



CITY COUNCIL MEETING AGENDA

May 21, 2025 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

Public Comments

Consent Calendar - **action item**

- [1.](#) Approval of the Minutes from Council's May 7, 2025, Meeting - **action item**
- [2.](#) Payables Report / Bills for Payment Approval - **action item**
- [3.](#) Review and Accept Monthly Financial Report on Cash and Investment Transactions, April 2025 - **action item**
- [4.](#) Mayor's Memo re: Confirmation of Citizen Advisory Board Appointments (*action items below*)
- [5.](#) Confirmation of Appointment to Parks and Recreation Commission: Heidi Bohall, 6/1/25-5/31/28 - **action item**
- [6.](#) Confirmation of Appointment to Parks and Recreation Commission: Lori Siemers, 6/1/25-5/31/28 - **action item**
- [7.](#) Confirmation of Appointment to Parks and Recreation Commission: Dan Tadic, 6/1/25-5/31/28 - **action item**
- [8.](#) Confirmation of Appointment to Pedestrian and Bicycle Advisory Committee: Cate Huisman, 6/1/25-5/31/28 - **action item**
- [9.](#) Confirmation of Appointment to Pedestrian and Bicycle Advisory Committee: Erin Billings, 6/1/25-5/31/28 - **action item**
- [10.](#) Confirmation of Appointment to Pedestrian and Bicycle Advisory Committee: Julie Perchynski, 6/1/25-5/31/28 - **action item**
- [11.](#) Confirmation of Appointment to Pedestrian and Bicycle Advisory Committee: Tom Tuttle, 6/1/25-5/31/28 - **action item**
- [12.](#) Proposed Resolution: Amendment for Change Order #8 to Travers Park Renovations, Phase 1, Contract with Ginno Construction, Inc. (City Agreement #A23-5300-5) - **action item**

Old/Unfinished Business

- [13.](#) Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision - **action item**
- [14.](#) Update on Wastewater Treatment Plant Compliance

New Business - none

Executive Session

15. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel and discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated - **action item**
16. Executive Session will be held pursuant to Idaho Code § 74-206(1)(f), as noted above.

Reconvene and 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/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

May 07, 2025 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, May 7, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

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

*Councilor Aispuro was absent at roll call, arriving at 6:03 p.m.

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel in the room serving as sergeant-at-arms for the meeting: Sandpoint Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm reported that the agenda was amended to add item #13 under Old Business - Appeal of Denial of McGhee Development Water Service Application - which, during the March 19 regular meeting, Council voted, with the Appellant's concurrence, to postpone this matter to May 7. He explained that this item was inadvertently missed when the agenda was posted and that, because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until Council voted to accept it.

Motion to accept the amendment and proceed with the amended agenda.

Motion made by Councilor Howarth, Seconded by Councilor Dick.

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

Absent: Councilor Aispuro

Mayor Grimm clarified that this matter is not a public hearing but an appeal hearing, which Council first heard in December 2024. He further explained that, following additional information for consideration, the hearing was reopened in January but has been postponed since that time as the City continues to communicate and work with the Appellant on this matter, and the Appellant and City staff have discussed and agree that it would be desirable to further postpone to Council's next regular meeting. With no objection from Council, this item was moved from the end of the agenda and taken up immediately.

Old/Unfinished Business

13. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

Motion to postpone the re-opening of the hearing on the appeal of denial of the McGhee Development water service application to City Council's next regular meeting, scheduled for May 21, 2025.

Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.

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

Absent: Councilor Aispuro

Following completion of item #13, Mayor Grimm offered a tribute and remembrance of Helen Newton, former Sandpoint City Clerk and Council member, who passed away on April 25, 2025.

1. Mayor Grimm proclaimed May 11-17, 2025, as National Police Week and May 15 as Peace Officers Memorial Day and additionally read a proclamation celebrating May 3-4, 2025, as National Fallen Firefighters Memorial Weekend, including International Firefighters Day, presenting the proclamations to Police Chief Coon and Fire Chief Gavin Gilcrease, flanked by a number of their officers and firefighters.
2. FY2025 2nd Quarter Financial Report Review (for information only)

No Council questions or comments regarding this item.

Mayor Grimm reported on an email phishing scam that is targeting City of Sandpoint development applicants, encouraging vigilance to closely review and follow up on email messages received to ensure they are legitimate. He provided updates on the downtown parking lot repaving project and the status of federal funding for reconstruction of the wastewater treatment plant. He further remarked on legislation that may impact City tax revenue and announced a special Council meeting/workshop to be held on May 28 regarding James E. Russell Sports Center financials and operations.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison, with appreciation extended for the spring road striping on Pine St. and Fifth Ave. and the downtown flower baskets, which had been recently installed for the season.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments. (Councilor Aispuro arrived at 6:03 p.m. during staff reports.)

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Items removed from Consent: Councilor Duquette removed Item 9, Proposed Resolution Approving The Festival at Sandpoint Lease (City Agreement #A25-1970-6), and Councilor Schreiber removed Item 10, Approval of City Comments to Bonner County re: Deerfield Subdivision Application.

Mayor Grimm noted for the record the amount of bills presented for payment approval, and the Consent Calendar, amended with the removal of items 9 and 10, was approved by a majority vote of Council, with Councilor Ruehle dissenting.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

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

Voting Nay: Councilor Ruehle

3. The Minutes from Council's April 16, 2025, regular meeting were approved as presented.

4. Bills in the total amount of \$1,616,939.50, reflecting \$864,882.23 for regular payables and \$752,057.27 for payroll, were approved for payment.
5. The Monthly Financial Report on Cash and Investment Transactions for February 2025 was reviewed and accepted.
6. The Monthly Financial Report on Cash and Investment Transactions for March 2025 was reviewed and accepted.
7. **Resolution 25-018** Approving Real Property Lease with Welsh Restaurants, Inc. (City Agreement #A25-1970-7)
8. **Resolution 25-019** Approving Sandpoint Lions Club Lease (City Agreement #A25-1600-7)

New Business (created by removal of Items 9 and 10 from the Consent Calendar)

9. **Resolution 25-020** Approving The Festival at Sandpoint Lease of War Memorial Field (City Agreement #A25-1970-6)

Following remarks from Councilor Duquette, with questions fielded by Veronica Knowlton, Director of Operations for The Festival at Sandpoint, and City of Sandpoint Central Services Director Cheryl Hughes, this resolution was approved by a majority of Council members, with Councilor Duquette dissenting.

