



CITY COUNCIL MEETING AGENDA

October 02, 2024 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Roll Call

Pledge of Allegiance

1. International Day of the Girl: The Girl Scouts will lead us in the Pledge of Allegiance.

Announcements and Reports

Public Comments

Consent Calendar - action item

2. Approval of September 18, 2024, Meeting Minutes - **action item**
3. Payables Report / Bills for Payment Approval - **action item**
4. Review and Accept Monthly Financial Report on Cash and Investment Transactions, August 2024 - **action item**
5. Proposed Resolution: Second Amendment to Agreement with Jacobs Engineering Group, Inc. (City Agreement A24-1910-2) - **action item**
6. Proposed Resolution: Engaging Magnuson-McHugh-Dougherty, CPA, for Fiscal Year 2024 Audit - **action item**

Old/Unfinished Business - none

New Business

7. Proposed Ordinance and Summary: New User Facility Fees and Service Connection Fees - **action item**
8. Proposed Resolution: Amending City of Sandpoint Water Rules and Regulations to Eliminate Extended Payment Plans for New User Facility Fees (NUFF) - **action item**
9. Proposed Resolution: Amending City of Sandpoint Sewer Rules and Regulations to Eliminate Extended Payment Plans for New User Facility Fees (NUFF) - **action item**

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/your-government/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL MEETING MINUTES

September 18, 2024 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, September 18, 2024, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle
 Councilor Joel Aispuro
 Councilor Justin Dick
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Rick Howarth

The Mayor and all Councilors present.

Mayor Grimm announced that Police Chief Corey Coon would serve as sergeant-at-arms for the meeting.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm reported that, as it is still construction season, there are several road construction projects underway around town. He also announced that the City has launched its new website, noting that portions of the site will still be under development over the next several weeks. The Mayor further reported that an informational mailer would be going out to the City's utilities customers regarding the question on the November ballot as to whether a new 1% city sales tax should be imposed on retail sales in Sandpoint, a measure approved by the City Council during their September 5, 2024, meeting.

Council members provided reports from the City's citizen advisory boards, with the Pedestrian and Bicycle Advisory Committee, Parks and Recreation Commission, and Sustainability Committee holding their first meetings in September, and the Arts, Culture and Historic Preservation Commission also holding their regular monthly meeting.

At the Mayor's request and invitation, department directors provided updates on projects and activities taking place in their respective departments.

1. Proclamation: National Service Dog Month

Mayor Grimm read aloud his proclamation of September as National Service Dog Month in Sandpoint, which he presented to Lilly Mitsui of Canine Companions, who also said a few words.

Public Comments

Mayor Grimm provided the rules and instruction for public comment, followed by the public comments portion of the meeting.

Consent Calendar - action item

Mayor Grimm noted, for the record, the amount of bills requested for approval, followed by a motion to approve the Consent Calendar.

Motion made by Councilor Schreiber, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

2. The minutes from Council's September 4, 2024, meeting were approved as presented.
3. Bills approved for payment: \$977,710.99 for regular payables.
4. The Mayor's reappointment of Kendon Perry to the Sandpoint Urban Renewal Board was confirmed by Council, with a new term expiration of September 30, 2027.
5. **Resolution 24-068** Agreement with Simco Development Group, LLC, for Lift Station Replacement (City Agreement A24-3257-8) - approved

Old/Unfinished Business - none

New Business

6. **Resolution 24-069** Authorizing an Application to the Outdoor Recreation Fund, Administered by the Idaho Department of Parks and Recreation, to Secure Funding for the Final Design and Construction of an Asphalt Pump Track at Travers Park

Following an introduction by Mayor Grimm, Community Planning and Development Director Jason Welker provided a presentation and, along with Mayor Grimm and Construction Manager Erik Bush, fielded questions from the Council members.

Motion by Council President Ruehle, seconded by Councilor Dick, to approve the resolution presented, authorizing an application to the Outdoor Recreation Fund, administered by the Idaho Department of Parks and Recreation, to secure funding for the final design and construction of an asphalt pump track at Travers Park, with a correction to the resolution noted by City legal counsel Zachary Jones, amending "\$300,000" to "\$350,000", acknowledged and affirmed by Councilors Ruehle and Dick.

Ahead of the vote, Councilor Schreiber desired further deliberation, indicating an interest in amending the motion to approve the resolution. Following Councilor Schreiber's comments, followed by additional comments from Councilor Duquette, Mayor Grimm called for an end to deliberation and a vote on the motion to approve the resolution. As reflected below, there was a tie vote of Council, with Mayor Grimm voting in the affirmative to break the tie and approve the resolution, as corrected.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Dick, Councilor Howarth, Mayor Grimm

Voting Nay: Councilor Aispuro, Councilor Schreiber, Councilor Duquette

7. **Ordinance 1427** Dog Licensing - adopted

Following information provided and questions fielded by Mayor Grimm and Chief Coon, the City Clerk read the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 5, CHAPTER 4, ANIMAL CONTROL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Motion that the Ordinance pass its first reading by title only and the summary is approved.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm announced that the Ordinance had passed its first reading by title only, and the summary was approved.

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Howarth, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm announced that the ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the summary in the newspaper.

Adjourn

With no further business on the agenda, Mayor Grimm adjourned the meeting at 7:31 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk, were approved by City Council during their regular meeting held on _____, 2024.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 09/19/2024 THROUGH 10/02/2024

Item # 3.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: ACCURATE TESTING LABS LLC				
140778	WD: HYDRANT TESTING -BACTERIA WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
140808	WD: HYDRANT TESTING -BACTERIA WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
141103	WD: HYDRANT TESTING -BACTERIA WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
140390	WWTP: 2 MERCURY TRACE TESTS WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	\$260.00
141238	WD: HYDRANT TESTING -BACTERIA WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
141204	WWTP: CARBON/NITROGEN TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	200.00	\$200.00
141348	WTP: BACTERIA TESTING - NORTH LOCATIONS WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	\$150.00
141407	WD: HYDRANT BACTERIA TESTING WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
141310	WD: HYDRANT BACTERIA TESTING WATER DISTRIBUTION	TECH SERVICES - LABORATORY	60.00	\$60.00
Total For: ACCURATE TESTING LABS LLC				\$970.00
Vendor: ADAM LAWRENCE				
22-00805.05	UB refund for account: 22-00805.05 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	136.59	\$136.59
Total For: ADAM LAWRENCE				\$136.59
Vendor: ALAN LARSEN				
03-01680.02	UB refund for account: 03-01680.02 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	218.94	\$218.94
Total For: ALAN LARSEN				\$218.94
Vendor: ALBERT & MARLANE LANI				
22-04221.02	UB refund for account: 22-04221.02 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	177.60	\$177.60

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
Total For: ALBERT & MARLANE LANI			\$177.60		
Vendor: AMELIA CHRISTINE BOYD					
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	60.00		\$60.00
Total For: AMELIA CHRISTINE BOYD			\$60.00		
Vendor: AQUADRONE MARINE SERVICES, LLC					
270	WTP: NORTH CLEAR WELL TANK CLEANING WATER TREATMENT	SERVICES - EQUIPMENT - R&M	11,730.00		\$11,730.00
Total For: AQUADRONE MARINE SERVICES, LLC			\$11,730.00		
Vendor: AQUATIC WEED SOLUTIONS INC					
953	HERBICIDE FREE TRTMNT- AQUATC INV SPCIES-2024 PARK MAINTENANCE & CAPITAL	TECH SERVICES - INVASIVE SPECIES	40,000.00		\$40,000.00
Total For: AQUATIC WEED SOLUTIONS INC			\$40,000.00		
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC					
412425	WD: ASPHALT RAKE/HOLDER WATER DISTRIBUTION	TOOLS	99.16		\$99.16
412108	WTP: RAPID SET CEMENT WATER TREATMENT	FACILITY SUPPLIES	29.66		\$29.66
Total For: ARROW CONSTRUCTION HOLDINGS, LLC			\$128.82		
Vendor: AT&T MOBILITY II, LLC					
287339154011X	WIRELESS PHONE/DATA CHGS- 7/24-8/23/24 FIRE FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	77.72		\$127.95
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	50.23		
287339151180X	WIRELESS PHONE/DATA CHGS 7/24-8/23/24 PW WATER TREATMENT	TELEPHONE - WIRELESS	130.41		\$1,631.44
	STREET MAINTENANCE	TELEPHONE - WIRELESS	100.46		
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	120.27		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,154.93		
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	85.28		
	BUILDING DIVISION	TELEPHONE - WIRELESS	40.09		
Total For: AT&T MOBILITY II, LLC			\$1,759.39		
Vendor: AUTO HAUS INC					
6612	ST: WIRE/ ELECTRICAL SLEEVE SPLICE STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	20.86		\$20.86
6500	SHOP: DIESEL DEF TRTMNT/MINI LIGHT BULBS				\$46

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
	STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	13.44		
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	13.44		
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	13.44		
Total For: AUTO HAUS INC					\$61.18
Vendor: AVISTA UTILITIES					
0838870000 - 09	UTIL LAKEVIEW RNTL JUN-SEPT 18 '24 GENERAL GOVERNMENT PROJECTS	ELECTRICITY	247.34		\$247.34
Total For: AVISTA UTILITIES					\$247.34
Vendor: B&E ELECTRIC INC					
CS4245	SCADA WATER/WASTEWATER UPGRADES 8/20-9/19/24				\$29,185.36
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,985.50		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	20,748.18		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,047.04		
	WATER TREATMENT	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	515.71		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,888.93		
Total For: B&E ELECTRIC INC					\$29,185.36
Vendor: BAILEY JR., RICHARD					
REIMB 091624	WWTP: BOOT REIMB - RICHARD BAILEY JR WASTEWATER TREATMENT	UNIFORM & CLOTHING	125.00		\$125.00
Total For: BAILEY JR., RICHARD					\$125.00
Vendor: BEACON ATHLETICS					
0598750-IN	HVY DTY ANCHR SYSTM - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	486.00		\$486.00
Total For: BEACON ATHLETICS					\$486.00
Vendor: BENJAMIN GREGORY					
REIMB 091924	WWTP: BOOT REIMB - BEN GREGORY WASTEWATER TREATMENT	UNIFORM & CLOTHING	125.00		\$125.00
Total For: BENJAMIN GREGORY					\$125.00
Vendor: BILL & LESLIE WESTOVER					
08-00910.04	UB refund for account: 08-00910.04 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	26.79		\$26.79
Total For: BILL & LESLIE WESTOVER					\$26.79
Vendor: BLUE360 MEDIA					
IN2405231877	2024/2025 LAW CODE BOOKS (7) POLICE DEPARTMENT	BOOKS AND PERIODICALS	711.62		\$711.62

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
Total For: BLUE360 MEDIA					\$711.62
Vendor: BNSF RAILWAY COMPANY					
24007576	WTR PIPELINE LEASE POTABLE WTR HWY200 WATER TREATMENT	RENTAL OF LAND AND BUILDING	5,361.15		\$5,361.15
Total For: BNSF RAILWAY COMPANY					\$5,361.15
Vendor: BONNER COUNTY DAILY BEE					
000026481-0813	BCB#6344 NOPH-PS24-0002 TURNSTONE SUBDIVISION PLANNING DIVISION	ADVERTISING	60.05		\$60.05
27446	ORDINANCE 1425 BCB#6426 SUMMARY OF ORD CITY CLERK'S OFFICE	ADVERTISING	70.83		\$70.83
Total For: BONNER COUNTY DAILY BEE					\$130.88
Vendor: BONNER COUNTY HISTORICAL SOCIETY					
000127	WALLPAPER-JAMES E. RUSSELL BLDG JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	470.00		\$470.00
Total For: BONNER COUNTY HISTORICAL SOCIETY					\$470.00
Vendor: BONNER COUNTY PROSECUTING ATTY					
BCPA069	PROSECUTING ATTRNY SRVCS - AUG 2024 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33		\$7,083.33
Total For: BONNER COUNTY PROSECUTING ATTY					\$7,083.33
Vendor: BOUNDARY TRACTOR YAMAHA					
BTC-2113613	ON/OFF SWITCH FOR CHAINSAW - BEACH PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	12.99		\$12.99
BTC-2114030	MULCH KIT- ALL PARKS - ROW PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	269.95		\$269.95
Total For: BOUNDARY TRACTOR YAMAHA					\$282.94
Vendor: BRIX PAVING NORTHWEST INC					
99-00006.01	UB refund for account: 99-00006.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	2,301.64		\$2,301.64
Total For: BRIX PAVING NORTHWEST INC					\$2,301.64
Vendor: BROWN'S NORTHSIDE					
S162632	ST: SNOWBLOWER HYDRAULIC FILTER STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	23.60		\$23.60
Total For: BROWN'S NORTHSIDE					\$23.60
Vendor: CANON FINANCIAL SERVICES INC					
35032241	UP/DOWNSTAIRS AUG'24 COPY CHRGS/LEASE				\$52

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
	CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00	
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	167.89	
Total For: CANON FINANCIAL SERVICES INC				\$522.89
Vendor: CARLA COOK				
23-02070.00	UB refund for account: 23-02070.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	141.41	\$141.41
Total For: CARLA COOK				\$141.41
Vendor: CATHERINE WHIPPLE-ORTH				
06-01150.12	UB refund for account: 06-01150.12 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	63.69	\$63.69
Total For: CATHERINE WHIPPLE-ORTH				\$63.69
Vendor: CC VENDOR - WELLS FARGO				
282657	ST: TOOLS ROUTINE EQUIP WORK STREET MAINTENANCE	TOOLS	157.89	\$157.89
00011524	COFFEE BRK SEPT '24 BAGEL FRUIT YOGURT CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	55.46	\$55.46
18100188383	WTP: 2) DRILL BATTERIES / 21PC BIT WATER TREATMENT	TOOLS	158.97	\$158.97
18100188367	WTP: PVC PIPE CUTTER WATER TREATMENT	TOOLS	215.00	\$215.00
S13102588	SC: PLATE FEES FOR NEW VACTOR TRUCK WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	23.57	\$23.57
18100188375	WTP: SAND CREEK MAINTENANCE TOOLS WATER TREATMENT	TOOLS	381.10	\$762.20
	WATER TREATMENT	TOOLS	381.10	
08-018055	UPS SHIPPING- EVIDENCE TO MERIDIAN ID LAB POLICE DEPARTMENT	POSTAGE	21.85	\$21.85
011231	COFFEE BRK SEPT '24 DONUT JUICE YOGURT CRM CHSE CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	45.34	\$45.34
58425478676128	PORTABLE DRIVE FOR DETECTIVES -WALMART POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	94.98	\$94.98
101856032	BLDG EXAM & STUDY GUIDE-G WILSON BUILDING DIVISION	EDUCATION/TRAINING SUPPLIES	384.00	\$384.00
101855965	RESIDENTIAL PLANS EXAM-G WILSON BUILDING DIVISION	EDUCATION/TRAINING SUPPLIES	305.00	\$305.00
114-7406026-07	OFC SPLY, PAPER PENS NOTE PADS HIGHLGTRS			\$199

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
54070	CENTRAL SERVICES DEPARTMENT PENS, NOTE PADS, TAPE, PAPER-STAPLES POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	195.83	\$257.26
999540	NRPA MEMBERSHIP DUES 2024-25 RECREATION PROGRAMS	OFFICE SUPPLIES/EQUIPMENT	257.26	\$180.00
042698-8023889	MOLDING - WINDOW TRIM - SNACK SHACK CITY BEACH CONCESSIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	180.00	\$32.03
13-4336443-967	AMAZON - YOUTH SPORTS PENNIES RECREATION PROGRAMS	FACILITY SUPPLIES	32.03	\$141.76
09072024	WD: CLASS - ROD BERGET WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	141.76	\$205.00
1477054	ONESTEP GPS - SEPT '24 POLICE DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	205.00	\$223.20
074492_9023714	MOLDING, SEALANT - SNACK SHACK CITY BEACH CONCESSIONS	TECH SERVICES - PUBLIC SAFETY MISC	223.20	\$82.49
30424970880693	INDEX CARDS FOR TRAINING PATROL -WALMART POLICE DEPARTMENT	FACILITY SUPPLIES	82.49	\$2.16
2841059095	ADOBE INC AUG 2024-2025 LICENSE RENWAL INFORMATION TECHNOLOGY DIVISION	OFFICE SUPPLIES/EQUIPMENT	2.16	\$5,577.72
114-5720025-48	50FT CABLES (2), 4G CELLULAR ANTENNAS (20) SCADA WASTEWATER CAPITAL PROJECTS	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCAD	5,577.72	\$264.06
101858632	BUILDING OFFICIAL STUDY MATERIALS -PETE SKON BUILDING DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	264.06	\$412.00
1810 00061 0420	VEHICLE BATTERY FOR SPD 15 -HOME DEPOT POLICE DEPARTMENT	EDUCATION/TRAINING SUPPLIES	412.00	\$139.00
11333827431593	36) ADLT MESH SCRIMMAGE VEST - REC YTH SPORTS RECREATION PROGRAMS	VEHICLE & MACH SUPPLIES/PARTS	139.00	\$150.51
086998	WWTP: PRINTER INK/SHAPRIES/POST ITS WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	150.51	\$166.94
Total For: CC VENDOR - WELLS FARGO				\$10,254.22

Vendor: CENTURY WEST ENGINEERING CORP

248768	WATERMAIN BOYER/CHESTNUT ENGINEER SRVCS WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	3,495.00	\$3,495.00
248769	FIR ST PAVING ENGR SRVCS THRU 8/30/24 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	4,510.00	\$4,510.00
248830	GENERATR INSTALL ENG SVC THRU 8/30/24 WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	3,000.50	\$3,000.50

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
Total For: CENTURY WEST ENGINEERING CORP				\$11,005.50
Vendor: CHICAGO MOTORS INC				
1240917371	2) 2022 USED FORD EXPLORERS POLICE DEPARTMENT	CAPITAL VEHICLES	29,995.00	\$58,790.00
	POLICE DEPARTMENT	CAPITAL VEHICLES	28,795.00	
Total For: CHICAGO MOTORS INC				\$58,790.00
Vendor: CHRISTINE KUHLMAN				
0018	BUILDING OFFICIAL SERVICES AUG '24 BUILDING DIVISION	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	1,090.00	\$1,090.00
Total For: CHRISTINE KUHLMAN				\$1,090.00
Vendor: CIMLINE, INC				
34724	ST: DURAPATCHER AIR FILTER & PREFILTER - BLOWER STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	150.84	\$150.84
Total For: CIMLINE, INC				\$150.84
Vendor: CLAY BOWMAN				
REIMB T0039	REIMB HOTEL CHARGE-FALL IRWA- CLAY BOWMAN WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	122.74	\$245.48
	WATER DISTRIBUTION	TRAINING AND TRAVEL	122.74	
Total For: CLAY BOWMAN				\$245.48
Vendor: COLEMAN OIL				
CP-0169138	MNTHLY FUEL CHRG - AUG '24 STREET MAINTENANCE	FUEL - GASOLINE/DIESEL	1,816.96	\$6,313.12
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	1,057.48	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	440.58	
	PUBLIC WORKS ADMINISTRATION	FUEL - GASOLINE/DIESEL	0.00	
	WATER TREATMENT	FUEL - GASOLINE/DIESEL	475.41	
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	659.61	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	932.21	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	310.74	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	310.74	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	261.46	
	CENTRAL SERVICES DEPARTMENT	FUEL - GASOLINE/DIESEL	47.93	
INV-224142	ST: DIESEL FLUID - LOADER STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	10.50	\$10.50
CP-0169178	MTHLY FUEL CHGS - AUG '24			\$9

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	304.73		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	38.23		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	49.94		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	505.18		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	24.41		
Total For: COLEMAN OIL			\$7,246.11		

Vendor: CONSOLIDATED SUPPLY CO.

