



City Council Regular Meeting Agenda

Monday, March 27, 2023 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

PUBLIC NOTICE: THIS MEETING IS RECORDED AND PLACED IN AN ONLINE FORMAT. PERSONS MAY BE ABLE TO EITHER VIEW OR LISTEN TO VIDEO / AUDIO OF THIS MEETING UNTIL WHICH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RECORD RETENTION POLICY.

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/85465041391?pwd=dXRpek9VM3hzTk1OdndRRVhodXg2Zz09>

Call in: 719-359-4580

Meeting ID: 854 6504 1391

Password: 799639

ROLL CALL / PLEDGE OF ALLEGIANCE

1. Reading of the Mission Statement

PUBLIC INPUT

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public **may** be called upon to speak on any item on the agenda.

REPORTS

2. Mayor's Report
3. Water Operator Report - Kirk Kundrick
4. Water Project Update

DISCUSSION ITEMS

5. Stibnite Grant Ideas
6. Salmon River Mobile Veterinarian Services
7. School Portable Discussion

ACTION ITEMS

8. Engineering Contract
9. Fair Housing Proclamation
10. Week of the Young Child Proclamation
11. Skate Park MOU
12. New Meadows/McCall Transit Pilot Program

CONSENT AGENDA

13. March 13, 2023 Meeting Minutes
14. Paid & Pending Claims
15. February 2023 Payroll

FUTURE MEETING TOPICS

ADJOURNMENT

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 347-2171, at least 24 hours in advance of the meeting date.

City of New Meadows Mission Statement:

“To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”

March 27, 2023

As the snow is melting, slowly but surely, activities are increasing and we are heading into a very busy season. There are new opportunities for city funding, projects and upgrades that we are continuing to pursue.

The Source Water Protection Plan is still being developed with IRWA. This is a requirement of the funding we received and is also necessary to maintain the safety and integrity of our water infrastructure.

Angie has been reaching out to try and get a Parks and Rec Committee together again. If you know of someone who would be interested in serving on that committee, please let Angie know. The park has several projects on the horizon including the planting of a city "Christmas" tree, the JI Morgan recognition plaque and designing a nature walk.

I have been asked to share at the Rural Idaho Success Summit in April regarding the City's water project and the journey we have taken to get it funded and scheduled. I will be recognizing the tremendous efforts of Mountain Waterworks and the tenacity of the City Council to hold out for the plan that was best for our community.

The pilot program for a transit bus from New Meadows to McCall is in the final planning stage.

The bus will run June through August on Mondays and Wednesday at 8 different times. Details on those time-frames are being worked out and a marketing plan is being developed.

We want to get a good turnout for the pilot program so we can get funding for an ongoing scheduled transit beginning in October. The end goal is to have a 5-day a week transit running 8-10 times a day.

I am discussing a potential intern possibility for the city which will include creating a planning and zoning training and ongoing education process so we can find individuals to sit on a separate Planning and Zoning Commission. I will keep you updated as this unfolds.

*"The need for connection and community is primal, as fundamental as the need for air, water and food."
Dean Ornish*



March 21, 2023

Mayor Julie Good
City of New Meadows
New Meadows City Hall
401 Virginia Street
PO Box 324
New Meadows, ID 83654

Subject: Professional Engineering Services Term Agreement Renewal for Contract City Engineering Services

Dear Mayor Good,

The **Crestline Team**, Crestline Engineers, Inc. and Mountain Waterworks, a Division of Merrick is pleased to submit the attached Professional Engineering Services Term Agreement Renewal for Contract City Engineering Services. Although our companies have evolved over the years, our team has successfully supported the City of New Meadows to complete numerous projects over the past decade and we look forward to the opportunity to continuing to provide the same level of service to the City for the years to come.

As you are aware, Mountain Waterworks has recently been acquired by Merrick & Company which may create some confusion and/or possibly some concern but based upon conversations and past working relationships with existing compnay leadership, it is our understanding that the transition will be seamless. We are confident that while working with their staff and Crestline continuing to operate in the role as the primary City Engineer/Project Manager contact as well as potential subcontractor delivery opportunities on projects that the **Crestline Team** will able to continue to provide the same resources that have worked on the City's projects in the past.

Thank you in advance for your continued consideration of our services. We look forward to the **Crestline Team** continuing to be an integral component of the New Meadows community for years to come. Please don't hesitate to contact me by email at gtankersley@crestline-eng.com or by phone at (208) 989-1051 should you have any questions about our team or the attached agreement.

Sincerely,

A handwritten signature in blue ink that reads 'Gregg Tankersley'.

Gregg Tankersley, P.E.
Principal Engineer

Cc: Bryan Donaldson, Mountain Waterworks

Enclosures:

1. Profession Engineering Services Term Agreement Renewal (59 Pages)

PROFESSIONAL ENGINEERING SERVICES TERM AGREEMENT RENEWAL

MARCH 2023

CITY OF NEW MEADOWS, IDAHO

City of New Meadows
401 Virginia Street
PO Box 324
New Meadows, Idaho 83654

ENGINEERING TEAM

Crestline Engineers, Inc.



Mountain Waterworks
a Division of Merrick



PROFESSIONAL ENGINEERING SERVICES TERM AGREEMENT RENEWAL

MARCH 2023

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- Statement of Qualifications - Crestline Engineers/Mountain Waterworks

PROFESSIONAL ENGINEERING SERVICES TERM AGREEMENT

This Agreement, made this ____ day of March, 2023, by and between the City of New Meadows, Adams County, Idaho, hereinafter referred to as the CITY, and Crestline Engineers, Inc., an Idaho corporation, hereinafter referred to as the CONSULTANT.

WHEREAS, the CITY, desires to obtain professional services for miscellaneous City projects, herein referred to as the PROJECT; the CONSULTANT agrees to perform the various professional services delineated by Task Order for said PROJECT. Each of the miscellaneous CITY PROJECTS will be negotiated by individual Task Order. All Task Orders to include scope of work, deliverables, schedule, and budget.

The CONSULTANT acknowledges that they have reviewed the scope of work to be performed under this Agreement and agrees to perform the work in accordance with the terms of payment in this Agreement. The CONSULTANT agrees to complete the services delineated and within the specified days, as specified in each Task Order.

It is understood and agreed that the CONSULTANT is skilled in the professions required to perform the work under this Agreement and that the CITY relies upon the skill of the CONSULTANT to perform its work in a professional manner, and that CONSULTANT thus agrees to so perform its work and the acceptance by the CITY does not release the CONSULTANT from professional responsibility.

It is mutually agreed by the parties that:

SECTION 1 - DATA AND SERVICES TO BE PROVIDED BY CITY

- 1.1 The following data and/or services are to be provided by the CITY without cost to the CONSULTANT:
- A. Provide ongoing review of the CONSULTANT work and timely consideration of policy issues at a time acceptable to both the CITY and CONSULTANT.
 - B. Provide access to relevant record drawings, master plans, and other relevant design information of record.
 - C. Provide word processing discs of standard contract documents and standard specification special provisions in Microsoft Word format.
 - D. Unless otherwise specified in a specific Task Order, provide construction contract administration and daily construction inspection.

SECTION 2 - ADDITIONAL PROVISIONS

- 2.1 **BILLING** The CONSULTANT shall bill for the various services as completed no more frequently than once per month. The amount of the bill shall be in accordance with the actual services completed, not to exceed a total amount as outlined in the specific Task Order and the CITY shall timely reimburse the CONSULTANT for said completed services.
- 2.2 **INDEMNIFICATION** CONSULTANT shall indemnify CITY, its agents, officials, and employees, against all suits or claims that may be based on any injury to persons or

property and losses and expenses that are the result of an error, omission, or negligent act of CONSULTANT or any person employed by CONSULTANT.

2.3 INSURANCE REQUIREMENTS The CONSULTANT, certifying that they are an independent contractor shall acquire and maintain throughout the term of this contract the following insurance coverage:

- A. General Liability Certificate of Insurance at \$1,000,000
- B. Professional Liability Insurance (Errors and Omission) with a minimum limit of \$1,000,000
- C. Workers Compensation and Employers Liability Insurance of \$500,000

The limits of said insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless the CITY; and if the CITY becomes liable for an amount in excess of the insurance limits, herein provided, CONSULTANT covenants and agrees to indemnify and save and hold harmless CITY from and for all such losses, claims, actions, or judgments for damages of liability to persons or property. ***The General Liability Certificate of Insurance shall name the CITY as an additional insured and shall be provided to the City of New Meadows City Clerk, prior to proceeding with the PROJECT.***

2.4 INDEPENDENT CONTRACTOR In all matters pertaining to this Agreement, CONSULTANT shall be acting as an independent contractor, and neither CONSULTANT, any officer, employee nor agent of CONSULTANT will be deemed an employee of CITY. The selection and designation of the personnel of the CITY in performance of this Agreement shall be made by the CITY.

2.5 CITY - PROVIDED SERVICES AND INFORMATION The CITY shall furnish the CONSULTANT available studies, reports, and other data pertinent to CONSULTANT's services; obtain or authorize CONSULTANT to obtain or provide additional reports and data as required; furnish to CONSULTANT services of others as required of the performance of CONSULTANT's services hereunder, and CONSULTANT shall be entitled to use and rely upon all information and services provided by CITY or others in performing CONSULTANT's services under this Agreement.

2.6 CITY - PROVIDED ACCESS The CITY shall arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this Agreement.

2.7 NOTICES Any and all notices required to be given by either of the parties hereto, unless otherwise stated in this Agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

CITY
 City of New Meadows
 401 Virginia Street
 PO Box 324
 New Meadows, Idaho 83654

CONSULTANT
 Crestline Engineers, Inc.
 323 Deinhard Lane, Suite C
 PO Box 2330
 McCall, Idaho 83638

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

- 2.8 TIME IS OF THE ESSENCE** The parties hereto acknowledge and agree that time is strictly of the essence with respect to each and every term, condition and provision hereof, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of and a default under this Agreement by the party so failing to perform.
- 2.9 ASSIGNMENT** It is expressly agreed and understood by the parties hereto, that CONSULTANT shall have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of CITY.
- 2.10 REPORTS AND INFORMATION** At such times and in such forms as the CITY may require, there shall be furnished to the CITY such statements, records, reports, data and information as the CITY may request pertaining to matters covered by this Agreement.
- 2.11 PUBLICATION, REPRODUCTION AND USE OF MATERIAL** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The CITY shall have unrestricted authority to publish, disclose and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. The CITY agrees to limit its use of the material to the PROJECT.
- 2.12 COMPLIANCE WITH LAWS** In performing the scope of services required hereunder, CONSULTANT shall comply with all applicable laws, ordinances, and codes of Federal, State, and Local governments.
- 2.13 CHANGES** The CITY may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of CONSULTANT compensation, and any changes in the time of completion, which are mutually agreed upon by and between the CITY and CONSULTANT, shall be incorporated in written Task Order Amendments to this Agreement.
- 2.14 TERMINATION FOR CAUSE** If, through any cause, CONSULTANT shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Agreement, the CITY shall thereupon have the right to terminate this Agreement by giving written notice to CONSULTANT of such termination and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination. In such event, all finished or unfinished documents, data, maps, studies, surveys, drawings, models, photographs and reports prepared by CONSULTANT under this Agreement shall at the option of the CITY, become its property, and CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily complete hereunder. CONSULTANT may terminate this agreement at any time by giving at least sixty (60) days notice to the CITY.

Notwithstanding the above, CONSULTANT shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of this Agreement by CONSULTANT, and the CITY may withhold any payments to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due to CITY from CONSULTANT is determined. This provision shall survive the termination of this Agreement and shall not relieve CONSULTANT of its liability to the CITY for damages, provided that the amount of such damages shall not exceed the total compensations provided for in Section 3 of this Agreement.

2.15 TERMINATION FOR CONVENIENCE OF CITY The CITY may terminate this Agreement at any time by giving at least ninety (90) days notice in writing to the CONSULTANT. If the Agreement is terminated by the CITY as provided herein, CONSULTANT will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of CONSULTANT covered by this Agreement, less payments of compensation previously made. If this Agreement is terminated due to the fault of CONSULTANT, Section 2.12 hereof relative to termination shall apply.

2.16 LOSING PARTY RESPONSIBLE FOR REASONABLE COSTS In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts of fees, costs and expenses, including attorneys' fees, as may be set by the Court.

2.17 BINDING OF SUCCESSORS The CITY and the CONSULTANT each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the CITY nor the CONSULTANT shall assign, sublet, or transfer their interest in this Agreement.

2.18 AUTHORIZATION TO PROCEED Execution of this Agreement by the CITY and CONSULTANT, and execution of specific PROJECT Task Order, shall constitute authorization for the CONSULTANT to proceed with the work.

2.19 RENEWAL This Agreement may be renewed, by written agreement, for an additional term as may be agreed, upon mutual agreement by both parties. The terms of the renewal may include a change in key personnel listed.

2.20 TERM The term for this Agreement shall be approximately three and one-half (3-1/2) years, commencing upon execution of the contract and continuing through December 31, 2027, unless sooner terminated as provided herein.

Non-Appropriation: The continuation of the terms, conditions, and provisions of this contract beyond the calendar year is subject to approval of and ratification by the City Council.

2.21 KEY PERSONNEL Unless otherwise agreed to by the CITY, the CONSULTANT agrees to utilize the key personnel for PROJECTS involving this contract as indicated in the proposal. Any change in personnel shall be approved by the City of New Meadows Mayor or assigned representative.

2.22 EXTENT OF AGREEMENT This Agreement represents the entire and integrated Agreement between the CITY and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral.

This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT. Unless otherwise specified, this Agreement shall be governed by the law of the principal place of business of the CITY.

2.23 SEVERABILITY If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term, or condition.

2.24 DISPUTE RESOLUTION All disputes between CONSULTANT and CITY, with the exception of non-payment issues, shall first be subject to non-binding mediation. Either party may demand mediation by serving a written notice stating the essential nature of the dispute and demanding that the mediation proceed within sixty (60) days of service of notice. The mediation shall be administered by a mediator approved for mediation of civil disputes in Idaho, or by such other person or organization as the parties may agree upon. No action or suit may be commenced unless (1) the mediation does not occur within ninety (90) days after service of notice, (2) the mediation occurs within ninety (90) days after service of notice but does not resolve the dispute, or (3) a statute of limitation would elapse if suit was not filed prior to ninety (90) days after service of notice.

2.25 ENTIRE AGREEMENT This Miscellaneous Professional Services Term Agreement shall remain in effect throughout the duration of the Project. This Agreement, including attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties, and any negotiations, proposals, or oral agreements are intended to be integrated herein and to be superseded by this written Agreement. Any supplement or amendment to this Agreement, to be effective, shall be in writing and signed by the CITY and CONSULTANT.

2.26 GOVERNING LAW This Agreement is to be governed by and construed in accordance with the laws of the State of Idaho.

2.27 NON-EXCLUSIVE Nothing in this Agreement shall be construed to limit the ability of the CITY to contract with other engineering firms for specific projects, or services, including the types of services rendered by CONSULTANT.

SECTION 3 - PAYMENT TO THE CONSULTANT

NOTE: This section will be negotiated with the CONSULTANT. The hourly rates (as shown on the attached rate schedules) and reimbursables agreed to by the CONSULTANT and the CITY are included herewith. Rates charge for services are based on the CONSULTANT'S current employee wages which may require modifications. Rate schedules will be reviewed annually and implemented on January 1st contingent upon City approval. All services rendered after the end of December of each year shall be billed to the CITY at the new established rates. A "not to exceed" reimbursable amount shall also be established under each Task Order which will not be changed except by mutual written agreement of the parties.

3.1 HOURLY RATES AND REIMBURSABLE COSTS The billable hourly rate includes direct labor, general and administrative overhead, profit margin, ordinary and CAD computer time, ordinary software costs, office supplies, check plots, routine reproduction costs, local and long distance communication charges, facsimile charges and travel costs within Adams County.

Billable hourly rates DO NOT include project related costs such as: extensive reproductions costs, i.e. reproduction of final bidding documents (plans and specifications), studies, etc., travel outside of Adams County, per diem, specialized equipment or software unless otherwise agreed to as part of a specific project Task Order negotiation. These negotiated project related costs are to be invoiced to the City at the consultant's cost and sub-consultants costs, as outlined within the Rate Schedules. Sub-consultants proposals will be included as attachments to each Task Order.



2023 SCHEDULE OF BILLING RATES

A. Standard Hourly Rates:

Standard Hourly Rates are set forth in this Appendix and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

B. The Standard Hourly Rates

Billing Class/Description	Hourly Rate
Supervising Engineer/Senior Technical Consultant.....	\$165.00
Principal Engineer.....	\$150.00
Senior Project Manager.....	\$140.00
Project Manager.....	\$130.00
Senior Project Engineer.....	\$115.00
Project Engineer.....	\$110.00
Senior Technical Designer.....	\$100.00
Technical Designer.....	\$90.00
Associate Engineer II.....	\$100.00
Associate Engineer I.....	\$95.00
Construction Manager/Senior Project Inspector.....	\$110.00
Project Inspector II.....	\$98.00
Project Inspector I.....	\$88.00
Senior Environmental Specialist.....	\$95.00
Environmental Specialist.....	\$75.00
Geographic Information System Specialist	\$90.00
CAD Technician	\$75.00
Administrative Support, Clerical and Delivery.....	\$70.00

Notes:

- The above hourly rates will be adjusted on an annual basis, effective January 1 of each year.

C. Reimbursable Expenses

Current agreements for engineering services stipulate that the Reimbursable Expenses are subject to review and adjustment annually. Reimbursable expenses for services performed on the date of the Agreement are:

8.5"x11" Copies/Impressions	<u>\$0.13</u> /page
8.5"x11" Color Copies/Impressions	<u>\$0.59</u> /page
11"x17" Copies/Impressions	<u>\$0.22</u> /sheet
11"x17" Color Copies/Impressions	<u>\$1.08</u> /sheet
Plan Sheet Copies	<u>\$0.65</u> /sq. ft.
Reproducible Copies (Paper)	<u>\$0.65</u> /sq. ft.
Reproducible Copies (Mylar)	<u>\$1.30</u> /sq. ft.
GPS Equipment (Trimble R2 GNSS Receiver)	<u>\$50.00</u> /hour

Notes:

- Mileage will be billed at the rate approved by the IRS, currently 65.5 cents per mile.
- All direct costs (travel, meals, photocopy, shipping, and postage, and out of the ordinary items needed to complete projects) will be billed at actual cost, without additional markup.
- All sub-consultant fees, laboratory costs and application fees, if any, will be billed at cost to projects plus ten (10%) percent.
- Sub-consultant fees, laboratory costs and application fees can be billed directly to or handled by the Client where appropriate.



2023 Standard Hourly Rates Schedule

A. Standard Hourly Rates:

- Standard Hourly Rates are set forth in this Appendix and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

B. The Standard Hourly Rates:

Billing Class/Description	Hourly Rate
Principal Engineer.....	\$225.00
Senior Technical Consultant.....	\$180.00
Senior Project Manager.....	\$200.00
Project Manager.....	\$175.00
Senior Project Engineer.....	\$160.00
Project Engineer.....	\$150.00
Staff Engineer 2.....	\$140.00
Staff Engineer 1.....	\$120.00
CADD Manager.....	\$155.00
Senior Designer.....	\$150.00
Designer 1.....	\$125.00
Funding Coordinator.....	\$160.00
Project Coordinator.....	\$150.00
Project Administrator.....	\$125.00
Infrastructure Specialist 2.....	\$155.00
Infrastructure Specialist 1.....	\$140.00
Engineering Technician.....	\$120.00
Environmental Scientist.....	\$125.00
Bookkeeping.....	\$110.00
Office Administrator.....	\$125.00
Administrative 2.....	\$110.00
Administrative 1.....	\$90.00

**Expert witness testimony will be billed at 2x multiplier times hourly rate schedule*

C. Reimbursable Expenses Schedule:

1. Current agreements for engineering services stipulate that the Reimbursable Expenses are subject to review and adjustment annually. Reimbursable expenses for services performed on the date of the Agreement are:

22 x 34 Plan Sheet Copies	\$5.00 /sheet
11 x 17 Reproducible Black and White Copies (Paper).....	\$2.00 /sheet
11 x 17 Reproducible Color Copies (Paper).....	\$3.00 /sheet
8.5 x 11 Reproducible Black and White Copies (Paper).....	\$0.35 /copy
8.5 x 11 Reproducible Color Copies (Paper).....	\$1.05 /copy

D. Daily Equipment Rental

GNSS Equipment	\$250.00
Portable Flow Meter.....	\$250.00
Hach Open Channel Flow Meter (FH950)	\$150.00
Hach DR890	\$65.00
Water Level Transducer and Direct Read Cable	\$50.00
Well Sampling Equipment.....	\$35.00
YSI Water Quality Monitoring Probe.....	\$30.00
Water Level Sounder	\$25.00
Magnetic Locator	\$25.00
Other Project Related Equipment Not Listed, Cost Plus	10%

Notes:

- The above hourly rates will be adjusted on an annual basis, effective January 1 of each year.
- Mileage is billed at the current rate approved by the IRS, currently 62.5 cents per mile.
- All sub-consultant fees, laboratory costs, and application fees are billed at cost to projects plus (10%) percent.
- All other direct project expenses billed at cost plus (10%) percent.

