 with Banner Bank (previously American West Bank), for 15 years at a fixed rate of 3.3%. The debt has a fifteen-year amortization (paid semi-annually on February 1 and August Annual payments are \$56,551 for the duration of the fifteen years.

## **ECONOMIC FACTORS**

- Growth in new tax increment is expected to slow in the next fiscal year. This is due to the expected lower levy rates of the Agencies providing tax increment, which results in lower taxes from commercial properties in the URD.

The economic outlook for the Bonners Ferry Urban Renewal District remains very strong and should continue into the future. This is because of the strong partnership between the City of Bonners Ferry, and its Mayor and City Council, and the Agency under the leadership of its Chairman Dave Walter and its Board of Directors.

Contact information may be directed to the Administrator of the Agency below.

Respectfully submitted,



David Walter, Chairman  
Bonners Ferry Urban Renewal Agency



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMINISTRATOR

---

**TO:** Mayor and City Council

**FROM:** Mike Klaus, PE, City Engineer/Administrator

**DATE:** March 1, 2024

**RE:** **Sewer – Selection of Grant Administration Firm for Lift Station #5 Project**

---

In February 2024, the City requested proposals from three grant administration firms for work related to the grant administration services for Lift Station #5. On February 23, 2024, a selection committee that consisted of Mayor Alonzo, Clerk Garcia, and me, reviewed the only proposal received by Panhandle Area Council (PAC). Below is a summary of the discussion points and comments of the selection committee:

- Only one firm submitted a proposal- PAC.
- The committee discussed the single proposal received and recognized that PAC was highly qualified in all the rated categories that included, capability, relevant project experience, team qualifications, and project approach and schedule.
- The committee felt that there were no reasons to go to interviews, since there was one qualified candidate, and we had significant successful experience with that candidate.
- It was discussed that PAC was successful in helping the City procure a grant for the sewer bridge project a few years ago, and performed all of the administrative functions very well.
- Following are some of the specific comments from the committee:
  - o “Great organization to deal with!”
  - o “Great, effective team with amazing results”
  - o “Nice staff, always a positive interaction with knowledgeable people”

The selection committee recommends to City Council that it select Panhandle Area Council as the grant administrator for the City’s Lift Station #5 project.

Thank you,

*Mike Klaus*