S012088289.001	WD: WATER VALVE BOX W/ COVER WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	130.39		\$130.39
S012089055.001	IRRIGATION SPPLS - ALL PARKS PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	697.50		\$697.50
S012105595.001	WD: SERVICE LEAK REPAIR SUPPLIES WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	17.57		\$17.57
Total For: CONSOLIDATED SUPPLY CO.					\$845.46

Vendor: CO-OP GAS & SUPPLY CO.

34294	2) TURF EDGER - ALL PARKS - TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	63.98		\$63.98
34378	SHOP: 4 PLUGS STREET MAINTENANCE	FACILITY SUPPLIES	0.72		\$2.18
	WATER DISTRIBUTION	FACILITY SUPPLIES	0.72		
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	0.74		
43463	SHOP: PROPANE STREET MAINTENANCE	OPERATIONAL SUPPLIES/EQUIPMENT	5.78		\$17.33
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	5.77		
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	5.78		
78242	PAINT SCRAPER/IMPACT SOCKET ADAPTERS WATER DISTRIBUTION	TOOLS	22.97		\$22.97
81208	CONCRETE/WEED TRMMR HEAD RPLCMNT - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	54.95		\$54.95
36043	ST: LUMBER CRAYONS STREET MAINTENANCE	PAINT & THERMO SUPPLIES/EQUIPMENT	3.96		\$3.96
44577	ST: DRILL BIT SET 3PC STREET MAINTENANCE	TOOLS	19.99		\$19.99
Total For: CO-OP GAS & SUPPLY CO.					\$185.36

Vendor: CORY SHOOK

T0042 PER DIE	T0042 PER DIEM IRWA CONF-CORY SHOOK				\$
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
	WATER TREATMENT	TRAINING AND TRAVEL	34.00		
			Total For: CORY SHOOK		\$34.00

Vendor: DREAMLAND SKATEPARKS LLC

08012024-10	TRAVERS SKATEPARK DSGN SERVICES INV#10				\$42,186.55
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS - IMPACT PARKS	20,253.33		
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,246.67		
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS - IMPACT PARKS	7,850.00		
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS - IMPACT PARKS	636.55		
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS - IMPACT PARKS	9,200.00		
			Total For: DREAMLAND SKATEPARKS LLC		\$42,186.55

Vendor: DUNKEL LOGGING INC

091524	2024 ROAD REPAIRS- TIMBER SALE PROJECT WATER CAPITAL PROJECTS	SERVICES - GROUNDS - R&M	9,807.50		\$9,807.50
			Total For: DUNKEL LOGGING INC		\$9,807.50

Vendor: FIRE PROTECTION SPECIALISTS LLC

21462	MEMORIAL FIELD FIRE ALARM SYSTEM MAINTENANCE PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	720.00		\$720.00
			Total For: FIRE PROTECTION SPECIALISTS LLC		\$720.00

Vendor: GINNO CONSTRUCTION CO

2310-17	TRAVERS PARK RENOVATIONS PH 1 8/1/24-8/31/24 PAY APP #17				\$720,479.56
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	266,000.00		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	14,478.01		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	438,367.85		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	1,633.70		
			Total For: GINNO CONSTRUCTION CO		\$720,479.56

Vendor: GMP CONSULTANTS LLC

24-717	RND 2 AD - PUBLIC WRKS DIRECTOR POSITION PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - HUMAN RESOURCES	3,365.00		\$3,365.00
			Total For: GMP CONSULTANTS LLC		\$3,365.00

Vendor: GRAINGER INC

9250116267	WWTP: IMPACT WRENCH KIT 3/8" WASTEWATER TREATMENT	TOOLS	573.06		\$573.06
			Total For: GRAINGER INC		\$573.06

Vendor: GRANT SIMMONS

PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR				\$50.00
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	30.00	
Total For: GRANT SIMMONS				\$30.00
Vendor: GREATER SANDPOINT CHAMBER COMMERCE				
124094	CHAMBER OF COMMERCE MMBRSH-2025 CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	175.00	\$175.00
Total For: GREATER SANDPOINT CHAMBER COMMERCE				\$175.00
Vendor: ICRMP				
02170-2025-1	1ST HALF FY25 PREMIUM CENTRAL SERVICES DEPARTMENT	INSURANCE - ICRMP	144,944.50	\$144,944.50
Total For: ICRMP				\$144,944.50
Vendor: IDAHO DEPT OF ENVIRON QUALITY				
CI6157	WTP: 1ST QTR DRINK WTR ASSESSMENTS FY '25 WATER TREATMENT	TECH SERVICES - REGULATORY AGENCIES	3,674.25	\$3,674.25
Total For: IDAHO DEPT OF ENVIRON QUALITY				\$3,674.25
Vendor: INSIGHT DISTRIBUTING INC				
0510231	10 CS TP, 6 CS TW ROLLS, 4 CS SOAP GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	78.58	\$848.38
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	44.14	
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	78.58	
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	88.28	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	117.87	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	47.66	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	88.28	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	117.87	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	95.32	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	44.14	
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	47.66	
0509796	2 CASE JUMBO TP - BEACH PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	78.58	\$78.58
0510142	SHOP: TOILET PAPER & PAPER TOWELS STREET MAINTENANCE	FACILITY SUPPLIES	70.27	\$210.80
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	70.27	
	WATER DISTRIBUTION	FACILITY SUPPLIES	70.26	
Total For: INSIGHT DISTRIBUTING INC				\$1,107.50
Vendor: INTERSTATE CONCRETE & ASPHALT				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
992066	WD: 3.85 TON HOT ASPHALT WATER DISTRIBUTION	ROADWAY/PATH SUPPLIES/EQUIPMENT	311.85		\$311.85
995833	ST: ECOBLOCKS FOR 3/8" GRAVEL STORAGE STREET MAINTENANCE	OPERATIONAL SUPPLIES/EQUIPMENT	2,730.00		\$2,730.00
Total For: INTERSTATE CONCRETE & ASPHALT					\$3,041.85
Vendor: IVAN RIMAR					
PDC083024	PER DIEM COMP FOR 1/2/24-8/6/24 CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	240.00		\$240.00
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	30.00		\$30.00
Total For: IVAN RIMAR					\$270.00
Vendor: JAMES A SEWELL & ASSOC LLC					
111071	WTP: LAKE ROOF EXT DESIGN SVCS WATER TREATMENT	CAPITAL CONSTRUCTION SERVICES - BUILDING	280.00		\$280.00
111072	RUTH&BOYER SWR MAIN RPLCMNT THRU 6/30/24 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	8,122.30		\$8,122.30
Total For: JAMES A SEWELL & ASSOC LLC					\$8,402.30
Vendor: JOHN EDWARD HASTINGS					
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	30.00		\$30.00
Total For: JOHN EDWARD HASTINGS					\$30.00
Vendor: KAREN CLINE					
22-06140.01	UB refund for account: 22-06140.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	125.31		\$125.31
Total For: KAREN CLINE					\$125.31
Vendor: KATHY COOPER					
22-05420.01	UB refund for account: 22-05420.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	104.22		\$104.22
Total For: KATHY COOPER					\$104.22
Vendor: KELLER ASSOCIATES INC					
0242692	BRIDGE ST DSGN SVCS 7/28/24 - 8/24/24 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	10,100.00		\$10,100.00
0242922	LIFT STATION REPLACMENT 7/28/24-8/24/24 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,227.70		\$2,227.70
0242925	WWTP PRELIM ENGINEER REPORT WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	24,029.00		\$24,029.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3. t
Total For: KELLER ASSOCIATES INC				\$36,356.70
Vendor: KG & T SEPTIC INC				
45938	WWTP: EMRGNCY JETTING - DIGESTOR BLDG 09/05/24 WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	2,623.00	\$2,623.00
45808	PORTABLE TOILET RNTL & SRVC SEPT '24 PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	744.00	\$4,409.00
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	273.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	264.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	240.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	1,536.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	273.00	
	RECREATION PROGRAMS	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	482.00	
	WATER TREATMENT	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	117.00	
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	480.00	
Total For: KG & T SEPTIC INC				\$7,032.00
Vendor: LARKIN, BRUCE				
082724	BRIDGE LEAD TESTING STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	2,730.00	\$2,730.00
Total For: LARKIN, BRUCE				\$2,730.00
Vendor: LARRY MURDOCK				
22-02880.04	UB refund for account: 22-02880.04 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	55.68	\$55.68
Total For: LARRY MURDOCK				\$55.68
Vendor: LEON LEWIS				
05-00450.01	UB refund for account: 05-00450.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	155.90	\$155.90
Total For: LEON LEWIS				\$155.90
Vendor: MARILYN CASTILLO				
06-02170.06	UB refund for account: 06-02170.06 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	185.82	\$185.82
Total For: MARILYN CASTILLO				\$185.82
Vendor: MOSE CLEMENTS DUNKEL				
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	30.00	\$30.00
Total For: MOSE CLEMENTS DUNKEL				\$ 16

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
Vendor: MUNICIPAL EMERGENCY SERVICES INC					
199470	FIRE: GLASS CLEANER/SHOP TOWELS/FLOOR DRY FIRE DEPARTMENT - SANDPOINT	FACILITY SUPPLIES	22.16		
			Total For: MUNICIPAL EMERGENCY SERVICES INC		\$22.16
Vendor: NAPA AUTO PARTS					
199545	SAND RAKE - BEACH TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	8.53		\$8.53
198505	SAW SPARK PLUGS - ROW TREE TRIMMING PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	9.20		\$9.20
200456	WWTP: F150 BATTERY WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	144.54		\$144.54
			Total For: NAPA AUTO PARTS		\$162.27
Vendor: NORTH 40 OUTFITTERS					
45924B	6) MIX OIL - MEMORIAL PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	57.54		\$57.54
45986B	ATV SNOWBLOWER WHEEL FASTENER - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	49.99		\$49.99
046081/B	WWTP: SOCKETS/SCREWDRIVERS/EXT CORD WASTEWATER TREATMENT	TOOLS	865.18		\$865.18
046080/B	WWTP: TOOLBOX WASTEWATER TREATMENT	TOOLS	304.98		\$304.98
46100/B	WWTP: 2IN 25FT FLAT DISCHARGE HOSE WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	47.99		\$47.99
45928/B	ST: A-FRAME JACK - TRAILER HITCH STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	49.95		\$49.95
046082/B	WTP: MOP/SHVL/SIGN/WIRECTTR/LGHTS/HEATR WATER TREATMENT	TOOLS	444.36		\$444.36
46139/B	TWO DOG KENNELS FOR HOLDING K-9'S POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	559.98		\$559.98
			Total For: NORTH 40 OUTFITTERS		\$2,379.97
Vendor: OWEN EQUIPMENT COMPANY					
00130577	QTY 3 WIRELESS HEADSETS FOR DURAPATCHER OPERATIONS -RETURNED OLD STREET MAINTENANCE	OPERATIONAL SUPPLIES/EQUIPMENT	6,475.00		\$6,540.00
	STREET MAINTENANCE	OPERATIONAL SUPPLIES/EQUIPMENT	65.00		
			Total For: OWEN EQUIPMENT COMPANY		\$6,540.00
Vendor: OXARC INC					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
0032162699	WWTP: CLORINE & SO2-SEPT '24 WASTEWATER TREATMENT	CHEMICAL SUPPLIES	7,502.34		
			Total For: OXARC INC		\$7,502.34
Vendor: PAC WEST PARTS					
56778	DRIVE SHAFT FOR TRIMMERS - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	49.98		
			Total For: PAC WEST PARTS		\$49.98
Vendor: PACIFIC STEEL & RECYCLING					
8819660	STEEL PLATES FOR BEHIND COUNCIL SEATS GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	2,852.05		
			Total For: PACIFIC STEEL & RECYCLING		\$2,852.05
Vendor: PAPE MACHINERY INC					
15605126	2) QUICK LOCK PINS - ALL PARKS - TOOLS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	28.90		
			Total For: PAPE MACHINERY INC		\$28.90
Vendor: PATRICK HURLEY					
08-00506.06	UB refund for account: 08-00506.06 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	126.07		
			Total For: PATRICK HURLEY		\$126.07
Vendor: PEAK SAND & GRAVEL INC					
101514	14.13 TONS OF 3/8" WASHED CHIPS FOR DURAPATCHER STREET MAINTENANCE	ROADWAY/PATH SUPPLIES/EQUIPMENT	395.64		
			Total For: PEAK SAND & GRAVEL INC		\$395.64
Vendor: QUENTIN DUCKEN					
REIMB T0038	REIMB HOTEL CHARGE-FALL IRWA- QUENTIN DUCKEN WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	122.74		
	WATER DISTRIBUTION	TRAINING AND TRAVEL	122.74		
			Total For: QUENTIN DUCKEN		\$245.48
Vendor: REX EDWARDS					
REIMB T0040	REIMB HOTEL CHARGE-FALL IRWA-REX EDWARDS WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	245.48		
			Total For: REX EDWARDS		\$245.48
Vendor: RICHARD SCOTT TORPIE					
PDC083024	PER DIEM COMP FOR 1/2/24-8/6/24 CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	210.00		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	60.00	\$60.00
Total For: RICHARD SCOTT TORPIE				\$270.00
Vendor: SALT LAKE WHOLESALE SPORTS				
100243	FIREARMS AMUNITION POLICE DEPARTMENT	FIREARMS & AMMUNITION	694.90	\$694.90
Total For: SALT LAKE WHOLESALE SPORTS				\$694.90
Vendor: SANDPOINT BUILDING SUPPLY				
2478267	20) RR TIES, TORX BIT, SCREW SDWS - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	1,615.08	\$1,615.08
2478273	RATCHET TIE DWN 4PK - SPRTS CMLPX - FOR RR TIES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	26.99	\$26.99
2479070	CNCRT PRE-MIX - SIDE WALK RPR - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	29.90	\$29.90
2479108	CNCRT PRE-MIX - TRAVERS PRKNG LOT PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	59.80	\$59.80
2479562	10' PINE BOARDS - SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	40.67	\$40.67
2478783	SCREWS, 2) TREATED 6X6 10' - TRAVERS PARKING LOT PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	248.61	\$248.61
Total For: SANDPOINT BUILDING SUPPLY				\$2,021.05
Vendor: SANDPOINT SUPER DRUG				
26509/1	WTP: ELECTRICAL OUTLET COVER WATER TREATMENT	FACILITY SUPPLIES	3.58	\$3.58
23034/1	CABLE TIES - BEACH SAND VOLLEYBALL COURTS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	10.78	\$10.78
24263/1	PVC COUPLINGS - BEACH VOLLEYBALL COURTS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	18.65	\$18.65
24512-1	BNGEE CRDS, YLLW ROPE - BEACH VOLLEYBALL COURTS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	42.24	\$42.24
24514/1	12) FASTENERS - CITY BEACH VOLLEYBALL COURTS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	7.48	\$7.48
24521/1	10) FASTENERS - CITY BEACH VOLLEYBALL COURTS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	6.90	\$6.90
Total For: SANDPOINT SUPER DRUG				\$89.63
Vendor: SANDPOINT URBAN RENEWAL AGENCY				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
09/17/2024	AUG'24 TAX RECEIPTS COLLECTED UNCLASSIFIED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH SANDPOINT URBAN RENEWAL AGENCY - NORTH	1,139.86 2,051.20		\$3,191.06
Total For: SANDPOINT URBAN RENEWAL AGENCY					\$3,191.06
Vendor: SELKIRK PRESS INC					
21195	60EA PARKING STICKERS - CRO POLICE DEPARTMENT	PRINTING AND BINDING	27.30		\$27.30
Total For: SELKIRK PRESS INC					\$27.30
Vendor: SELKIRK SEALCOATING					
2727	WTP: ASPHALT SEALCOAT & CRACKFILL WATER TREATMENT WATER TREATMENT	SERVICES - BUILDING - R&M SERVICES - BUILDING - R&M	9,217.04 75.00		\$9,292.04
Total For: SELKIRK SEALCOATING					\$9,292.04
Vendor: SEW PRO 2					
1627-46	UNIFORM ALTERATIONS-KALE WHITE POLICE DEPARTMENT	UNIFORM & CLOTHING	18.00		\$18.00
Total For: SEW PRO 2					\$18.00
Vendor: SHERWIN-WILLIAMS CO					
6142-4	1 GAL PAINT/3 ROLLERS- SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	51.31		\$51.31
6148-1	5 GAL PAINT -SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	184.95		\$184.95
Total For: SHERWIN-WILLIAMS CO					\$236.26
Vendor: SHI INTERNATIONAL CORP					
B18763577	MICROSOFT 365 YR 1 LICENSES - 9/1/2024-8/31/2025 INFORMATION TECHNOLOGY DIVISION INFORMATION TECHNOLOGY DIVISION INFORMATION TECHNOLOGY DIVISION INFORMATION TECHNOLOGY DIVISION INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3 SOFTWARE/SAAS - M365 LICENSING G3 SOFTWARE/SAAS - M365 LICENSING G3 SOFTWARE/SAAS - M365 LICENSING G3 SOFTWARE/SAAS - M365 LICENSING G3	57.32 1,335.95 51,767.04 1,280.68 143.23		\$54,584.22
Total For: SHI INTERNATIONAL CORP					\$54,584.22
Vendor: SIRCHIE ACQUISITION CO LLC					
0663234-IN	EVIDENCE PROCESSING SUPPLIES POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	32.45		\$32.45
0662690-IN	EVIDENCE PROCESSING SUPPLIES				\$520