REQUEST FOR QUALIFICATIONS

City of New Meadows, Idaho

CITY ENGINEER (Contract)



Response Due:

March 7, 2013

No later than 4:00 P.M.

Submit Responses and Direct Questions to:

Attention: Jacob Qualls, Clerk
City of New Meadows, Idaho
PO Box 324
401 Virginia Street
New Meadows, ID 83654

Phone: (208) 347-2171
Fax: (208) 347-2384
email: new_meadow@frontier.net



This institution is an equal opportunity provider

City of New Meadows * P.O. Box 324 * New Meadows, Idaho 83654
Phone (208) 347-2171 * Fax (208) 347-2384

REQUEST FOR QUALIFICATIONS

TO: Professional Engineers

FROM: Mayor Julie Spelman

SUBJECT: Request for Qualifications (RFQ) - Contract City Engineering Services

The City of New Meadows, Idaho is soliciting for qualifications from licensed civil engineering firms interested in providing contract City Engineer professional services.

Submittals will be received at the City Hall, P.O. Box 324 or 401 Virginia Street, New Meadows, ID 83654, until March 7, 2013, 4:00 pm, for furnishing professional contract City Engineering services to the City of New Meadows, Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Jacob "Mac" Qualls, City Clerk / Treasurer
New Meadows City Hall
P.O. Box 324
New Meadows, Idaho 83654
(208) 347-2171

Modifications (addenda) to this RFQ, if any, will be provided that have requested copies. It is recommended that responders to this RFQ contact City Hall prior to submittal.

The Engineer shall warrant that they will not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Executive Order 2009-10 (http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html) . The Engineer shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

1. INTRODUCTION

Pursuant to Idaho Code 67-2320, The City of New Meadows, Idaho is soliciting from licensed civil engineering firms interested in providing contract City Engineer professional services.

67-2320. Professional service contracts with design professionals, construction managers and professional land surveyors. (1) Notwithstanding any other provision of law to the contrary, it shall be the policy of this City of New Meadows that all public agencies and political subdivisions of the City of New Meadows of Idaho and their agents shall make selections for professional engineering, architectural, landscape architecture, construction management and professional land surveying services, including services by persons licensed pursuant to chapters 3, 12, 30 and 45, title 54, Idaho Code, on the basis of qualifications and demonstrated competence and shall negotiate contracts or agreements for such services on the basis of demonstrated competence and qualifications for the type of services required at fair and reasonable prices(see complete 67-2320).

2. SCOPE OF SERVICES PROVIDED

General Description of Anticipated Services:

- Development review of proposed subdivisions, annexations, rezones, easements, etc
- Assist City with development of annual capital improvement plan (CIP).
- Assist City with development of public works annual operating budgets.
- Provide regulatory guidance associated with IDEQ, EPA, IDWR, USACE compliance issues.
- Pursue funding opportunities for projects identified in CIP and other documents.
- Wastewater and water treatment process analysis, design and modification.
- Facility permitting, design, construction management and startup.
- Roadway permitting, design and construction management.
- Storm water system planning, project development and design.
- Provide construction management services.
- Attend City council meetings and provide recommendations and professional guidance.
- Complete and defend cost of service and rate studies.
- Assist City with construction contract development and administration.
- Recommend qualified contractors for City contracts.
- Hold and attend public meeting to ensure public involvement on City projects.

3. QUALIFICATION CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Include licensing or certification documentation that individuals are in fact an licensed or certified engineer. Individual resumes, awards, associations, etc., may be included. Provide the address of the main office (for legal purposes) and the address of the office that will be assigned to the City of New Meadows. Office brochures should be submitted separately as supplemental data.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Identify the project manager that will interact with the City on a routine basis. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to City Engineering Position:** Include your firms approach to providing professional engineering services for a rural Idaho community.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Provide current contact information for all references.

- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work, preferably from rural Idaho communities.
- F. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people within the firm assigned to the City of New Meadows.

The proposal shall be bound and limited to (50) single sided pages (8 1/2 inches x 11 inches), inclusive of resumes, graphics, forms, tables, pictures, photographs, cover letter, etc. This Statement of Qualifications will become public record upon submission.

Submit eight (8) copies of the submittal.

4. EVALUATION PROCESS

The proposal evaluation process implemented by the City shall be a "Qualification Based Selection". The City reserves the right to make a selection directly from the proposals, or to require an interview of the top firms. A selection committee appointed by the City of New Meadows will assist with firm evaluations and make recommendations to the City Council who will make the final selection. The City of New Meadows will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City of New Meadows will terminate negotiations and commence negotiations with the second-ranked firm.

5. PROPOSED DATES:

- | | |
|------------------------------|---|
| A. Receive Submittal | NO LATER THAN <u>March 7, 2013 4pm</u> |
| B. Notify Selected Engineers | NO LATER THAN <u>March 12, 2013</u> |
| C. Oral Interviews | BEGIN NO LATER THAN <u>April 3, 2013</u> |
| D. Firm Award | NO LATER THAN <u>April 8, 2013</u> |
| E. Negotiate Contract | NO LATER THAN <u>May 6, 2013</u> |

6. SELECTION

The City of New Meadows will attempt to select a firm according to the proposed schedule as listed in item 5. However the City reserves the right to modify the selection process schedule and will notify engineering firms selected for oral interviews of any changes in the schedule. The final award of contract with the City of New Meadows is contingent upon the successful negotiation of an Agreement.

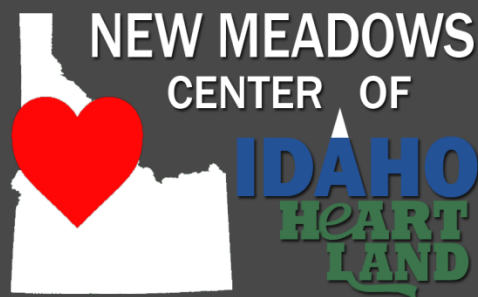
The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement with the City of New Meadows, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The City of New Meadows reserves the right to reject any or all submittals received as a result of this request.

The City of New Meadows may also negotiate separately with any source in any manner necessary to serve the best interests of the City of New Meadows, Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.



Statement of Qualifications



Basic Qualifications

Why is the Crestline Engineering Team the Right Selection for New Meadows?

- 1 Bigger isn't better. Better is better. Our engineers have worked with and for, the largest firms in the nation but prefer working in Rural Idaho, bringing their big company experience with them. We have intentionally remained a small company to provide more personalized service. We are client focused and driven by integrity in all we do.
- 2 The **Crestline Team** is local. Our engineers live and work in the mountains of central Idaho, and our project manager works and raises his family here. We want to see the Meadows and Long Valley prosper, and if developed, be developed with long term sustainability as a key requirement.
- 3 The City has an opportunity to select a known professional resource, Gregg Tankersley, P.E. Our current and past project experience with the City of New Meadows has developed close working relationships with City staff and an understanding that they will remain integral to the planning, design, and construction process.
- 4 The **Crestline Team** has a working knowledge of all local contractors, which will result in lower construction cost for the City. Understanding the limitations and constraints of seasonal construction makes the **Crestline Team** a logical choice.
- 5 Our multi-discipline team is capable of providing professional services required to be successful as City Engineer. Our team will provide industry experts in the fields of land planning and entitlement, facility and strategic planning, civil engineering, electrical engineering, structural engineering, construction management and project inspection.
- 6 Our team has intimate knowledge of the City's current and future land planning, engineering, and project needs.

About the Crestline Team

Crestline Engineers has partnered with its sister company, Mountain Waterworks, to form a multi-disciplined engineering team with a singular vision of providing hands-on services while minimizing cost impacts to rural Idaho communities. The Crestline Team has built a foundation on providing clients premier engineering services with an overriding emphasis on ethics and trust. We believe that building a strong relationship based on trust is the key to completing successful projects. Our team is fully committed to this principle.



Crestline Engineers staff members have worked in Valley and Adams Counties for over the past ten years and have a significant understanding of the issues and concerns when working on engineering projects with Idaho's mountain communities. In addition, protecting natural resources, such as watersheds, as well as preserving the area's natural beauty, all come into play when planning engineering and completing projects within New Meadows. Through past knowledge gained from working on projects within New Meadows and the surrounding area, Crestline has developed a familiarity with many of the City's infrastructure needs. With our main office located in McCall, Crestline Engineers has a vested interest in making sure that their local community, including New Meadows, is a great place to live, work, and raise a family. Crestline's long term goals include the development of sustainable businesses and the creation of permanent jobs, assisting in the economic development of both the Meadows and Long Valley areas.

Mountain Waterworks, Inc. is a leading Idaho engineering consulting and utility operations company specializing in the fields of wastewater, drinking water, environmental resources and renewable energy. Our professionals have expertise in NPDES permitting, regulatory compliance, facility planning, design, construction management, and system startup.



Local Project Office

Crestline Engineers, Inc.

Physical: 323 Deinhard Lane, Suite C, McCall, Idaho 83638

Mailing: PO Box 2330, McCall, ID 83638

Office: (208) 634-4140



Our Values

The **Crestline Team** is devoted to providing an opportunity for open communication with our clients throughout the engineering process and we do our very best to leave no stone unturned. Core values for the Crestline Team are as follows:

Rural Focus

Work with rural communities to provide affordable and sustainable infrastructure.

Remain a small, rural focused company in numbers but provide large company experience and solutions.

Professionalism

Provide services with the highest level of professionalism in the industry.

Compete fairly and conduct business in an honest and professional manner.

Accountability

Hold ourselves accountable for the quality of our work.

Set high performance expectations.

Trust

Building strong relationships with our clients based on trust.

Understand our client's business, financial and project objectives to ensure that our professional services are on target, timely, and within budgetary goals.



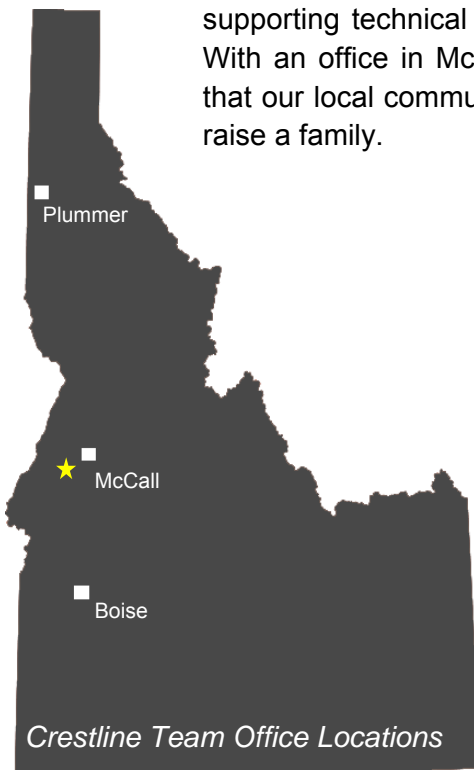
Project Team

The **Crestline Team** has a long history of resolving engineering and regulatory compliance problems for Idaho rural communities. We have an extensive list of successful projects and satisfied clients throughout the state. Every member of our staff has unparalleled experience in completing complex civil engineering projects with specific expertise in the water, wastewater, and city engineering. Our Team has observed that the consulting engineering industry could do better in serving rural Idaho communities and we have created a new model to bring this process to life. We take the responsibility of doing better business and providing better service very seriously.

The **Crestline Team** has worked in Valley and Adams Counties for over 10 years and has a significant understanding of issues and concerns when it comes to working on engineering projects within mountain communities. Our staff understands the local issues such as a short construction season, requirements for quick turnaround times on projects, high ground water tables, and long, snow covered winters.

Firm's Size

The **Crestline Team** joins three offices with four primary professional engineers and supporting technical staff located in our McCall, Boise, and Plummer, Idaho offices. With an office in McCall, the **Crestline Team** has a vested interest in making sure that our local community, including New Meadows, is a great place to live, work, and raise a family.



From our McCall office location, we have successfully proven to the City of New Meadows the value of having an engineering resource that is simply a phone call and minutes away. In addition, there is no need to charge the City for travel expenses for site visits and meetings. Non-local and out of state firms will charge significant overhead costs to the City. Higher overhead costs associated with other firms will result in fewer project dollars being spent on infrastructure being constructed for the City.

Areas of Expertise

The **Crestline Team** is capable of providing a broad spectrum of City Engineering professional services for all types of land development, public works and complex engineering projects. Our ability to provide in-depth engineering design and analysis across several aspects of the civil engineering discipline supports the highest quality of professional services, at an affordable rate and in a timely manner.

City Engineering

Planning and Permitting



- Comprehensive City Planning & Zoning
- Procuring Project Funding
- Regulatory Compliance
- Master & Facility Planning
- Land Planning and Entitlement

City Engineering Professional Services



- Roadway & Site work
- Site Survey
- Transportation Engineering
- Drinking Water Engineering
- Wastewater Engineering
- Electrical Engineering
- Structural Engineering
- Water Resources
- Wetland Delineations

City Engineering

As rural communities become stressed from insufficient revenue to fund aging infrastructure, innovative project financing experience is essential. In addition to funding assistance, we work with community staff to set utility rates that are maintainable. There is a delicate balance between covering the cost of utility services and funding needed improvements while keeping the costs low. Our utility management experience allows us to develop defensible utility rates to meet the business obligations for service and manage rate increases to the users.

Transportation Engineering

The **Crestline Team** provides engineers and technical staff with extensive roadway design experience. Our submittals comprise of highway design, state highway on/off-ramps, local and private roads, CRABS rehab design and approaches for commercial and residential use. We have worked with state and county agencies including multiple ITD districts, the local highway districts, and other paved and gravel road designs.

Our experience includes extensive field work and inspection. We have experience in complex routing of roads meeting ITD, AASHTO, and ISPWC guidelines. On the inspection side, we have done quantity and volume review, and visual inspection to make sure compaction samples met design criteria. Our team always uses the most current cutting edge design software program ACAD Civil 3D.



Drinking Water Engineering

We work hand-in-hand with regulatory agencies to provide our clients with the knowledge and resources to manage complex and ever changing regulatory issues. The **Crestline Team** will develop sustainable, total water solutions with a balanced approach to the water cycle. Our methodology involves evaluating systems from water supply through treatment, conveyance, wastewater treatment, reuse and recovery, and return to the natural environment.

Wastewater Engineering

The **Crestline Team** provides planning, design, and construction management services of wastewater treatment and solids handling facilities from new plant inception to rehabilitation and reconstruction of existing facilities. Through our commitment to protecting the health of the natural environment, future and existing communities will thrive and water quality will be protected.

Project Funding

We have strong relationships with all State and Federal funding agencies, in part because they trust that we will work with communities to maximize efficient use of available funds. Our commitment to providing rural communities with financial and capital planning expertise ensures that the cost of providing services to the public will be sustainable with minimal impact to local residents.

Construction Management

Efficient and effective construction management of a project can be critical to its overall success. By providing comprehensive construction management services, the **Crestline Team** is able to give clients the peace of mind that their project is being built per design and completed on time, all while staying within budget.



Water Resources

The future health of our water resources is dependent on the smart use of available water resources. Our professionals provide expertise that will ensure efficient use of your water resources by developing innovative approaches; including water reuse systems, dams, irrigation, and aquifer storage and recovery.

Utility Operational Analysis and Operator Training

The **Crestline Team** partners with communities and companies to deliver a complete range of custom-tailored operations and maintenance (O&M) solutions. Our sustainable O&M solutions include water and wastewater system optimization; contract O&M of water, wastewater, and other utilities; facilities management; and complete municipal operations, including administration, public works and community development.

"We have found mountain water works to be not only capable and expedient in engineering our new well, but also invaluable in navigating the complex paperwork to secure the loans and grants to pay for it."

*Ken Litz, President
East Lizard Butte Water Corporation*





Familiarity with New Meadows

The **Crestline Team** has a proven track record and excellent working relationship with the City of New Meadows. Gregg Tankersley, P.E. will continue to work with Mayor, Council and City Staff on development of the North Commercial Avenue project. His hands-on approach has helped the City start the 2012 Sidewalk and ADA Ramp Improvement Project when others said it couldn't be done. Gregg has worked as an extension of City staff to support the understanding of the process, plan the project, expedite approvals with ITD, and negotiate with the selected contractor to match project components with available funds. During the design process, Gregg also assisted the City in obtaining an additional \$62,300 in "Cash for Towns" funding for ADA ramp improvements.

In 2012, Keri Hill of the **Crestline Team**, working as a representative of Idaho Rural Water Association (IRWA), worked closely with the City of New Meadows and the Idaho Department of Environmental Quality (IDEQ) to develop the City's Drinking Water Source Protection Plan. Keri, along with IRWA and IDEQ, held a free event at City Hall that included onsite water testing, hazardous waste removal, and an edible aquifer event for local kids. The Drinking Water Source Protection Plan was certified by the IDEQ and allows the City to apply for Source Water Protection Grants from IDEQ. Keri will assist the City on future source water protection projects and as a funding coordinator and grant administrator.

North Commercial Avenue Project



Before the end of 2012, the New Meadows City Council selected the **Crestline Team** to work on the North Commercial Avenue Project. While working on the 2012 Sidewalk & ADA Ramp Improvement Project, our team learned of the North Commercial Avenue Project and openly shared our thoughts and ideas to help with project planning during the communities engineering transition period.

Stormwater Improvements



After the 2012 flooding in New Meadows, it was determined that a major focus needs to be put on improvements to the City's stormwater collection system. The existing City collection systems are old and have reached their maximum life expectancy. North Commercial Avenue is the major back bone of the City's north side stormwater collection system and all water on the north side of town reaches this system before it drains to the Little Salmon River. Before planned roadway improvements begin, this system will need to be upgraded and/or replaced.



City of New Meadows does not have any stormwater water quality facilities, and untreated stormwater currently discharges into the Little Salmon River. The **Crestline Team** staff has discussed the conveyance problems and the possibility of a regional stormwater treatment facility with the City and the IDEQ. Stormwater improvements associated with the proposed North Commercial Avenue projected will be eligible to obtain 319 grant funding.



In collaboration with New Meadows staff, converting a portion of an abandoned treatment lagoon adjacent to the wastewater treatment plant into a constructed wetland/retention facility for water quality treatment of stormwater from portions of the City. The goal of the 319 grant would be to obtain additional funding for stormwater conveyance and treatment improvements associated with Virginia Street and North Commercial Avenue. The new aerial mapping that Crestline has assisted the City in obtaining will be an excellent resource for developing this grant application.

ITD Cash for Towns



The **Crestline Team** has helped the City of New Meadows with their current ITD Cash for Towns project along US Highway 95/Virginia Street. We have helped the City to obtain an additional \$62,300 for further development of these improvements. Additional funding opportunities to complete the remaining corners at Virginia street/North Commercial Avenue with future Cash for Towns money look promising.

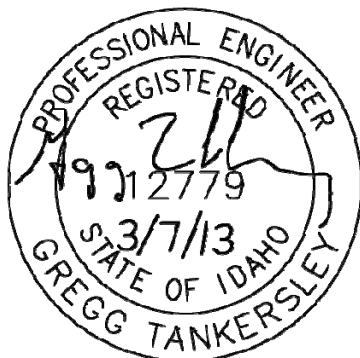
Project Manager's Qualifications and Experience

Gregg Tankersley, P.E.

City of New Meadows Project Manager

The **Crestline Team** is pleased to propose Gregg Tankersley, P.E. Gregg is a licensed Professional Engineer in the State of Idaho and the President of Crestline Engineers. As a working principal engineer, he is actively involved in all projects and committed to ensuring that clients are satisfied as well as receiving the highest quality services. Gregg brings to the team over 10 years of engineering experience working on public works and development projects within Adams and Valley Counties as well as other projects inside and outside of the State of Idaho. As the City of New Meadows Project Manager, Gregg will be in charge of day-to-day issues and work closely with the City.

Gregg's experience includes the design and preparation of construction plans for roadway improvements including curb, gutter & sidewalks, parking lots, site grading, storm water drainage, water distribution systems, sanitary sewer collection piping and pump stations. For additional information pertaining to Gregg's qualifications, please refer to his attached resume at the end of this document.



"Having worked in Valley County for over 10 years, Gregg understands the complexities and issues related to overseeing engineering projects in mountain communities. He has demonstrated his ability to successfully work as team with other engineering and planning professionals. In that capacity, Crestline Engineers serves as an important local engineering resource offering personal and economical services that are not available from firms outside Valley County."

- Nathan Stewart, PE
City of McCall, City Engineer

Experience as Project Manager

Over the last five years, Gregg has successfully managed numerous engineering projects in both Adams and Valley Counties giving him a detailed understanding of the area. These projects have varied in size and range from large subdivisions, commercial/mixed-use developments all the way down to small parking lots or the simple extension of a sewer main. Gregg's understanding of New Meadows and his engineering experience will help him to provide community based decisions and guide City staff.