Motion made by Councilor Aispuro, Seconded by Councilor Dick.

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

Voting Nay: Councilor Duquette

Public Hearing

11. Area of Impact Boundary Adjustment

Community Planning and Development Director Jason Welker gave a presentation on the proposed Area of Impact Boundary Adjustment, with Mayor Grimm also providing information. Director Welker, Mayor Grimm, legal counsel Zachary Jones, Chief Gilcrease, and Chief Coon all fielded questions from the Councilors. Director Welker acknowledged a correction that will be made to the proposed boundary to exclude two properties recently annexed into the City of Dover.

Mayor Grimm recited the rules and procedure for the public hearing and then opened the hearing. No one testified, and the Mayor closed the public hearing.

Motion to approve the adjustments to the Sandpoint Area of Impact as proposed and presented by City staff.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

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

Voting Nay: Councilor Howarth

Mayor Grimm called for a brief recess at 7:24 p.m., with the meeting reconvening at 7:29 p.m.

Old/Unfinished Business - *continued*

12. Presentation/Discussion: Draft Parking Management Plan

Director Welker gave a comprehensive report and update on the proposed parking management plan and fielded questions from the Council members, with additional information provided by Mayor Grimm.

Members of the public requested the opportunity to comment on this matter, granted by the Mayor.

Information only; no Council action at this time.

New Business - continued

10. City Comments to Bonner County re: Deerfield Subdivision Application

Citing a conflict as the applicant to Bonner County for this development, Councilor Howarth recused himself from this matter and left the dais.

City Planner Bill Dean reviewed his staff report and packet materials with the Council and, along with Mayor Grimm and Mr. Jones, fielded questions. Council approved the comments from the City to Bonner County regarding the Deerfield Subdivision Application, as composed by City staff, with the following amendments:

- a. Include a suggestion for a right-of-way dedication on the corners of Lots 9 and 10 in Block 1 for future connectivity to the south and/or west.
- b. Include a suggestion that any access point included in this development onto the property owned by the City of Sandpoint to the east of this development be constructed from public right-of-way stubbed to the City property.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

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

Abstaining: Councilor Howarth

Adjourn

With no further business on the agenda, the meeting was adjourned at 9:01 p.m.

I presided over this meeting and confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 05/08/2025 THROUGH 05/21/2025

Item # 2.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: 95 EXPRESS LLC				
1103	MNTHLY CAR WASH MEMB MAY'25 - POLICE & FIRE POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	585.00	\$607.50
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	22.50	
Total For: 95 EXPRESS LLC				\$607.50
Vendor: AARON DUNCOMBE				
691	FINAL PAYMENT OF JER VINYL LETTER INSTALL JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	500.00	\$500.00
Total For: AARON DUNCOMBE				\$500.00
Vendor: ACCURATE TESTING LABS LLC				
145441	WWTP: 2 MERCURY LOW LEVEL TESTS WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	\$260.00
145851	WTP: SC TOTAL SUSPENDED SOLIDS -MAY'25 WATER TREATMENT	TECH SERVICES - LABORATORY	45.00	\$45.00
145847	WTP: BACTERIA TESTING -NORTH WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	\$150.00
145419	WTP: SC TOTAL SUSPENDED SOLIDS -APRIL'25 WATER TREATMENT	TECH SERVICES - LABORATORY	265.00	\$265.00
145432	WTP: HALOACETIC ACID/TTHM WATER TREATMENT	TECH SERVICES - LABORATORY	1,960.00	\$1,960.00
Total For: ACCURATE TESTING LABS LLC				\$2,680.00
Vendor: AQUA PLUMBING II INC				
29564	WWTP: TANKLESS WATER HEATER WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	4,800.00	\$4,800.00
Total For: AQUA PLUMBING II INC				\$4,800.00
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC				
426463	ST: 1000' CAUTION TAPE STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	32.38	\$32.38
427265	ST: SAFETY FLAGS - 2ND & BOYER STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	47.28	\$47.28

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
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Total For: ARROW CONSTRUCTION HOLDINGS, LLC \$79.66

Vendor: AT&T MOBILITY II, LLC

287339152904X	WIRELESS PHONE/DATA CHGS - CITY HALL 3/24/25-4/23/25				\$87.72
	FINANCE DEPARTMENT	TELEPHONE - WIRELESS	38.84		
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	48.88		
287339153398X	WIRELESS PHONE/DATA CHGS - PARKS 4/24/25-5/23/25				\$271.11
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	150.84		
	COMMUNITY DEVELOPMENT ADMINISTRATION	TELEPHONE - WIRELESS	40.09		
	RECREATION PROGRAMS	TELEPHONE - WIRELESS	40.09		
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	40.09		
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE 3/24/25-4/23/25				\$130.46
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	80.18		
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	50.28		
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE 3/24/25-4/23/25				\$694.05
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	332.21		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	90.46		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	180.92		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	90.46		
287339151180X	WIRELESS PHONE/DATA CHGS - PUBLIC WRKS 3/24/25-4/23/25				\$1,001.68
	WATER TREATMENT	TELEPHONE - WIRELESS	125.84		
	STREET MAINTENANCE DIVISION	TELEPHONE - WIRELESS	100.56		
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	671.56		
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	85.32		
	BUILDING DIVISION	TELEPHONE - WIRELESS	18.40		
Total For: AT&T MOBILITY II, LLC					\$2,185.02

Vendor: AUTO HAUS INC

10193	ST: 1 TON TRUCK BATTERY				\$273.24
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	273.24		
10038	ST: MAG TRUCK&SKIDSTEER HYDR FLTR & CLMPS				\$90.98
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	90.98		
10060	ST: SKIDSTEER HOSE CLAMP				\$3.00
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	3.00		
10161	SHOP: ADHESIVE SEALANT				\$6.99
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	2.33		
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	2.33		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	2.33			
10268	BLDG: *REFUND* FUEL FILTER '05 ESCAPE OG INV 9414 BUILDING DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(19.99)			\$(19.99)
10135	BUILDING: BATTERY FOR ESCAPE BUILDING DIVISION	VEHICLE & MACH SUPPLIES/PARTS	3.33			\$3.33
Total For: AUTO HAUS INC						\$357.55

Vendor: AVISTA CORP.