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	557.25		
Total For: SIRCHIE ACQUISITION CO LLC					\$589.70

Vendor: SONRAY ENTERPRISES LLC

PAYMENT (1) 09	FIFTH & PINE TRAFFIC SIG CONSTRUCTION SVCS THROUGH SEPT 20				\$160,248.37
	STREET CAPITAL & PROJECTS	CONSTRUCTION SERVICES - NON CAPITAL	160,248.37		
Total For: SONRAY ENTERPRISES LLC					\$160,248.37

Vendor: SOUTH FORK HARDWARE (PARKS)

386806	SMOKE ALARM 9V BATTERY GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	6.99		\$6.99
387094	1 GAL PAINT - SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	33.99		\$33.99
387151	2) SCREWDRIVER BITS- SPORTS CMLPX PARK MAINTENANCE & CAPITAL	TOOLS	9.98		\$9.98
387055	48" DRIVEWAY MARKER - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	65.80		\$65.80
387315	PAINTING SUPPLIES - SNACK SHACK CITY BEACH CONCESSIONS	OPERATIONAL SUPPLIES/EQUIPMENT	289.32		\$289.32
387345	PAINTING SUPPLIES - SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	20.87		\$20.87
387438	PAINTING SUPPLIES - SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	63.44		\$63.44
386558	OIL ABSORBENT - SHOP - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	8.58		\$8.58
386632	CABLE STAPLES & SILICON - MEM GRANDSTANDS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	15.58		\$15.58
Total For: SOUTH FORK HARDWARE (PARKS)					\$514.55

Vendor: SPARKS, NATHAN G

REIMB 091924	WWTP: BOOT ALLOWANCE NATE SPARKS FY24 (MAX \$125) WASTEWATER TREATMENT	UNIFORM & CLOTHING	114.81		\$114.81
Total For: SPARKS, NATHAN G					\$114.81

Vendor: STEVE PAYNE

22-00310.10	UB refund for account: 22-00310.10 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	674.47		\$674.47
Total For: STEVE PAYNE					\$674.47

Vendor: SUN RENTAL CENTER INC

294739	SOD CUTTER & RAMPS RENTAL- 1 DAY 2HRS - SPORTS COMPLEX FOR BB FLD #3				\$1
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
294831	PARK MAINTENANCE & CAPITAL SOD CUTTER & RAMPS RENTAL 3HRS - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	110.01		
294735	WWTP: GENERATOR RENTAL 3 DAYS WASTEWATER TREATMENT	RENTAL OF EQUIPMENT AND VEHICLES	510.00		
Total For: SUN RENTAL CENTER INC					\$698.02
Vendor: SYLVIO BEHRING ASSOCIATION PONDERAY					
070524	RENTAL SPACE - DEFENCE & ARREST TACTICS POLICE DEPARTMENT	TRAINING AND TRAVEL	500.00		\$500.00
Total For: SYLVIO BEHRING ASSOCIATION PONDERAY					\$500.00
Vendor: TIM WINGET					
T0041 PER DIE	T0041 PER DIEM IRWA CONF-TIM WINGET WATER TREATMENT	TRAINING AND TRAVEL	34.00		\$34.00
Total For: TIM WINGET					\$34.00
Vendor: TROJAN TECHNOLOGIES CORP					
200/50000795	WTP: LAKE PLNT SYSTM ANALOG INPUT MODULE WATER TREATMENT WATER TREATMENT WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	973.66 707.59 38.93		\$1,720.18
Total For: TROJAN TECHNOLOGIES CORP					\$1,720.18
Vendor: UNITED METHODIST CHURCH					
22-06495.15	UB refund for account: 22-06495.15 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	129.52		\$129.52
Total For: UNITED METHODIST CHURCH					\$129.52
Vendor: VAN HOUTEN CONSULTING & DESIGN LLC					
01080	DWNTWN PRKNG LOT RE-DVLPMNT ENGRNG SRVCS GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,960.00		\$4,960.00
Total For: VAN HOUTEN CONSULTING & DESIGN LLC					\$4,960.00
Vendor: VERIZON WIRELESS					
9969509353	WIRELESS PHONE/DATA CHGS JUN21-JUL20 2024 WATER DISTRIBUTION WASTEWATER TREATMENT WATER TREATMENT WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS TELEPHONE - WIRELESS TELEPHONE - WIRELESS TELEPHONE - WIRELESS	121.72 41.70 40.01 284.42		\$487.85
9971915506	WIRELESS PHONE/DATA CHGS JUL21-AUG20 2024				\$4

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
	WATER TREATMENT	TELEPHONE - WIRELESS	121.72		
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	40.01		
	WASTEWATER TREATMENT	TELEPHONE - WIRELESS	284.42		
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	41.70		
Total For: VERIZON WIRELESS					\$975.70
Vendor: WAYNE K BENNER					
PDC092324	PER DIEM COMP 8/20/24-9/17/24 END OF QTR CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	60.00		\$60.00
Total For: WAYNE K BENNER					\$60.00
Vendor: WELCH COMER & ASSOCIATES INC					
44050010-010	5TH AVE TRFFC SGNL - DSGN SVCS 7/21-8/17 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,460.00		\$1,460.00
Total For: WELCH COMER & ASSOCIATES INC					\$1,460.00
Vendor: WESTERN STATES EQUIPMENT CO					
IN002899738	WOOD CHIPPER RENTAL - ROW TREE TRIMMING PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	340.03		\$340.03
IN002906459	WOOD CHIPPER RENTAL- ROW TREE TRMMING PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	340.03		\$340.03
IN002922741	MINI EXCAVATOR & 24" HD BKT RENTAL, PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	935.25		\$935.25
Total For: WESTERN STATES EQUIPMENT CO					\$1,615.31
Vendor: WILLIAMS HOMES					
09-00219.01	UB refund for account: 09-00219.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	79.36		\$79.36
09-00237.01	UB refund for account: 09-00237.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	128.29		\$128.29
09-00232.01	UB refund for account: 09-00232.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	231.85		\$231.85
Total For: WILLIAMS HOMES					\$439.50
Vendor: WILLIAMS SCOTSMAN INC					
9021950855	MODULAR RENTAL WWTP -FY24 WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40		\$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64		
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26		
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	22.00		

Item # 3.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	5.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	70.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	103.13	
Total For: WILLIAMS SCOTSMAN INC				\$1,211.43
Vendor: WORKPLACE LAW GROUP PC				
WL100045	FINAL LABOR NEGOTIATION SVCS- AUG2024 CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	200.00	\$700.00
	CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	500.00	
Total For: WORKPLACE LAW GROUP PC				\$700.00
Vendor: ZACHARY NEU				
REIMB 091624	WWTP: BOOT REIMB - ZACHARY NEU WASTEWATER TREATMENT	UNIFORM & CLOTHING	125.00	\$125.00
Total For: ZACHARY NEU				\$125.00
Vendor: ZERO DB COMMUNICATIONS LLC				
9.25.24.9	INTERMAX FIBER SPLICING - VAULT 10160 FIBER OPTIC NETWORK	TECH SERVICES - FIBER SPLICING	2,650.00	\$2,650.00
Total For: ZERO DB COMMUNICATIONS LLC				\$2,650.00
Vendor: ZIPLY FIBER				
1464-082224	PHONE CHGS - CITYHALL 8/22-9/21/24 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	196.34	\$647.98
	WASTEWATER TREATMENT	TELEPHONE - LANDLINE & OTHER	58.90	
	CITY BEACH CONCESSIONS	TELEPHONE - LANDLINE & OTHER	58.90	
	RECREATION PROGRAMS	TELEPHONE - LANDLINE & OTHER	58.90	
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	58.90	
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	196.34	
	STREET MAINTENANCE	TELEPHONE - LANDLINE & OTHER	19.70	
6708-082224	PHONE CHGS-CITY HALL 8/22-9/21/24 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	100.00	\$100.00
5035-091324	PHONE CHRGS 9/13/24-10-12/24 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	72.82	\$72.82
1464 - 092224	PHONE CHGS - CITYHALL 9/22-10/21/24 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	196.34	\$647.98
	WASTEWATER TREATMENT	TELEPHONE - LANDLINE & OTHER	58.90	
	CITY BEACH CONCESSIONS	TELEPHONE - LANDLINE & OTHER	58.90	
	RECREATION PROGRAMS	TELEPHONE - LANDLINE & OTHER	58.90	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 3.
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	58.90	
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	196.34	
	STREET MAINTENANCE	TELEPHONE - LANDLINE & OTHER	19.70	
0918 - 092224	PHONE CHGS-FISHBACK 9/22-10/21/24			\$62.53
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	62.53	
0989 - 082524	PHONE CHGS - 8/25-9/24/24			\$61.42
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	61.42	
3469 - 082524	PHONE CHGS - TURTLE ROCK 8/25-9/24/24			\$57.42
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	57.42	
6269 - 092224	PHONE CHGS - 911 TRANSFER 9/22-10/21/24			\$13.80
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80	
Total For: ZIPLY FIBER				\$1,663.95

Grand Total: \$1,450,050.40

Councilor Signature: _____ Date: _____

Councilor Name: RICK HOWARTH

City of Sandpoint
Financial Report on Cash and Investment Transactions
August 31, 2024

FUND	BALANCE 7/31/24	DEBIT	CREDIT	BALANCE 8/31/24
General Fund Undesignated	8,008,507	4,209,519	4,944,440	7,273,585
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	2,547,087	339,750	29,953	2,856,885
Special Revenue:				
Fiber	107,272	4,069	-	111,341
Impact Fees	2,549,876	29,848	235,224	2,344,500
Recreation	532,865	8,354	32,874	508,345
Park Capital Improvement	5,351,295	82,784	1,083,267	4,350,812
Enterprise:				
Sanitation	462,965	83,221	59,170	487,016
Water	6,410,601	495,181	284,886	6,620,896
Water - Reserve Capital	9,331,358	139,527	-	9,470,886
Water - Reserve Watershed Protection	724,072	7,889	-	731,961
Water - Restricted	134,861	419	28,819	106,462
Wastewater	5,420,718	524,959	316,920	5,628,756
Wastewater - Reserve I&I Collection	1,853,942	8,053	-	1,861,995
Wastewater - Reserve Capital	11,278,677	116,103	-	11,394,780
Water and Wastewater Debt Service	965,640	4,195	-	969,835
Fiduciary:				
LID Guarantee	37,590	163	-	37,753
LID Combined	210,688	885	6,857	204,717
Payroll Benefit Clearing	527,921	504,521	487,892	544,550
GRAND TOTAL	<u>65,558,495</u>	<u>6,559,443</u>	<u>7,510,302</u>	<u>64,607,635</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

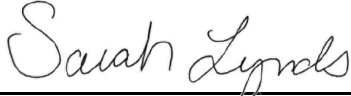
Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
August 31, 2024

Description	City's Balance
<hr/>	
Wells Fargo Bank	
Checking Account	1,543,859
<hr/>	
Idaho State Investment Pool	
State Investment Pool Account	63,063,276
<hr/>	
Cash on Hand	
Petty Cash	500
<hr/>	
Total	<u><u>64,607,635</u></u>

I HEARBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Sarah Lynds, Finance Director
City of Sandpoint, Idaho



AGENDA REPORT

City Council Meeting

TODAY'S DATE: September 19th, 2024

MEETING DATE: October 2nd, 2024

TO: Mayor, City Council

FROM: Jason Welker, Community Planning & Development Director

SUBJECT: Proposed Resolution: Second Amendment to Agreement with Jacobs Engineering Group, Inc. (City Agreement A24-1910-2)

DESCRIPTION/BACKGROUND:

On March 18, 2024, the City entered into a contract with Jacobs Engineering Group, Inc., for professional consultant services related to contract City planning work to be provided by Daren Fluke, who acted as the City's Interim City Planner between March 2024 and the late July, when Bill Dean began in the roll of City Planner. As Bill has settled into his role Daren has remained a crucial member of the City's planning team, acting as lead planner on several development projects, including conditional use permits, subdivisions, and planned unit developments.

The current contract amendment aims to provide Sandpoint's still new planning staff with a few additional months of Daren's expertise and experience gained in over two-plus years as Sandpoint's acting planner. Daren will work alongside Bill on a handful of current and pending development applications, working with developers and builders to get their projects ready for hearings at the Planning and Zoning Commission and City Council.

We are extending Daren's contract through the end of January 2025, with a new not-to-exceed amount of \$130,000, which will free up an additional \$30,000+ for his work, to be billed on a time and materials basis.

STAFF RECOMMENDATION:

Staff recommends that Council approve the Second Amendment to Professional Consultant Services Agreement for Planning Services with Jacobs Engineering Group, Inc. (City Agreement A241910-2), increasing the maximum not-to-exceed amount to \$130,000.

ACTION:

Motion to approve the Resolution for Second Amendment to Professional Consultant Services Agreement for Planning Services with Jacobs Engineering Group, Inc. (City Agreement A241910-2).

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? YES

ATTACHMENTS:

Proposed Resolution

A24-1910-2 Jacobs Engineering Group – Planning Services Agreement Second Amendment

A24-1910-2 Jacobs Engineering Group – Planning Services Agreement First Amendment

A24-1910-2 Jacobs Engineering Group – Planning Services Agreement – Executed

No: 24-
Date: October 2, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR PLANNING SERVICES WITH JACOBS ENGINEERING GROUP, INC. (CITY AGREEMENT A24-1910-2)

WHEREAS: On March 18, 2024, the City entered into a contract with Jacobs Engineering Group, Inc., for professional consultant services related to contract City planning work to be provided by Daren Fluke, who acted as the City's Interim City Planner through late July 2024, when Bill Dean was hired as the new City Planner;

WHEREAS: During this transition, Mr. Fluke has remained a crucial member of the City's planning team, acting as lead planner on several development projects, including conditional use permits, subdivisions, and planned unit developments;

WHEREAS: At this time, the City seeks to extend the Jacobs contract in order to provide Sandpoint's still new planning staff with a few additional months of Mr. Fluke's expertise and experience gained as Sandpoint's acting planner, where he will work alongside Mr. Dean on several current and pending development applications; and

WHEREAS: To this end, City staff is requesting an amendment to the Jacobs contract that would result in an increase of the maximum, not-to-exceed amount from \$98,000 to \$130,000, with the expectation that the contract will terminate at the end of January 2025.

NOW, THEREFORE, BE IT RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, approval his hereby granted to the Mayor or his authorized designee to execute the amendment to the agreement referenced herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

Agreement No. A24-1910-2
Second Amendment

**SECOND AMENDMENT TO AGREEMENT A24-1910-2 BETWEEN
THE CITY OF SANDPOINT AND JACOBS ENGINEERING GROUP INC**

This Second Amendment to Agreement No. A24-1910-2, effective October 01, 2024 between the City of Sandpoint and Jacobs Engineering Group, Inc. is made and entered into this 2nd day of October, 2024 by and between the City of Sandpoint (hereinafter called "CITY") and Jacobs Engineering Group, Inc. (hereinafter called "CONSULTANT").

WHEREAS, the CITY and "CONSULTANT" entered into an agreement to provide Planning services, and

WHEREAS, "CONSULTANT" represents that "CONSULTANT" has the expertise and is qualified to perform the services described in the Agreement, and if required, is duly registered under the laws of the State of Idaho.

NOW THEREFORE, the parties agree as follows:

1. Section 2 – TERM, shall be amended to extend the term of the Agreement to January 31, 2025
2. Section 3 – COMPENSATION/PAYMENT, shall be amended to add \$32,000 to the not to exceed amount for a revised not to exceed amount of \$130,000.
3. Exhibit B – FEE SCHEDULE, shall be amended to modify the billing fees as outlined in the table below and increase the Total Agreement Price to \$130,000.


Billing Classification	Job Codes	Bill Rate (per hour)
Admin/Support		
Career	JS	\$100.94
Technician		
Entry	JT1	\$100.94
Intermediate	JT2	\$112.27
Career	JT3	\$127.72
Senior/Specialist	JT4+	\$149.35
Professional		
Intern	Intern	\$80.34
Entry	JP1	\$100.94
Intermediate	JP2	\$112.27
Associate	JP3	\$149.35
Career	JP4	\$169.95
Senior/Specialist	JP5	\$201.88
Expert/Sr Expert	JP6+	\$207.03
Global Integrated Design		
GID		\$113.30

4. All other terms and conditions remain in full force and effect.

In Witness Whereof, the parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

JACOBS ENGINEERING GROUP INC.

Signed by:
 9/24/2024
083905652B924C6...