Local Representation

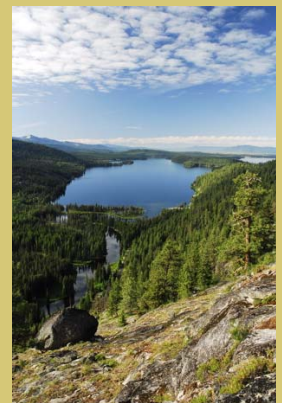
Working out of the McCall office, Gregg can promptly respond to the City of New Meadows' needs as well as facilitate efficient and cost effective delivery of specific services. As proven in the past, Gregg will be readily available to meet with the City and can do so without expensive travel costs. With an office in McCall, Gregg and other members of our team can conveniently come to New Meadows and work face to face with the City to discuss projects and promptly solve problems.

Experience with New Meadows

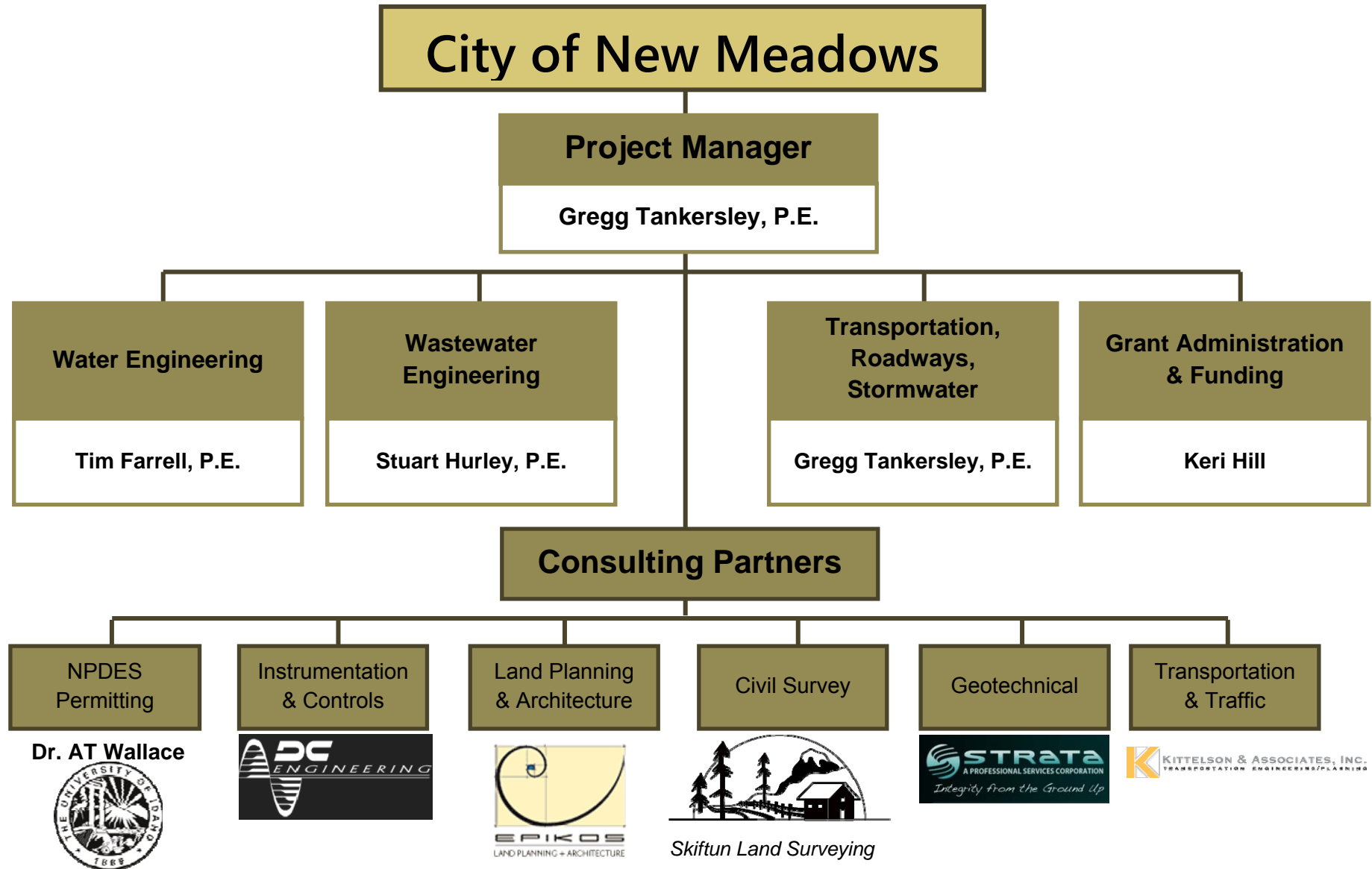
Gregg has immediate relationships with Mayor Spelman, City Clerk Jacob "Mac" Qualls and Public Works Supervisor Doug Buys. He regularly attends City Council meetings and is in tune with many of the day to day activities going on in the local community. While assisting the City with the 2012 Sidewalk & ADA Ramp Improvement and North Commercial Avenue projects, Gregg has gained a general understanding of the City's needs as well as future projects.

Vested Interest in the Community

As the manager of our McCall office, Gregg has a vested interest in making sure that the local community, including New Meadows, is a great place to live, work and raise a family. Gregg's long term goals include the development of sustainable business and the creation of permanent jobs, assisting in the economic development of both the Meadows and Long Valley areas.



City of New Meadows Engineering Team



Tim Farrell, P.E.

Principal Engineer, Public Water Division Manager

Education

- ‡ Idaho Licensed Professional Engineer No. 8574
- ‡ B.S. Civil Engineering
- ‡ B.S. Natural Resource Management
- ‡ Idaho Drinking Water Treatment Class II
- ‡ Idaho Drinking Water Distribution Class IV

Mr. Farrell is the President of Mountain Waterworks and has an extensive engineering background including over 20 years of experience in municipal engineering, utility management and operation, design and construction of water and wastewater facilities, customer rate studies and financial management of utilities. He has worked across the United States assisting utilities with implementing their capital and strategic plans. He is an industry expert in resolving complex compliance issues and securing funding for replacement of aging infrastructure. He has assisted many small Idaho communities with capital planning and developing affordable water and sewer rates. In addition to his professional engineering license, Mr. Farrell holds a Class 2 Drinking Water Treatment License, and a Class 4 Distribution license. This combination of design engineering, utility management and operational expertise is unmatched in the water and wastewater industry.

Stuart Hurley, P.E.

Wastewater Division Manager

Education

- ‡ B.S. Civil Engineering
- ‡ M.S. Environmental Engineering
- ‡ Idaho Licensed Professional Engineer No. 11613
- ‡ Montana Licensed Professional Engineer No. 19128

Mr. Hurley is known regionally for his professionalism and dedication to offering clients with cost effective solutions that meet their needs, but do not break the bank. His experience spans the United States working on industrial water treatment, wastewater treatment and water reuse projects. His technical specialties include wastewater and water master planning, infrastructure planning, wastewater and water system design, infrastructure design, and hydraulic modeling. He is a technical expert in all wastewater treatment processes. He is highly experienced in funding agency coordination, construction oversight, process evaluations, rate studies, operator training and system startup.

Education

- ∴ Idaho Licensed Professional Engineer No. 14233
- ∴ B.S. Civil Engineering
- ∴ Idaho Wastewater Treatment Class I Operator (WWT1-16279)

Education

- ∴ B.S. Chemical Engineering
- ∴ M.S. Sanitary Engineering
- ∴ Ph.D. Sanitary Engineering

Lance Dennis, P.E.

Operations & Construction Manager

Mr. Dennis is our Office Manager in Plummer, Idaho, and has over ten years of water and wastewater operational and engineering experience. Lance's technical specialties include water and wastewater treatment design, utility operation and maintenance optimization, hydraulic modeling of water systems, SCADA system design, selection of pumping systems and variable frequency. He has experience and extensive knowledge in a variety of planning, construction, design, system operation and maintenance issues. His recent experience includes the design of wastewater treatment plants, sewer collection systems and lift stations. He also has advanced skills in project funding and contract negotiation. In addition to his consulting engineering experience, Lance earned his operator-in-training hours working at a trickling filter wastewater facility with anaerobic digestion. He also operated three small extended aeration plants and an oxidation ditch for two years.

Dr. AT Wallace

Water & Wastewater Industry Expert

Dr. Wallace has been assisting rural communities in northern Idaho and Washington on both water and wastewater projects since 1965. He is an industry expert in writing and negotiating NPDES permits. His wastewater work has covered the entire spectrum of facility planning and detailed design, design review, operations analysis, troubleshooting and operator training. He has been heavily involved in land treatment of municipal wastewater and municipal sludges.

In addition to over 45 years of consulting engineering experience on water and wastewater projects for northern Idaho rural communities, Dr. Wallace headed up the sanitary engineering program at the University of Idaho. He continues to be a mentor, technical advisor and sub-consultant for many of the top engineers in the region.

Keri Hill

Grant Administrator & Environmental Scientist

Education

- ⋮ B.S. Environmental Science
- ⋮ Idaho Certified Grant Administrator

Formally with Idaho Rural Water Association, Keri has a wealth of knowledge related to water system operation and funding programs. Her experience includes writing and obtaining certification of the City of New Meadows's source water protection in 2012. She has a close working relationship with the City of New Meadows staff. Keri is certified by the Idaho Department of Commerce as a Grant Administrator for the State of Idaho. She also has experience in loan and grant development, group facilitation, rate studies, assisting in bond elections, and speaking to city councils of government.

Oscar Williamson, II

Senior Designer

Education

- ⋮ A.A., Design/ Drafting

Oscar is the lead Design Technician and Transportation Designer for the **Crestline Team's** Boise office. He has over 18 years of experience with the preparation of design plans. Oscar has developed design drawings, quantity and construction cost estimates, and specifications for construction. He has worked with topographic base mapping, setting standards, and file referencing. Oscar's knowledge also includes many assignments concerning the improvement of transportation enhancement projects that meet ITD, AASHTO, and FHWA requirements.

Warren Drake

Licensed Operator

Education

- ⋮ Idaho Water Treatment Class I Operator (DWDVSW-12257)

Warren holds a Class I Water license and is based out of our McCall office. He provides management and operational assistance to multiple water systems in Valley County. Warren has lived in the Long Valley near McCall for over 30 years. He has a depth of knowledge about rural community needs as well as the opportunity and strains development can bring to a community. Warren's trustworthy and steadfast character aligns him with the **Crestline Team** perfectly.

Ability to Complete Projects of this Scope

The **Crestline Team** is committed to and has proven time and time again our ability to successfully control project schedules and costs through efficient project management and communication. Our team's past project experience includes working with rural communities and municipalities to complete projects that meet their needs while staying on track with specific project budgets. Past project experience makes our team the ideal candidate to serve the City of New Meadows in the capacity of City Engineer.

Working in both Adams and Valley Counties for over 10 years provides our team with the local knowledge necessary to meet all of the City of New Meadows consulting engineering needs. Our technical expertise coupled with our local/rural presence combines the best of both worlds and provides maximum benefit to the City making our team the ideal choice for you.

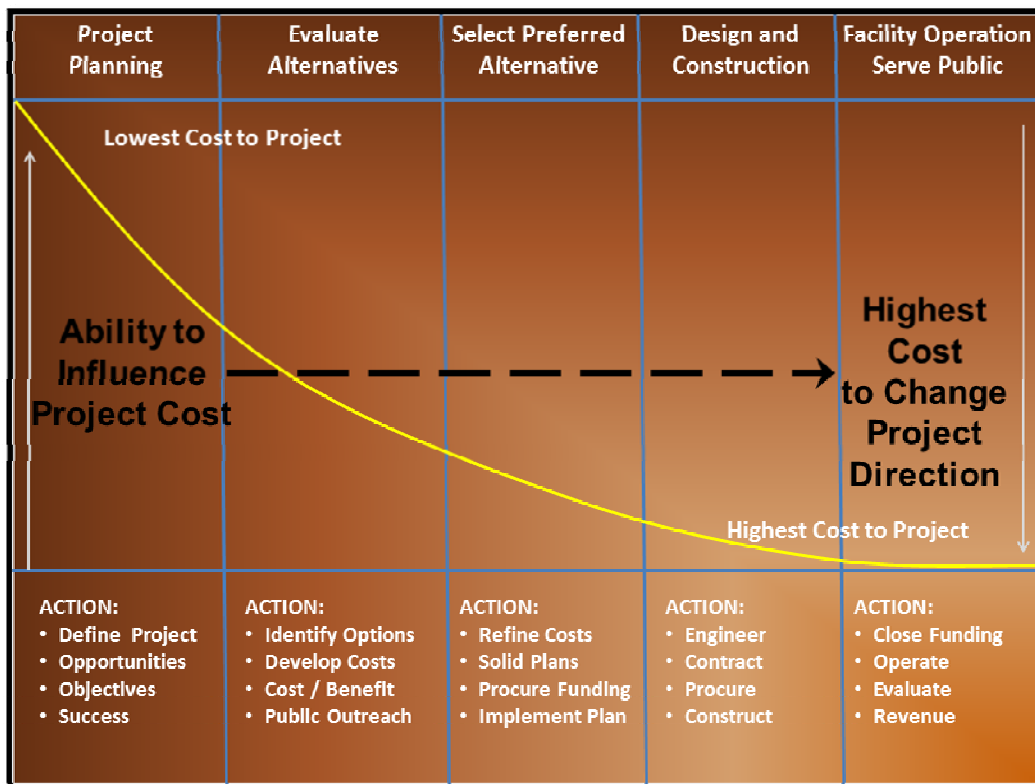


Figure 1: Ability to Influence Project Cost

The **Crestline Team** has developed a unique project approach by including key City staff, planners, engineers, sub-consultants, and often times the public, early in the planning and design phase of the project. As you can see in the above figure, using a team approach early in the project can significantly affect the projects direction, cost and success. Waiting until later phases of the project to get input from key individuals who are "on-the-ground" often times results in large project change orders and higher total project costs. Our client/engineer teaming arrangement is unique in the engineering field, but has proven successful on many current and past projects.

RECENT LOCAL PROJECTS

City of New Meadows - 2012 Sidewalk & ADA Ramp Improvement Project

Client: City of New Meadows, Idaho
Address: 401 Virginia Street, PO Box 324, New Meadows, Idaho 83654
Telephone: (208) 347-2171

Crestline Engineers worked hand-in-hand with the City of New Meadows as they worked through the design of the 2012 Sidewalk and ADA Ramp Improvement Project. When others said it couldn't be done, we worked with the City to make it happen! Our staff has been an integral component by supporting the City to help them understand the process, plan the project, expedite approvals with ITD, and negotiate with the selected contractor to complete the project with available funds. During the design process Crestline Engineers assisted the City in obtaining an additional \$62,300 in "Cash for Towns" funding for additional ADA ramp improvements. Final design of the project included approximately 1,000 linear feet of sidewalk and 12 official ADA/pedestrian ramps including curb and gutter for all of the proposed improvements.



City of New Meadows - North Commercial Avenue Project

Client: City of New Meadows, Idaho
Address: 401 Virginia Street, PO Box 324, New Meadows, Idaho 83654
Telephone: (208) 347-2171

The **Crestline Team** is currently working with the City of New Meadows on the preliminary design and planning phases of the N. Commercial Ave. project. As part of the projects development we have started to work with various funding sources to secure additional monies to complete the project. Preliminary design and planning efforts include base drawing development, preliminary road plans, analysis of stormwater runoff drainage areas within/outside of town, and the development of a constructed wetland/detention system to address the City's untreated stormwater runoff. Over the next few months, our team will continue to develop preliminary plans, pin down funding alternatives, and create a schedule for the project through construction.

City of New Meadows - 2012 Aerial Mapping Management and Coordination

Client: City of New Meadows, Idaho
Address: 401 Virginia Street, PO Box 324, New Meadows, Idaho 83654
Telephone: (208) 347-2171

The **Crestline Team** provided assistance to the City of New Meadows for securing new aerial mapping of the City Limits/Impact Area. This included project coordination with City Staff, Skiftun Land Surveying, Inc. for on the ground survey control and 3Di West for aerial photography and mapping. The completion of this mapping prior to winter/snow covered conditions was a critical component necessary for getting the N. Commercial Ave. project off the ground and without it, the project would be further delayed until the Spring of 2013. Our team has already used this mapping to help identify drainage areas for analysis of stormwater runoff and the development of a gravel/rock source for construction of future roadways within the City. Additionally, this mapping will be a useful tool for any and all projects completed within the City limits as well as be a critical component used for mapping the City's utility systems.



City of McCall - Lift Station No. 7 Replacement Project

Client: City of McCall, Idaho
Address: 815 N Samson Trail, McCall, Idaho 83638
Telephone: (208) 634-5580

Crestline Engineers is currently providing engineering design assistance for the City of McCall, Lift Station No. 7 replacement project. Our staff members are locating the new sewer lift station, grading and piping improvements as well as a river crossing of the North Fork of the Payette River for multiple pressure sewer force main lines. The preliminary design phases of the project include an analysis of several different piping and equipment configurations so that the existing sewer lift station could move out of the flood plain and off private property as well as improve access to the facility by placing the new lift station on the east side of the river.



City of McCall - Third Street Corridor Revitalization Project

Client: City of McCall, Idaho
Address: 815 N Samson Trail, McCall, Idaho 83638
Telephone: (208) 634-5580



Crestline Engineers is currently working with the City of McCall on the Third Street Corridor Revitalization project. Engineering services include design assistance for project typical details, Quality Assurance & Quality Control (QA/QC) review of the prepared plans for the Design Team/City Engineer. Crestline has also performed Construction Engineering & Inspection (CE&I) services for the first phase of the project completed during the fall of 2012 and will provide the

same services during the 2013 construction season. The sidewalk construction phase of the project will require significant interaction with the local business community to minimize the potential impacts associated with the project's construction. Crestline will work closely with these businesses, the City of McCall, and the project contractor to carefully develop and coordinate a construction schedule that will mitigate impacts to these businesses.

Whitetail - Planned Unit Development

Client: Whitetail, A Club for all Seasons, LLC - Rick Mooney, Project Manager
Address: 501 W. Lake Street, McCall, Idaho 83638
Telephone: (208) 634-1941

The **Crestline Team** helped to develop the 224 lot, Whitetail mixed use residential planned unit development. Our staff members worked closely with the project development team as well as helped with entitlement acquisition for the entire project through the City of McCall, and were responsible for final design of the project's first phase. Engineering work included water system



master planning and design of over five miles of roads including water distribution and sanitary sewer system collection piping, two sanitary sewer lift stations, grading and drainage, stormwater modeling, and wetland permitting. Our staff also assisted with construction management including obtaining final approvals through the City of McCall and Payette Lakes Recreational Water and Sewer District.

IDAHO PROJECTS

City of Greenleaf - Wastewater Treatment Project

Client: Civil Dynamics – Amy Woodruff, P.E.
Address: 5105 S 10th Ave, Caldwell, ID 83607
Telephone: (208) 453-2028

Crestline and Mountain Waterworks engineers working under Civil Dynamics (City Engineer) provided planning, design, environmental permitting, construction administration, startup assistance, and operational support for a new community wide collection system and wastewater treatment facility. Facing a consent order from DEQ for failing septic systems, the City was forced to solve their wastewater issues or face steep fines by DEQ.



The overall project included producing a facility planning document, environmental information document, plans and specifications for construction, construction support, startup assistance, and operational support. The overall cost for the collection system and treatment plant was approximately \$9.7 million, of which over 60% was secured through government grants. Funding agencies included Idaho DEQ, US Army Corp of Engineers, and a congressional appropriation. The remaining balance of the project was funded through DEQ State Revolving Loan Fund low interest loans.

City of Meridian - Wastewater Treatment Plant Upgrades

Client: City of Meridian – Tracy Crane, WWTP Superintendent
Address: 3401 N. Ten Mile Rd., Meridian, ID 83646
Telephone: (208) 888-2191

Mountain Waterworks engineers have provided professional engineering services on a variety of projects over the past 12 years for the City of Meridian, Idaho. As one of the development and growth hubs of the Treasure Valley, Meridian has experienced tremendous growth and our staff has been there every step of the way to offer assistance with their wastewater treatment needs. Projects completed by our team for Meridian include:

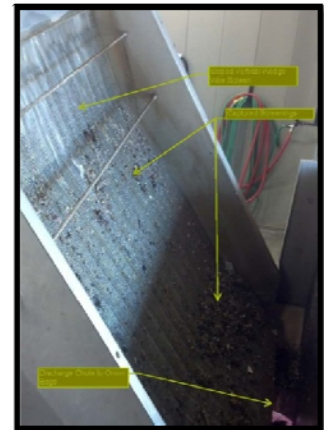
- 2 Wastewater Treatment Master Plans
- Liquid Stream Treatment Expansion Design (approximately \$10M upgrade)
- Solids Treatment and Handling Project Design (approximately \$7M upgrade)
- Dissolved Air Flotation Thickener Design
- Operations and Maintenance Manual
- Headworks Expansion Design and Chemical Facility Design

City of Plummer - Wastewater Treatment Screen Upgrade, Quality Assurance Plan and Water System Upgrades

Client: City of Plummer – Carl Richel, Public Works Supervisor
Address: PO Box B, Plummer, ID 83851
Telephone: (208) 686-1641

The City hired Mountain Waterworks to complete a Preliminary Engineering Report, Plans and Specifications, and to perform construction services for a new mechanical screen at the Plummer Wastewater Treatment Plant. The facility was funded through USDA Rural Development and due to the unsanitary nature of the screens, Rural Development highly encouraged the City to install new screens. Mountain Waterworks is currently working with the City of Plummer and USDA Rural Development to install a new mechanical screen. The new mechanical screen will eliminate the current 4-6 hour daily operations and maintenance and unsanitary conditions associated with the existing static screens.