ESA #: 59414	54 BRIDGE ST ELECTRIC SERVICE EXTENSION A24-2410-7 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	7,280.92			\$7,280.92
GSA#: 59629	54 BRIDGE ST NATURAL GAS SERVICE EXTENSION A25-2410-8 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,667.20			\$2,667.20
Total For: AVISTA CORP.						\$9,948.12

Vendor: AVISTA UTILITIES

03/16/25-04/15/2	MNTHLY UTILITIES -CITY WIDE					\$40,348.38
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	2,110.51			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	89.92			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	100.63			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	22.38			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	105.14			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	401.24			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	46.36			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,553.80			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.38			
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	193.97			
	STREET MAINTENANCE DIVISION	ELECTRICITY	10,320.25			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,513.07			
	WATER TREATMENT	ELECTRICITY	9,217.19			
	WASTEWATER COLLECTIONS	ELECTRICITY	1,353.87			
	WASTEWATER TREATMENT	ELECTRICITY	9,726.35			
	RECREATION PROGRAMS	ELECTRICITY	24.41			
	STREET MAINTENANCE DIVISION	ELECTRICITY	944.63			
	CENTRAL SERVICES DEPARTMENT	ELECTRICITY	23.59			
	WATER DISTRIBUTION	ELECTRICITY	376.56			
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	137.56			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	ELECTRICITY	2,066.57			

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
Total For: AVISTA UTILITIES			\$40,348.38		
Vendor: BADGER METER INC					
80194354	WD: BEACON WTR METER READER -APR'25 WATER DISTRIBUTION	SOFTWARE/SAAS - WATER METER READING	577.83		
Total For: BADGER METER INC			\$577.83		
Vendor: BEACON ATHLETICS					
0611558-IN	HOME PLATE/ANCHORS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	318.00		
0611885-IN	2) L-SCREEN REPLACEMENT NETS & ANCHORS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	247.98		
Total For: BEACON ATHLETICS			\$565.98		
Vendor: BETTER TOGETHER ANIMAL ALLIANCE					
#1	DOG SURRENDER #25-006236 POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	100.00		
Total For: BETTER TOGETHER ANIMAL ALLIANCE			\$100.00		
Vendor: BILLING DOCUMENT SPECIALISTS					
100282	UTILITY BILLING APRIL REG & LATE NOTICES UTILITY BILLING UTILITY BILLING	TECH SERVICES - UTILITY BILLING POSTAGE	305.80 921.71		
Total For: BILLING DOCUMENT SPECIALISTS			\$1,227.51		
Vendor: BONNER COUNTY PROSECUTING ATTY					
BCPA077	PROSECUTING ATTORNEY SVCS - APR 2025 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33		
Total For: BONNER COUNTY PROSECUTING ATTY			\$7,083.33		
Vendor: BOUNDARY TRACTOR YAMAHA					
BTC-2119563	2) ELEMENT AIR FILTERS - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	61.90		
Total For: BOUNDARY TRACTOR YAMAHA			\$61.90		
Vendor: BROWN'S NORTHSIDE					
S167572	AC SERVICE PORT & HOSE FOR LADDER TRUCK FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	266.34		
Total For: BROWN'S NORTHSIDE			\$266.34		
Vendor: BUSINESS TRAINING EXPERTS INC					
7256	LEADERSHIP TRAINING COURSES - WELKER COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	795.00		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.
Total For: BUSINESS TRAINING EXPERTS INC				\$795.00
Vendor: CANON FINANCIAL SERVICES INC				
40712110	UPSTAIRS/DOWNSTAIRS COPIERS - MAY'25 CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00	\$355.00
Total For: CANON FINANCIAL SERVICES INC				\$355.00
Vendor: CC VENDOR - WELLS FARGO				
CS2655403	SHRM MEMBERSHIP - EAGLESTON CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	299.00	\$299.00
114-0985466-98	CNTRL SVCS OFFICE SUPPLIES &PARK/REC PAPER PARK MAINTENANCE & CAPITAL CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT OFFICE SUPPLIES/EQUIPMENT	23.96 75.36	\$99.32
114-4784255-73	SUPPLIES - COPY PAPER, AAA BATTERIES, PLATES, BOWLS, PENS, CUTLERY CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	101.92	\$101.92
114-5207329-34	MINI USB CORDS, NOTEPADS INFORMATION TECHNOLOGY DIVISION CENTRAL SERVICES DEPARTMENT	IT SUPPLIES/EQUIPMENT OFFICE SUPPLIES/EQUIPMENT	83.90 8.28	\$92.18
101994014	ICC MECHANICAL EXAMINER STUDY GUIDE - GARAN WILSON BUILDING DIVISION	EDUCATION/TRAINING SUPPLIES	79.00	\$79.00
188513-C	GROUP RATE HOTEL CREDIT FULWILER - T0064 PARK MAINTENANCE & CAPITAL	TRAINING AND TRAVEL	(42.88)	\$(42.88)
188513	HOTEL FOR FULWILER - T0064 PARK MAINTENANCE & CAPITAL	TRAINING AND TRAVEL	578.88	\$578.88
R017A0	HOTEL - WELKER SUCCESS SUMMIT - T0065 COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	118.19	\$118.19
051325	PERSONAL CHARGE REIMBURSED 5/13 UNCLASSIFIED	SUSPENSE ACCOUNT	25.00	\$25.00
R0190A	LODGING AT COALITION MTG, ID RURAL SUCCESS SUMMIT -T0067 MAYOR'S OFFICE	TRAINING AND TRAVEL	236.38	\$236.38
18100255455	DRAINAGE MAT - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	44.98	\$44.98
20001317383786	218X TONER CARTRIDGES 4PK JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	99.49	\$99.49
111-0160083-87	LASER JET PRO PRINTER JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	490.89	\$490.89
18100242115	ENTRY RUG, PLSTIC CLAMP, DBLETAPE, FLOOR CORD PROTECTOR - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	62.50	\$62.50
111-4329418-47	FLOOR MAT, PRINTER TONER, TOOL KIT, TP DISPENSER KEYS - JER			\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	100.58			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	62.99			
111-8453529-04	SMOKE DETECTORS -6CT FOR CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	436.94			\$436.94
18100205252760	HOME DEPOT SHELVES FOR WOODLAND PLANNING DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	298.50			\$597.00
	BUILDING DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	298.50			
1296696374	SMARTWAIVER APRIL '25 - REC PROGRAMS RECREATION PROGRAMS	SOFTWARE/SAAS - OTHER/MISCELLANEOUS	55.00			\$55.00
113-2178420-42	NON SCHOOL DAY CAMP CRAFT SUPPLIES RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	31.73			\$31.73
113-2465701-58	NON SCHOOL DAY CAMP CRAFT RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	44.90			\$44.90
18100160432163	RANGE SUPPLIES/TARGETS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	54.95			\$54.95
157	LITTLE SRO TRAINING FEES - T0068 POLICE DEPARTMENT	TRAINING AND TRAVEL	150.00			\$150.00
43912769479336	ADAPTERS/CHARGERS - PATROL PHONES POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	77.50			\$77.50
8964	LAW MANUALS POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	140.06			\$140.06
112-3098724-01	(4) GUN HOLSTERS FOR PATROL POLICE DEPARTMENT	FIREARMS & AMMUNITION	770.00			\$770.00
02-13021-84556	CITATION PRINTER POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	42.39			\$42.39
ZWF95T9420002	SHIP EVIDENCE FOR PROCESSING CASE #25-002743 POLICE DEPARTMENT	POSTAGE	23.04			\$23.04
584099	HOTEL T. RILEY ILETS CONF - T0063 POLICE DEPARTMENT	TRAINING AND TRAVEL	501.00			\$501.00
84519	AIRPORT PRKNG T. RILEY ILETS CONF - T0063 POLICE DEPARTMENT	TRAINING AND TRAVEL	68.00			\$68.00
111-2330451-65	SHOP: TONER CARTRIDGES -4PK WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	29.99			\$89.95
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	29.98			
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	29.98			
04-558	AWARDMASTERS- 2025 CHESS FESTIVAL AWARDS RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	91.00			\$91.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
35000300542504	SNACKS & DRINKS FOR -KIDS CAMP RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	26.95			\$26.95
SAKAJJ-2	SKOOG ISAC CONF AIRLINE CHARGE - T0071 WATER TREATMENT	TRAINING AND TRAVEL	68.74			\$68.74
9072266999	AUTODESK CIVIL 3D -1YR SUBSCRIPTION INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCAD	2,780.00			\$2,780.00
SAKAJJ	SKOOG FLIGHT FOR ISAC CONF - T0071 WATER TREATMENT	TRAINING AND TRAVEL	449.97			\$449.97
85994	WTP: PROLUBE OIL & MEASURE CUP WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	114.31			\$114.31
1120-1021138	WTP: INNOVATION ON THE MOVE CONF' 5/2025 WATER TREATMENT	TRAINING AND TRAVEL	980.10			\$980.10
18100227736	WTP: WEED & FEED, FABRIC ROLLER SHADES WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	419.85			\$419.85
111-9064492-01	PETUNIA FEED - FLOWER BASKETS PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	108.89			\$108.89
SO235473	WD/SC: AWWA INTRO CLASS -Q. DUCKEN WATER DISTRIBUTION	TRAINING AND TRAVEL	127.50			\$255.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	127.50			
S0235472	WD/WC: AWWA INTRO CLASS C. BOWMAN WATER DISTRIBUTION	TRAINING AND TRAVEL	127.50			\$255.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	127.50			
04162025-2	WD: PSI WATER DIST EXAM -R. EDWARDS WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	106.00			\$106.00
04142025	WD/SC: OP CLASS III LIC RENEW -Q. DUCKEN WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00			\$60.00
	WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00			
70950582	DEQ DOWNTOWN PARKING LOT FEES GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	129.13			\$129.13
FVGTTZND	WWTP: PSI WASTEWATER COL EXAM -N SPARKS WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	106.00			\$106.00
04232025	WWTP: OP CLASS I RENEWAL -N. SPARKS WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	55.00			\$55.00
Total For: CC VENDOR - WELLS FARGO						\$11,536.82