Jeremy Grimm
Mayor

Date

Lena Gandiaga
Manager of Projects

Date

No: 24-043
Date: June 20, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

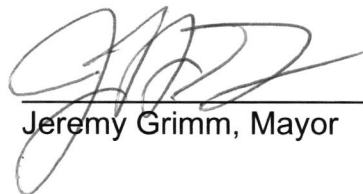
TITLE: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR PLANNING SERVICES WITH JACOBS ENGINEERING GROUP, INC. (CITY AGREEMENT A24-1910-2)

WHEREAS: On March 18, 2024, the City entered into a contract with Jacobs Engineering Group, Inc., for professional consultant services related to contract City planning work to be provided by Daren Fluke, who has acted as the City's Interim City Planner since the departure of former City Planner Amy Tweeten in March 2024;

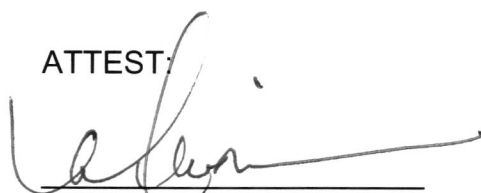
WHEREAS: The City has recruited and hired two new Planners to join the City team, but they will not begin work until July, with some transitional orientation needed between the current contract Planner and the City's new employees; and

WHEREAS: To this end, City staff is requesting an amendment to the Jacobs contract that would result in an increase of the maximum, not-to-exceed amount from \$49,000 to \$98,000, with the expectation that the contract can terminate at the end of July 2024.

NOW, THEREFORE, BE IT RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, approval is hereby granted to the Mayor or his authorized designee to execute the amendment to the agreement referenced herein.



Jeremy Grimm, Mayor

ATTEST:


Melissa Ward, City Clerk

Agreement No. A24-1910-2
First Amendment

**FIRST AMENDMENT TO AGREEMENT A24-1910-2 BETWEEN
THE CITY OF SANDPOINT AND JACOBS ENGINEERING GROUP INC**

This First Amendment to Agreement No. A24-1910-2, effective March 18, 2024 between the City of Sandpoint and Jacobs Engineering Group, Inc. is made and entered into this 20th day of June, 2024 by and between the City of Sandpoint (hereinafter called "CITY") and Jacobs Engineering Group, Inc. (hereinafter called "CONSULTANT").

WHEREAS, the CITY and "CONSULTANT" entered into an agreement to provide Planning services, and

WHEREAS, "CONSULTANT" represents that "CONSULTANT" has the expertise and is qualified to perform the services described in the Agreement, and if required, is duly registered under the laws of the State of Idaho.

NOW THEREFORE, the parties agree as follows:

1. Section 3 – COMPENSATION/PAYMENT, shall be amended to add \$49,000 to the total sum not to exceed amount for a revised total sum not to exceed amount of \$98,000.
2. Exhibit B – FEE SCHEDULE, shall be amended to increase the Total Agreement Price to \$98,000.
3. All other terms and conditions remain in full force and effect.

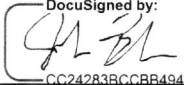
In Witness Whereof, the parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

JACOBS ENGINEERING GROUP INC.



Jeremy Grimm Date

DocuSigned by:

 6/13/2024

 Lena Gandiaga Date
 Manager of Projects

*(Signed by John Barker
Vice President
Client Account Manager*

**PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR
PLANNING SERVICES BETWEEN CITY OF SANDPOINT AND
JACOBS ENGINEERING GROUP**

THIS PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this 18th day of March, 2024 (“Effective Date”), by and between the City of Sandpoint (CITY), a public body corporate and politic and Jacobs Engineering Group Inc. (CONSULTANT), a State of Delaware Corporation.

1. **Scope of Services.** CITY agrees to retain and does hereby retain CONSULTANT and CONSULTANT agrees to provide the services more fully described in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference, in conjunction with the CITY’s Planning services.
2. **Term.** This Agreement shall be effective on the date first written above and shall remain in effect until September 30, 2024, unless otherwise terminated pursuant to the provisions herein.
3. **Compensation/Payment.** CONSULTANT shall perform the Services under this Agreement for the total sum not to exceed Forty-Nine Thousand Dollars (\$49,000) payable in accordance with the terms set forth in Exhibit B, Fee Schedule. Payment shall be made Net 30 days upon receipt and approval of an itemized invoice setting forth the services performed. Invoices to be submitted by the 15th of each month for prior months’ services rendered and include dates and summary of hours services performed, and tasks performed.
4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

CITY OF SANDPOINT

Attn: City Clerk
1123 Lake Street
Sandpoint, Idaho 83864

JACOBS ENGINEERING GROUP INC.

Attn: Daren Fluke
999 West Main Street
Suite 1200
Boise, ID 83702

5. **Contract Administration.** An authorized CITY representative/designee will be appointed to administer this Agreement on behalf of CITY and shall be referred to herein as Contract Administrator.
6. **Standard of Performance.** While performing Services under this Agreement, CONSULTANT shall exercise the reasonable professional care and skill customarily exercised by reputable members of CONSULTANT’S profession and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.
7. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services under this Agreement and shall be responsible for their performance and compensation. CONSULTANT recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely

completion of the Services. The key personnel, identified as Daren Fluke, shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to CITY approval.

8. **Assignment and Subcontracting.** CONSULTANT shall not assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the CITY. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of CONSULTANT under this Agreement, in a writing satisfactory to the CITY. CONSULTANT acknowledges that any assignment may, at the CITY'S sole discretion, require CITY approval, up to and including City Council approval. CONSULTANT shall not subcontract any portion of the work required by this Agreement without prior CITY approval. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 11. The CONSULTANT acknowledges and agrees that the CITY is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the CITY.
9. **Independent Contractor.** In the performance of this Agreement, CONSULTANT, and CONSULTANT'S employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the CITY. CONSULTANT acknowledges and agrees that the CITY has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to CONSULTANT, or to CONSULTANT'S employees, subcontractors and agents. CONSULTANT, as an independent contractor, shall be responsible for any and all taxes that apply to CONSULTANT as an employer.
10. **Indemnification.** CONTRACTOR shall indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by CONTRACTOR'S negligent acts, errors, omissions or fault in the performance of its duties under this Contract. This indemnification and defense obligation does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the CITY, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.
11. **Insurance.**
 - 11.1 At all times material hereto, CONSULTANT shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in the amounts of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY as an additional insured on each such policy or policies. CONSULTANT shall provide the CITY with proof of such insurance prior to commencement of any Work. CONSULTANT shall also keep and maintain an automobile insurance policy or policies for each of its employees, in the same amounts stated above, insuring against losses related to operation of its vehicles in performance of its duties under this Agreement. All employees of CONSULTANT are deemed its employees only, and CONSULTANT shall be

responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the CITY prior to commencement of any Work.

- 11.2 CONSULTANT shall keep and maintain a policy or policies of insurance covering losses resulting from Professional Liability, Errors and Omissions in the amounts of \$1,000,000 per claim and aggregate for any losses sustained as a result of performance of its duties and responsibilities under this Agreement.
- 11.3 **Subcontractors' Insurance.** Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request, Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.
12. **Licenses.** The CONSULTANT agrees to possess a CITY Business License as required by Title 3 of City Code, prior to commencement of any services under the term of this Agreement and maintain such license throughout the term of the Agreement. The CONSULTANT further agrees to keep and maintain any and all required local, state, and federal licenses and/or certifications to perform work and provide services as described within this Agreement. If requested, the CONSULTANT shall provide written proof of such licenses and/or certifications to the CITY for all times when it is performing services under this Agreement.
13. **CITY'S Right to Employ Other Consultants.** City reserves the right to employ other Consultant's in connection with this Project. If the City is required to employ another consultant to complete CONSULTANT'S work as a result of the failure of the CONSULTANT to perform, or due to the breach of any provisions of this Agreement, the CITY reserves the right to seek reimbursement from CONSULTANT.
14. **Records.** CONSULTANT shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. CITY has the right to review, copy, make transcripts, audit, and/or inspect all documents upon request during CONSULTANT normal business hours. CONSULTANT shall allow inspections of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.
15. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials whether created by or provided to CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT, except as otherwise directed by CITY. Nothing furnished to CONSULTANT which is otherwise known to the CONSULTANT or is generally known, or has become known, to the related industry shall be deemed confidential. CONSULTANT shall not use CITY'S name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any written or electronic form, including but not limited to magazines, newspapers, radio or television, websites, or social media without the express written consent of the CITY.

16. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by CONSULTANT shall be and remain the property of CITY. CONSULTANT shall not release to others information furnished by CITY without prior express written approval of CITY.
17. **Conflict of Interest.** Consultant, for itself and on behalf its employees, represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. CONSULTANT further warrants that neither CONSULTANT, nor its employees have any real property, business interests, or income interests that will be affected by this project or, alternatively, that CONSULTANT will file with the CITY an affidavit disclosing any such interest.
18. **Solicitation.** CONSULTANT warrants that CONSULTANT has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, CITY shall have the right to terminate this Agreement without liability and pay CONSULTANT only for the value of work CONSULTANT has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from CONSULTANT the full amount of such commission, percentage, brokerage, or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.
19. **Compliance with Laws.** The CONTRACTOR shall comply with all federal, state, and local laws governing performance of its obligations under this Agreement. The jurisdiction/venue for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.
21. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.
22. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.
23. **Termination.**
 - 23.1 The CITY or CONSULTANT may terminate this Agreement for its sole convenience with thirty (30) days' written notice. Upon termination, the CONSULTANT, and any subcontractors, shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials, which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONSULTANT shall receive an amount equal to the value of the work completed as of the termination date, in accordance with the Fee Schedule, Exhibit B, or as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

23.2 Should the CITY determine that the CONSULTANT has failed to supply an adequate work force, to provide services of satisfactory quality, or has failed in any other respect to perform the services or any of its obligations under this Agreement, then the CITY shall give written notice to CONSULTANT, specifying all such defaults, to be remedied within thirty (30) days from the date of such notice. If, after thirty (30) days, the CONSULTANT has failed to implement appropriate corrective measures, the CITY may elect to terminate this Agreement.

23.2.1 In the event the CITY terminates this Agreement as provided for in this Section 23.2, the CONSULTANT and any subcontractors shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials within fifteen (15) working days after notice of termination which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONSULTANT shall receive an amount equal to the value of the work completed as of the termination date in accordance with the Fee Schedule or as negotiated between the parties, less any additional costs incurred by the CITY to procure the services of another contractor to complete the services to be rendered under this Agreement.

23.2.2 In the event the CITY terminates this Agreement as provided for in Section 23.2, it may seek any other remedies available to it in law or equity arising out of the CONSULTANT'S failure to fully perform all of its obligations hereunder.

24. **Offsets.** CONSULTANT acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which CONSULTANT owes or may owe to the CITY, CITY reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by CITY to CONSULTANT. Notice of such withholding and offset, shall promptly be given to CONSULTANT by CITY in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the CITY, CITY will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

25. **Successors and Assigns.** This Agreement shall be binding upon CITY and its successors and assigns, and upon CONSULTANT and its permitted successors and assigns, and shall not be assigned by CONSULTANT, either in whole or in part, except as otherwise provided in this Agreement.

26. **Nondiscrimination.** The CITY, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4), and associated regulations, as well as Sandpoint City Code, hereby notifies the CONSULTANT and any subcontractor that it shall not discriminate against any applicant or employee on the grounds of race, color, national origin, or sex, sexual orientation, or gender identity/expression.

26.1 The CONTRACTOR and any subcontractors shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity/expression, age or national origin.

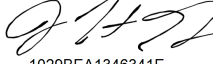
27. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of CONSULTANT each represent and warrant that they have the legal power, right and actual authority to

bind CONSULTANT to the terms and conditions hereof and thereof.

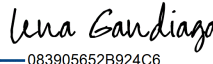
IN WITNESS WHEREOF, City and Consultant have caused this Agreement to be duly executed the day and year first above written.

CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

JACOBS ENGINEERING GROUP INC.

DocuSigned by:

1029BEA1346341E... 3/15/2024

Jeremy Grimm
Mayor

DocuSigned by:

083905652B924C6... 3/18/2024

Lena Gandiaga
Manager of Projects

EXHIBIT A SCOPE OF SERVICES

PLANNING SERVICES:

1. Provide City Planner services for the City of Sandpoint and perform all minimum necessary services, including but not limited to:
 - a) Serve as the City of Sandpoint's City Planner
 - b) Attend pre-application meetings - (est. 2 hr/week)
 - c) Review applications (site plans, subdivisions, CUP, rezone, variances, etc.) - (est. 8 hr/week)
 - d) Generate staff reports and present to Commission/Council - (est. 20 hr/month)
 - e) Sign documents (plats) - (est. 2hr/month)
 - f) Recommend, draft and coordinate with City staff, approval conditions and development agreements - (est. 4 hr/week)
 - g) Serve as professional advisor to citizens, developers, and staff on code interpretations, concerns, and general questions relating to zoning and development (est. 8 hr/week)

Please note these estimated hours above for services are estimates only and should only be considered minimums. The needs of the City may require more than minimum hours listed or the estimated 100 hours per month.

2. Additional assistance for the following may also be required:
 - a) Review and development of checklists and other documents for applicants as well as other process improvements that would improve the efficiency, timeliness, and responsiveness of the City's planning & zoning services.

All work may be performed remotely and participation in meetings may occur via telephone and Zoom meetings.

ADDITIONAL SERVICES:

Except as noted herein, work not described above shall be performed as additional services. Additional services may include but are not limited to: Providing any other services not specifically included within this Scope of Work.

EXCLUSION:

Engineering services are not included within this scope of work.

**EXHIBIT B
FEE SCHEDULE**

Fees for services as outline in Exhibit A, Scope of Services, are as follows:

Billing Classification	Bill Rate (per hour)
<i>Admin/Support</i>	
Career	\$ 98.00
<i>Technician</i>	
Entry	\$98.00
Intermediate	\$109.00
Career	\$124.00
Senior/Specialist	\$145.00
<i>Professional</i>	
Intern	\$78.00
Entry	\$98.00
Intermediate	\$109.00
Associate	\$145.00
Career	\$165.00
Senior/Specialist	\$196.00
Expert/Sr Expert	\$201.00
<i>Global Integrated Design</i>	
GID	\$110.00

“Professional” classifications include engineers, architects, planners, project managers, scientists, and other similar professional consultants.

Invoices must outline the Billing Classification being charged for services, in addition to including dates of service and service performed.

Bill rates will be escalated 3% on an annual basis at the beginning of each calendar year (or at other times as mutually agreed by both parties) throughout the duration of the term of services for the agreement.

Travel as requested and approved by the City of Sandpoint will be billed as a direct expense – receipts required to be submitted with Consultant invoice.

Total Agreement Price not to exceed \$49,000. City makes no guarantee entire Agreement price will be expended during the term of this Agreement.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: September 24, 2024

MEETING DATE: October 2, 2024

TO: Mayor and City Council

FROM: Sarah Lynds, Finance Director

SUBJECT: Audit Engagement Letter for the Fiscal Year Ending September 30, 2024

DESCRIPTION/BACKGROUND: Idaho code requires the City Council in every city to have a full and complete audit of the financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit.

The attached engagement letter from Magnuson, McHugh, Dougherty CPAs describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing.

Fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Estimate of these fees are \$26,000 for the audit. If the City expends over \$750,000 in Federal Awards a Single audit is required, the City is not anticipated to need a Single Audit for FY24.

STAFF RECOMMENDATION: To approve the FY24 audit engagement letter.

ACTION: Council approve the Magnusson, McHugh, Dougherty CPAs engagement letter to conduct the City's annual independent audit for fiscal year ending September 24, 2024 and to authorize the Mayor to sign the agreement.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS: FY 2024 Audit Engagement Letter

No: 24-
Date: October 2, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ENGAGING MAGNUSON-MCHUGH-DOUGHERTY, CPA, FOR FISCAL YEAR 2024 AUDIT

WHEREAS: Idaho Code requires the City Council in every city to obtain a full and complete audit of the City's financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit;

WHEREAS: Magnuson-McHugh-Dougherty the CPA firm that has performed the City's annual audit for many years, has submitted a letter which seeks to conduct the City's audit for the fiscal year ending September 30, 2024, and describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing;

WHEREAS: Fees are based on the amount of time required at various levels of responsibility and actual out-of-pocket expenses;

WHEREAS: The estimate of these fees for the FY2024 audit is \$26,000; and

WHEREAS: It is not anticipated that the City will need to undergo a Single Audit for FY2024, which is required in each year that the City expends over \$750,000 in Federal Awards.

NOW, THEREFORE, BE IT RESOLVED THAT: Engagement of Magnuson-McHugh-Dougherty, Certified Public Accountants, to conduct the City's audit for the fiscal year ending September 30, 2024, is approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, as provided for in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction, as further outlined in the City of Sandpoint Procurement Policy, is authorized to sign the Response to the Audit Engagement Letter, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



September 24, 2024

To the Honorable Mayor and City Council
City of Sandpoint
1123 Lake Street
Sandpoint, ID 83864

The following represents our understanding of the services we will provide the City of Sandpoint.

You have requested that we audit the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Sandpoint as of September 30, 2024, and for the year then ended, and the related notes, which collectively comprise the City of Sandpoint's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis, schedules of required supplementary information required by GASB 68, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget & Actual – Governmental Funds.
3. Schedules of required supplementary information consistent with the requirements of GASB Statement No. 68.

Supplementary information other than RSI will accompany the City of Sandpoint's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Combining and Individual Fund Financial Statements.

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with *Government Auditing Standards*. As part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Sandpoint's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and in accordance with *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City of Sandpoint's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and the Honorable Mayor and City Council acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit;
 - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from the Honorable Mayor and City Council, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we will provide the following nonattest services:

- Draft the City of Sandpoint's financial statements and related footnote disclosures; including the requirements of GASB Statement No. 68.
- Draft GASB 87 lease schedules based on information provided by the City of Sandpoint.
- Draft GASB 94 schedule based on information provided by the City of Sandpoint (if applicable).
- Draft GASB 96 schedule based on information provided by the City of Sandpoint (if applicable).