A Quality Assurance Plan (QAP) for the new wastewater facility was required in the City's discharge permit. Mountain Waterworks prepared the QAP for the wastewater facility in coordination with the Coeur d'Alene Tribe and the City. Through our proactive planning approach and correspondence with the Tribe, the QAP was completed and approved without hesitation.



Rivers Crossing Development – Water and Wastewater Facilities

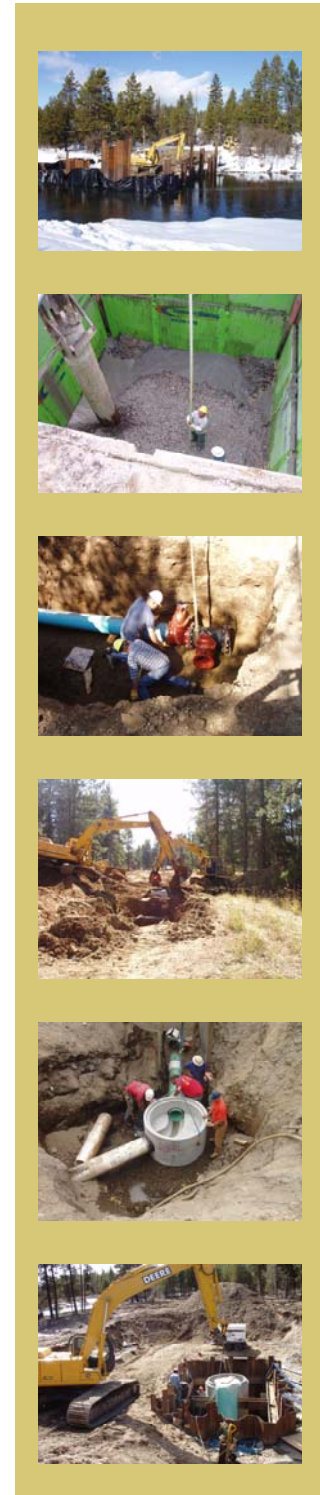
Client: Secesh Engineering, LLC – Scott Acker, Project Manager
Address: 335 Deinhard Ln. Ste. 1, McCall, Idaho 83638
Telephone: (208) 634-6336



Tim Farrell, P.E. of Mountain Waterworks designed and provided construction management for a water and sewer pipeline crossing of the Payette River in McCall, Idaho. Rivers Crossing, a subdivision consisting of upper end homes along the Payette River needed access to water and wastewater facilities adjacent to but across the scenic river. Mr. Farrell obtained 404 permitting approval from the Army Corp of Engineers to open cut the river channel and install 12-inch water and sewer mains. Sewer effluent from the subdivision would gravity flow across the river and into a new lift station.

CURRENT PROJECTS

Client	Brief Project Description	Location
City of McCall, Idaho	Construction Inspection of sidewalks and curb and gutter.	McCall, Idaho
City of McCall, Idaho	Civil site work for lift station No. 7, 1.5 MGD	McCall, Idaho
City of New Meadows, Idaho	Sidewalk and ADA improvements.	New Meadows, Idaho
City of New Meadows, Idaho	North Commercial Ave, roadway and storm drainage improvements.	New Meadows, Idaho
City of Pierce, Idaho	Wastewater Facility Plan to evaluate collection system and wastewater treatment alternatives.	Pierce, Idaho
City of White Bird, Idaho	Wastewater Facility Plan to evaluate collection system and wastewater treatment alternatives.	White Bird, Idaho
City of Kendrick, Idaho	Wastewater Facility Plan to evaluate collection system and wastewater treatment alternatives.	Kendrick, Idaho
Santa Water and Sewer District	Replacing 8,000 feet of sewer collection main, services and lift station modifications.	Santa, Idaho
Fernwood Water and Sewer District	Water and wastewater system improvements including main replacements, service lines and I&I manhole replacements. Lift station replacement.	Fernwood, Idaho
Santa-Fernwood Wastewater Plant	Influent flow meters, increased hydraulic and treatment capacity, new chlorine contact chamber.	Santa, Fernwood-WWTP
City of Meridian, Idaho	Digester gas moisture removal, centrate tank mixing evaluation, in-stream sampling station.	Meridian, Idaho
East Lizard Butte Water Corporation	Design and construction of 600' well, storage and pumping station.	Canyon County, Idaho
City of Plummer, Idaho	Design of influent wastewater screen and Quality Assurance Plan.	Plummer, Idaho
City of Priest River, Idaho	Emergency wastewater sludge removal and disposal.	Priest River, Idaho
Verde Environmental, Georgia	Water reuse treatment system for industrial facility.	Ashville, North Carolina



Consulting Partners

Through the relationships we have developed with our consulting partners, our experienced staff can tap into the knowledge of many other disciplines. Our goal is to put together the best group of professionals and the most qualified team to complete projects efficiently without the overhead of a large firm. This efficiency will result in significant cost savings for the City of New Meadows.

Dr. AT Wallace



Dr. Wallace is technical advisor and considered an expert in sanitary engineering. He has worked on hundreds of projects throughout Idaho over the last 50 years and has unmatched knowledge of Idaho's water and wastewater needs. Dr. Wallace will provide expert analysis of the City's NPDES permit and offer cost effective solutions to assist the City with EPA compliance.



For over thirty years, **STRATA** has provided professional environmental, engineering, geotechnical engineering, construction engineering, construction inspection, and construction materials testing services for a wide variety of clients across many service sectors including industrial, energy, commercial, municipal, and transportation. STRATA will assist the City with all of their geotechnical needs.



DC Engineering is a team of dynamic engineers and designers rich in experience and professionalism. From high-tech, retail, hospitality, commercial, water/wastewater, and utility market we are providing innovative solutions involving sustainable design, alternative energy, refining new technologies while keeping abreast of current best practices to help projects succeed. DC will assist the City with any instrumentation and control design.



Skiftun Land Surveying, Inc.

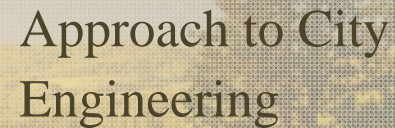
Skiftun Land Surveying, Inc. (SLS) is a Valley County Surveying firm with over 30 years of professional land surveying experience throughout both Adams and Valley Counties. SLS is currently working with the Crestline Team on the 2012 Sidewalk & ADA Ramp Improvement Project, the North Commercial Avenue Project, and the City's recent aerial mapping completed last fall.



Epikos Land Planning + Architecture, LLC (Epikos) is a multi-disciplinary boutique design firm located in McCall, specializing in Resort Master Planning and Architecture. In addition to resort work, they have extensive experience in urban design, rural land planning, recreational planning, and landscape architecture. Epikos was formed in 2005 and has developed the Master plans and key architectural buildings for Alpine Village, Tamarack, Blackhawk and Whitetail in Valley County and McCall.



Kittelson & Associates, Inc. (KAI) provides comprehensive transportation engineering, planning, and research services to government and private organizations. KAI has a staff of eight people in Boise, ID office with five professional engineers licensed in Idaho that manage a variety of transportation engineering projects. KAI recognizes that healthy, sustainable societies depend on efficient, active, and safe multimodal transportation that is cost-effective to manage, operate, enhance, and use over time.

A title card with a background image of a mountain valley. The text "Approach to City Engineering" is written in a white, serif font on a semi-transparent dark rectangular background.

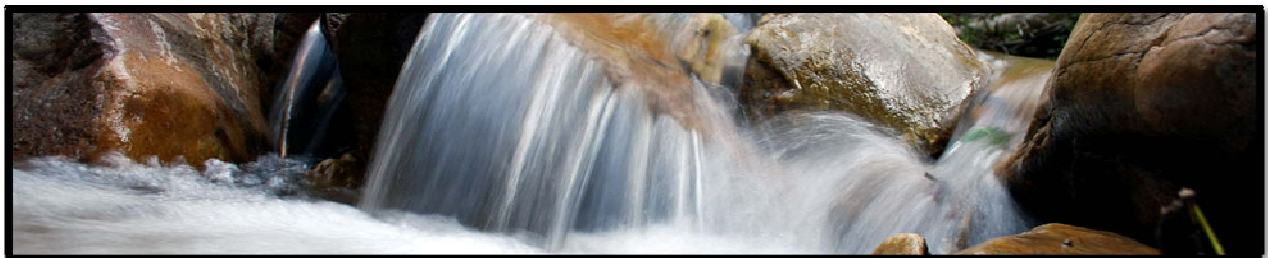
Rural Community Engineering

The Crestline Team has a proven history of providing civil engineering services for rural cities and governmental entities located within the mountain west. Many of our engineers are also operators, we understand the challenges these facilities present to your operators and ultimately to your operation and maintenance budget. We work as an integral extension of your staff, not an outside consultant.

Many engineers do not allow their clients to take an active role in the planning, design, and construction of projects. The Crestline Team works directly with the City to find ways to incorporate their operational, management and administrative staff to minimize costs and to meet budgetary goals. By including the City staff and government as working team members, they are more likely to provide value and support for the project, thus guaranteeing the overall project is a success.

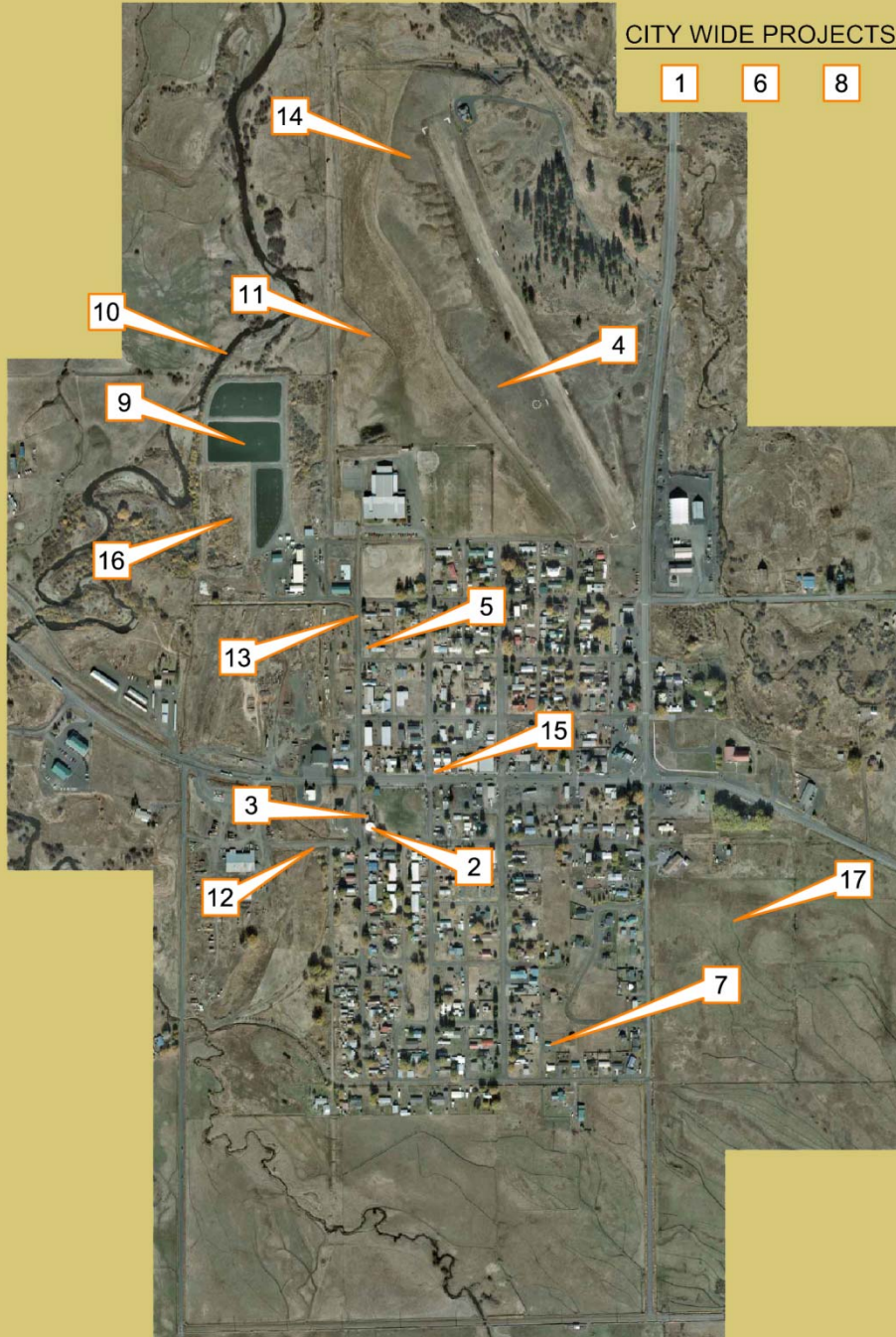
Quality Control

What makes the **Crestline Team** so successful is the leadership and active participation of our Project Managers and Team Leaders on all projects. Our firm takes great pride in maintaining long term client relationships and it is through our commitment to them that we can provide consistent high quality services. The **Crestline Team** and our sub-consulting partners are closely networked to maintain regular communication and contact with client representatives through all phases of our projects. Our experienced team utilizes the highest quality equipment and is ahead of the curve when it comes to technology, enabling us to provide cost effective, timely and accurate engineering services to our clients. By actively participating in the planning, design and construction phases of our projects, our Project Managers are able to assure our clients that key personnel are performing to Crestline's and the clients standards of service all while providing quality deliverables that meet expectations and contractual commitments. Our dedication to quality has helped us to secure many returning and long lasting client relationships.



New Meadows Capital & Strategic Project Planning

The City of New Meadows and the **Crestline Team** have had numerous discussions about the City's future plans and the various projects the City would like to complete. Below is a breakout of those projects. The **Crestline Team** has know-how to complete these projects and the professional relationships to secure funding for them.



1. Water/Sewer Rate Study
2. Lining of the Tank
3. Booster Station Upgrades
4. Future Water Tank
5. SCADA and Telemetry Upgrades at Well No. 3
6. Fire Hydrant Upgrades
7. Well No. 4 (*No Project at this Time*)
8. I&I
9. Facility Plan and EID
10. NPDES Permit and Future Requirements
11. Wastewater Reuse
12. Lift Station No. 1 (*No Project at this Time*)
13. North Commercial Avenue - Roadway, Pathway and Drainage Improvements
14. Gravel/Rock Source Development
15. Virginia Street (U.S. Highway 95) Stormwater Conveyance System Evaluation
16. Constructed Wetland/Stormwater Treatment
17. Offsite Stormwater Runoff from Farm Fields

Procurement of Project Funding

The City of New Meadows must be focused at securing federal, state and local project funding to ensure that future connection fees and user rates are affordable to existing and future businesses and homeowners. Without financial assistance user rates will increase to unacceptable levels.

The **Crestline Team** is tapped into the funding pipeline and has secured approximately \$15,000,000 for rural community projects throughout Idaho. We can assist the City of New Meadows in procuring infrastructure funding and will provide the financial guidance to set user rates that will meet the actual cost of service

now and in the future. Enabling communities to provide residence with clean and compliant water is not without challenges. Inadequate funding continues to be a primary complaint by water and wastewater systems, many of which struggle to update aging infrastructure and meet EPA regulations.

The nationwide need for investment in water and wastewater infrastructure continues to far outpace the amount of funding that is available at all levels of government and the United States has an estimated need between \$400 and \$600 billion over the next 20 years for safe drinking water and wastewater treatment infrastructure.

Over the past few years, the **Crestline Team** has been successful at obtaining planning study and project funding from the following federal, state and local agencies and programs.

- **USDA - Rural Development**
 - ✓ Water loans and grants
 - ✓ Wastewater loans and grant
 - ✓ Planning Studies
 - ✓ Natural emergency funding
 - ✓ Business economic development
- **IDEQ - State Revolving Loan Fund**
 - ✓ Water Loans and grants
 - ✓ Wastewater loans and grants
 - ✓ Facility planning studies
- **Idaho Water Resource Board**
 - ✓ Drinking water treatment loans
- **Idaho Department of Commerce**
 - ✓ Rural community grants
 - ✓ Idaho GEM grants
- **Idaho Transportation Department**
 - ✓ Safe Route to Schools
 - ✓ Cash for Towns



The **Crestline Team** understands the extremely competitive and strained funding environment. The nationwide need for investment in water and wastewater infrastructure continues to far outpace the amount of funding that is available at all levels of government and the United States has an estimated need between \$400 and \$600 billion over the next 20 years for safe drinking water and wastewater treatment infrastructure. The **Crestline Team** has assisted numerous rural Idaho communities through the funding process.

•PROJECT	FUNDING			
	Federal	State	Local	Amount
Greenleaf, ID - WWTP, 2012	●	●		\$7,100,000
New Meadows, ID - Sidewalk ADA, 2012		●		\$63,000
Santa, ID - Collection System, 2013	●	●		\$950,000
Santa-Fernwood District - WWTP, 2013	●	●		\$208,000
Fernwood, ID - Collection System, 2013	●	●		\$931,000
Fernwood, ID - Water System, 2013		●		\$676,300
Terrace Lakes - Water System, 2010			●	\$1,300,000
Desert View PWS - Water System, 2011		●		\$1,100,000
White Bird, Idaho - Wastewater, 2012		●		\$55,000
Kendrick, ID - Wastewater, 2012		●		\$65,000
Pierce, ID - Wastewater, 2013		●	●	\$60,000
Lizard Butte, ID - Emergency Well, 2013	●			\$201,000
Featherville, ID - Emergency Well, 2011	●			\$500,000
Plummer, ID - Wastewater, 2013	●			\$260,000
TOTAL PROJECT FUNDING				\$13,469,300





Past
Performance

Professional References

The following list represents professional references for the **Crestline Engineers/Mountain Waterworks team**. Reference letters for some of the listed references can be found at the end of this document.

CRESTLINE ENGINEERS, INC.

City of McCall, Idaho

Nathan Stewart P.E., City Engineer
Telephone (208) 634-8943
(please see attached letter)

Alpine Village Company

Mike Hormaechea, President
Telephone (208) 336-2200
(please call for reference)

MOUNTAIN WATERWORKS, INC.