Vendor: CLEARWATER SPRINGS

890981	WWTP: DISTILLED H2O & FUEL SURCHARGE WASTEWATER TREATMENT	LABORATORY SUPPLIES	35.00			\$35.00
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
894023	WWTP: DISTILLED H2O & FUEL SURCHARGE WASTEWATER TREATMENT	LABORATORY SUPPLIES	35.00		\$35.00
Total For: CLEARWATER SPRINGS					\$70.00
Vendor: COLEMAN OIL					
INV-281777	ST: MAG TRUCK HYDRAULIC OIL STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	126.70		\$126.70
CP-0244263	APRIL FUEL CHARGES FIRE DEPT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL	310.52 457.60 30.20		\$798.32
CP-0244226	APRIL FUEL CHARGES (PW + PARKS) STREET MAINTENANCE DIVISION WATER DISTRIBUTION WASTEWATER COLLECTIONS BUILDING DIVISION PUBLIC WORKS ADMINISTRATION WATER TREATMENT WASTEWATER TREATMENT PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL VEHICLE & MACH SUPPLIES/PARTS FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL	2,648.13 1,043.60 625.55 101.20 84.04 463.60 560.38 366.76 308.58 122.25 122.26		\$6,446.35
Total For: COLEMAN OIL					\$7,371.37
Vendor: CONSOLIDATED SUPPLY CO.					
S012407054.001	IRRIGATION SUPPLIES L- ALL PARKS PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	49.58		\$49.58
S012363108.001	WD: 3RD&IDAHO HYDRANT RPLCMNT #C-25-02170-22396 WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,657.98		\$1,657.98
S012362829.001	WD: 3RD&IDAHO HYDRANT RPLCMNT #C-25-02170-22396 WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	234.96		\$234.96
S012411555.001	WD: RESTOCK PIPE SUPPLIES WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,256.07		\$1,256.07
S012417012.001	SC: 8" MAX ADAPTOR FOR PIPE WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	358.82		\$358.82
S012416225.001	SC: 8"X14' PVC SEWER PIPE WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	155.95		\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
Total For: CONSOLIDATED SUPPLY CO.						\$3,713.36
Vendor: CO-OP GAS & SUPPLY CO.						
30849	SHOP: WIRE BRUSHES, 1/8" SHRINK TUBE, BIB STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	7.68			\$72.03
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	7.68			
	WASTEWATER COLLECTIONS STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	7.68			
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	16.33			
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	16.33			
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	16.33			
30127	2) ANCH SHCKL W/ PIN - MARINA - NO WAKE BUOY PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	17.98			\$17.98
39448	WTP: ROLLER COVERS & FRAME WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	9.17			\$9.17
85562	ST: DRILL BIT TO FIX SAND TRUCK STREET MAINTENANCE DIVISION	TOOLS	63.98			\$63.98
48586	ST: NUTS, BOLTS, WASHERS -SALT TRUCK STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	81.72			\$81.72
30846	SC: 1/8" SHRINK & CLEAR CAULK -TV VAN WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	13.67			\$13.67
70550	SC: RUBBER HOSE WASHER QTY 10 WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	2.99			\$2.99
Total For: CO-OP GAS & SUPPLY CO.						\$261.54
Vendor: CREACH GREENHOUSE INC						
65713	120) DOWNTOWN FLOWER BASKETS + DELIVERY PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	8,398.80			\$8,523.80
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	125.00			
Total For: CREACH GREENHOUSE INC						\$8,523.80
Vendor: DEVEN HULL						
REIMB 050125	WWTP: BOOT REIMB -D. HULL WASTEWATER TREATMENT	UNIFORM & CLOTHING	125.00			\$125.00
Total For: DEVEN HULL						\$125.00
Vendor: EDNETICS INC						
INV-135491	PHONE VOIP STANDARD/ANALOG USERS MNTHLY MAY'25 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - VOIP	2,985.10			\$2,985.10
Total For: EDNETICS INC						\$2,9
Vendor: EMSCONNECT						