We will not assume management responsibilities on behalf of the City of Sandpoint. However, we will provide advice and recommendations to assist management of the City of Sandpoint in performing its responsibilities.

The City of Sandpoint's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, including the *Statements on Standards for Tax Services* issued by the AICPA.
- The nonattest services are limited to the nonattest services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the City of Sandpoint with regard to tax positions taken in the preparation of the tax return, but the City of Sandpoint must make all decisions with regard to those matters.

Reporting

We will issue a written report upon completion of our audit of the City of Sandpoint's basic financial statements. Our report will be addressed to the Honorable Mayor and City Council of the City of Sandpoint. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our fieldwork the week of December 9, 2024. We will issue our reports as soon as reasonably possible the fieldwork has been completed.

Please have your audit documentation to us no later than November 25, 2024.

Although we are currently in the planning stages of our audit, we have identified the following significant risks during our audit to date that require special consideration: improper revenue recognition, and management override of controls.

Michelle Schini Haneline, CPA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Magnuson, McHugh, Dougherty CPAs' services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every month and are payable upon presentation. We estimate that our fee for the audit will be \$26,000. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate; this includes time spent assisting in the implementation of new accounting standards, if applicable. Whenever possible, we will attempt to use the City of Sandpoint's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The City of Sandpoint acknowledges that the following circumstances will result in an increase of our fees and the possibility that deadlines will not be met, and fieldwork may be rescheduled:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated transactions, audit issues, or other such circumstances;

- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delayed in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the audit. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

We may retain a subcontractor which will access and process information using outside resources to assist us in providing the services to you. The subcontractor will be required to maintain the confidentiality of your information, and we will be responsible for the subcontractor's performance in accordance with the terms of this agreement.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

It is our policy to keep records related to this engagement for five years. However, Magnuson, McHugh, Dougherty CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the five-year period, Magnuson, McHugh, Dougherty CPAs shall be free to destroy our records related to this engagement.

At the conclusion of our audit engagement, we will communicate to the Honorable Mayor and City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Magnuson, McHugh, Dougherty CPAs and constitutes confidential information. However, we may be requested to make certain audit documentation available to the regulator(s) pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Magnuson, McHugh, Dougherty CPAs' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator(s). The regulator(s) may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,



Magnuson, McHugh, Dougherty CPAs

RESPONSE:

This letter correctly sets forth our understanding.

City of Sandpoint

Acknowledged and agreed on behalf of the City of Sandpoint by:

Signature: _____

Title: _____

Date: _____

Poulsen VanLeuven & Catmull PA

Certified Public Accountants

Members of the American Institute of CPA's
and the Idaho Society of CPA's
Jeffrey D. Poulsen, CPA
Darren B. VanLeuven, CPA
Jacob H. Catmull, CPA

Report on the Firm's System of Quality Control

December 6, 2022

To the Owners of
Magnuson, McHugh & Company PA
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Magnuson, McHugh & Company PA (the firm) in effect for the year ended July 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Magnuson, McHugh & Company PA in effect for the year ended July 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Magnuson, McHugh & Company PA has received a peer review rating of *pass*.

Poulsen, VanLeuven & Catmull
Poulsen, VanLeuven & Catmull P.A.

1408 Pomerelle Ave Suite C • Burley, Idaho 83318 • (208) 678-1300 • Fax (208) 678-1301 • www.pvc.cpa

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 10/2/2024
TO: Mayor and City Council
FROM: Brandon Staglund, P.E., City Engineer
SUBJECT: Revise 7-6-7 and 7-7-12 to require NUFF payments for water and sewer before activation of water service.

BACKGROUND:

The City of Sandpoint currently collects “New User Facility Fees” (NUFF’s) for new customers wishing to connect to the city water and sewer system. This includes new development of all types, including single-family homes, accessory units, multi-family residential, commercial, and industrial. City code is currently unclear about the timing of when a NUFF for sewer and water should be collected.

Current Municipal Water System Code (7-6-7-A) reads: “Payment of NUFF shall be made to the City at the time, and in the percentages or amounts, prescribed by resolution adopted by City Council.” Staff review of past resolutions did not yield any guidance on the timing of water NUFF payments.

Current Municipal Sewer System Code (7-7-12-A) reads: “Fees: The City shall collect from each potential user, either in advance or at the time the building permit is issued, the applicable new user facility fees and service connection fees. These fees shall be in addition to other permit fees and sewer line construction costs described in this Chapter.”

Because water and sewer connections are typically permitted by staff at the same time, it makes sense that there is a consistent policy regarding the timing of when the NUFF payments are collected for both water and sewer.

Staff recommends amending the two sections of code above to require NUFF payments for both water and sewer before the city activates water service. This would allow the public works department to withhold turning on water service to any building until (among other requirements) all fees are paid. It would also require NUFF payment at the most appropriate time: at the moment when the impact to the system begins.

STAFF RECOMMENDATION:

Consider revising city code 7-6-7 and 7-7-12 to require New User Facility Fee payments for water and sewer before activation of water service.

ACTION:

Move to:

1. Revise city code 7-6-7 and 7-7-12 to require New User Facility Fee payments for water and sewer before activation of water service.

WILL THERE BE ANY FINANCIAL IMPACT? Yes

HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS:

1. Suggested draft revisions of city code 7-6-7 and 7-7-12.

7-6-7: PAYMENT OF NEW USER FACILITY FEE:

A. Payment of the NUFF shall be made to the City ~~at the time, and~~ in the percentages or amounts, prescribed by resolution adopted by the City Council.

B. Such payment provisions may be amended yearly by separate resolution adopted by the City Council.

C. The NUFF shall be collected by the City before water service is activated.

(Ord. 818, 9-16-1985; amd. Ord. 1372, 3-4-2020)

7-7-12: NEW USER FACILITY FEES AND SERVICE CONNECTION FEES:

A. Fees: The City shall collect from each potential user, ~~either in advance or at the time the building permit is issued~~ before water service is activated, the applicable new user facility fees and service connection fees. These fees shall be in addition to other permit fees and sewer line construction costs described in this Chapter.

B. New User Facility Fee: The new user facility fee (NUFF) and service connection fee for new or modified connections to the Sandpoint sewer system shall be equal to the number of ER times the NUFF and the service connection fee for a single-family residence. In no case shall the NUFF and service connection fee be less than that for one single-family residence (1 ER). The fee for a single-family residence (1 ER) shall be the sum of: 1) NUFF, and 2) service connection fee, described as follows:

1. The new user facility fee and service connection fee shall be related to the operation, maintenance and replacement cost of the treatment plant, collection system and infiltration-inflow correction.

2. The new user facility fee and service connection fee shall be set by resolution adopted by the City Council.

3. The NUFF and service connection fees collected shall be placed in a separate capital improvement fund.

4. In instances where an improvement on a property has previously been connected to the sewer system and complied with the connection fee(s) in force at the time of connection, the above listed fees do not apply. If, however, the connection involves an increase in the number of ERs or an increase in demand on the system, then the connection is subject to these fees for the increase only.

C. Water And Sewer Hook-Up Fees: For the purpose of this Section there is hereby created and established water and sewer hook-up fees.

1. At the time any premises is connected to any part of the City water distribution or sanitary sewer system the owner thereof shall be charged a hook-up fee for such connection. The hook-up fee shall reflect the cost incurred to extend the water or sewer system to the property including costs incurred through a local improvement district.

2. When any premises connected to a part of the City water or sewer system paid the cost of such extension previously through assessments and a local improvement district, there shall be no hook-up fee charged.

3. All hook-up fees shall be fixed by resolution rather than ordinance.

4. The cost of construction, installation and extension shall be ascertained by the Director of Public Works of the City at the time of the completion of such project and final computation of the costs through the local improvement district and shall be maintained on file with the City Clerk, Director of Finance and Director of Public Works at the City.

5. All such costs and hook-up fee shall be established by resolution of the City Council of the City for each project and not by ordinance.

6. When any water or wastewater system extension in the City is made in such a manner as to provide service to owners of land which did not participate in the initial costs thereof through participation in the local improvement district, the owner of such nonparticipating parcel or parcels of property shall pay the established hook-up fee plus an administrative fee equal to ten percent (10%) of the original LID cost and the CPI increase for each year after the passage of the LID ordinance to the City and shall not receive such service until verification of payment has been made by the Director of Public Works and Finance Director.

7. The hook-up fees described herein and established hereby are in addition to any other new user facility fee or any other fee established by the City.

8. Those land owners who have participated proportionately in the installation, extension or construction of such water or sewer services by participation in the local improvement district shall be exempt from such hook-up fees.

9. The notice of existence of this Section and any resolution establishing water or sewer hook-up fees for any individual project shall be recorded with the clerk/recorder of Bonner County, Idaho.

10. If any section, paragraph, sentence or provision hereof or the application thereof to any particular circumstance shall be declared or deemed invalid or unenforceable the same shall not affect the remainder hereof which shall continue in full force and effect and applicable to all circumstances to which it may apply.

D. Water And Sewer Developer Costs: For the purpose of this Section there is hereby created and established water and sewer developer costs.

1. At the time any premises is connected to any part of the City water distribution or sanitary sewer system the owner thereof shall be charged a hook-up fee for such connection. The hook-up fee shall reflect the cost incurred to extend the water or sewer system to the property including costs incurred privately financed by private individuals or developers extending the line.

2. When any premises connected to a part of the City water or sewer system paid the cost of such extension by proportionate sharing in the cost incurred by the developer, there shall be no hook-up fee charge.

3. All hook-up fees shall be fixed by resolution rather than ordinance.

4. The cost of construction, installation and extension shall be ascertained by the Director of Public Works of the City at the time of the completion of such project and acceptance of a private developers or contractors facilities and shall be maintained on file with the City Clerk, Director of Finance and Director of Public Works at the City.

5. When any water or wastewater system extension of the City is made in such a manner as to provide service to owners of land which did not participate in the initial cost

thereof and such water or sewer system extension was paid by a private party or developer. The owner of such abutting nonparticipating parcel or parcels of property shall reimburse and pay to the private party, developer or successor in interest thereof compensation as defined and established for each such subsequent hookup by the Director of Public Works as hereinabove described.

6. All such costs and hook-up fee shall be established by resolution of the City Council of the City for each project and not by ordinance.

7. When the nonparticipating land owners seek to hook up to the water or sewer services which have been installed, instructed and extended by a private party or developer, they shall pay the City for such determined hook-up fee and present proof of payment of the same to the Director of Public Works of the City prior to being permitted any hookup to such water or sewer line. The Director of Public Works shall transmit said funds to the developer less a ten percent (10%) administrative fee.

8. The total reimbursement to the contractor shall not exceed ninety percent (90%) of the actual cost of construction and installation as determined by the director of public works.

9. The developer, or successor, shall at all times provide a current mailing address to the director of public works to accomplish such reimbursements. If the eligible developer or successor cannot be located by certified mail within six (6) months, said fees shall be maintained in the respective water or sewer enterprise funds.

10. The developer shall not be entitled to reimbursement for any costs attributable to service to the developer's own properties nor for the front footage of the developer's own property as established at the time of extension or installation. All right to reimbursement shall cease ten (10) years after completion of such extension and/or installation project.

11. The hook up fees described herein and established hereby are in addition to any other new user facility fee or any other fee established by the city prior to this section.

12. The notice of existence of this section and any resolution establishing water or sewer hook up fees for any individual project shall be recorded with the clerk/recorder of Bonner County, Idaho.

13. If any section, paragraph, sentence or provision hereof or the application thereof to any particular circumstance shall be declared or deemed invalid or unenforceable, the same shall not affect the remainder hereof which shall continue in full force and effect and applicable to all circumstances to which it may apply. (Ord. 1017, 11-18-1998)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 7, CHAPTER 6, SECTION 7, PAYMENT OF NEW USER FACILITY FEE, AND TITLE 7, CHAPTER 7, SECTION 12-A, FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: The City of Sandpoint collects New User Facility Fees (NUFF) for new customers connecting to the City's water and sewer systems, including single-family homes, accessory units, multi-family residential, commercial, and industrial.

WHEREAS: It has been determined that the timing of the collection of these fees requires some clarification, with the desire for a consistent policy for both water and sewer fees, as these connections are typically permitted by the City concurrently.

WHEREAS: At this time, amendments to City Code have been proposed to require NUFF payment for both water and sewer before the City activates water service, which will allow the City to withhold service until, among other requirements, all fees have been paid and would require NUFF payment at the most appropriate time, when impact to the system begins.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – AMENDMENT TO CITY CODE 7-6-7:

Sandpoint City Code 7-6-7, Payment of New User Facility Fee, is hereby amended as follows:

7-6-7: - Payment of New User Facility Fee:

- A. Payment of the NUFF shall be made to the city ~~at the time, and in~~ the percentages or amounts, prescribed by resolution adopted by the city council.
- B. Such payment provisions may be amended yearly by separate resolution adopted by the city council.
- C. The NUFF shall be collected by the city before water service is activated.

ORDINANCE SECTION 2 – AMENDMENT TO CITY CODE 7-7-12-A:

Sandpoint City Code 7-7-12-A, Fees, is hereby amended as follows:

7-7-12: - New User Facility Fees and Service Connection Fees:

- A. Fees: The city shall collect from each potential user, ~~either in advance or at the time the building permit is issued~~ before water service is activated, the applicable new user facility fees and service connection fees. These fees shall be in addition to other permit fees and sewer line construction costs described in this chapter.

ORDINANCE NO. _____

ORDINANCE SECTION 3 - REPEAL AND SEVERABILITY:

- A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.
- B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 4 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO, AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____, 2024.

Jeremy Grimm, Mayor

Attest: _____
Melissa Ward, City Clerk

SUMMARY OF CITY OF SANDPOINT
ORDINANCE NO. _____
New User Facility Fees (NUFF)

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 7, CHAPTER 6, SECTION 7, PAYMENT OF NEW USER FACILITY FEE, AND TITLE 7, CHAPTER 7, SECTION 12-A, FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. _____.

Ordinance Section 1 amends City Code 7-6-7, Payment of New User Facility Fee (NUFF), to reflect that NUFF shall be collected by the city before water service is activated.

Ordinance Section 2 amends City Code 7-7-12-A, Fees, to reflect that the city shall collect applicable NUFF and service connection fees before water service is activated.

Ordinance Section 3 provides for repeal and severability.

Ordinance Section 4 provides for publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____, 2024. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Published once in the Legals section of the Bonner County Daily Bee on _____.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council on October 2, 2024, providing for amendments to City Code Title 7, Chapters 6 and 7, pertaining to new user facility fees (NUFF), and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.



Zachary Jones
City of Sandpoint Legal Advisor

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 10/2/2024
TO: Mayor and City Council
FROM: Brandon Staglund, P.E., City Engineer
SUBJECT: Revise Sewer Rules and Regulations, Water Rules and Regulations (both last updated in 2023) to remove the ability of developers from entering extended payment agreements for NUFF's.

BACKGROUND:

The City of Sandpoint last updated the Sewer Rules and Regulations, and Water Rules and Regulations, in 2023. Both documents have provisions stating “New development with a NUFF exceeding \$100,000.00 shall have the option to pay the NUFF over a period not to exceed five (5) years.” This allowance effectively requires the City of Sandpoint to loan private developers hundreds of thousands of dollars for fees required by code as a condition of becoming new customers to the city water and sewer system. Processing the initial recorded documents, tracking, and payments for these extended agreements puts significant burden on public works and finance staff. Also, in the event that future rate studies indicate an increase in NUFF’s, the current system would allow developers to lock in lower NUFF payments without actually paying the required fees at the beginning of impact to the utility system. Without the provision allowing extended payment plans directly through the City, developers would still have the option to seek financing through a traditional lending institution if they are unwilling to pay the required fees up front.

The Sewer Rules and Regulations do allow extended payment plans for existing property owners currently on septic systems within the City’s sewer service area, in order to encourage them to become customers of the system. Staff recommends keeping this provision in place.

STAFF RECOMMENDATION:

Consider revising Sewer Rules and Regulations, and Water Rules and Regulations, to remove the ability of developers from entering extended payment agreements for NUFF's.

ACTION:

Move to:

1. Revise Sewer Rules and Regulations, Water Rules and Regulations, to remove the ability of developers from entering extended payment agreements for NUFF's, as shown on the attached draft documents.

WILL THERE BE ANY FINANCIAL IMPACT? Yes

HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS:

1. Suggested draft revisions Sewer Rules and Regulations, Water Rules and Regulations.

No: 24-
Date: October 2, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING CITY OF SANDPOINT WATER RULES AND REGULATIONS TO ELIMINATE EXTENDED PAYMENT PLANS FOR NEW USER FACILITY FEES (NUFF)

WHEREAS: Sandpoint City Code Title 7, Chapter 6, Municipal Water System, is complemented by the City's Water Rules and Regulations;

WHEREAS: Following a thorough and comprehensive review in 2020, the Water Rules and Regulations were updated and approved by Resolution 20-016 on March 4, 2020, and, as part of the overall utility rate design in 2023, were reviewed to ensure consistency with current practice, as well as alignment with the results of the study, with minor amendments approved under Resolution 23-029 on April 5, 2023;

WHEREAS: The City collects New User Facility Fees (NUFF) for new customers connecting to the City's water and sewer systems, including single-family homes, accessory units, multi-family residential, commercial, and industrial;

WHEREAS: The Water Rules and Regulations include an option for new development with a NUFF exceeding \$100,000.00 to pay the NUFF over a period not to exceed five (5) years, effectively requiring the City of Sandpoint to loan private developers hundreds of thousands of dollars for fees mandated by City Code as a condition of becoming new customers to the City's water and sewer systems, with the processing of the initial recorded documents, tracking, and payments for these extended agreements putting a significant burden on City staff;

WHEREAS: Additionally, under this option, in the event future rate studies indicate an increase in NUFF, the current system would allow developers to lock in lower NUFF payments without actually paying the required fees at the beginning of impact to the utility system; and

WHEREAS: Developers who wish or need to pay these fees over time can seek private funding in order to do so.