Terrace Lakes Resort

Bob Mize, Water Master/Maintenance Supervisor
Telephone (208) 462-3250
(please see attached letter)

Santa Fernwood Water & Sewer District

Marzetta Reimann
Telephone (208) 245-3554
(please call for reference)

City of Meridian

Tracy Crane, WWTP Supervisor
Telephone (208) 888-2191
(please call for reference)

CRESTLINE TEAM REFERENCE

Civil Dynamics, PC

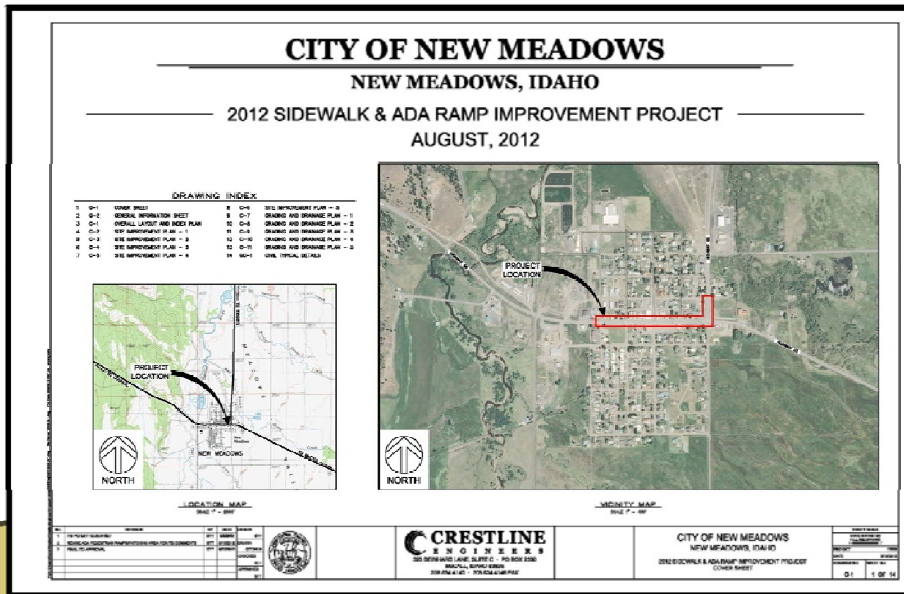
Amy Woodruff P.E., Principal Engineer
City Engineer for:
Horseshoe Bend, Idaho
Marsing, Idaho
Greenleaf, Idaho
Middleton, Idaho
Hines, Oregon
Telephone (208) 453-2028
(please see attached letter)



Examples of Work

City of New Meadows

2012 Sidewalk & ADA Ramp Improvement Project



CITY OF NEW MEADOWS
NEW MEADOWS, IDAHO

2012 SIDEWALK & ADA RAMP IMPROVEMENT PROJECT
AUGUST, 2012

DRAWING INDEX

1	0-1	CONTRACT SHEET	8	0-8	ADA IMPROVEMENT PLAN - 8
2	0-2	GENERAL INFORMATION SHEET	9	0-7	GRADING AND DRAINAGE PLAN - 1
3	0-3	GENERAL LAYOUT AND INDEX PLAN	10	0-4	GRADING AND DRAINAGE PLAN - 2
4	0-4	ADA IMPROVEMENT PLAN - 1	11	0-5	GRADING AND DRAINAGE PLAN - 3
5	0-5	ADA IMPROVEMENT PLAN - 2	12	0-6	GRADING AND DRAINAGE PLAN - 4
6	0-6	ADA IMPROVEMENT PLAN - 3	13	0-9	GRADING AND DRAINAGE PLAN - 5
7	0-7	ADA IMPROVEMENT PLAN - 4	14	0-10	GRADING AND DRAINAGE PLAN - 6
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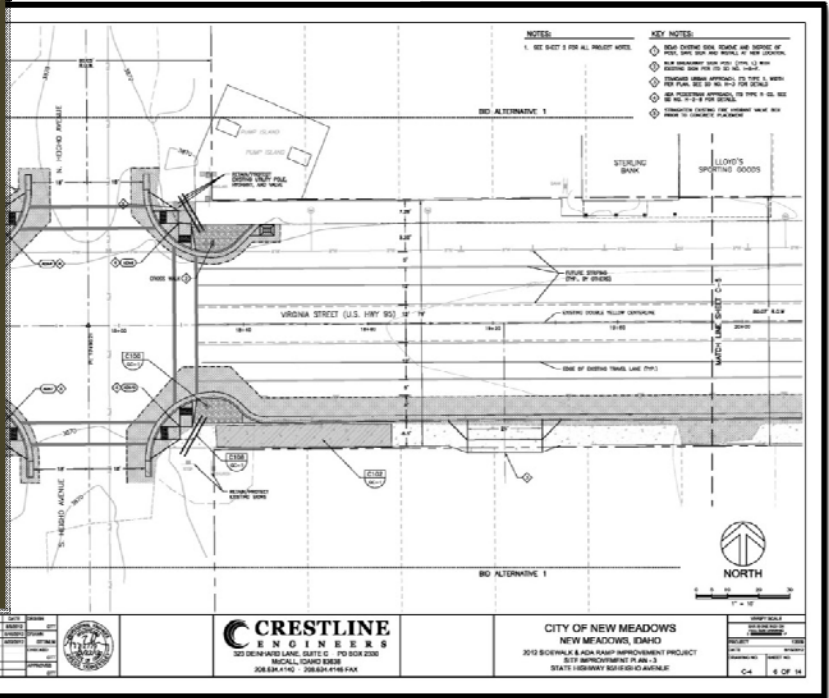
LOCATION MAP and **REGIONAL MAP** showing project location in New Meadows, Idaho.

CRESTLINE ENGINEERS
300 DEERWALKING SETTLE, TOBOLOSKO
208.441.1234 • 208.441.1235 FAX

CITY OF NEW MEADOWS
NEW MEADOWS, IDAHO
2012 SIDEWALK & ADA RAMP IMPROVEMENT PROJECT
COVER SHEET
D-1 1 OF 14

- Project Highlights:**
1. Negotiations with ITD on City's Behalf
 2. Additional \$63k in Grant Money
 3. Ongoing, Successful Project

The **Crestline Team** will continue to work with the Mayor, Council and City Staff on the 2012 Sidewalk & ADA Ramp Improvement Project. This project highlights the **Crestline Team's** willingness to go to bat for the City of New Meadows and the drive to make the City a better place to live. The **Crestline Team** has the staff and knowledge to funding for projects. Keri Hill, Certified Grant Administer, will work hard to find every dollar possible to keep New Meadows moving forward.



NOTES:

1. SEE SHEET 2 FOR ALL RELATED NOTES.

KEY NOTES:

- 1. EXISTING SIDEWALK, RAMP AND DRIVE-UP SURFACE OF RAMP, DRIVE-UP AND RAMP OF NEW CONSTRUCTION.
- 2. NEW CONSTRUCTION SHALL BE CONFORM TO ALL CITY AND STATE REQUIREMENTS.
- 3. EXISTING SIDEWALK, RAMP AND DRIVE-UP SURFACE SHALL BE REPAIRED TO MEET ALL CITY AND STATE REQUIREMENTS.
- 4. EXISTING SIDEWALK, RAMP AND DRIVE-UP SURFACE SHALL BE REPAIRED TO MEET ALL CITY AND STATE REQUIREMENTS.
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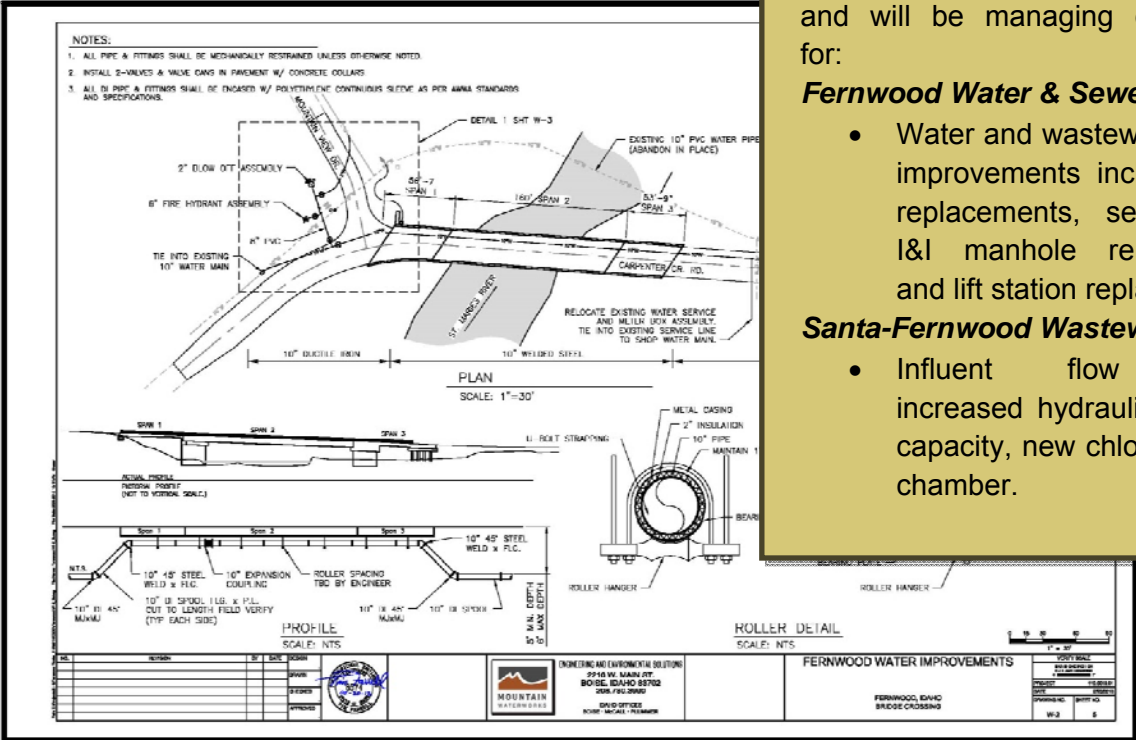
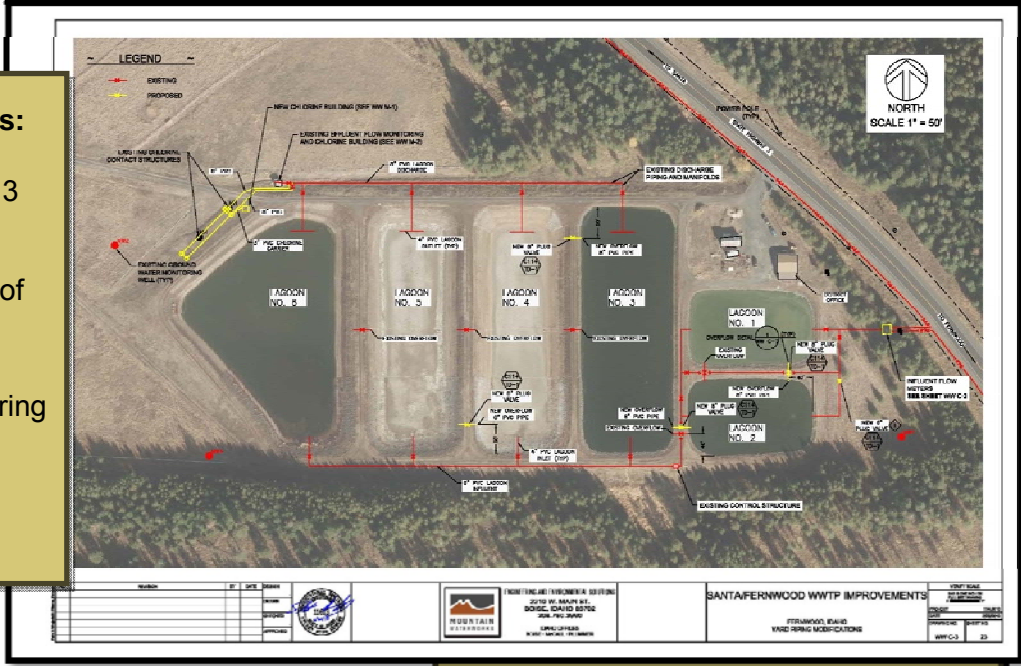
CRESTLINE ENGINEERS
300 DEERWALKING SETTLE, TOBOLOSKO
208.441.1234 • 208.441.1235 FAX

CITY OF NEW MEADOWS
NEW MEADOWS, IDAHO
2012 SIDEWALK & ADA RAMP IMPROVEMENT PROJECT
SIDEWALK & ADA RAMP IMPROVEMENT PLAN - 1
STATE HIGHWAY 80/80B/80C/80D/80E
C-4 6 OF 14

Santa and Fernwood Water and Sewer Districts

Significant Wastewater and Water System Upgrades

- Project Highlights:**
- 1 Funding From 3 Agencies
 - 2 Total Funding of \$2,765,300
 - 3 Project is entering construction Spring 2013



The **Crestline Team** has designed and will be managing construction for:

Fernwood Water & Sewer District

- Water and wastewater system improvements including main replacements, service lines, I&I manhole replacements, and lift station replacement.

Santa-Fernwood Wastewater Plant

- Influent flow meters, increased hydraulic treatment capacity, new chlorine contact chamber.

Résumés



GREGG TANKERSLEY, P.E.

Principal Engineer

REGISTRATIONS

Registered Professional Engineer
State of Idaho No. 12779

EDUCATION

B.S. Civil Engineering
University of Idaho, 2002

EMPLOYMENT HISTORY

- **Crestline Engineers, Inc.**
Principal Engineer
May 2010 – Present
- **Secesh Engineering, Inc.**
Design Engineer,
June 2002 – May 2010

PROFESSIONAL EXPERIENCE

- General administration and project management associated with engineering projects
- Engineering design using AutoCAD software
- Entitlement land use applications including Planned Unit Development, Preliminary Plat and Conditional Use Permit Applications
- Subdivision preliminary and final design plans for roadways, water distribution, sanitary sewer, storm water drainage and site grading design
- Storm Water Drainage Reports including peak flow/conveyance modeling and routing (TR-55 and Rational Method)
- Erosion control and storm water management design including Storm Water Pollution Prevention Plans (SWPPP)
- Preparation of contract documents and specifications
- Construction management including observation, documentation and contract administration
- Basic Wetland Delineation Training
- Wetland Joint Application for Permits and mitigation plans for the US Army Corps of Engineers
- 319 Grant Proposals
- Idaho Transportation Department permits
- Gravel extraction permitting and reclamation plans

PROJECT EXPERIENCE

- **City of McCall** – Third Street Corridor Revitalization Project
McCall, Idaho
- **City of McCall** – Lift Station No. 7 Replacement Project
McCall, Idaho
- **City of New Meadows** – North Commercial Avenue Project
New Meadows, Idaho
- **City of New Meadows** – 2012 Sidewalk & ADA Ramp Improvement Project
New Meadows, Idaho
- **City of Greenleaf** – Wastewater Treatment Plant Project
Greenleaf, Idaho
- **Bridger Coal Company** – Mine Water Surge Pond Project and Mine Water Clarification Project
Point of Rocks, Wyoming
- **City of Meridian** – Wastewater Treatment Plant North Side Paving and Grading Project
Meridian, Idaho
- **Spring Mountain Ranch Phase 5** – Residential Subdivision
McCall, Idaho
- **Alpine Village** – Mixed-use Planned Unit Development
McCall, Idaho
- **Jug Mountain Ranch** – Planned Unit Development
Lake Fork, Idaho
- **Whitetail** – Planned Unit Development
McCall, Idaho
- **Hotel McCall** – Sidewalk and Stormwater Improvements
McCall, Idaho
- **The Glen** – Proposed Plan Unit Development
Donnelly, Idaho



Principal Engineer | Timothy L. Farrell, P.E.

PRINCIPAL ENGINEER - WATER AND WASTEWATER (SANITARY ENGINEER)

Sanitary engineer specializing in water and wastewater engineering with strong leadership, problem solving and technical skills. Solution driven engineering and utility operations manager at the local utility and consulting engineering level. Strong financial management skills relating to annual capital budgeting, operational planning and developing cost of service studies for rural Idaho utilities. Extensive experience working with regulatory agencies, municipal utilities, developers, public entities and governmental agencies in solving complex technical issues.

PROFESSIONAL SUMMARY

Experienced professional sanitary engineer with proven leadership, financial management, design engineering and utility operation experience. Proven leadership roles in managing union employees, consulting engineers, professional staff, operation personnel and outside consultants. Over 20 years of progressive utility operations and engineering experience in the water and wastewater industry. Technical expertise in facility design of groundwater wells, water and wastewater treatment, storage facilities, hydraulic pumping systems, mechanical piping systems, collection and distribution systems, water reclamation, transmission pipelines, SCADA, GIS and asset management programs

Core Technical and Management Qualifications

<ul style="list-style-type: none"> ➤ Management of Professional Teams ➤ Utility Master Planning ➤ Capital and Strategic Planning ➤ Operation/Maintenance Budgeting ➤ Cost of Service Studies ➤ Regulatory Compliance ➤ Facility Design and CMS ➤ Water/Wastewater Treatment 	<ul style="list-style-type: none"> ➤ Hydraulic Modeling ➤ Water Right Permitting ➤ Project Funding ➤ SCADA, GIS, AutoCAD ➤ VFD's and Electrical Controls ➤ Water Quality Analysis ➤ Contract Negotiation ➤ Employee Safety Training
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PROFESSIONAL EXPERIENCE

Mountain Waterworks Inc., Boise, Idaho
Principal Engineer

2004 - Present

President of consulting engineering firm specializing in water and wastewater engineering and utility operational analysis working with rural public utilities, private utilities, developers, land owners, agriculture and industrial clients. Company focus on utility ownership, operation, sale and regulatory compliance issues. Design and construction of water and wastewater backbone facilities required by rural communities. Completed successful renewable energy feasibility studies, project funding, facility design and construction management. Deep well permitting, design and construction including pumping facilities, water and wastewater treatment, mechanical piping, SCADA and electrical controls.

Key Accomplishments:

- ✓ Design and construction of water and wastewater facilities throughout Idaho.
- ✓ Completed rate studies for regulated private and public utilities.
- ✓ USDA, Idaho Department of Commerce Block Grant, IDEQ - SRF project funding.
- ✓ Applied for and received grant for groundwater methane recovery project.
- ✓ Assisted private water company claiming irrigation and domestic water rights.
- ✓ Completed 16" x 1,200' deep exploratory geothermal well for Veterans Administration.
- ✓ Completed Facility Planning documents and Environmental Documents for rural communities.

SPF Water Engineering Inc, Boise, Idaho
Principal Engineer, Managing Member**2004 - 2011**

Co-founder and managing member of successful consulting engineering firm specializing in water right appropriation, ground and surface water development, facility design and construction management. Managed and directed successful team of 20-25 engineers, scientists and water right professionals with specific objective of growing consulting engineering services for public water and wastewater clients.

Key Accomplishments:

- ✓ Grew startup consulting firm from 1 to 25 employees in four years.
- ✓ Managed public water/wastewater division for \$3.5 million revenue company.
- ✓ Directly hired 10 sanitary engineers over five years.
- ✓ Project manager for projects up to \$6.0 million in capital cost.
- ✓ Completed feasibility study for Elmore-Ada Water Project, 80 MGD surface water system.
- ✓ Managing member of Elmore Ada Water Project, LLC.

United Water Resources, Inc., Boise, Idaho
Senior Project Engineer, National Technical Advisor**1995 - 2004**

Senior project engineer, department manager and national technical advisor for investor owned company specializing in the ownership and operation of privately owned water and wastewater utilities. United Water Resources operates in 22 states providing clean drinking water and wastewater to approximately 5 million water and wastewater customers. Managed a department of 27 union employees on daily operation and maintenance for United Water Idaho. Provided technical guidance and managerial support on national public private partnerships in Texas and Idaho.

Key Accomplishments:

- ✓ National technical advisor for \$20.0 million operations contract in Laredo, Texas.
- ✓ Created and tracked \$5.0-8.0 million capital budget for United Water Idaho.
- ✓ Hired, trained and managed 27 union employees for 80,000 customer water system.
- ✓ Provided technical guidance on 5 national operations contracts.
- ✓ Owners representative on expansion of 20 MGD water treatment plant.
- ✓ Designed and constructed wells, storage tank, pipelines, for United Water Idaho.

General Waterworks, Inc., Boise, Idaho**1992 - 1995**

Project Engineer

Regional engineer for national investor owned company specializing in private ownership and operation of water and wastewater utilities. Provided leadership to utility professionals located in Idaho, New Mexico, Florida, Arkansas, Missouri and Illinois. Responsible for assisting on site professionals on creating annual capital strategic and operating plans and reporting monthly and yearly budget reports for six utilities ranging in size from 10,000 customers to 300,000 customers. Provided design engineering support for new facilities and annual maintenance projects. Negotiated rate increases with public utilities commissions in six states.

Key Accomplishments:

- ✓ Provided engineering expertise on customer rate applications for Idaho, New Mexico, Illinois Public Utilities Commissions.
- ✓ Planned, designed and constructed \$8.0 million water facility improvements for Intel Corp. in Rio Ranch New Mexico.
- ✓ Developed capital plans for 6 regional water and wastewater utilities ranging from 10,000 - 300,000 customers.
- ✓ Created hydraulic models for United Water Idaho and Rio Rancho, New Mexico.
- ✓ Saved \$10.0 million in water right acquisition costs for Boise Water Company

EDUCATION and PROFESSIONAL DEVELOPMENT**University of Idaho**

B.S., Civil Engineering

Focus - Sanitary Engineering

University of Montana

B.S., Natural Resource Management

PROFESSIONAL CERTIFICATION and LICENSESProfessional Engineer

Idaho No. 8574

Montana No. 19883

Water Operator Certification

Distribution Class 4 - Idaho

Water Treatment Class 2 - Idaho

PROFESSIONAL AFFILIATIONS

Idaho Rural Water Association

National Society of Professional Engineers

American Society of Civil Engineers

American Water Works Association

PROFESSIONAL SUMMARY

Mr. Hurley has over a decade of professional experience in wastewater and water related engineering projects. As a Project Manager with Mountain Waterworks, Stuart is responsible for managing project teams, performing detailed design, and working directly with a variety of clients to communicate project status and direction. Stuart is known regionally for his professionalism and dedication to offering clients with cost effective solutions that meet their needs, but do not break the bank.

PROFESSIONAL EXPERIENCE

Mountain Waterworks Inc., Boise, Idaho

2012 - Present

Project Manager

Senior project manager of Mountain Waterworks specializing in water and wastewater engineering and utility operational analysis on projects for public utilities, private utilities, developers, land owners, agriculture, and industrial clients. Company focus on utility ownership, operation, sale and regulatory compliance. Completed successful renewable energy feasibility studies, project funding, facility design and construction management.

Key Accomplishments:

- ✓ Completed new wastewater treatment plant, including startup assistance for the City of Greenleaf, Idaho.
- ✓ Assisting several rural communities in Idaho with wastewater collection and treatment planning projects.
- ✓ Applied for and received funding for several municipal water and wastewater projects.
- ✓ Provide ongoing engineering assistance for a number of existing clients for over 10 years.

SPF Water Engineering Inc, Boise, Idaho

2007 - 2012

Project Manager

Project Manager with SPF Water Engineering, LLC. SPF was a consultant in the areas of industrial and municipal wastewater planning and design, hydrologic characterization, water resource development, public water treatment system design, and regulatory compliance. Mr. Hurley specializes in environmental engineering involving wastewater and water treatment systems.

Key Accomplishments:

- ✓ Anaerobic Digester Improvement Projects for various dairy sites.
- ✓ High strength waste treatment project to allow discharge under strict EPA NPDES permit.
- ✓ Treatment system to allow reuse and zero liquid discharge of process wastewater.
- ✓ Key contact engineer for various projects for the Meridian, ID.
- ✓ Designed a new collection system, treatment facility, and discharge system for Greenleaf, ID.