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
12906	EMS & FIRE TRAINING SUBSCRIPTION MAY'25 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00		
Total For: EMSCONNECT					\$75.00
Vendor: FASTENAL COMPANY					
IDCOE217441	WD/SHOP: MARKING PAINT/FLAGS/SCREWS WATER DISTRIBUTION WASTEWATER COLLECTIONS STREET MAINTENANCE DIVISION WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	192.44 11.92 11.92 207.66		\$423.94
Total For: FASTENAL COMPANY					\$423.94
Vendor: FATBEAM LLC					
55185	INTERNET SVCS - CITY HALL MAY'25 INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	406.85		\$406.85
55303	FIBER MNTHLY INTERNET SRVCE AT JER - MAY'25 JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00		\$395.00
Total For: FATBEAM LLC					\$801.85
Vendor: FERGUSON ENTERPRISES LLC					
3611618	WTP: ACTUATOR FOR WTP OPERATIONS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	10,648.84		\$10,648.84
Total For: FERGUSON ENTERPRISES LLC					\$10,648.84
Vendor: FIRST COMMUNICATIONS LLC					
127910455	LONG DISTANCE PHONE CHGS - MAY'25 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	52.80		\$52.80
Total For: FIRST COMMUNICATIONS LLC					\$52.80
Vendor: FIRST RESPONDER OUTFITTERS INC.					
17403-3	4 - JUMPSUITS/UNIFORMS POLICE DEPARTMENT	UNIFORM & CLOTHING	518.00		\$518.00
Total For: FIRST RESPONDER OUTFITTERS INC.					\$518.00
Vendor: GINNO CONSTRUCTION CO					
9	TRAVERS PLAYGROUND SVCS APRIL '25 PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING CAPITAL IMPROVEMENTS - IMPACT PARKS CAPITAL IMPROVEMENTS - IMPACT PARKS CAPITAL IMPROVEMENTS OTHER THAN BUILDING CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,830.89 1,830.88 6,157.37 570.00 10,925.00		\$36,362.14

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	7,524.00		
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	7,524.00		
Total For: GINNO CONSTRUCTION CO					\$36,362.14
Vendor: HACH COMPANY					
14475085	WTP: CL17 CHEMICALS FOR TREATING WATER WATER TREATMENT	CHEMICAL SUPPLIES	85.43		\$85.43
14353064	WTP: POCKET PRO PH TESTER WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	204.20		\$204.20
14448897	WTP: SC AUTO CLEANING MODULE & SENSORS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	3,327.10		\$4,555.84
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,131.99		
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	96.75		
14452529	WTP: SC TU5300S TURBIDIMETER WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	3,609.37		\$3,609.37
Total For: HACH COMPANY					\$8,454.84
Vendor: IDAHO RURAL WATER ASSOCIATION					
Q2025-82	WWTP: R. BAILEY IRWAAP APPRNTCSHP CLS II WASTEWATER TREATMENT	TRAINING AND TRAVEL	1,250.00		\$1,250.00
Total For: IDAHO RURAL WATER ASSOCIATION					\$1,250.00
Vendor: IDAHO STATE POLICE					
IN3416	POST EVOC INSTRUCTOR - DON LITTLE - T0058 POLICE DEPARTMENT	TRAINING AND TRAVEL	1,600.00		\$1,600.00
IN3359	ARCON INSTRUCTOR - KALE WHITE POLICE DEPARTMENT	TRAINING AND TRAVEL	1,200.00		\$1,200.00
Total For: IDAHO STATE POLICE					\$2,800.00
Vendor: JACOBS ENGINEERING GROUP INC					
W3Y13702-10	PLANNER SERVICES 2/22/25-3/28/25 PLANNING DIVISION	TECH SERVICES - PLANNING	2,816.00		\$2,816.00
W3Y13702-11	PLANNER SERVICES 3/29/2025-4/25/2025 PLANNING DIVISION	TECH SERVICES - PLANNING	3,430.00		\$3,430.00
Total For: JACOBS ENGINEERING GROUP INC					\$6,246.00
Vendor: JAMES A SEWELL & ASSOC LLC					
112849	RUTH&BOYER SWR MAIN RPLCMNT THRU 3/31/25 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,140.30		\$5,140.30
Total For: JAMES A SEWELL & ASSOC LLC					\$5,140.30