NOW, THEREFORE, BE IT RESOLVED THAT: The amended Sandpoint Water Rules and Regulations, attached hereto and made a part hereof as if fully incorporated herein, reflecting the elimination of the option for City-provided extended payment plans of New User Facility Fees, Section III.3.E, is hereby approved.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

CITY OF SANDPOINT
WATER RULES AND REGULATIONS
20232024

I. APPLICABILITY

These rules and regulations serve as the *Water Rules and Regulations* (“Water Rules”) and are applicable to the entire drinking water system and all users, in accordance with and supplementary to City Code Title 7, Chapter 6– *Municipal Water System* and violating the Water Rules is subject to Section 19, Penalties.

II. GENERAL

1. Unless the context specifically indicates otherwise, the meanings of terms used in these Water Rules shall be as defined in City Code 7-6-3. For the purpose of these Water Rules, the following terms relating to the water provided by the City for human consumption and irrigation are interchangeable and have the same meaning: “drinking,” “potable,” and “domestic.”
2. No person other than one authorized by the City shall uncover, make any connections with or opening into, use, alter, or disturb any element of the drinking water system, including but not limited to the public water service line without first obtaining a written permit from the City.
3. The Owner is entirely responsible for their private water service line, in accordance with Section V. All Water Users shall have the responsibility of, and be liable for, and shall pay for, all costs and expenses of maintaining their own private water service line(s).
4. The City shall not be obligated to perform any services whatsoever in locating leaks or other troubleshooting on private property, unless the service connection extends onto private property, whereby the City shall only perform work up to and including the water meter.
5. In cases of emergencies, repairs, or during periods of water shortage, the City may, with the approval of the City Council, restrict the use of water for any purpose.

III. SERVICE CONNECTIONS; PUBLIC WATER SERVICE LINE

1. APPLICATION AND PERMITTING:

A. New Service Connection

A service connection is considered new if the main requires a new water main tap. Existing Water User’s requesting an additional or larger service connection are new service connections. Service connection replacement initiated by the City as the result of routine operations or capital improvement projects are not considered new service connections.

B. Application for New Service Connection

All new service connections require the Owner or their agent to make application for a permit on the form provided by the City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City and requested by the City. The Owner shall acknowledge all terms provided in the application.

C. Permit for New Service Connection

The City shall determine if the application is complete and issue a permit upon receipt of the applicable fees, as described herein.

D. Denial of Service Connection

Except as otherwise provided by these Water Rules, the City may refuse:

1. To install a service connection of larger size than, in its opinion, is necessary to properly serve the premises;
2. To install a service connection which the City reasonably determines will cause an undue hardship on the City or its Water Users;
3. To install one service connection to serve more than one (1) building or premises, except as allowed by the State of Idaho;
4. To install a service connection to the private water service line where the depth of the service line is less than four feet (4') deep;
5. To install any connection whereby the City has reasonably determined the conditions do not conform to sound engineering design or do not meet the standards of the City or may cause a risk to public health;
6. To install a service connection(s) to a new water main extension(s) that has not been accepted by the City;
7. To install a service connection(s), unless the plumbing inspector has provided written documentation that the private water service line meets the plumbing code adopted by the City; or,
8. To install a service connection(s), unless a valid building permit for the lot requiring service has been received.

E. Supply and Install of Service Connections

1. Meters and yokes shall be purchased from the City and installed by the City, regardless of who installs the remaining service connection. The installation of any other meter or yoke is considered an Unauthorized Water User.
2. Service connections may be installed by either the City, a private contractor hired by the City, or a private contractor hired by the Owner or Water User, as approved by permit issued by the City in accordance with these Water Rules. The City reserves the right to require a service connection be installed by a private contractor.

3. Private contractors installing service connections shall have proof of and maintain a valid Public Works Contractor License, Class A (Type 4 – Specialty Construction; Category 02500 – Utilities) as issued by the Idaho Division of Building Safety and shall provide certificate of insurance meeting the City’s most current requirements.
4. Variances to the requirements of Section III.1.E may only be considered and made in writing as approved by the Division Director and the Responsible Charge Operator of Water Distribution.
5. The City may temporarily or permanently revoke a private contractor’s ability to install service connections.
6. Any and all permitted work performed by an authorized private contractor shall meet the requirements of these Water Rules and the terms of the permit and failure to comply with such requirements constitutes a violation in accordance with City Code 7-6-19, *Penalties*.

2. RESPONSIBILITY; FEES:

A. Responsibility for Costs

1. Costs Borne by the City: The City is responsible for the maintenance of service connections and shall, at its own expense, replace or repair service connections as the result of City initiated routine maintenance, failures, the Municipal Water System Plan, or a capital improvement project.
2. Costs and Fees Borne by User: Cost and fees of new, upgraded, replaced or enlarged service connections shall be borne by the user whenever any service connection is at the request of the user and for the user's convenience.

B. Types and Requirements of Fees

In accordance with City Code, where adopted by resolution by the City Council, the following types of fees, as applicable, are required with all new service connections, in addition to other applicable and separate fees required by City Code, such as but not limited to building permit fees, impact fees, and various planning and zoning fees:

1. Permit Application Fee: per service connection, is a flat fee due upon application for all new service connections and generally includes the administrative review, processing and inspection costs.
2. Connection Fee (also referred to as “Hook-Up Fees”): per service connection, based upon service size, is a flat fee due upon application for a complete, new service connection supplied and installed by the City and generally includes the labor, materials, and equipment required to tap the water main and install the complete public water service line.
3. Meter-Only Fee: per meter, based upon service size, is a flat fee due upon application for the supply and install of a meter and yoke by the City, whereby all other labor, materials, and equipment to tap the main and supply and install the public water service line are performed by a private contractor and directly paid by the Water User, in accordance with Section III.1.E.

4. New User Facility Fee (NUFF): based upon a meter size factor, in accordance with Section III.3.
5. Other Permit Application Fees: as required for service connections installed by a private contractor, hired by the Owner or Water User, in accordance with Section III.1.E.

3. NEW USER FACILITY FEE (NUFF):

A. Meter Size Factor Designation:

The meter size factor designation for Water Users of the drinking water system of the City to be used in establishing NUFF. The meter size factor (hereinafter "MSF") shall be determined by resolution of the City council.

B. Applicability of NUFF:

NUFF shall apply to all new service connections, including service connections outside City limits but excluding those served by a Wholesale User of the drinking water system. The NUFF is not an impact fee and is in addition to the other Service Connection Fees.

C. Credits:

Where an existing service connection requires relocating, enlarging, or replacing, a credit may be applied to the NUFF. The credit is calculated based upon the existing meter size factor, deducted from the new meter size factor. Where the new meter size factor is the same as the existing meter factor, the resulting calculation yields to a waiver of the NUFF. The credit may be applied to any location within the same parcel or subdivision. The credit is only applicable to the NUFF and does not apply to any other required fees.

D. Properties Excluded from NUFF:

Pursuant to action taken at the regular City Council meeting on December 19, 1988, each owner of the following lots, who makes application to become a Water User of the City's domestic water system, is specifically excluded from the obligation of payment of the NUFF but shall be obligated for the payment of all other fees owed pursuant to Title 7, Chapter 6, Sandpoint Code.

PONDER POINT

Plat of First Addition to Ponder Point:
Lots 6 and 11

Plat of Second Addition to Ponder Point:
Block 1, Lots 4, 8, 10

All plats listed above are according to the plat thereof recorded in the records of Bonner County, Idaho.

~~E. Extended Payment Plans:~~

~~New development with a NUFF exceeding \$100,000.00 shall have the option to pay the NUFF over a period not to exceed five (5) years provided a written contract is executed and a lien against the property is recorded specifying that the contract must be paid in full upon sale or change in ownership of the property.~~

4. SERVICE CONNECTION STANDARDS

- A. The City Council may adopt by resolution design and construction standards. Where no standard is specifically provided herein or as otherwise adopted by ordinance or resolution, all design, construction, installation, testing, and inspections shall be in accordance with Idaho Department of Environmental Quality requirements and the Idaho Standards for Public Works Construction, latest edition. Where conflicts within the standards exist, the most stringent condition shall apply, unless determined otherwise by the City.
- B. All Water Users and Wholesale Users of the City, regardless of location, shall have an operable water shutoff and regular or remote water meter, as appropriate, on each service connection served by the City's drinking water system.
- C. A separate and independent service connection shall be provided for every Water User, except as otherwise allowed by the State of Idaho.
- D. Every service connection shall include a curb stop valve and curb box.
- E. Enlargement of any service connection shall be made only after such time that the Water User's plumbing inside their premises have been enlarged sufficiently to accommodate the additional capacity.
- F. Excavations Guarded; Restoration: All excavations for all service connections shall be adequately guarded with barricades to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City or the entity having jurisdiction over the disturbed property.
- G. An in-ground water meter and associated appurtenances shall be installed within the public right-of-way. Existing water meters installed within the premises of a building shall be allowed to continue until such time as the City installs a water meter within the right-of-way.
- H. All work performed within the City right-of-way shall be inspected and accepted by the City in accordance with the terms of the permit. The City may reject any materials or workmanship for cause and upon such, the rejected material shall be removed and replaced with approved material. Disapproved workmanship shall cause the removal and replacement of all materials involved, including appurtenances such as excavations, backfilling and other work items.
- I. When the installation of a service connection by a private contractor hired by the Owner causes damage to any property, public or private, other than the Owner's property, the Owner shall be responsible for all repair costs including, but not limited to, repair to streets, sidewalks, curbs, gutters, sewer lines, irrigation facilities, storm drains, lawns, fences, landscape, structures, trees, gas lines, other utilities, or telecommunications.
- J. Existing service connections may be used in connection with new buildings only when they are found, on examination and being tested as required by the City, to meet all requirements of the Water Rules.

IV. PRIVATE FIRE SERVICE CONNECTION

1. APPLICATION AND PERMITTING:

A. New Private Fire Service Connection

A private fire service connection is considered new if the main requires a new water main tap. Existing Water User's requesting an additional or larger service private fire service connection are new private fire service connections. Private fire service connection replacement initiated by the City as the result of routine operations or capital improvement projects are not considered new fire service connections.

B. Application for New Private Fire Service Connection

All new private fire service connections require the Owner or their agent to make application for a permit on the form provided by the City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City and requested by the City. The Owner shall acknowledge all terms provided in the application.

C. Permit for New Private Fire Service Connection

The City shall determine if the application is complete and issue a permit upon receipt of the applicable fees, as described herein.

D. Denial of New Private Fire Service Connection

Except as otherwise provided by these Water Rules, the City may refuse to permit or accept a private fire service connection:

1. When the City reasonably determines it will cause an undue hardship on the City or its existing users;
2. When the private fire service connection will be at a depth less than four feet (4');
3. When the City has reasonably determined the conditions do not conform to sound engineering design or do not meet the standards of the City or may cause a risk to public health;
4. When the water main does not have capacity and/or has not been accepted by the City; or
5. When the fire official and plumbing inspector has not or is unable to provided written documentation that the private fire water service connection meets the fire and plumbing codes adopted by the City.

E. Supply and Install of Service Connections

Private fire service connections may be installed by either the City, a private contractor hired by the City, or a private contractor hired by the Owner or Water User, as approved by permit issued by the City in accordance with these Water Rules. The City reserves the right to require a private fire service connection be installed by a private contractor. The contractor requirements provided in Section III.1.E shall apply to private fire service connections where located within the public right-of-way.

5. RESPONSIBILITY; FEES**A. Responsibility for Costs**

1. **Costs Borne by the City:** The City is responsible for reconnecting and/or replacing an existing private fire service connection when the work is the result of City initiated routine maintenance, failures of the system owned by the City, the Municipal Water System Plan, or a capital improvement project.
2. **Costs and Fees Borne by User:** Cost and fees of new, upgraded, replaced or enlarged private fire service connections shall be borne by the Water User whenever it is at the request of the Water User and for the Water User's convenience.

B. Types and Requirements of Fees

The following types of fees, as applicable, are required with all new private fire service connections, in addition to other applicable and separate fees found in the adopted fee schedule, such as but not limited to building permit fees, impact fees, and various planning and zoning fees:

1. **Permit Application Fee:** per connection, is a flat fee due upon application for all new private fire service connections and generally includes the administrative review, processing and inspection costs.
2. **Connection Fee (also referred to as "Hook-Up Fees"):** per connection, is a fee due upon application for only that portion of a private fire service line within the public right-of-way, as supplied and installed by the City and generally includes the labor, materials, and equipment required to tap the water main and install the complete private fire service connection.
3. **Meter-Only Fee:** private fire line connections are not metered.
4. **New User Facility Fee (NUFF):** are not applicable.
5. **Other Permit Application Fees:** as required for service connections installed by a private contractor, hired by the Owner or Water User, in accordance with Section III.1.E.

6. RESTRICTIONS:

The use of water through an unmetered private fire service connection, except for fire and testing purposes, is not allowed and non-compliance constitutes a violation of the Water Rules.

V. PRIVATE WATER SERVICE LINES

1. Responsibility; Ownership

A private water line is defined in City Code, Title 7, Chapter 6 as the portion of the service line (pipe) that runs from the meter to the point(s) of usage, typically a building or irrigation assembly. The Owner is responsible for the ownership, installation, and maintenance of the private water service line, including that portion of the line that may be located within the public right-of-way, up to the meter (not including the meter itself that is owned, installed, and maintained by the City). The protection of the drinking water system is paramount for public health and therefore, all private water service lines connected to the City drinking water system shall comply with the requirements of this Section V.

2. Private Water Supply

When the premises served by the City is also served in any manner from another or private water supply of any kind, the Water User's plumbing shall be constructed so that entirely separate plumbing systems shall be provided for each water source.

3. Cross Connection Prohibited

No person shall make or permit the cross connection of any private water service lines or supply to any water line that is served by the drinking water system, in accordance with City Code, Title 7, Chapter 8 – Backflow and Cross Connection Control.

4. Conformance with Building and Plumbing Codes; Inspection

- A. The entire private water service line connected to the City service connection shall conform to the requirements of the building and plumbing codes as adopted by the City, including but not limited to the materials of construction and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling.
- B. Any portion of the private water service line located within the public right-of-way shall also conform to City standards specified in these Water Rules.
- C. The entire private water service line and all associated plumbing connections shall be inspected by the plumbing inspector before the installation is covered. Documentation of the inspection and acceptance by the plumbing official shall be provided to the City prior to the City turning on the service for use.

5. Service Line Size and Location:

- A. The private water service line from the service connection to the building or irrigation assembly shall not be smaller than a three-fourths inch (3/4") inside diameter pipe and shall be laid in a trench of such depth so that the minimum cover over the pipe from the finished grade shall be three feet (4') at the service connection, unless otherwise authorized by the City in writing, at its sole discretion.
- B. The alignment of the private water service line from the building to the service connection shall be reasonably straight and shall be located such that the distance between the water service line and the sewer service line shall be a minimum of ten feet (10').

6. Stop Valves

Stop valves shall be installed by the owner on the owner's service line in a place always accessible and so located as to permit shutting off the water for the entire premises with the least possible delay.

VI. HYDRANT USE**1. Application for Hydrant Use**

All persons requesting the use of water from a hydrant served by the City drinking water system shall make application for a permit on the form provided by the City. The permit

application shall be supplemented by any other information considered pertinent in the judgment of the City and requested by the City. The applicant shall acknowledge all terms provided in the application.

2. Permit for Hydrant Use

The City shall determine if the application is complete and issue a permit upon receipt of the applicable fees, as described herein.

3. Denial of Hydrant Use

Except as otherwise provided by these Water Rules, the City may refuse to permit or revoke an existing permit for the use of the hydrant:

- A. When the City reasonably determines it will cause an undue hardship on the City or its existing users;
 - B. When the equipment connecting to the hydrant does not meet the requirements of the City;
 - C. When the City has reasonably determined the conditions may cause a risk to public health;
 - D. When the water main does not have capacity and/or has not been accepted by the City; or
 - E. To any person who connects to, or removes water from a water hydrant on the drinking water system without a valid permit or after having received a valid permit does not follow the requirements of the Water Rules.
 - F. The denial shall apply to those persons acting as agents of the person whose application is denied or permit revoked.
- ## 4. Fees for Hydrant Use
- Application, inspection, and usage of a hydrant shall be according to the adopted fee schedule.

VII. WATER MAIN EXTENSIONS

1. APPLICATION AND PERMITTING:

A. Water Main Extensions; Definition and Applicability

The term “water main” is defined by City Code 7-6-3 and for the purposes of these Water Rules shall mean to include all related piping, valves, fittings, fire hydrants, service, and other appurtenances required to provide a functionally complete water main extension. The term and conditions relating to “water mains” shall not apply to a Wholesale User, except up to the water meter serving the Wholesale User water main (service connection), unless otherwise specified in an agreement between the City and the Wholesale User.

B. Application for Water Main Extension

All water main extensions require the Owner or their agent to make application for a permit on the form provided by the City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City

and requested by the City. The Owner shall acknowledge all terms provided in the application.

C. Permit for Water Main Extension

The City shall determine if the application is complete and issue a permit upon receipt of the applicable fees, as described herein.

D. Denial of Water Main Extension

Except as otherwise provided by these Water Rules, the City may refuse:

1. To permit a water main extension of larger size than, in its opinion, is necessary to properly serve the premises;
2. To permit a water main extension which the City reasonably determines will cause an undue hardship on the City or its Water Users;
3. To permit a water main extension whereby the City has reasonably determined the conditions do not conform to sound engineering design or do not meet the standards of the City or may cause a risk to public health; or
4. To permit connection(s) to a new water main extension(s) that has not been inspected, tested, and accepted in accordance with the Water Rules.