- ✓ Well rehabilitation, replacement, demolition, water rights for Nampa, ID.
- ✓ Prepared engineering for the National Guard Training Facility near Orchard, ID.

Carollo Engineers, Boise, Idaho

2001 - 2007

Project Engineer

Mr. Hurley worked as a project engineer responsible for planning and designing numerous wastewater and water projects for municipal clients across the U.S. Mr. Hurley was involved with many projects ranging from long-term planning through design and construction management.

Key Accomplishments:

- ✓ Wastewater Treatment Plan Master Plans for Meridian, ID.
- ✓ Wastewater treatment plant upgrades, design and construction management for Meridian, ID.
- ✓ Sanitation System Master Plan for the Coachella Valley Water District, Palm Springs, CA.
- ✓ Design engineer for a wastewater treatment plan upgrade in Vallejo, CA.
- ✓ Project engineer for design of the Portland ultraviolet validation facility.
- ✓ Project engineer for an 18-mgd ultraviolet upgrade project for a water facility in Glendale, WI.
- ✓ Involved with preparation of the EPA Ultraviolet Disinfection Guidance Manual.
- ✓ Water Supply and Feasibility study for the Coachella Valley Water District in Palm Springs, CA.
- ✓ Water Treatment and Distribution Master Plan for the Naval Air Facility in El Centro, CA.
- ✓ Design of a 5.0-mgd potable water booster pump station for Lewiston, ID.

PROFESSIONAL PUBLICATIONS and PRESENTATIONS

- Hurley, S.R. "Biosolids Treatment Expansion Utilizing Class A Technology." Paper presented at the Pacific Northwest Clean Water Association 2004 Annual Conference, Seaside, OR, October 24-27, 2004.
- Hurley, S.R., Tekippe, T.R., and Crozes, G.F. "North Shore WTP UV Predesign." Paper presented at the Wisconsin Water Association Section of the American Water Works Association 2002 Annual Meeting, Wisconsin Dells, WI, September 10, 2002, and the Rocky Mountain Section of the American Water Works Association/Rocky Mountain Water Environment Association 2002 Annual Conference, Steamboat Springs, CO, September 15-18, 2002.
- Hurley, S.R. "UV Disinfection for Water Treatment Applications." Workshop presented at the 2002 Minnesota and North Dakota Sections of the American Water Works Association Surface Water Treatment Workshop Conference, Fargo, ND, May 22, 2002.
- Hurley, S. R. "Approach to Design of UV Systems." Paper presented at the 2001 American Water Works Association Intermountain Section Research and Student Activities Committee UV Disinfection Workshop, Orem, UT, August 13, 2001.
- Hurley, S. R. "Production and Removal of Carbonyl Compounds at the Moorhead Water Treatment Plant." Paper presented at the North Dakota Water and Pollution Control Conference, Fargo, ND, October 25, 2001.

EDUCATION

North Dakota State University
B.S., Civil Engineering

North Dakota State University
M.S., Environmental Engineering

PROFESSIONAL CERTIFICATION and LICENSES

Professional Engineer
Idaho No. 11,613
Montana No. 19,128

SENIOR PROJECT ENGINEER/UTILITY OPERATIONS MANAGER

PROFESSIONAL SUMMARY

Lance has over ten years of water and wastewater operational and engineering experience. He has operated three small extended aeration plants and an oxidation ditch for 2 years. His operator-in-training experience was obtained at a trickling filter facility with anaerobic digestion while completing his undergraduate degree. He has also participated in a variety of planning, construction, design, and operation and maintenance projects. His work has focused mainly on the design, and operation and maintenance of wastewater treatment plants, wastewater collection systems, and lift stations.

Core Technical and Management Qualifications

<ul style="list-style-type: none">➤ Water/Wastewater Treatment Facility Design➤ Construction Management Services➤ Wastewater Treatment Operation and Maintenance➤ Project Funding	<ul style="list-style-type: none">➤ Hydraulic Modeling➤ SCADA➤ Water Quality Analysis➤ VFD's and Electrical Controls➤ Contract Negotiation
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PROFESSIONAL EXPERIENCE

Mountain Waterworks Inc., Boise, Idaho

March 2012 - Present

Senior Project Engineer/Utility Operations Manager

Lance is currently a Project Engineer/Utility Operations Manager with Mountain Waterworks. At Mountain Waterworks, Lance has provided engineering services in the following areas:

Areas of Expertise:

- ✓ Water/Wastewater Treatment Facility Planning and Design
- ✓ Collection/Distribution System Planning and Design
- ✓ Lift Station and Booster Station Design
- ✓ Well Design
- ✓ Construction Management Services
- ✓ Wastewater Treatment Operation and Management

SPF Water Engineering LLC, Boise, Idaho

2007 - 2012

Project Engineer

In 2007, Lance joined SPF Water Engineering as a project engineer. He focused on wastewater treatment, wastewater and storm water collection, water distribution, and lift and booster pump stations designs.

Key Accomplishments:

- Water/Wastewater Treatment Facility Planning and Design
- Collection/Distribution System Planning and Design
- Lift Station and Booster Station Design
- Well Design
- Construction Management Services

Forsgren Associates, Inc., Boise, Idaho

2005 - 2007

Associate Engineer

In 2005, Lance joined Forsgren Associates, Inc. as a project engineer. He focused on lift and booster pump stations, water distribution, and storm water and wastewater collection system designs.

Franklin County Sanitary Engineers, Columbus, Ohio

2003 - 2005

Project Engineer

Lance was a Certified Class I wastewater operator, and a resident inspector for the Franklin County Sanitary Engineers in Ohio. He provided inspection and construction oversight for a new 0.3 MGD Vertical Turbine WWTP. He was also the operator for three extended aeration plants, an oxidation ditch facility, and eight (8) lift stations. Other duties included water/sewer line repair and collection system maintenance.

EDUCATION

Rochester Institute of Technology, Rochester, NY

B.S., Civil Engineering for Technology, 2001

PROFESSIONAL CERTIFICATION and LICENSES

Professional Engineer

Idaho No. 14233

Water Operator Certification

WWT1-16279 (Wastewater Treatment Class 1)

PROFESSIONAL AFFILIATIONS

Idaho Rural Water Association

Pacific Northwest Clean Water Association

Grant Administrator & Environmental Scientist

PROFESSIONAL SUMMARY

Keri's experience includes source water protection, loan and grant development, group facilitation, rate studies and marketing. Her range of familiarity includes assisting in bond elections, speaking to councils of government, and grant writing. She supports the senior engineering staff to better serve client's needs. Formally with Idaho Rural Water Association, Keri has a comprehensive understanding of Idaho's rural communities and the unique infrastructure development challenges that they face. Her commitment to rural Idaho, paralleled with her technical knowledge and relationships across the state with communities and agencies, aligns seamlessly with Mountain Waterworks' philosophies and goals.

PROFESSIONAL EXPERIENCE

Mountain Waterworks., Boise, Idaho **Environmental Scientist**

Nov 2012 - Present

Keri is currently an Environmental Scientist with Mountain Waterworks. Keri provides support services in the following areas:

- ✓ Grant & Loan Development and Assistance
- ✓ Source Water Protection Plan Development
- ✓ Group Facilitation & Mediation Services
- ✓ Office Management
- ✓ Project Organization

Idaho Rural Water Association, Boise, Idaho **Project Engineer**

2009 - 2012

In 2009, Keri joined Idaho Rural Water Association as an ARRA Funding Specialist. In 2010 she was advanced to Source Water Protection Specialist and focused on Source Water Protection Plan Development for rural communities across Idaho. She developed a strong working relationship with the Idaho Department of Environmental Quality (DEQ), USDA Rural Development, and Region 10 EPA.

Key Accomplishments:

- Open relationship with state and regional DEQ offices.
- Facilitated and instructed training for Idaho water and wastewater operators.
- Took a leadership role in the expansion and operations for statewide conferences.
- Travelled extensively across Idaho building trust and relationships within communities.
- Worked directly with state and regional USDA Rural Development to ensure community loan compliance.

EDUCATION

University of Idaho, Moscow, ID
B.S., Environmental Science, 2008

Idaho Department of Commerce, Boise, ID
Certified Idaho Grant Administrator, 2013

PROFESSIONAL SUMMARY

Design drawings in both Microstation and AutoCAD and have managed CADD design teams. Field survey help in point gathering for surface modeling and specialize in the importing of points, features, break lines, etc. for project design. Perform SWPPP field inspections including BMP installation. Design horizontal/vertical layout and template building for road systems as well as highway on-ramp and off-ramp design. Have designed alleys for ACHD including surface and sub-surface disposal as well as parking lots for commercial areas. Have performed subdivision layouts and property boundary closures. Specialize in waste water pipe mainline and lateral design on gravity wastewater system along with construction management and field inspection. Nuclear moisture gauge density certification and compaction density samples on various construction types.

PROFESSIONAL EXPERIENCE

Mountain Waterworks Inc., Boise, Idaho <u>Senior Designer</u>	2012 - Present
Crestline Engineers Inc., Boise, Idaho <u>Senior Designer</u>	2012 - Present
Forsgren Associates., Boise, Idaho <u>Senior Designer</u>	2010 - 2012
Legacy Lending, Meridian, ID <u>Sales and Services</u>	2008 - 2009
Elk Mountain Engineering, Nampa, ID <u>CADD Manager</u>	2006 - 2008
Forsgren Associates, Boise, Idaho <u>CADD/ Designer</u>	1995 - 2006

PROJECT EXPERIENCE

- ✓ **Clark Fork River Bridge** – Bridge and roadway re-alignment for Washington County, ID.
- ✓ **Mill Road Bridge Replacement** – Bridge and roadway re-alignment for Bonner County, ID.
- ✓ **US-20, Joplin to Glenwood** - ITD District 3 - CRABS Project in Boise, ID.
- ✓ **I-84 Garrity Off Ramp/On Ramps** - Idaho Highway Exits Project in Nampa, ID.
- ✓ **SH-16 Auxiliary Roadway Improvement** Roadway Connecting Project in Star/ Emmett, ID.
- ✓ **Cameron's Corner** - ITD District 4 - Roadway Widening and Reconstruction Project in Rupert, ID.
- ✓ **ACHD 2000 and 2001 Neighborhood Enhancement Projects** - Alley Paving Project in Boise, ID.
- ✓ **Iona Bike Path** - Bike Path Design Project in Iona, ID.

EDUCATION and PROFESSIONAL DEVELOPMENT

Idaho State University

A.A., Design/ Drafting, 1993

Resolution 286-2023
FAIR HOUSING MONTH PROCLAMATION

WHEREAS, April 2023 marks the 55th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

WHEREAS, the Idaho Human Rights Commission Act has prohibited discrimination in housing since 1969; and

WHEREAS, equal opportunity for all-regardless of race, color, religion, sex, disability, familial status or national origin-is a fundamental goal of our nation, state and city; and

WHEREAS, equal access to housing is an important component of this goal-as fundamental as the right to equal education and employment; and

WHEREAS, housing is a critical component of family and community health and stability and

WHEREAS, housing choice impacts our children’s access to education, our ability to seek and retain employment options, the cultural benefits we enjoy, the extent of our exposure to crime and drugs, and the quality of health care we receive in emergencies; and

WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing; and

WHEREAS, ongoing education, outreach and monitoring are key to raising awareness of fair housing principles, practices, rights and responsibilities; and

WHEREAS, only through continued cooperation, commitment and support of all Idahoans can barriers to fair housing be removed;

NOW, THEREFORE, I, Julie Good, Mayor, of the City of New Meadows do hereby proclaim April 2023 to be

FAIR HOUSING MONTH

In the City of New Meadows, Idaho.

(Signature of Mayor or County Commissioner)

Date

**City of New Meadows
Resolution 287-2022**

WEEK OF THE YOUNG CHILD PROCLAMATION

WHEREAS, the City of New Meadows is working to promote and inspire high-quality early childhood experiences for our community’s youngest citizens, that can provide a foundation of learning and success for children in New Meadows, Idaho; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in New Meadows deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children’s futures and to the prosperity of our society.

NOW, THEREFORE, I, Julie Good, Mayor of the City of New Meadows, Idaho, do hereby proclaim April 10-14, 2023 as the Week of the Young Child in New Meadows, Idaho and encourage all citizens to work to support and invest in early childhood in New Meadows, Idaho.

*IN WITNESS WHEREOF, I have hereunto set
My hand at the City of New Meadows, Adams
County in New Meadows on this 27th day of
March, in the year of our Lord 2023.*

Julie A. Good, Mayor

Kyla Gardner, City Clerk



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of New Meadows and the New Meadows Skate Park Project Board of Directors(“New Meadows Skate Park Project”).

WHEREAS the City of New Meadows and the New Meadows Skate Park Project are working together to raise funds for a skateboard park that will be located on City of New Meadows property at 400 N. Peterson Memorial, as depicted on the attached map(hereinafter “said property”).

WHEREAS the City of New Meadows and the New Meadows Skate Park Project are working together to plan and construct a skateboard park that will be located at said property.

The City of New Meadows and the New Meadows Skate Park Project acknowledge that the skateboard park project will require approval by the New Meadows City Council for all phases of the project.

The City of New Meadows and the New Meadows Skate Park Project acknowledge that the skate park project can utilize 100% of said property for placement of hard landscaping materials for use in the skate park.

The City of New Meadows and the New Meadows Skate Park Project acknowledge that the New Meadows Skate Park Project has applied for grant funds and agree that all grant funds received by the New Meadows Skate Park Project for the New Meadows Skate Park are to be use specifically for the skate park property, and further agree that this includes using previous year grant acquisitions for current year match funds.

The City of New Meadows and the New Meadows Skate Park Project further acknowledge that all funds raised by the New Meadows Skate Park Project for the skateboard park project that exceed the cost of building the skateboard park will be given to the City of New Meadows for ongoing maintenance of the skateboard park and events and that the City will earmark these funds for use of the New Meadow Skate Park outside of the general maintenance fund.

The City of New Meadows and the New Meadows Skate Park Project further acknowledge that the City will have the responsibility for maintenance of the skateboard park once the skateboard park project is completed.

The City of New Meadows and the New Meadows Skate Park Project acknowledge the New Meadows Skate Park Project will continue to fundraise for the park after completion to subsidize costs of hard landscaping materials used in the skate park and skate park events.

Dated this ____ day of _____, 2023

Mayor Julie Good, City of New Meadows

New Meadows Skate Park Project Board of Directors Co-Chairmen

Garrett St Pierre

Preston Woods

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MARCH 13, 2023
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 13.

Roll Call / Pledge of Allegiance

Present at City Hall were Council Members Jeff Parnett, Josh Carr, and Mayor Julie Good. Council Member Kaytlyn Goodwin was present via Zoom.

Staff present at City Hall were Kyla Gardner, Dick Stubbs, and Angie Mettie. Dana Kautz was present via Zoom.

Public present at City Hall were Kayrene Brown, Tyra Stubbs, and Adams County Sheriff's Officer Grob.

Mayor Good opened the meeting at 6:31 P.M. and Jeff Parnett led the Pledge of Allegiance.

City Clerk Gardner read the mission statement.

Public Input

There was no input from the public.

Reports

Mayor's Report

Mayor Good stated that she has asked Mountain Waterworks to present information on installing a camera system at Well #5 and at the park / Booster Station. She would like to consider a temporary playground area during the replacement of the Booster Station, as the tentire playground area will be blocked off at that time.

A letter went out to local businesses showing appreciation for their perseverance during the last few years.

The Mayor met with Jon Keehner regarding cats in the community. He stated that he is willing to offer 6-8 low-income spay/neuters throughout the year. He also may be able to help with the spay and neutering of stray cats.

A trespass was reported at Well #5. Officer Grob stated that extra patrols have been assigned to the area, but that there were no other leads that he was aware of. He summarized the incident log for February in New Meadows. He also provided a flyer for Jujitsu classes for anyone who was interested.

Staff Reports

The council reviewed staff reports and had no questions.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MARCH 13, 2023
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Discussion Items

Drones

Mayor Good stated that a person had parked in the downtown area and was flying a drone over the downtown area and toward the residential section of town. She asked City Attorney Stubbs to discuss use of drones in Idaho. He stated that they are legal to fly with restrictions. They may not be used for surveillance or photography without written consent. Warrants are required for drone use in investigations. Emergency services and law enforcement are permitted to use them. Council Member Carr stated that education for the public on best practices would be helpful. Council Member Parnett suggested not permitting drones in residential areas, but allowing them in the park with permission. Mayor Good will contact airport management to inquire about any rules regarding drones near airports.

Hammer Arresters

Council Member Ryker was not present to discuss hammer arresters.

Feeding of Wildlife – Fish & Game Information

Kyla Gardner provided information from Fish and Game regarding feeding of wildlife. The Council felt a public service announcement may be appropriate. Mayor Good noted that the large population of deer in McCall has now brought mountain lions into town. Door knockers were suggested to help educate the public. Mayor Good would like to see what ordinances other towns have regarding feeding wildlife.

School Portable Discussion

Mayor Good said that she met with Mike Howard and Dee Fredrickson from the school. Mr. Howard stated that the McCall-Donnelly school district offered them a portable classroom. One possibility for the classroom might be a preschool / child care program, that could eventually transition into the new youth center one day. The Council was on board with working with the school to see the project through.

Action Items

Re-Zone Ordinance

A public hearing was held at the last meeting regarding rezoning 300 and 304 South Miller from R-2 to R-3.

- Council Member Carr moved to introduce Ordinance TBD-2023, rezoning 300 & 304 South Miller from R-2 to R-3 and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

City Clerk Gardner read the ordinance by title only.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MARCH 13, 2023
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

- Council Member Carr moved to approve Ordinance TBD-2023, rezoning 300 & 304 South Miller from R-2 to R-3; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Goodwin – yes. Motion carried.

Animal Control Amendment TBD-2023

The Council reviewed the Animal Control Amendment, which was reworked by City Attorney Dick Stubbs and approved by Prosecuting Attorney Chris Boyd.

- Council Member Carr moved to introduce Ordinance TBD-2023, amending the Animal Control Ordinance, and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

City Clerk Garder read the Ordinance by title only.

- Council Member Carr moved to approve Ordinance TBD-2023, amending the Animal Control Ordinance; Council Member Parnett seconded the motion. Roll Call Vote: Parnett -yes, Carr – yes, Goodwin – yes. Motion carried.

Consent Agenda

The Consent Agenda included paid and pending claims, February 13, 2023 City Council minutes, and January 2023 Financials.

City Clerk Gardner polled the Council and all members stated that they had read the minutes.

- Council Member Parnett moved to approve the Consent Agenda; Council Member Goodwin seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Goodwin – yes. Motion carried.

Future Meeting Topics

Future Meeting Topics included feeding of wildlife sample ordinances, Salmon River Mobile Vet offer, water project update, update from Kirk Kundrick, Parking Meeting update, and school portable discussion.