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
Vendor: JONATHAN GRIMM					
T0072-PERDIEM	T0072-PERDIEM-LAND USE AND HOUSING STUDY COMM				\$258.41
	MAYOR'S OFFICE	TRAINING AND TRAVEL	102.91		
	MAYOR'S OFFICE	TRAINING AND TRAVEL	155.50		
Total For: JONATHAN GRIMM					\$258.41
Vendor: J-U-B ENGINEERS INC					
0184293	DSGN SVCS GRT NRTHRN RD 3/30/25-5/3/25				\$2,321.60
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,044.72		
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	487.54		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	348.24		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	208.94		
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	116.08		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	116.08		
Total For: J-U-B ENGINEERS INC					\$2,321.60
Vendor: KELLER ASSOCIATES INC					
0250176	LIFT STATION REPLCMNTS 1/1/25-1/25/25				\$4,526.25
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,526.25		
0250963	WWTP: PRELIM ENGINEER REPORT 2/23/25-3/31/25				\$27,123.05
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	27,123.05		
Total For: KELLER ASSOCIATES INC					\$31,649.30
Vendor: KEN RAYMOND					
051325	MAY 9, 2025 CONTRA DANCE LIVE MUSIC				\$225.00
	RECREATION PROGRAMS	TECH SERVICES - PARK/BEACH & REC AND ART	225.00		
Total For: KEN RAYMOND					\$225.00
Vendor: LAKE CITY LAW GROUP PLLC					
41345	LEGAL SERVICES - FY25 - APR'25				\$11,470.00
	LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	11,470.00		
Total For: LAKE CITY LAW GROUP PLLC					\$11,470.00
Vendor: LOU SOWERS PC					
2013629	BEN WILKOWSKI-PRE-EMP PSYCH EVAL				\$700.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	700.00		
Total For: LOU SOWERS PC					\$700.00
Vendor: NORTH 40 OUTFITTERS					
048521/B	ST: RATCHET TIE DOWN				\$
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	39.99		18

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
048460/B	SHOP: STEEL SCOOP WATER DISTRIBUTION	TOOLS	6.25			\$18.74
	WASTEWATER COLLECTIONS	TOOLS	6.24			
	STREET MAINTENANCE DIVISION	TOOLS	6.25			
048415/B	WWTP: ROUNDUP & WEEDKILLER WASTEWATER TREATMENT	FACILITY SUPPLIES	65.98			\$65.98
048452/B	WWTP: TIRE PUMP WASTEWATER TREATMENT	TOOLS	24.99			\$24.99
048300/B	WTP: CHAINSAW BAR WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	43.19			\$43.19
048457/B	LOG CHAINS - MARINA PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	659.89			\$659.89
048462/B	1) LOG CHN, 10) LOG CHN - RETURN PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(659.89)			\$(659.89)
048459/B	PAD, FARM CLEVIS - MARINA NO WAKE BUOY PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	72.85			\$72.85
048391/B	ROW TRIMMING LINE - ROW PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	89.98			\$89.98
Total For: NORTH 40 OUTFITTERS						\$355.72

Vendor: NORTH IDAHO FLOOD AND FIRE

01-25WOODLA	AIR SAMPLING - WOODLAND BUILDING WATER TREATMENT	SERVICES - BUILDING - R&M	750.00			\$925.00
	WATER TREATMENT	SERVICES - BUILDING - R&M	175.00			
Total For: NORTH IDAHO FLOOD AND FIRE						\$925.00

Vendor: NORTH IDAHO HYDROSEEDING

0000116899	HYDRANT PERMIT DEPOSIT REFUND 2024 UNCLASSIFIED	ACCOUNTS PAYABLE	474.34			\$474.34
Total For: NORTH IDAHO HYDROSEEDING						\$474.34

Vendor: NORTHERN LIGHTS

04292025	MONTHLY UTILITIES APRIL'25 WATER TREATMENT	ELECTRICITY	863.00			\$1,690.49
	WATER TREATMENT	ELECTRICITY	367.74			
	WATER TREATMENT	ELECTRICITY	125.94			
	WASTEWATER COLLECTIONS	ELECTRICITY	68.54			
	WASTEWATER COLLECTIONS	ELECTRICITY	65.24			
	STREET MAINTENANCE DIVISION	ELECTRICITY	22.06			

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	STREET MAINTENANCE DIVISION	ELECTRICITY	44.18		
	WASTEWATER COLLECTIONS	ELECTRICITY	49.93		
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	83.86		
Total For: NORTHERN LIGHTS					\$1,690.49
Vendor: NORTHERN SAFETY CO INC					
906862382	SAFETY SUPPLIES FOR THE SEASON 2025				\$824.60
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	216.39		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	91.77		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	210.60		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	138.12		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	138.12		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	5.92		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	11.84		
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	11.84		
Total For: NORTHERN SAFETY CO INC					\$824.60
Vendor: NORTHERN STATES INC					
110966	WWTP: SPRING PEST SPRAY WASTEWATER TREATMENT	SERVICES - GROUNDS - R&M	583.18		\$583.18
Total For: NORTHERN STATES INC					\$583.18
Vendor: OWEN EQUIPMENT COMPANY					
00131128	WD/SC: VACTOR TRAINING 4/23/2025				\$978.63
	WATER DISTRIBUTION	TRAINING AND TRAVEL	489.32		
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	489.31		
Total For: OWEN EQUIPMENT COMPANY					\$978.63
Vendor: OXARC INC					
0032327305	WTP: GRINDING & CUT OFF WHEELS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	26.66		\$26.66
0032321718	WTP: SODA ASH FOR SAND CREEK WATER TREATMENT	CHEMICAL SUPPLIES	2,079.75		\$2,079.75
Total For: OXARC INC					\$2,106.41
Vendor: PACIFIC STEEL & RECYCLING					
9003331	ST: SWEEPER REPAIR 20' FLATS STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	29.57		\$29.57
Total For: PACIFIC STEEL & RECYCLING					\$
Vendor: PELICANCORP ONE CALL INC					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
INV-1196	UTILITY LOCATOR SERVICES APRIL'25 WATER DISTRIBUTION WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER TELEPHONE - LANDLINE & OTHER	234.15 234.15			\$468.30
Total For: PELICANCORP ONE CALL INC						\$468.30
Vendor: RECTRAC LLC						
VS016632	RECREATION & PARKS MGM SOFTWARE -5HRS RECREATION PROGRAMS PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL CITY BEACH RV PARK JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - REC 1/TEAMSIDELINE SOFTWARE/SAAS - REC 1/TEAMSIDELINE SOFTWARE/SAAS - REC 1/TEAMSIDELINE SOFTWARE/SAAS - REC 1/TEAMSIDELINE SOFTWARE/SAAS - REC 1/TEAMSIDELINE SOFTWARE/SAAS - REC 1/TEAMSIDELINE	51.20 200.69 76.18 22.81 75.00 199.12			\$625.00
Total For: RECTRAC LLC						\$625.00
Vendor: REHN & ASSOCIATES						
INV-0020771	COBRA NOTICE LETTER - BRADBURY AND LUVISI CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	50.00			\$50.00
Total For: REHN & ASSOCIATES						\$50.00
Vendor: REX EDWARDS						
REIMB 0502202	SC: IDOPL OP CLASS I REIMB -R. EDWARDS WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	55.00			\$55.00
Total For: REX EDWARDS						\$55.00
Vendor: SAGLE FIRE DISTRICT						
354	ALERTING SUBSCRIPTION ANNUAL (10 MEMBERS) FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	180.00			\$180.00
Total For: SAGLE FIRE DISTRICT						\$180.00
Vendor: SANDPOINT GARAGE DOORS INC						
115737	(3) GARAGE DOOR OPENERS - FIRE FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	174.00			\$174.00
Total For: SANDPOINT GARAGE DOORS INC						\$174.00
Vendor: SANDPOINT SUPER DRUG						
30954/1	ST: 4" CABLE TIES STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	3.23			\$3.23
30696/1	CONSTRUCTION ADHESIVE FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	5.03			\$5.03
Total For: SANDPOINT SUPER DRUG						