E. Supply and Install of Water Main Extensions

1. Water main extensions may be installed by either the City, a private contractor hired by the City, or a private contractor hired by the Owner or Water User, as approved by permit issued by the City in accordance with these Water Rules. The City reserves the right to require a water main extension be installed by a private contractor.
2. Private contractors installing water mains shall have proof of and maintain a valid Public Works Contractor License, Class A (Type 4 – Specialty Construction; Category 02500 – Utilities) as issued by the Idaho Division of Building Safety and shall provide certificate of insurance meeting the City’s most current requirements.
3. Variances to the requirements of Section III.1.E may only be considered and made in writing as approved by the Division Director and the Responsible Charge Operator of Water Distribution.
4. The City may temporarily or permanently revoke a private contractor’s ability to install water mains.
5. Any and all permitted work performed by an authorized private contractor shall meet the requirements of these Water Rules and the terms of the permit and failure to comply with such requirements constitutes a violation in accordance with City Code 7-6-19, *Penalties*.

2. RESPONSIBILITY; FEES:

A. Responsibility for Costs

1. **Costs Borne by the City:** The City responsible for the maintenance of water mains and shall, at its own expense, replace, repair, or enlarge water mains as the result of

City initiated routine maintenance, failures, the Municipal Water System Plan, or a capital improvement project.

2. **Costs and Fees Borne by the Owner, Developer, or Water User:** Cost and fees of new, upgraded, replaced or enlarged of water mains shall be borne by the user whenever any water main extension is associated with development.
3. **Costs and Fees Shared by the City and the Owner or Developer:** The City may consider sharing the costs of new, upgraded, replaced or enlarged of water mains whenever any water main extension is associated with development and the City Council has included the proposed water main extension in an adopted capital improvement plan or Municipal Water System Plan, or whereby the proposed water main extension benefits the City or other Water Users, only as mutually agreed upon in a development agreement approved by City Council.

B. Types and Requirements of Fees

The following types of fees, as applicable, are required with all new water main extensions, in addition to other applicable fees found in the adopted fee schedule, such as but not limited to building permit fees, impact fees, and various planning and zoning fees:

1. **Permit Application Fee:** is a fee due upon application for all new service connections and generally includes the administrative review, processing and inspection costs.
2. **Connection Fee (also referred to as "Hook-Up Fees"):** per new water main connection to an existing water main, is a fee due upon application for a complete, water main connection supplied and installed by the City and generally includes the labor, materials, and equipment required to tap the existing water main and install the complete a single connection.
3. **New User Facility Fee (NUFF):** water main extensions shall not be cause for a waiver or discount of the required service connection NUFF.
4. **Other Permit Application Fees:** as required for water main extensions installed by a private contractor, hired by the Owner or Water User, in accordance with Section VIII.1.D.

3. WATER MAIN STANDARDS

- A. The City Council may adopt by resolution design and construction standards. Where no standard is specifically provided herein or as otherwise adopted by ordinance or resolution, all design, construction, installation, testing, and inspections shall be in accordance with Idaho Department of Environmental Quality requirements and the Idaho Standards for Public Works Construction, latest edition. Fire hydrants as may be required to satisfy Uniform Fire Code specifications. Where conflicts within the standards exist, the most stringent condition shall apply, unless determined otherwise by the City. None of the adopted standards restrict the City's right to reject any and all type or brand of materials or appurtenances.
- B. All work performed within the City right-of-way shall be inspected and accepted by the City in accordance with the terms of these Water Rules and permit. The City may reject any materials or workmanship for cause and upon such, the rejected material shall be removed and replaced with approved material. Disapproved workmanship shall cause the removal and replacement of all materials involved, including appurtenances such as excavations, backfilling and other work items.

- C. Platted sites not bordering a dedicated right-of-way shall provide dedicated right-of-way or a minimum twenty-foot (20') easement for public access and utility installation.
- D. All design of a water main extension shall be designed and stamped by a professional engineer, licensed in the State of Idaho, including but not limited to the plans, calculations, and inspection reports.
- E. All water mains and service connections shall be installed prior to paving of streets.
- F. Excavations Guarded; Restoration: All excavations for all water main extensions shall be adequately guarded with barricades to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City or the entity having jurisdiction over the disturbed property.
- G. When the installation of a water main extension by a private contractor hired by the Owner causes damage to any property, public or private, other than the Owner's property, the Owner shall be responsible for all repair costs including, but not limited to, repair to streets, sidewalks, curbs, gutters, sewer lines, irrigation facilities, storm drains, lawns, fences, landscape, structures, trees, gas lines, other utilities, or telecommunications.
- H. The applicant shall install mainline and auxiliary gate valves with valve boxes at the following locations:
 - a. Each leg of a tee or cross installed at water main intersections within or adjacent to properties to be serviced by a main extension;
 - b. Branch leg of a tee for a fire hydrant;
 - c. One-quarter (1/4) mile intervals on each side of the cross fitting to be installed on the main line for which the main extension is requested in order to deliver water to the property.
- I. For proposed water line locations shown in the Municipal Water System Plan, the water main size shown shall be installed, unless engineering calculations resulting from the proposed development require a larger size.
- J. Mainline grids of one-half (1/2) mile by one-half (1/2) mile of twelve-inch (12") diameter size shall be installed, unless impractical or unreasonable as determined by the City.
- K. Proposed mains shall be looped in minimum grids of 1,320 feet by 660 feet or less in dimension.
- L. Where dead end mains cannot be avoided or incomplete loops may exist until grids are completed. Fire hydrants shall be installed on all dead-end mains.
- M. The minimum water main size shall be eight inches (8") in all residential, commercial or industrial areas.
- N. No other utility shall be installed within five feet (5') of the water main except for crossings.
- O. All water mains shall have a minimum five feet (5') cover, unless otherwise approved by the City.

- P. Final grades and alignment information shall be established in the field with field notes provided to the City for review and approval prior to commencing with any construction.

4. WATER MAIN OWNERSHIP

Any and all water main extensions to the City's drinking water system shall become the property of the City on the date of final, written acceptance by the City. Final acceptance by the City shall not be provided until test results, inspections, as-builts, and engineered plans are approved by the City and all required corrections or repairs have been approved by the City. Thereafter, such extensions shall become the City's responsibility to maintain and operate.

5. OTHER REQUIREMENTS

The City reserves the right to impose other requirements such as special right-of-way limits, sequence of construction, time limits for interruption of service or to minimize impacts to traffic, the filing of a performance bond, etc., as deemed necessary by the City to reasonably assure minimal inconvenience to other Water Users of the water system and/or to assure that the main extension construction is in compliance with the specifications required by the City for the water distribution system.

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 10/2/2024
TO: Mayor and City Council
FROM: Brandon Staglund, P.E., City Engineer
SUBJECT: Revise Sewer Rules and Regulations, Water Rules and Regulations (both last updated in 2023) to remove the ability of developers from entering extended payment agreements for NUFF's.

BACKGROUND:

The City of Sandpoint last updated the Sewer Rules and Regulations, and Water Rules and Regulations, in 2023. Both documents have provisions stating “New development with a NUFF exceeding \$100,000.00 shall have the option to pay the NUFF over a period not to exceed five (5) years.” This allowance effectively requires the City of Sandpoint to loan private developers hundreds of thousands of dollars for fees required by code as a condition of becoming new customers to the city water and sewer system. Processing the initial recorded documents, tracking, and payments for these extended agreements puts significant burden on public works and finance staff. Also, in the event that future rate studies indicate an increase in NUFF’s, the current system would allow developers to lock in lower NUFF payments without actually paying the required fees at the beginning of impact to the utility system. Without the provision allowing extended payment plans directly through the City, developers would still have the option to seek financing through a traditional lending institution if they are unwilling to pay the required fees up front.

The Sewer Rules and Regulations do allow extended payment plans for existing property owners currently on septic systems within the City’s sewer service area, in order to encourage them to become customers of the system. Staff recommends keeping this provision in place.

STAFF RECOMMENDATION:

Consider revising Sewer Rules and Regulations, and Water Rules and Regulations, to remove the ability of developers from entering extended payment agreements for NUFF's.

ACTION:

Move to:

1. Revise Sewer Rules and Regulations, Water Rules and Regulations, to remove the ability of developers from entering extended payment agreements for NUFF's, as shown on the attached draft documents.

WILL THERE BE ANY FINANCIAL IMPACT? Yes

HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS:

1. Suggested draft revisions Sewer Rules and Regulations, Water Rules and Regulations.

No: 24-
Date: October 2, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING CITY OF SANDPOINT SEWER RULES AND REGULATIONS TO ELIMINATE EXTENDED PAYMENT PLANS FOR NEW USER FACILITY FEES (NUFF)

WHEREAS: Sandpoint City Code Title 7, Chapter 7, Municipal Sewer System, is complemented by the City's Sewer Rules and Regulations, most recently updated by Resolution 15-065 on December 16, 2015, and, as part of the overall utility rate design in 2023, were reviewed to ensure consistency with current practice, as well as alignment with the results of the study, with amendments approved under Resolution 23-030 on April 5, 2023;

WHEREAS: The City collects New User Facility Fees (NUFF) for new customers connecting to the City's water and sewer systems, including single-family homes, accessory units, multi-family residential, commercial, and industrial;

WHEREAS: The Sewer Rules and Regulations include an option for new development with a NUFF exceeding \$100,000.00 to pay the NUFF over a period not to exceed five (5) years, effectively requiring the City of Sandpoint to loan private developers hundreds of thousands of dollars for fees mandated by City Code as a condition of becoming new customers to the City's water and sewer systems, with the processing of the initial recorded documents, tracking, and payments for these extended agreements putting a significant burden on City staff;

WHEREAS: Additionally, under this option, in the event future rate studies indicate an increase in NUFF, the current system would allow developers to lock in lower NUFF payments without actually paying the required fees at the beginning of impact to the utility system; and

WHEREAS: Developers who wish or need to pay these fees over time can seek private funding in order to do so.

NOW, THEREFORE, BE IT RESOLVED THAT: The amended Exhibit A of the Sandpoint Sewer Rules and Regulations, reflecting the elimination of the option for City-provided extended payment plans of New User Facility Fees, attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

**CITY OF SANDPOINT
SEWER RULES AND REGULATIONS
20232024**

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THESE RULES AND REGULATIONS guide the delivery and use of any sewer service within the City's sewer service area and every New User or User agrees in making application for sewer service to be bound thereby.

Charges, rates and fees applicable to the City of Sandpoint's Equivalent Resident (ER) schedule are found in **Exhibit "A"**.

SECTION I

DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in these rules and regulations shall be as follows:

APPLICANT:	The person who submits an application to the City for any connection to or for sewer service from the domestic sewer system.
CITY:	The City of Sandpoint or its authorized representative.
DOMESTIC SEWER SYSTEM:	All mains, pipes and structures through which domestic sewerage is distributed, including pumping stations, treatment plants, reservoirs, storage tanks and appurtenances collectively or severally, actually used or intended for use for the purpose of furnishing sewer for domestic use.
EQUIVALENT RESIDENTIAL SEWER USER:	A sewer user who has discharged 6,000 gallons of sewerage during any month of a calendar year.
MAIN EXTENSION:	All proposed extensions of the sewer mains of the domestic sewer system to serve the City of Sandpoint sewer service area.
MUNICIPAL SEWER SYSTEM PLAN:	Maps, plans, and outlines for extension of the domestic sewer system, as they may be set by resolution adopted by the Sandpoint City Council.
NEW USER OR USER:	Any person, individual, firm, company, association, society, corporation, owner or occupant who is connected to the domestic sewer system.
OCCUPANT:	The tenant or leaseholder who occupies the property of an owner which is served by the domestic sewer system.
OWNER:	The holder of real property served by the domestic sewer system.

- SEASONAL SEWER USER:** Any sewer user, as herein defined, who uses sewer only at certain seasons, or fairly definite portions of the year, and does not use sewer throughout the entire year.
- SERVICE CONNECTION:** That portion of a sewer service line that runs from its connection with the sewer main.
- SHALL/MAY:** "Shall" is mandatory; "may" is permissive.
- SEWER MAIN:** Any pipeline owned by the City for the purposes of transportation and/or distribution of sewerage to serve more than one (1) sewer user.

SECTION II

NEW SERVICE CONNECTIONS

A. Application for New Connection

All proposed extensions of the municipal sewer system shall comply with all City ordinances, policies, rules and regulations as the same may be adopted from time to time by the Sandpoint City Council. The latest edition of the Idaho Standards for Public Works Construction shall control all work involving sewer construction, except as may be specifically stated herein.

All applications for service connections shall be made in writing on a form provided by the City for that purpose by the applicant or authorized agent of the applicant for the premises to be served. Where the City has mains of sufficient size in place along the street or road adjacent to the applicant's premises to furnish the service desired, the service connections may be installed.

B. Denial of Application for New Connection

Except as otherwise provided by these rules and regulations, the City may refuse:

1. To permit installation of a service connection of larger size than, in its opinion, is necessary to properly serve the premises;
2. To permit installation of a service connection which the City reasonably determines will work an undue hardship on the City or its existing users;
3. To permit installation of one service connection to serve more than one (1) building or premises, except in specific instances as approved by the City.

4. To permit connection of a service connection to the user's plumbing where the depth of the service line is less than four feet (4') deep;
5. To permit connection to any service, main or other appurtenances which the City reasonably determines does not conform to good engineering design or meet the standard specifications of the City as set forth hereinafter; or
6. To permit installation of individual service connections within a newly developed area unless the connections conform with the standards as set forth hereinafter.

SECTION III

MAIN EXTENSION POLICIES AND PROCEDURES

A. Basis of Design Report

A typewritten report outlining the scope of the project shall be submitted with the application. The report shall include the following:

1. Name and address of owner and engineer.
2. Number of dwelling units and population for residential connections and/or population equivalents for industrial or commercial connections.
3. Flow projections shall be based on 200 gallons per capita per day. Proposed and ultimate service areas shall be considered for residential, commercial and industrial.
4. Construction schedule and cost summary, including inspection methods and City involvement relative to inspection requirements.
5. Fees for application and inspection by City staff or representative.
6. Steps included in the project to protect the public from injury and/or damage (e.g., insurance limits, signs and barricades, lights, detour route, etc.).

B. Design Requirements

All sewer system designs shall conform to the latest edition of the Idaho Standards for Public Works Construction. In addition, the following criteria shall be met:

1. **Flow:** Sanitary sewers shall be designed on a peak design flow basis utilizing the following criteria: collection peak factor of 4; interceptor peak factor of 2.5; ½ to 7/10 full.
2. **Size:** Minimum size shall be 8" for public sewers and minimum depth to invert shall be five feet.
3. **Slope:** Although slopes greater than these are desirable, the following are the minimum slopes which must be provided:

<u>Sewer Size (Inches)</u>	<u>Minimum Slope (Feet per 100')</u>
6"	0.60
8"	0.40
10"	0.28
12"	0.22
15"	0.15
18"	0.12
21"	0.10
24"	0.08
27"	0.07
30"	0.06
36"	0.05

4. **Manholes:** Manholes shall be pre-cast sections of at least 48" in diameter and 4" minimum wall thickness. Maximum spacing shall be 400'. Bases shall be pre-cast unless it can be demonstrated that ground water can be controlled during construction. Manhole extensions shall be made with concrete grade rings of 6" or less in height. Extensions will be limited to a maximum height of 12". Finished grade for manholes shall conform to finished ground or street surface. Whenever possible the pipe shall extend through the manhole to form the flow channel; otherwise, a 0.1' drop shall be provided through the manhole. Manholes shall be constructed as indicated on the standard drawings.
5. **Pipe and Bedding:** All pipe and fittings shall be PVC meeting ASTM D 3034 SDR 35, and bedding shall be Class B (APWA Specs).

6. Service Connections: Pipe and fittings shall be PVC meeting ASTM 3034 SDR 35 with solvent welded joints. Service connections shall be installed using a wye and marked as shown on the standard drawings.
7. Testing: All pipe and service connections must be tested for leakage. This may include appropriate water or low-pressure air testing. The leaking outward or inward (exfiltration or infiltration) shall not exceed 200 gallons per inch of pipe diameter per mile per day for any section of the system. An exfiltration or infiltration test shall be performed with a minimum positive head of 6'. The air test, if used, shall, as a minimum, conform to the test procedure described in ASTM C-828-76T, entitled "Tentative Recommended Practice for Low-Pressure Air Test of Vitrified Clay Pipe Lines." The testing method selected should take into consideration the range in ground water elevations projected and the situation during the test. Sewer pipe shall be lamp tested with at least 75% full circle visible between manholes (e.g., at least $0.75 \times 12 = 9$ " opening of a 12" line should be observed at the opposite end of the pipe when viewed from the center of the pipe. The pipe shall be installed true to grade with no sags, and variance from established grade shall not be greater than one/thirty-second of an inch ($1/32$ ") per inch of pipe diameter with a maximum total deflection of one-half inch ($1/2$ ") provided that such variation does not result in a level or reverse sloping invert.
8. Prior to acceptance by the City all main extensions shall be videotaped and recorded for the City by the developer at the developer's expense.

C. Profile Drawing Requirements

1. Horizontal Scale: Not more than 1" = 50'.
2. Vertical Scale: Not more than 1" = 10'.
3. Stationing shall originate on south/west section line (Station 0+00) and continue to the north/east section line.
4. North arrow shall be located lower right-hand corner of sheet above the title block.
5. The plan view shall show:
 - a. Center line location of proposed sewer improvement referenced to right-of-way and existing sewer system.
 - b. Existing platting, property lines, right-of-way easements, etc., with appropriate dimensions.