Adjournment

Mayor Good adjourned the meeting at 7:31 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

For dates posted from 03/15/23 to 03/23/23
* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5678	667 A.M.E. Electric, Inc Service Call to troubleshoot VFD at Booster station. Issues due to power outage. 230445 03/22/23 VFD Troubleshoot	220.00 220.00				60 43320	324		10102
Total for Vendor:			220.00						
5669	E 253 Christensen Inc. dba United Oil 1015023 03/15/23 Fuel - Grader - Water 1015023 03/15/23 Fuel - Grader - Sewer 1015023 03/15/23 Fuel - Streets 1015023 03/15/23 Fuel = Sewer 1015023 03/15/23 Fuel - Water 1015023 03/15/23 Fuel - Grader - Streets	947.22 39.34 39.34* 53.45* 53.46* 53.46 708.17*				60 43320 65 43220 1 10 41500 65 43220 60 43320 1 10 41500	630 630 630 630 630 630		10102 10102 10102 10102 10102 10102
Total for Vendor:			947.22						
5671	690 Clearwater Financial, LLC February Hours Worked on CFP project to include stakeholder interviews, travel and updating documents.	2,450.00							
2981	03/07/23 Comp Fac Plan	2,450.00*				1 43318	324		10102
Total for Vendor:			2,450.00						
5675	702 Column Software PBC Ordinance 388-2023 & 389-2023 0003 03/21/23 Ordinance 388- (GEN) 0003 03/21/23 Ordinance 388- (WTR) 0003 03/21/23 Ordinance 388- (SWR) 0004 03/21/23 Ordinance 389 (GEN) 0004 03/21/23 Ordinance 389 (WTR) 0004 03/21/23 Ordinance 389 (SWR)	70.23 11.42 11.43 11.43 11.99 11.98 11.98				1 41100 60 43320 65 43220 1 41100 60 43320 65 43220	309 324 324 309 324 324		10102 10102 10102 10102 10102 10102
Total for Vendor:			70.23						
*** Claim from another period (2/23) **** 1,646.53									
5667	670 Control Engineers Project Manager cost PLC Programming for Effluent Flow								
Calibration & Adjustment	29396 03/10/23 Effluent Calibration	1,480.00				65 43220	324		10102
	29396 03/10/23 Mobilization	166.53				65 43220	324		10102
Total for Vendor:			1,646.53						

For dates posted from 03/15/23 to 03/23/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5673	E	594 DUBOIS CHEMICAL, INC	715.82						
		IN-3010468 03/16/23 STERICLEAN DRUM	306.34			65 43220	324		10102
		IN-3010468 03/16/23 SHIPPING	210.48			65 43220	324		10102
		IN-3010468 03/16/23 SODIUM THIOSULFATE	199.00			65 43220	324		10102
		Total for Vendor:	715.82						
5677		703 Idaho Hispanic Foundation	55.00						
		Idaho Rural Success Summit 4/18-4/19/23 for Mayor Julie Good				1 41100	520		10102
		E1865 03/13/23 Idaho Rural Success Summit(G)	18.34			60 43320	520		10102
		E1865 03/13/23 Idaho Rural Success Summit(W)	18.33			65 43220	520		10102
		E1865 03/13/23 Idaho Rural Success Summit(S)	18.33			65 43220	520		10102
		Total for Vendor:	55.00						
5674	E	37 Jerry's Auto Parts	15.98						
		Exhaust Rain Cap for generator at Well #4				60 43320	324		10102
		265937 03/15/23 Shared (Water)	15.98						
		Total for Vendor:	15.98						
5672		701 McDaniel, Ivan	319.58						
		Mileage for Training in Boise for IRWA Confernece plus Meal per diem of \$55 per day				60 43320	521		10102
		03/10/23 Mileage Reimbursement (WTR)	159.79			65 43220	521		10102
		03/10/23 Mileage Reimbursement (SWR)	159.79						
		Total for Vendor:	319.58						
5670	E	500 SPARKLIGHT formerly Cable One	95.35						
		Internet Services							
		03/13/23 Internet - General	31.78			1 41100	308		10102
		03/13/23 Internet - Water	31.78			60 43320	308		10102
		03/13/23 Internet - Sewer	31.79			65 43220	308		10102
		Total for Vendor:	95.35						
5676	E	147 USA Blue Book	285.84						
		Chlorination Supplies for Sewer				65 43220	324		10102
		296268 03/13/23 Chlorination Supplies (SWR)	221.09			65 43220	324		10102
		296268 03/13/23 Freight Charge	64.75						
		Total for Vendor:	285.84						
		# of Claims	11			# of Vendors	6		
		Total:	6,821.55						

Total Electronic Claims	2,060.21
Total Non-Electronic Claims	4761.34

Hunter Brown

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	8.00							8.00	
Friday	2/17/2023	8.00							8.00	
Saturday	2/18/2023								0.00	
Total Week		16.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	8.00							8.00	
Wednesday	2/22/2023	8.00							8.00	
Thursday	2/23/2023	8.00							8.00	
Friday	2/24/2023	3.20							3.20	
Saturday	2/25/2023								0.00	
Total Week		27.20	0.00	0.00	0.00	8.00	0.00	0.00	35.20	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	8.00							8.00	
Tuesday	2/28/2023	7.53							7.53	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		15.53	0.00	0.00	0.00	0.00	0.00	0.00	15.53	
Total Pay Period		58.73	0.00	0.00	0.00	8.00	0.00	0.00	66.73	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To	Item 15.
58.53	0.00	0.20	0.00	58.73	

Time in	Time out	Duration	
February 16, 2023			8.00
8:00am (MST)	9:02am (MST)	1.03	WTR > WTR - Booster Station & Well Logs
9:02am (MST)	10:40am (MST)	1.63	PW > PW - City Shop > Shop
NOTES: organizing Neptune shipment			
10:40am (MST)	4:00pm (MST)	5.33	STRTS > Train - Streets
NOTES: find valves and mark on map.			
February 17, 2023			8.00
8:00am (MST)	12:23pm (MST)	4.38	SWR > SWR - Sewer Logs
12:23pm (MST)	4:00pm (MST)	3.62	STRTS > Train - Streets
NOTES: found and mark drains on map.			
February 21, 2023			8.00
8:00am (MST)	8:38am (MST)	0.63	WTR > WTR - Booster Station & Well Logs
8:38am (MST)	9:41am (MST)	1.05	SWR > Train - Sewer
NOTES: discuss with Kirk: Future of growing sewer system			
9:41am (MST)	1:15pm (MST)	3.57	WTR > WTR - Meter Reading
1:15pm (MST)	4:00pm (MST)	2.75	STRTS > STRTS - Storm Drainage
February 22, 2023			8.00
8:00am (MST)	8:47am (MST)	0.78	SWR > SWR - Sewer Logs
8:47am (MST)	9:37am (MST)	0.83	SWR > Train - Sewer
NOTES: discuss sewer log improvements			
9:37am (MST)	1:37pm (MST)	4.00	STRTS > STRTS - Storm Drainage
1:37pm (MST)	4:00pm (MST)	2.38	SWR > Train - Sewer
NOTES: study WWOM			
February 23, 2023			8.00
8:00am (MST)	9:20am (MST)	1.33	WTR > WTR - Booster Station & Well Logs
9:20am (MST)	10:05am (MST)	0.75	SWR > Train - Sewer
NOTES: alternate WWT Videos			
10:05am (MST)	12:32pm (MST)	2.45	SWR > Train - Sewer
NOTES: understand how to measure inflow using partial flume, and outflow using V notch.			
12:32pm (MST)	4:00pm (MST)	3.47	PW > PW - City Shop > Shop
NOTES: fix weld on storm drain cover by browns Park and sell.			
February 24, 2023			3.20
8:00am (MST)	11:12am (MST)	3.20	SWR > SWR - Sewer Logs
February 27, 2023			8.00
8:00am (MST)	8:30am (MST)	0.50	SWR > SWR - Sewer Logs
8:30am (MST)	9:00am (MST)	0.50	MTG > MTG - Staff Meeting

9:00am (MST)	9:41am (MST)	0.68	SWR > SWR - Auger Room Maintenance
NOTES: fix power issue. resolved.			
9:41am (MST)	11:55am (MST)	2.23	SWR > Train - Sewer
NOTES: Study WWOM			
11:55am (MST)	4:00pm (MST)	4.08	SWR > SWR - Auger Room Maintenance
NOTES: Thaw and repair backflow preventer.			

February 28, 2023 **7.53**

8:00am (MST)	8:37am (MST)	0.62	WTR > WTR - Booster Station & Well Logs
8:37am (MST)	9:18am (MST)	0.68	SWR > SWR - Sewer Logs
9:18am (MST)	3:32pm (MST)	6.23	STRTS > STRTS - Snow Removal
NOTES: cleanup streets, finish industrial Park & around lagoons.			

Hunter Brown

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023	8.00							8.00	
Thursday	2/2/2023	8.00							8.00	
Friday	2/3/2023	8.00							8.00	
Saturday	2/4/2023								0.00	
Total Week		24.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	8.00							8.00	
Tuesday	2/7/2023	8.08							8.08	
Wednesday	2/8/2023	8.00							8.00	
Thursday	2/9/2023	8.00							8.00	
Friday	2/10/2023	7.92		0.08					8.00	
Saturday	2/11/2023								0.00	
Total Week		40.00	0.00	0.08	0.00	0.00	0.00	0.00	40.08	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	8.20							8.20	
Tuesday	2/14/2023	8.00							8.00	
Wednesday	2/15/2023	8.00							8.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		24.20	0.00	0.00	0.00	0.00	0.00	0.00	24.20	
Total Pay Period		88.20	0.00	0.08	0.00	0.00	0.00	0.00	88.28	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

02/01/2023 to 02/15/2023

Regular **87.03** PTO **0.00** OT **1.25** DT **0.00** To Item 15. **88.28**

Time in	Time out	Duration	
February 1, 2023			8.00
8:00am (MST)	10:04am (MST)	2.07	WTR > WTR - Booster Station & Well Logs
NOTES: collect concrete blankets form McCall. (Kirk)			
10:04am (MST)	4:00pm (MST)	5.93	SWR > SWR - Auger Room Maintenance
February 2, 2023			8.00
8:00am (MST)	9:00am (MST)	1.00	WTR > WTR - Booster Station & Well Logs
9:00am (MST)	11:27am (MST)	2.45	SWR > Train - Sewer
NOTES: study WWTP O.M.			
11:27am (MST)	1:56pm (MST)	2.48	PW > PW - City Shop > Shop
NOTES: collect Josh Ford's bench and store in Old Ambulance Shed.			
1:56pm (MST)	4:00pm (MST)	2.07	SWR > Train - Sewer
NOTES: Study WWTP O.M.			
February 3, 2023			8.00
8:00am (MST)	9:30am (MST)	1.50	WTR > WTR - Booster Station & Well Logs
9:30am (MST)	10:17am (MST)	0.78	MTG > MTG - Staff w/ Elected Officials
10:17am (MST)	11:22am (MST)	1.08	Finance > FIN - Budget
NOTES: making note for replacement metal detector wand.			
11:22am (MST)	4:00pm (MST)	4.63	PW > PW - City Shop > Shop
February 6, 2023			8.00
8:00am (MST)	8:30am (MST)	0.50	SWR > SWR - Sewer Logs
8:30am (MST)	9:00am (MST)	0.50	MTG > MTG - Staff Meeting
9:00am (MST)	9:16am (MST)	0.27	SWR > SWR - Sewer Logs
9:16am (MST)	10:04am (MST)	0.80	SWR > SWR - Auger Room Maintenance
10:04am (MST)	4:00pm (MST)	5.93	STRTS > STRTS - Road Hazard
NOTES: filling potholes.			
February 7, 2023			8.08
8:00am (MST)	8:30am (MST)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MST)	8:45am (MST)	0.25	SWR > SWR - Sewer Logs
8:45am (MST)	10:49am (MST)	2.07	SWR > Train - Sewer
NOTES: discuss chlorination/dechlorination system safety improvements with Kirk.			
10:49am (MST)	2:03pm (MST)	3.23	SWR > Train - Sewer
NOTES: prep online training log service.			
2:03pm (MST)	4:05pm (MST)	2.03	WTR > WTR - Service Call
NOTES: fire station meter internal replacement.			
February 8, 2023			8.00
8:00am (MST)	8:32am (MST)	0.53	SWR > Train - Sewer
NOTES: Ph testing with Kirk.			

8:32am (MST)	10:29am (MST)	1.95	SWR > Train - Sewer
NOTES: resupply dechlorination chemicals with Kirk			
10:29am (MST)	1:29pm (MST)	3.00	PARK > PARK - Restroom
NOTES: resolving confusion with C&M invoices.			
1:29pm (MST)	4:00pm (MST)	2.52	STRTS > STRTS - Storm Drainage

February 9, 2023 **8.00**

8:00am (MST)	4:00pm (MST)	8.00	STRTS > Train - Streets
NOTES: setting up, learning, and using new map program.			

February 10, 2023 **8.00**

8:00am (MST)	8:51am (MST)	0.85	SWR > SWR - Sewer Logs
8:51am (MST)	9:18am (MST)	0.45	SWR > SWR - Auger Room Maintenance
NOTES: Change Solids Bag.			
9:18am (MST)	1:35pm (MST)	4.28	STRTS > Train - Streets
NOTES: adding pictures to map.			
1:35pm (MST)	4:00pm (MST)	2.42	IND > IND - Industrial Park Maintenance
NOTES: Tidy recycled soil piles.			

February 13, 2023 **8.20**

8:00am (MST)	8:28am (MST)	0.47	SWR > SWR - Sewer Testing
NOTES: begin 8h composite.			
8:28am (MST)	9:17am (MST)	0.82	MTG > MTG - Staff Meeting
9:17am (MST)	10:08am (MST)	0.85	WTR > WTR - Service Call
NOTES: investigate water across S. Commercial. leak found. valves found. wait for roads to thaw and fliers to print.			
10:08am (MST)	10:30am (MST)	0.37	SWR > SWR - Auger Room Maintenance
NOTES: replace Solids Bag			
10:30am (MST)	4:12pm (MST)	5.70	WTR > WTR - Service Call
NOTES: prep to fix leak on the 14th.			

February 14, 2023 **8.00**

8:00am (MST)	9:05am (MST)	1.08	WTR > WTR - Booster Station & Well Logs
9:05am (MST)	4:00pm (MST)	6.92	WTR > WTR - Service Call
NOTES: Leak on South Commercial			

February 15, 2023 **8.00**

8:00am (MST)	9:02am (MST)	1.03	SWR > SWR - Sewer Logs
9:02am (MST)	12:32pm (MST)	3.50	PW > PW - City Shop > Shop
NOTES: prep to move Black's refrigerator panels			
12:32pm (MST)	4:00pm (MST)	3.47	PW > PW - City Shop > Shop
NOTES: Move Black's refrigerator panels			

Dana Kautz

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023								0.00	
Thursday	2/2/2023	2.68							2.68	
Friday	2/3/2023								0.00	
Saturday	2/4/2023								0.00	
Total Week		2.68	0.00	0.00	0.00	0.00	0.00	0.00	2.68	
Sunday	2/5/2023								0.00	
Monday	2/6/2023								0.00	
Tuesday	2/7/2023	3.03							3.03	
Wednesday	2/8/2023								0.00	
Thursday	2/9/2023	2.75							2.75	
Friday	2/10/2023								0.00	
Saturday	2/11/2023								0.00	
Total Week		5.78	0.00	0.00	0.00	0.00	0.00	0.00	5.78	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	4.42							4.42	
Tuesday	2/14/2023	2.69							2.69	
Wednesday	2/15/2023								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.11	0.00	0.00	0.00	0.00	0.00	0.00	7.11	
Total Pay Period		15.57	0.00	0.00	0.00	0.00	0.00	0.00	15.57	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	To	Item 15.
15.57	0.00	0.00	0.00	15.57	

Time in	Time out	Duration	
February 2, 2023			2.68
12:33pm (MST)	3:14pm (MST)	2.68	ADM > ADM - Customer Relations
February 7, 2023			3.03
12:34pm (MST)	3:36pm (MST)	3.03	ADM > ADM - Customer Relations
February 9, 2023			2.75
12:40pm (MST)	3:25pm (MST)	2.75	ADM > ADM - Customer Relations
February 13, 2023			4.42
12:45pm (MST)	3:34pm (MST)	2.82	ADM > ADM - Customer Relations
6:30pm (MST)	8:06pm (MST)	1.60	Shift Total
February 14, 2023			2.68
12:35pm (MST)	3:16pm (MST)	2.68	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023	4.48					4.00		8.48	
Thursday	2/2/2023	7.15							7.15	
Friday	2/3/2023								0.00	
Saturday	2/4/2023								0.00	
Total Week		11.63	0.00	0.00	0.00	0.00	4.00	0.00	15.63	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	7.77							7.77	
Tuesday	2/7/2023	7.78							7.78	
Wednesday	2/8/2023	7.57							7.57	
Thursday	2/9/2023	7.77							7.77	
Friday	2/10/2023								0.00	
Saturday	2/11/2023								0.00	
Total Week		30.89	0.00	0.00	0.00	0.00	0.00	0.00	30.89	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	10.11							10.11	
Tuesday	2/14/2023	7.60							7.60	
Wednesday	2/15/2023	7.55							7.55	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		25.26	0.00	0.00	0.00	0.00	0.00	0.00	25.26	
Total Pay Period		67.78	0.00	0.00	0.00	0.00	4.00	0.00	71.78	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	To	Item 15.
67.78	0.00	0.00	0.00	67.78	

Time in	Time out	Duration	
February 1, 2023			4.48
7:57am	12:26pm	4.48	ADM > ADM - Customer Relations
February 2, 2023			7.15
7:53am	3:02pm	7.15	ADM > ADM - Customer Relations
February 6, 2023			7.77
7:47am	8:31am	0.73	ADM > ADM - Customer Relations
8:31am	8:58am	0.45	MTG > MTG - Staff Meeting
8:59am	3:34pm	6.58	ADM > ADM - Customer Relations
February 7, 2023			7.78
7:43am	3:30pm	7.78	ADM > ADM - Customer Relations
February 8, 2023			7.57
7:55am	3:29pm	7.57	ADM > ADM - Customer Relations
February 9, 2023			7.77
7:41am	9:30am	1.82	MTG > MTG - Other Governement
NOTES: Chamber of Commerce			
9:30am	3:27pm	5.95	ADM > ADM - Customer Relations
February 13, 2023			10.12
7:50am	8:34am	0.73	ADM > ADM - Customer Relations
8:35am	9:09am	0.57	MTG > MTG - Staff Meeting
9:09am	3:30pm	6.35	ADM > ADM - Customer Relations
5:58pm	8:26pm	2.47	MTG > MTG - Council Meeting
February 14, 2023			7.60
7:55am	10:45am	2.83	ADM > ADM - Customer Relations
10:45am	2:19pm	3.57	MTG > MTG - Other Governement
NOTES: Little Salmon River Watershed meeting			
2:19pm	3:31pm	1.20	ADM > ADM - Customer Relations
February 15, 2023			7.55
7:59am	3:32pm	7.55	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	4.88							4.88	
Friday	2/17/2023	3.82							3.82	
Saturday	2/18/2023								0.00	
Total Week		8.70	0.00	0.00	0.00	0.00	0.00	0.00	8.70	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	3.81							3.81	
Wednesday	2/22/2023	0.12							0.12	
Thursday	2/23/2023	0.10							0.10	
Friday	2/24/2023	3.20							3.20	
Saturday	2/25/2023								0.00	
Total Week		7.23	0.00	0.00	0.00	8.00	0.00	0.00	15.23	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	5.95							5.95	
Tuesday	2/28/2023	6.07							6.07	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		12.02	0.00	0.00	0.00	0.00	0.00	0.00	12.02	
Total Pay Period		27.95	0.00	0.00	0.00	8.00	0.00	0.00	35.95	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To Item 15.
27.95	0.00	0.00	0.00	27.95

Time in	Time out	Duration	
February 16, 2023			4.88
11:10am (MST)	4:03pm (MST)	4.88	STRTS > STRTS - Storm Drainage
February 17, 2023			3.82
10:22am (MST)	11:32am (MST)	1.17	STRTS > STRTS - Pot Hole Repair
11:32am (MST)	12:58pm (MST)	1.43	EQP > EQP - MACK Dump Maintenance
12:58pm (MST)	2:11pm (MST)	1.22	STRTS > STRTS - Storm Drainage
February 21, 2023			3.82
12:13pm (MST)	1:38pm (MST)	1.42	STRTS > STRTS - Storm Drainage
1:38pm (MST)	3:13pm (MST)	1.58	MTG > MTG - Staff Meeting
NOTES: Greg			
3:13pm (MST)	4:02pm (MST)	0.82	EQP > EQP - Loader Maintenance
February 22, 2023			0.12
8:09pm (MST)	8:16pm (MST)	0.12	PARK > PARK - Restroom
February 23, 2023			0.10
6:24pm (MST)	6:30pm (MST)	0.10	PARK > PARK - Restroom
February 24, 2023			3.20
1:30am (MST)	3:20am (MST)	1.83	STRTS > STRTS - Snow Removal
1:56pm (MST)	3:04pm (MST)	1.13	EQP > EQP - Grader Maintenance
6:11pm (MST)	6:25pm (MST)	0.23	PARK > PARK - Restroom
February 27, 2023			5.95
8:42am (MST)	9:08am (MST)	0.43	MTG > MTG - Staff Meeting
10:36am (MST)	12:26pm (MST)	1.83	PW > PW - Office Time
NOTES: Maps			
12:26pm (MST)	4:07pm (MST)	3.68	WTR > WTR - Service Call
February 28, 2023			6.07
1:37am (MST)	7:41am (MST)	6.07	STRTS > STRTS - Snow Removal

Angie Mettie

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	9.35							9.35	
Friday	2/17/2023								0.00	
Saturday	2/18/2023								0.00	
Total Week		9.35	0.00	0.00	0.00	0.00	0.00	0.00	9.35	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	8.22							8.22	
Wednesday	2/22/2023	8.15							8.15	
Thursday	2/23/2023	5.16						2.47	7.63	
Friday	2/24/2023							8.00	8.00	
Saturday	2/25/2023								0.00	
Total Week		21.53	0.00	0.00	0.00	8.00	0.00	10.47	40.00	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	9.20							9.20	
Tuesday	2/28/2023	9.30							9.30	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		18.50	0.00	0.00	0.00	0.00	0.00	0.00	18.50	
Total Pay Period		49.38	0.00	0.00	0.00	8.00	0.00	10.47	67.85	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To	Item 15.
49.38	0.00	0.00	0.00	49.38	

Time in	Time out	Duration	
February 16, 2023			9.35
6:59am	4:20pm	9.35	ADM > ADM - Customer Relations
February 21, 2023			8.22
7:14am	3:27pm	8.22	ADM > ADM - Customer Relations
February 22, 2023			8.15
7:06am	3:15pm	8.15	ADM > ADM - Customer Relations
February 23, 2023			5.17
9:59am	3:09pm	5.17	ADM > ADM - Customer Relations
February 27, 2023			9.20
7:19am	4:31pm	9.20	ADM > ADM - Customer Relations
February 28, 2023			9.30
7:13am	4:31pm	9.30	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	3.18							3.18	
Friday	2/17/2023								0.00	
Saturday	2/18/2023								0.00	
Total Week		3.18	0.00	0.00	0.00	0.00	0.00	0.00	3.18	
Sunday	2/19/2023								0.00	
Monday	2/20/2023								0.00	
Tuesday	2/21/2023								0.00	
Wednesday	2/22/2023								0.00	
Thursday	2/23/2023								0.00	
Friday	2/24/2023								0.00	
Saturday	2/25/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	2.90							2.90	
Tuesday	2/28/2023	9.04							9.04	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		11.94	0.00	0.00	0.00	0.00	0.00	0.00	11.94	
Total Pay Period		15.12	0.00	0.00	0.00	0.00	0.00	0.00	15.12	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To
15.12	0.00	0.00	0.00	15.12

Item 15.