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
Vendor: SCHINDLER ELEVATOR CORP					
8106873134	ELEVATOR & LIFT MAINT AT CITY HALL - 04/01/2025 - 03/31/2026 GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - EQUIPMENT - R&M	878.04		
Total For: SCHINDLER ELEVATOR CORP			\$878.04		
Vendor: SELKIRK PRESS INC					
22118	W ALBIN & S KEITH BUSINESS CARDS - 100CT TOTAL STREET MAINTENANCE DIVISION PUBLIC WORKS ADMINISTRATION	PRINTING AND BINDING PRINTING AND BINDING	29.00 29.00		
Total For: SELKIRK PRESS INC			\$58.00		
Vendor: SHERWIN-WILLIAMS CO					
6498-1	SC: PURDY POLE FOR VAC TRUCK WASTEWATER COLLECTIONS	TOOLS	51.08		
1133-8	ST: PAINT ROLLRS, SPRAYR, SEAL&MULTI TOOL STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	107.30		
1065-2	ST: 185 GAL OF TRAFFIC STRIPING PAINT STREET MAINTENANCE DIVISION STREET MAINTENANCE DIVISION STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT PAINT & THERMO SUPPLIES/EQUIPMENT PAINT & THERMO SUPPLIES/EQUIPMENT	1,922.50 334.50 3,556.25		
6506-1	ST: QTY 8 ELASTIC STRAINER 5GAL STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	18.29		
1095-9	ST: REFUND TRAFFIC PAINT - WRONG COLOR STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	(334.50)		
1088-4	ST: PAINT STRAINER BAGS STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	11.86		
Total For: SHERWIN-WILLIAMS CO			\$5,667.28		
Vendor: SMS AUTOMOTIVE & MARINE INC					
3359	ST: LOADER ANTENNA STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	150.00		
Total For: SMS AUTOMOTIVE & MARINE INC			\$150.00		
Vendor: SOUTH FORK HARDWARE (CITYHALL)					
403472	RIBBON FOR MAYOR'S RIBBON CUTTING MAYOR'S OFFICE	OFFICE SUPPLIES/EQUIPMENT	3.79		
Total For: SOUTH FORK HARDWARE (CITYHALL)			\$3.79		
Vendor: SOUTH FORK HARDWARE (PARKS)					
402474	GALV CHAIN, 10) 32GL TRASH CANS- BEACH NO WAKE BUOYS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	132.00		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
401621	PARK MAINTENANCE & CAPITAL UTILITY KNIFE SET - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT TOOLS	300.00 14.99			\$14.99
401721	FLG POLE ROPES, SNAP FSTNRS & HOOKS - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	152.30			\$152.30
401789	KEYS, FLOOR SQUIGEE, LINE NOZZLE - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	164.85			\$164.85
401797	NUTS & BOLTS - SPORTS CMLPX FIELD PAINTER PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	6.30			\$6.30
402446	4) 3/8 ANCHR SHKL - MARINA NO WAKE BUOY PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	33.96			\$33.96
401908	SCREWS, EXT CORD/PROTECTOR- JER POWER TO CUBICLES JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	59.16			\$59.16
402134	BYPASS PRUNER - TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	18.99			\$18.99
402714	BRUSH/PAIL, NOZZLES, CBLE TIES, GLVS - SPORTS COMPLEX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	99.31			\$99.31
Total For: SOUTH FORK HARDWARE (PARKS)						\$981.86
Vendor: SOUTH FORK HARDWARE (PUB WKS)						
401806	NUTS & BOLTS, RAIN X WASH GAL - FIELD PAINTER SPRTS CMLPX PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	8.41			\$8.41
Total For: SOUTH FORK HARDWARE (PUB WKS)						\$8.41
Vendor: SPOKANE TESTING SOLUTIONS						
18713	DOT DRUG TESTING - 1-FIRE, 1-STREETS FIRE DEPARTMENT - SANDPOINT STREET MAINTENANCE DIVISION	OTHER PROF SERVICE - MEDICAL OTHER PROF SERVICE - MEDICAL	60.00 60.00			\$120.00
Total For: SPOKANE TESTING SOLUTIONS						\$120.00
Vendor: STEWART CONTRACTING, INC.						
PAY APP FIVE (BRIDGE ST REHAB - CNSTRCTN THRU 3/25/25 STREET CAPITAL & PROJECTS	CONSTRUCTION SERVICES - NON CAPITAL	93,669.61			\$93,669.61
Total For: STEWART CONTRACTING, INC.						\$93,669.61
Vendor: TRAFFIC SAFETY SUPPLY CO						
INV080370	WD/SC: 10 PACK FLARES WATER DISTRIBUTION WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	370.86 370.86			\$741.72
Total For: TRAFFIC SAFETY SUPPLY CO						\$7

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
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Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					
5922531-202504	BACKGROUND CHECK SVCS - APRIL '25 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00		\$135.00
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					\$135.00