- c. Existing utilities and improvements (i.e., water mains, gas mains, storm drains, telephone and power conduits).
 - d. Horizontal curve data: radius, deflection angle, length of curve and tangent distance and stationing of PC and PT.
6. The profile view shall show:
 - a. Center line profile of sewer flow line, existing ground and proposed street grade, if applicable.
 - b. Invert elevations and stations.
 - c. Below grade flow line profile indicates length of pipe (manhole to manhole), grade, pipe, size and type, and number of tees or wyes.
 - d. Types of manholes; stations of manholes.
 - e. Existing elevations of houses or basements.
 - f. Vertical curve data: Length of curve (horizontal distance), elevations and stationing of VPC, VPI and VPT.
 - g. Existing utility crossings, including all water crossing.
 - h. If possible, soil type.
7. As-built Drawings: Prior to acceptance by the City, one set of reproducible drawings and two (2) sets of blue line prints of the as-built system shall be submitted to the City for approval. In addition, a video record shall be provided and all drawings shall be provided in digital form in a .dwg format.

D. Line Over Sizing

The City may require line sizes greater than 8" if the flow from the ultimate service area exceeds the needs of the particular area under consideration. The City may participate in the project amount to the extent of the incremental cost of materials for the line oversize of a line greater than 12" in diameter is required.

E. Final Acceptance by the City

Prior to accepting the sewer system, the applicant shall submit the following:

1. Results of the testing, inspections and engineer's certification that the system passed all tests.
2. Dedication of the ownership of the lines and appurtenances to the City, free and clear of all liens and encumbrances.
3. A bond (\$1,000.00 minimum) to cover all maintenance and repair for one year after written acceptance by the City.
4. As-built drawings, in digital form (.dwg) as well as (2) hard copies.
5. All rights-of-way and/or easements for construction, operation and maintenance of new, existing and/or future sewer systems.
6. Approval by the Idaho Department of Environmental Quality.
7. All applicable fees as may be required by the City shall have been paid.

SECTION IV

BUILDING, SEWER AND SERVICE CONNECTION CONSTRUCTION POLICIES AND PROCEDURES

A. General

1. Side Sewer

A side sewer shall mean the connecting sanitary sewer between any building and any public or private sewer or of such a sewer.

2. Pipe: All pipe shall be PVC with solvent welded joints meeting ASTM 3034

specifications or other pipe equal or superior to ASTM 3034.

3. Pipe Sizes: No part of a side sewer shall be smaller than 4". Single family dwellings, duplexes, small apartments and small business normally shall be served by a 4" sewer.
4. Pipe Fittings: All fittings shall be made of approved material. The use of 1/4 bends shall be limited to long sweeps and only by special permission.
5. Pipe Laying: Side sewers must be laid in a workmanlike manner and shall be laid in a straight line except where change of direction is made with the proper fitting.

Minimum grade shall be 1/4" per foot unless specifically otherwise authorized.

The contractor is responsible for any damage to public or private facilities incurred by or during construction of side sewers.

In cases where a side sewer is connected to a previously constructed side sewer, such as a side sewer previously laid to a property line, the contractor is responsible for the proper functioning of the joined side sewer. It shall also be his responsibility to ascertain that any cesspool or septic tank piping used in connecting is functioning properly from the building drain to the point of connection. The contractor must take proper measures to protect an uncovered side sewer from damage by cave-ins, vandalism and weather conditions, and to protect the public from injury and/or damage, i.e., insurance limits, signs and barricades, lights, detour routes and other related facilities.

Connection of footing or roof drains or any other type of ground or surface water collection installations to a side sewer is prohibited.

Clean outs will be required on all side sewers and are to be located within ten (10) feet from the building, on long runs and/or unusual changes of direction, and must be extended to grade.

6. Taps: All taps shall be made with an approved tapping fitting, made by a manufacturer for that purpose. No taps shall be made until a sewer permit is obtained. The connection shall be left exposed to allow the City to make inspection.

A deposit for tapping the sewer main shall be made to the City whenever a

sewer main that has been lined with CIPP technology. The amount of the deposit shall be as adopted by Resolution of the City Council. City personnel shall perform the tap after the main has been exposed and the trench is safe per OSHA trenching standards.

The City of Sandpoint, or its designated agent, may, upon application received by the City, construct all sewer service lines within the public rights-of-way as may be necessary whether requested by the property owner or not.

The costs for materials and labor incurred in either construction or repair shall be the responsibility of the property owner and said property owner shall be billed for and be liable for the payment of said costs. The City of Sandpoint shall guarantee their work performed within the public rights-of-way against defects in materials or deficiencies in workmanship for a period of one (1) year from the date of completion at which time the ownership and maintenance of the service line to and including the saddle will revert to the property owner.

Any construction or repair of sewer service lines within the public rights-of-way, including alleys and utility easements, by anyone other than the City of Sandpoint shall require an encroachment permit and shall be subject to inspection and reconstruction as necessary by the City of Sandpoint and the property owner shall be billed for time and materials.

B. Connections to Manholes

Any side sewer connecting to a manhole in a public sewer shall require a sewer permit. When connecting to a dead-end hub in a manhole, the hub must be extended at an approved grade, with pipe of the same size and material as the hub.

This extending pipe shall contain a "wye" of the size to serve the side sewer being constructed. The dead end shall be extended in a direction suitable for the extension of the public sewer and properly plugged. In cases where a drop is required to permit a side sewer to connect to a manhole, the re-requirements of APWA Standard Specifications will be complied with. Interior drops, if authorized, shall be entirely of cast iron, PVC or ABS pipe. A proper invert shall be built in all cases where a side sewer enters a manhole.

C. Crossing Cesspools and Connections to Cesspool Pipes

Where a side sewer crosses a cesspool, the cesspool shall be cleaned and filled with earth and tamped. Crossing a cesspool shall be done either with a 4" or 5" cast iron pipe in such a manner that there are no joints between the walls of the cesspool. Where a cesspool is bypassed, care shall be taken to avoid future

settlement of the ground around the cesspool and the pipe to the cesspool shall be sealed with concrete.

D. Base and Back Filling

Provide a minimum 4" thick base of imported pipe base material under all service connection pipe. Hand grade base to proper grade ahead of pipe laying. Base shall provide a firm, unyielding support along the entire pipe length. The pipe zone shall be considered to extend from the top of the pipe base to 8" above the top of the pipe and for the full width of the trench. Back fill the pipe zone with imported pipe zone material, hand-placed simultaneously on both sides of the pipe for the full trench width and hand-tamped with approved tamping sticks supplemented by "walking in" and slicing with a shovel.

In untraveled areas on private property and public areas such as parks, back fill the trench above the pipe zone with excavated trench materials and leave the trench with the back fill material neatly mounded not more than 6" above the existing ground for the entire width of the trench. In lawn or garden areas, back fill the trench and maintain its level with the existing adjacent grade. In all other locations, estimate and provide the amount of back fill material required so that, after normal settlement, the finished surface will meet the existing grade. Neatly windrow the material over the trench, and remove all excess. Any excess or deficiency of back fill material which becomes apparent after settlement and within the warranty period shall be corrected by regrading, disposal of excess material, and adding additional material where required. Within public rights of way, back fill and surfacing shall be in conformance with the City of Sandpoint specifications.

E. Catch Basin (Storm and Surface Drainage)

No catch basin, roof drain or surface drain may be connected to a side, private or public sewer. Catch basins or other non-roof storm water catching devices on private property connecting to a side, private or public sewer are prohibited.

F. Depth of Side Sewers

All side sewers shall have at least 3.5 feet of cover in all public ways or other locations where the weight of vehicular traffic might crush the pipe and not less than 3 feet of cover in all other areas.

G. Locations Relative to Water Service Pipes and Mains

A horizontal separation of at least ten (10') feet shall be maintained between water lines and any sanitary sewer, storm sewer or sewer manhole. When a ten-foot horizontal separation cannot be provided the following condition shall be met:

The water line shall be at least eighteen (18") inches above the sewer. If the water line is not at least eighteen inches above the sewer, the sewer shall be constructed or reconstructed with pipe which conforms to water main standards. Under normal conditions, water lines shall cross eighteen inches above any sanitary sewer or storm sewer. When an eighteen-inch vertical separation between the bottom of the water line and the top of the sewer cannot be maintained, the sewer lines shall be constructed or reconstructed with pipe which conforms to water main standards for a distance of at least ten (10') feet horizontally on both sides of the water main. The water pipe shall be centered at the crossing so that the joints will be an equal distance and as far as possible from the sewer. If the water main is located below the sewer, it shall be at least eighteen (18") inches below the sewer and the sewer shall be supported to prevent excessive deflection and settling on or breaking of the water main. In lieu of constructing or reconstructing the sewer with pipe which conforms to water main standards, the water line or sewer line or both may be encased in four (4") inches of concrete measured at the bell.

H. Permits

Permits will be issued by the City located at Sandpoint City Hall, 1123 Lake Street, Sandpoint, Idaho.

I. Inspections

The City or authorized agent shall make all inspections, authorize taps, specify special requirements, and enforce these policies. Calls for inspection of side sewers shall be made before 9:00 a.m. Inspections may be made on any day that the City Hall is open. Side sewer inspections shall be refused where any required sewer permit is not in order. Side sewer failures attributable to the contractor's operations shall be repaired by the contractor at his sole expense.

SECTION V

SEWAGE PUMP STATION DESIGN POLICIES AND PROCEDURES

The following design policies and procedures are developed to provide guidelines for sewer pump stations designed and built by others for eventual acceptance and operation by the City of Sandpoint. Design shall be in accordance with these policies and procedures.

A. Design Requirements

1. Pumps

At least two pump units shall be provided, each capable of handling the expected maximum flow and equipped with a pump alternator. Where three or more units are provided, they shall be designed to fit actual flow conditions and handle maximum sewage flow with one unit out of service.

- a. Pumps shall be capable of passing spheres of at least three inches in diameter. Pump suction and discharge openings shall be at least four inches in diameter.
- b. Wet well design shall be such as to avoid solids accumulation on the bottom and to avoid turbulence near the intake. Valves shall not be located in the wet well. Minimum wet well size shall be 72 inches.
- c. An audible alarm with sixty second sounding each hour and red alarm light shall be provided. The alarm and alarm light shall be activated in cases of high water in the wet well or pump seal failure.
- d. Submersible pumps shall include an effective method to detect shaft seal failure or potential seal failure. Submersible pumps shall be readily removable without dewatering the wet well or disconnecting any piping in the wet well. Hydraulic connectors and guide rails shall be provided.
- e. Only pump brands with local sales and service; i.e., Sandpoint, Coeur d'Alene and Spokane, shall be installed.
- f. Pumps should be protected from freezing temperatures.
- g. Three phase electrical service shall be required.
- h. Level sensors (noncontacting ultrasonic) shall be for high water, low water, pump failure and seal failure. Controller shall be Milltronics Multiranger, or approved equal.
- i. Automatic dialer shall be Raco Chatterbox, or approved equal. Dialtone telephone line shall be provided.
- j. Panel stand and control panel shall include lightning suppression, phase failure and protection, motor saver, 110V outlets and anti-condensation heater. All panels shall be enclosed in a NEMA rated enclosure.

k. Panel shall include backup generator plug and transfer switch.

2. Emergency Power Supply

Provision of an emergency power supply for pumping stations shall be made, and may be accomplished by connection of the station to at least two independent public utility sources, or in-place internal combustion engine equipment that will generate electrical energy.

Emergency power may be required that will prevent overflows from occurring during any power outage that is equal to maximum outage in the immediate area during the last ten years, of five hours, whichever is greater.

3. Storage

Where storage is provided in lieu of an emergency power supply, wet well and tributary main capacity above the high-level alarm should be sufficient to hold the peak flow expected during the maximum power outage duration of the last ten years, or ten hours, whichever is greater. A manual transfer switch and receptacle for the City standby generator must be provided.

4. Force Mains

- a. Size: Minimum size force mains should be not less than four inches in diameter, except for grinder pumps or septic tank effluent applications.
- b. Velocity: At pumping capacity, a minimum self-scouring velocity of two feet per second (fps) should be maintained and flushing facilities or clean outs provided. Velocity should not exceed eight feet per second.
- c. Air Relief Valve: An air relief valve should be placed at the necessary high points in the force main to relieve air locking.
- d. Pressure Tests and Material: All force mains shall be tested at a minimum pressure of at least 80 psi. Force mains shall be constructed of Class 160 PVC water main.

5. Site Details

- a. Provisions shall be made for lifting pumps.

- b. The lift station shall be on dedicated right-of-way or approved easement with approved all weather access.
- c. A one-inch diameter non-freeze post hydrant and lock with cross connection device, four feet bury minimum, shall be required within five feet of the lift station.

B. Submittal and Review Requirements

- 1. An Idaho licensed engineer authorized to perform design of pump stations shall be required for design.
- 2. Upon completion of preliminary design, the engineer shall submit the following.
 - a. Two (2) blue line copies of the design which show:
 - (1) Site layout and easements, public safety equipment in order that the public is protected from injury and/or damage; i.e., insurance limits, signs and barricades, lights, detour routes and other related facilities.
 - (2) Cut away of station and wet well showing design elevations.
 - (3) Necessary details needed for construction and inspection.
 - b. General site location outlining service area and point of connection to existing sewer line.
 - c. One (1) copy of construction specifications.
 - d. A copy of complete design calculations which must include:
 - (1) All design assumptions and parameters.
 - (2) Pump performance curves, operation and maintenance data, electrical wiring schematic.
 - (3) Force main performance curve (head loss and velocity data).
 - (4) Conclusive data showing impact of discharge on existing system.

- (5) Calculations and plans shall be stamped by a Professional Engineer, licensed by the State of Idaho, signed and dated.
3. Reproducible drawings of the as-constructed facility shall be within thirty days of completion of the project.

C. Final Acceptance by the City

Prior to acceptance of the lift station, the applicant must submit the following:

1. Results of testing, inspections and certification by the engineer that the system passed the tests and that the pumps pump at the rated capacity.
2. Dedication of the ownership of the force main and pump station to the City free and clear of all liens and encumbrances.
3. A bond to cover all maintenance, power, pump replacement and repair costs for one year following written acceptance by the City.
4. As-built drawings.
5. All rights-of-way and/or easements for construction, operation and maintenance of the system.
6. Approval by the Idaho Department of Environmental Quality.
7. All applicable fees shall have been paid in full.

EXHIBIT "A"

**CHARGES, RATES AND FEES
 APPLICABLE TO THE SEWER SYSTEM
OF THE CITY OF SANDPOINT, IDAHO**

- I. New User Facility Fee
- II. Sewer Service Fees
- III. Inspection Fee for Subdivision Developments
- IV. Engineering Fee for Main Extensions
- V. Pretreatment Monitoring, Inspection and Surveillance Procedure Fees
- VI. Industrial Waste Water Acceptance (IWA) Fee
- VII. Fee for Filing an Appeal
- VIII. Accidental Discharge Procedure Review and Construction Review Fees
- IX. Sampling and Laboratory Analysis Fee
- X. Disclosure Fee
- XI. Miscellaneous Utility Department Fees

I. NEW USER FACILITY FEE (NUFF)

- A. The NUFF shall be paid as prescribed by resolution adopted by the City Council.

EQUIVALENT RESIDENT (ER) SCHEDULE AND ASSOCIATED FORMULAE

Accessory apartments	ER = 0.50 ER
Apartments	0.85 ER per apartment
Auto dealerships	2
Bowling alleys	# of lanes x 0.29
Business offices or offices	0.04/100sf
Churches w/o schools	1
Churches w/ schools	1 + school calculation
Condominiums	0.85 ER per condo
Duplexes	2
Grocery Store w/ garbage disposal	0.02/s.f.
Hospitals	# of beds x .7 plus # of employees x .17
Laundromats	# of machines x .56
Medical or dental offices	0.04/100 sf
Mobile home parks	1 ER per mobile home
Motel units w/kitchen	# of units x 0.5
Motel units w/o kitchen	# of units x 0.25
Skilled Nursing Facility	# of beds x 0.7

Institutions (not hospitals)	# of beds x 0.5/bed
Restaurants	# of seats x 0.08
Retail Sales	0.02/100 s.f.
Schools	# of students & staff x .08
Service station/Convenience Store w/o car wash	# of pumps x 1
Service station/Convenience Store w/ car wash	# of pumps x 1.5
Single family dwelling	1 ER
Taverns	# of seats x .033
Theaters	# of seats x .007
Warehouse	0.15/1000 s.f.
Miscellaneous	Any sewer use that cannot be classified in one of the above classes shall have its ER computed on an individual basis by the City.

An Equivalent Resident (ER) is defined as a sewer user who consumes 6,000 gallons of water in any month of a calendar year. Formulae presented above are based on national averages for sewer discharges for each type of establishment. ER designations for individual users may be further refined at the discretion of the City where meter records are available for similar establishments. Criteria for determining ER designations for establishments not listed above or found in Title 7 Chapter 7 of Sandpoint city code are reviewed and approved by the Utilities Director. ER computations containing a decimal or fraction shall be rounded up to the nearest .5 ER. The minimum ER rating for any user shall be one (1.0).

- A. NUFFs shall be paid by each person or entity making application to the City for sewer service.
- B. Discounted NUFF: In order to encourage low and moderate income families presently on septic systems to hook up to the City's sewer system, a forty percent (40%) discount on the NUFF will be available to qualified resident property owners. Qualified applicants may be allowed up to ten (10) years to pay the reduced NUFF, provided they pay interest and fees as described in section [ED](#).
- C. Resident property owners on septic systems who do not qualify for the low or moderate income family reduced NUFF may also be allowed the ten (10) year payment plan, provided they pay interest and fees as described in section [ED](#).
- D. Extended Payment Plans:
 1. An administrative fee of \$5.00 will be billed monthly for the cost of sending each notice, per City Code 7-6-10. This charge will be re-evaluated as needed.

2. Interest rates will be the legal rate of interest due on judgments as annually calculated by the Idaho State Treasurers office per Idaho Code 29-22-104.

~~3. New development with a NUFF exceeding \$100,000.00 shall have the option to pay the NUFF over a period not to exceed five (5) years provided a written contract is executed and a lien against the property is recorded specifying that the contract must be paid in full upon sale or change in ownership of the property.~~

II. SEWER SERVICE FEES

A. Sewer Service Fees are in the adopted fee schedule.