Time in	Time out	Duration	
February 16, 2023			3.18
12:34pm (MST)	3:45pm (MST)	3.18	ADM > ADM - Customer Relations
February 27, 2023			2.90
12:40pm (MST)	3:34pm (MST)	2.90	ADM > ADM - Customer Relations
February 28, 2023			9.03
8:10am (MST)	5:12pm (MST)	9.03	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	7.30							7.30	
Friday	2/17/2023	3.28							3.28	
Saturday	2/18/2023								0.00	
Total Week		10.58	0.00	0.00	0.00	0.00	0.00	0.00	10.58	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	7.93							7.93	
Wednesday	2/22/2023	7.65							7.65	
Thursday	2/23/2023	7.77							7.77	
Friday	2/24/2023	5.18							5.18	
Saturday	2/25/2023								0.00	
Total Week		28.53	0.00	0.00	0.00	8.00	0.00	0.00	36.53	
Sunday	2/26/2023	0.44							0.44	
Monday	2/27/2023	8.35							8.35	
Tuesday	2/28/2023	6.63							6.63	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		15.42	0.00	0.00	0.00	0.00	0.00	0.00	15.42	
Total Pay Period		54.53	0.00	0.00	0.00	8.00	0.00	0.00	62.53	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To	Item 15.
54.53	0.00	0.00	0.00	54.53	

Time in	Time out	Duration	
February 16, 2023			7.30
7:55am (MST)	8:00am (MST)	0.08	PARK > PARK - Restroom
8:00am (MST)	9:11am (MST)	1.18	SWR > SWR - Sewer Logs
9:11am (MST)	10:21am (MST)	1.17	PW > PW - City Shop > Shop
10:21am (MST)	12:29pm (MST)	2.13	STRTS > STRTS - Storm Drainage
12:29pm (MST)	3:13pm (MST)	2.73	EQP > EQP - Backhoe Maintenance
NOTES: training			
February 17, 2023			3.28
7:56am (MST)	8:17am (MST)	0.35	PARK > PARK - Restroom
8:17am (MST)	8:44am (MST)	0.45	WTR > WTR - Booster Station & Well Logs
8:44am (MST)	9:19am (MST)	0.58	STRTS > STRTS - Storm Drainage
9:19am (MST)	11:13am (MST)	1.90	PARK > PARK - Restroom
February 21, 2023			7.93
7:55am (MST)	8:05am (MST)	0.17	PARK > PARK - Restroom
8:05am (MST)	8:13am (MST)	0.13	SWR > SWR - Sewer Logs
8:13am (MST)	8:30am (MST)	0.28	SWR > SWR - Sewer Testing
8:30am (MST)	9:36am (MST)	1.10	SWR > SWR - Auger Room Maintenance
9:36am (MST)	11:37am (MST)	2.02	WTR > WTR - Meter Reading
11:37am (MST)	1:04pm (MST)	1.45	SWR > SWR - Sewer Testing
1:04pm (MST)	3:09pm (MST)	2.08	STRTS > STRTS - Storm Drainage
3:09pm (MST)	3:51pm (MST)	0.70	PW > PW - City Shop > Shop
NOTES: welding training			
February 22, 2023			7.65
7:52am (MST)	8:00am (MST)	0.13	PARK > PARK - Restroom
8:00am (MST)	8:30am (MST)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MST)	9:56am (MST)	1.43	SWR > Train - Sewer
9:56am (MST)	10:43am (MST)	0.78	PARK > PARK - Maintenance
NOTES: urinal			
10:43am (MST)	3:31pm (MST)	4.80	STRTS > STRTS - Storm Drainage
February 23, 2023			7.77
7:59am (MST)	8:40am (MST)	0.68	PARK > PARK - Restroom
8:40am (MST)	9:06am (MST)	0.43	STRTS > STRTS - Snow Blowing PARK or Sidewalks
9:06am (MST)	9:23am (MST)	0.28	SWR > SWR - Auger Room Maintenance
9:23am (MST)	12:35pm (MST)	3.20	SWR > Train - Sewer
12:35pm (MST)	3:45pm (MST)	3.17	STRTS > STRTS - Storm Drainage

NOTES: fixing Storm drain cover

February 24, 2023				5.18
1:30am (MST)	5:07am (MST)	3.62	STRTS > STRTS - Snow Removal	
7:48am (MST)	7:50am (MST)	0.03	PARK > PARK - Restroom	
7:50am (MST)	8:08am (MST)	0.30	STRTS > STRTS - Snow Blowing PARK or Sidewalks	
8:08am (MST)	8:31am (MST)	0.38	WTR > WTR - Booster Station & Well Logs	
8:31am (MST)	8:39am (MST)	0.13	PARK > PARK - Restroom	
8:39am (MST)	9:22am (MST)	0.72	PW > PW - City Shop > Shop	
February 26, 2023				0.43
9:20am (MST)	9:27am (MST)	0.12	SWR > SWR - Sewer Logs	
9:27am (MST)	9:46am (MST)	0.32	SWR > SWR - Auger Room Maintenance	
February 27, 2023				8.35
7:54am (MST)	8:03am (MST)	0.15	PARK > PARK - Restroom	
8:03am (MST)	8:35am (MST)	0.53	WTR > WTR - Booster Station & Well Logs	
8:35am (MST)	9:07am (MST)	0.53	MTG > MTG - Staff Meeting	
9:07am (MST)	9:59am (MST)	0.87	WTR > WTR - Leak Letters	
NOTES: red door notice				
9:59am (MST)	4:15pm (MST)	6.27	WTR > WTR - Service Call	
February 28, 2023				6.63
1:31am (MST)	8:00am (MST)	6.48	STRTS > STRTS - Snow Removal	
8:00am (MST)	8:07am (MST)	0.12	SWR > SWR - Sewer Logs	
8:07am (MST)	8:09am (MST)	0.03	PARK > PARK - Restroom	

Angie Mettie

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023	8.75							8.75	
Thursday	2/2/2023	8.08							8.08	
Friday	2/3/2023								0.00	
Saturday	2/4/2023								0.00	
Total Week		16.83	0.00	0.00	0.00	0.00	0.00	0.00	16.83	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	8.68							8.68	
Tuesday	2/7/2023	8.60							8.60	
Wednesday	2/8/2023	8.57							8.57	
Thursday	2/9/2023	8.60							8.60	
Friday	2/10/2023							5.55	5.55	
Saturday	2/11/2023								0.00	
Total Week		34.45	0.00	0.00	0.00	0.00	0.00	5.55	40.00	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	10.57							10.57	
Tuesday	2/14/2023	8.32							8.32	
Wednesday	2/15/2023	8.38							8.38	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		27.27	0.00	0.00	0.00	0.00	0.00	0.00	27.27	
Total Pay Period		78.55	0.00	0.00	0.00	0.00	0.00	5.55	84.10	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	To	Item 15.
78.55	0.00	0.00	0.00	78.55	

Time in	Time out	Duration	
February 1, 2023			8.75
7:05am	3:50pm	8.75	ADM > ADM - Customer Relations
February 2, 2023			8.08
7:15am	3:20pm	8.08	ADM > ADM - Customer Relations
February 6, 2023			8.68
7:19am	8:32am	1.22	ADM > ADM - Customer Relations
8:32am	9:00am	0.47	MTG > MTG - Staff Meeting
9:00am	4:00pm	7.00	ADM > ADM - Customer Relations
February 7, 2023			8.60
6:45am	3:21pm	8.60	ADM > ADM - Customer Relations
February 8, 2023			8.57
7:10am	3:44pm	8.57	ADM > ADM - Customer Relations
February 9, 2023			8.60
7:06am	3:42pm	8.60	ADM > ADM - Customer Relations
February 13, 2023			10.57
7:14am	8:27am	1.22	ADM > ADM - Customer Relations
8:27am	9:07am	0.67	MTG > MTG - Staff Meeting
9:07am	3:34pm	6.45	ADM > ADM - Customer Relations
6:05pm	8:19pm	2.23	MTG > MTG - Council Meeting
February 14, 2023			8.32
7:13am	3:32pm	8.32	ADM > ADM - Customer Relations
February 15, 2023			8.38
7:11am	3:34pm	8.38	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023								0.00	
Thursday	2/2/2023								0.00	
Friday	2/3/2023								0.00	
Saturday	2/4/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	6.95							6.95	
Tuesday	2/7/2023	6.00							6.00	
Wednesday	2/8/2023								0.00	
Thursday	2/9/2023	6.40							6.40	
Friday	2/10/2023	4.32							4.32	
Saturday	2/11/2023								0.00	
Total Week		23.67	0.00	0.00	0.00	0.00	0.00	0.00	23.67	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	3.98							3.98	
Tuesday	2/14/2023	6.25							6.25	
Wednesday	2/15/2023	0.42							0.42	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		10.65	0.00	0.00	0.00	0.00	0.00	0.00	10.65	
Total Pay Period		34.32	0.00	0.00	0.00	0.00	0.00	0.00	34.32	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	To	Item 15.
34.32	0.00	0.00	0.00	34.32	

Time in	Time out	Duration	
February 6, 2023			6.95
8:32am (MST)	9:38am (MST)	1.10	MTG > MTG - Staff Meeting
9:38am (MST)	11:47am (MST)	2.15	PW > PW - Office Time
11:47am (MST)	3:29pm (MST)	3.70	PARK > PARK - Restroom
February 7, 2023			6.00
10:13am (MST)	11:27am (MST)	1.23	PW > PW - Office Time
11:27am (MST)	1:18pm (MST)	1.85	PARK > PARK - Restroom
1:18pm (MST)	2:44pm (MST)	1.43	WTR > WTR - Service Call
2:44pm (MST)	4:13pm (MST)	1.48	STRTS > STRTS - Storm Drainage
February 9, 2023			6.40
9:38am (MST)	12:35pm (MST)	2.95	PW > PW - Office Time
NOTES: Emails, Greg, maps			
12:35pm (MST)	3:16pm (MST)	2.68	STRTS > STRTS - Pot Hole Repair
3:16pm (MST)	4:02pm (MST)	0.77	PW > PW - City Shop > Shop
February 10, 2023			4.32
10:41am (MST)	3:00pm (MST)	4.32	STRTS > STRTS - Storm Drainage
February 13, 2023			3.98
8:50am (MST)	9:30am (MST)	0.67	MTG > MTG - Staff Meeting
9:30am (MST)	10:14am (MST)	0.73	WTR > WTR - Service Call
10:14am (MST)	10:57am (MST)	0.72	PARK > PARK - Restroom
10:57am (MST)	11:47am (MST)	0.83	PW > PW - Office Time
11:47am (MST)	12:49pm (MST)	1.03	PW > PW - City Shop > Shop
February 14, 2023			6.25
10:14am (MST)	4:29pm (MST)	6.25	WTR > WTR - Service Call
February 15, 2023			0.42
12:15pm (MST)	12:40pm (MST)	0.42	MTG > MTG - Staff Meeting
NOTES: Dan			

Ivan McDaniel

Pay Period

2/1/2023 to

2/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	2/1/2023	7.98							7.98	
Thursday	2/2/2023	0.32							0.32	
Friday	2/3/2023	7.77							7.77	
Saturday	2/4/2023								0.00	
Total Week		16.07	0.00	0.00	0.00	0.00	0.00	0.00	16.07	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	7.93							7.93	
Tuesday	2/7/2023	7.75							7.75	
Wednesday	2/8/2023	5.58							5.58	
Thursday	2/9/2023	8.12							8.12	
Friday	2/10/2023	7.57							7.57	
Saturday	2/11/2023	0.43							0.43	
Total Week		37.38	0.00	0.00	0.00	0.00	0.00	0.00	37.38	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	8.07							8.07	
Tuesday	2/14/2023	7.88							7.88	
Wednesday	2/15/2023	7.60							7.60	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		23.55	0.00	0.00	0.00	0.00	0.00	0.00	23.55	
Total Pay Period		77.00	0.00	0.00	0.00	0.00	0.00	0.00	77.00	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	To Item 15.
77.00	0.00	0.00	0.00	77.00

Time in	Time out	Duration	
February 1, 2023			7.98
7:55am (MST)	8:00am (MST)	0.08	PARK > PARK - Restroom
8:00am (MST)	8:08am (MST)	0.13	SWR > SWR - Sewer Logs
8:08am (MST)	8:28am (MST)	0.33	SWR > SWR - Sewer Testing
8:28am (MST)	9:59am (MST)	1.52	SWR > SWR - Auger Room Maintenance
9:59am (MST)	12:32pm (MST)	2.55	EQP > EQP - Parts Run
12:32pm (MST)	12:46pm (MST)	0.23	SWR > SWR - Sewer Testing
12:46pm (MST)	3:54pm (MST)	3.13	SWR > SWR - Auger Room Maintenance
NOTES: getting concrete blanket sized			
February 2, 2023			0.32
7:56am (MST)	8:13am (MST)	0.28	SWR > SWR - Sewer Logs
8:13am (MST)	8:15am (MST)	0.03	PARK > PARK - Restroom
February 3, 2023			7.77
7:56am (MST)	8:01am (MST)	0.08	PARK > PARK - Restroom
8:01am (MST)	8:54am (MST)	0.88	SWR > SWR - Sewer Logs
8:54am (MST)	8:58am (MST)	0.07	SWR > SWR - Auger Room Maintenance
8:58am (MST)	11:11am (MST)	2.22	PW > PW - City Shop > Shop
11:11am (MST)	11:38am (MST)	0.45	WTR > WTR- Fire Hydrants
NOTES: finding shut off valves			
11:38am (MST)	1:04pm (MST)	1.43	PW > PW - City Shop > Shop
1:04pm (MST)	3:42pm (MST)	2.63	WTR > WTR- Fire Hydrants
NOTES: finding valves			
February 6, 2023			7.93
7:59am (MST)	8:05am (MST)	0.10	PARK > PARK - Restroom
8:05am (MST)	8:28am (MST)	0.38	WTR > WTR - Booster Station & Well Logs
8:28am (MST)	9:23am (MST)	0.92	MTG > MTG - Staff Meeting
9:23am (MST)	11:18am (MST)	1.92	PW > PW - City Shop > Shop
NOTES: key upkeep			
11:18am (MST)	3:55pm (MST)	4.62	PARK > PARK - Maintenance
NOTES: urinal fixing			
February 7, 2023			7.75
8:03am (MST)	8:08am (MST)	0.08	PARK > PARK - Restroom
8:08am (MST)	8:22am (MST)	0.23	SWR > SWR - Sewer Logs
8:22am (MST)	8:45am (MST)	0.38	SWR > SWR - Sewer Testing
8:45am (MST)	1:18pm (MST)	4.55	PARK > PARK - Maintenance
NOTES: urinal			

1:18pm (MST)	2:44pm (MST)	1.43	WTR > WTR - Service Call
NOTES: fire station meter			
2:44pm (MST)	3:09pm (MST)	0.42	SWR > SWR - Sewer Testing
3:09pm (MST)	3:33pm (MST)	0.40	PARK > PARK - Maintenance
3:33pm (MST)	3:48pm (MST)	0.25	SWR > SWR - Sewer Testing

February 8, 2023 **5.58**

7:55am (MST)	8:02am (MST)	0.12	PARK > PARK - Restroom
8:02am (MST)	8:41am (MST)	0.65	WTR > WTR - Booster Station & Well Logs
8:41am (MST)	9:50am (MST)	1.15	SWR > SWR - System Maintenance
9:50am (MST)	10:15am (MST)	0.42	WTR > WTR - Service Call
10:15am (MST)	12:36pm (MST)	2.35	PARK > PARK - Maintenance
NOTES: urinal fixing			
12:36pm (MST)	12:38pm (MST)	0.03	PW > PW - City Shop > Shop
12:38pm (MST)	1:30pm (MST)	0.87	STRTS > STRTS - Storm Drainage

February 9, 2023 **8.12**

7:55am (MST)	8:13am (MST)	0.30	PARK > PARK - Restroom
8:13am (MST)	9:24am (MST)	1.18	SWR > SWR - Sewer Logs
9:24am (MST)	9:42am (MST)	0.30	WTR > WTR - Well #3 Maintenance
9:42am (MST)	10:20am (MST)	0.63	SWR > SWR - System Maintenance
10:20am (MST)	2:47pm (MST)	4.45	PW > PW - City Shop > Shop
NOTES: map building			
2:47pm (MST)	3:05pm (MST)	0.30	SWR > SWR - System Maintenance
3:05pm (MST)	4:02pm (MST)	0.95	PW > PW - City Shop > Shop
NOTES: fix manhole key			

February 10, 2023 **7.57**

7:58am (MST)	8:04am (MST)	0.10	PARK > PARK - Restroom
8:04am (MST)	8:43am (MST)	0.65	WTR > WTR - Booster Station & Well Logs
8:43am (MST)	9:35am (MST)	0.87	PW > PW - City Shop > Shop
NOTES: fix manhole key			
9:35am (MST)	12:43pm (MST)	3.13	PW > PW - City Shop > Shop
NOTES: map updates			
12:43pm (MST)	3:32pm (MST)	2.82	STRTS > STRTS - Storm Drainage

February 11, 2023 **0.43**

6:43am (MST)	7:09am (MST)	0.43	SWR > SWR - Sewer Logs
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February 13, 2023 **8.07**

7:56am (MST)	8:01am (MST)	0.08	PARK > PARK - Restroom
8:01am (MST)	8:26am (MST)	0.42	WTR > WTR - Booster Station & Well Logs
8:26am (MST)	9:17am (MST)	0.85	MTG > MTG - Staff Meeting

9:17am (MST)	9:52am (MST)	0.58	WTR > WTR - Service Call
NOTES: investigate south commercial water			
9:52am (MST)	11:24am (MST)	1.53	PARK > PARK - Maintenance
NOTES: urinal fixing			
11:24am (MST)	12:43pm (MST)	1.32	WTR > WTR - Service Call
NOTES: finding valves			
12:43pm (MST)	12:53pm (MST)	0.17	SWR > SWR - Auger Room Maintenance
12:53pm (MST)	4:00pm (MST)	3.12	WTR > WTR - Service Call
NOTES: valves			

February 14, 2023 **7.88**

8:01am (MST)	8:06am (MST)	0.08	PARK > PARK - Restroom
8:06am (MST)	9:03am (MST)	0.95	SWR > SWR - Sewer Logs
9:03am (MST)	3:54pm (MST)	6.85	WTR > WTR - Service Call
NOTES: commercial leak repair			

February 15, 2023 **7.60**

7:55am (MST)	8:02am (MST)	0.12	PARK > PARK - Restroom
8:02am (MST)	8:29am (MST)	0.45	WTR > WTR - Booster Station & Well Logs
8:29am (MST)	11:34am (MST)	3.08	PARK > PARK - Maintenance
NOTES: urinal			
11:34am (MST)	3:31pm (MST)	3.95	PW > PW - City Shop > Shop
NOTES: moving refrigeration unit			

Kyla Gardner

Pay Period

2/16/2023 to

2/28/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	2/16/2023	7.67							7.67	
Friday	2/17/2023								0.00	
Saturday	2/18/2023								0.00	
Total Week		7.67	0.00	0.00	0.00	0.00	0.00	0.00	7.67	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	7.40							7.40	
Wednesday	2/22/2023	10.55							10.55	
Thursday	2/23/2023	7.72							7.72	
Friday	2/24/2023	4.96							4.96	
Saturday	2/25/2023								0.00	
Total Week		30.63	0.00	0.00	0.00	8.00	0.00	0.00	38.63	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	7.02							7.02	
Tuesday	2/28/2023	9.06							9.06	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		16.08	0.00	0.00	0.00	0.00	0.00	0.00	16.08	
Total Pay Period		54.38	0.00	0.00	0.00	8.00	0.00	0.00	62.38	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	To	Item 15.
54.38	0.00	0.00	0.00	54.38	

Time in	Time out	Duration	
February 16, 2023			7.67
7:53am	3:33pm	7.67	ADM > ADM - Customer Relations
February 21, 2023			7.40
7:47am	3:11pm	7.40	ADM > ADM - Customer Relations
February 22, 2023			10.55
7:46am	12:00pm	4.23	ADM > ADM - Customer Relations
12:01pm	6:20pm	6.32	MTG > MTG - Travel
February 23, 2023			7.72
8:00am (PST)	3:43pm (PST)	7.72	MTG > MTG - Other Government
NOTES: III-A Board of Trustees meeting in Couer D' Alene, ID			
February 24, 2023			4.97
8:04am (PST)	1:02pm (PST)	4.97	MTG > MTG - Travel
February 27, 2023			7.02
8:06am	3:07pm	7.02	ADM > ADM - Customer Relations
February 28, 2023			9.07
7:57am	5:01pm	9.07	ADM > ADM - Customer Relations