Vendor: USA BLUE BOOK					
INV00696195	WWTP: LAB SUPPLIES WASTEWATER TREATMENT	LABORATORY SUPPLIES	500.85		\$500.85
INV00707811	SC: DEBRIS BASKET WITH ROPE WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	356.95		\$356.95
INV00702830	WD/SC: XL GLOVES & HYDRANT ADAPTER 2 1/2" WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	82.49		\$361.89
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	182.90		
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	48.25		
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	48.25		
Total For: USA BLUE BOOK					\$1,219.69

Vendor: WASTE MANAGEMENT OF IDAHO INC					
MAY06INVOICE	RESIDENTIAL REFUSE & WASTE CHARGES MAY'25 SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	50,820.06		\$50,820.06
Total For: WASTE MANAGEMENT OF IDAHO INC					\$50,820.06

Vendor: WESTERN STATES EQUIPMENT CO					
IN003181558	ST: SWEEPER SPACER QTY 55 STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	564.30		\$564.30
Total For: WESTERN STATES EQUIPMENT CO					\$564.30

Vendor: WOOD'S CRUSHING & HAULING INC					
0000116551	HYDRANT PERMIT DEPOSIT REFUND 2024 UNCLASSIFIED	ACCOUNTS PAYABLE	47.60		\$47.60
54783	ST: 3/4" MINUS STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	541.42		\$541.42
Total For: WOOD'S CRUSHING & HAULING INC					\$589.02

Grand Total: \$391,659.41

Councilor Signature: _____ Date: _____

Councilor Name: KYLE SCHREIBER

City of Sandpoint
Financial Report on Cash and Investment Transactions
April 30, 2025

FUND	BALANCE 3/31/25	DEBIT	CREDIT	BALANCE 4/30/25
General Fund Undesignated	9,943,144	2,559,744	2,592,287	9,910,601
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	1,630,723	191,661	26,903	1,795,481
Special Revenue:				
Fiber	104,772	20,578	456	124,894
Impact Fees	1,919,220	34,430	34,567	1,919,083
Recreation	503,868	21,754	50,873	474,749
Park Capital Improvement	1,421,437	159,437	249,055	1,331,819
Enterprise:				
Sanitation	461,007	76,083	68,028	469,062
Water	6,851,291	384,064	246,258	6,989,096
Water - Reserve Capital	9,682,000	115,977	245,996	9,551,981
Water - Reserve Watershed Protection	763,678	5,615	44,694	724,598
Water - Restricted	112,087	764	3,209	109,642
Wastewater	6,961,187	626,517	247,968	7,339,736
Wastewater - Reserve I&I Collection	1,956,631	14,908	51,991	1,919,548
Wastewater - Reserve Capital	11,250,710	129,706	331,650	11,048,767
Water and Wastewater Debt Service	996,200	7,539	2,384	1,001,355
Fiduciary:				
LID Guarantee	40,755	301	2,054	39,001
LID Combined	210,739	1,593	173	212,160
Payroll Benefit Clearing	560,514	423,473	417,615	566,372
GRAND TOTAL	64,472,523	4,774,144	4,616,160	64,630,507

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
April 30, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	1,238,331
Idaho State Investment Pool	
State Investment Pool Account	63,391,476
Cash on Hand	
Petty Cash	700
Total	64,630,507

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho



MEMO

TO: Sandpoint City Council
FROM: Mayor Jeremy Grimm
DATE: May 21, 2025
SUBJECT: Citizen Advisory Board Appointments

In the packet for the May 21, 2025, meeting, you will find applications submitted by Sandpoint residents, whom I have appointed to fill vacancies on our Parks and Recreation Commission and appointed/reappointed to the Pedestrian and Bicycle Advisory Committee.

Following a call for applications, the City received a number of applications from Sandpoint residents interested in serving and filling some vacancies on our Parks and Recreation Commission. Following review of applications received, I have appointed Heidi Bohall, Executive Director of our local Lighthouse YMCA, who has a degree in Community/Outdoor Recreation and recreation programming experience, Sandpoint native and local professional Lori Siemers, who applied seeking an opportunity to volunteer and give back to her hometown, and Dan Tadic, local engineer and former Sandpoint City Engineer, who is actively involved in youth sports in our community.

Cate Huisman, Erin Billings, and Julie Perchynski are all current, active members of our Ped-Bike Committee. Cate, former Planning and Zoning Commissioner, serves as Chair of the Committee, Erin offers her time and collaboration as the Safe Routes to School Coordinator for the Lake Pend Oreille School District, and Julie offers her perspective as a long-time Sandpoint resident who is active, walking and bicycling around town. Tom Tuttle, as a new addition to Ped-Bike, is an avid bicyclist, offering a unique perspective as a SPOT Bus driver, who wishes to volunteer his time and energy to this Committee.

I am confident you will agree that we are truly fortunate to have so many Sandpoint citizens willing to step forward and donate their time and effort to the City in this capacity, and I would appreciate your support with your confirmation of these appointments, with a 3-year term for each, beginning June 1, 2025, and expiring May 31, 2028.



Citizen Advisory Board Application - Parks and Recreation Commission

Complete and submit this application to be considered for a seat on the Sandpoint Parks and Recreation Commission.

Thank you for your interest in serving on the Sandpoint Parks and Recreation Commission, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on the Parks & Rec Commission, please visit Chapter 4 of Title 2, Sandpoint City Code.

Applicant Information

First Name: *

Last Name: *

Phone Number: *
Ex. 208-555-5555. Please include area code.

Email Address: *

Home Address: *

City

State / Province / Region

Postal / Zip Code

Country

Mailing Address: *

Street Address
 Address Line 2
 City: Sandpoint State / Province / Region: Idaho
 Postal / Zip Code: 83864 Country: USA

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Sandpoint Parks and Recreation De...	55.7KB	X
Heidi Bohall - Resume 5.8.25.pdf	141.33KB	X

Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

Dear Sandpoint Parks and Recreation Commission,
 I am eager to apply for the volunteer position with the Parks and Recreation Commission.
 I have attached a letter of interest as well as my resume that can provide further explanation of my interest as well as my applicable experience.
 If you need any additional information, please do not hesitate to contact me at hbohall@ymcainw.org or on my cell at
 Thank you for considering me for this opening. I look forward to hearing from you.
 Heidi Bohall

Comments

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[Empty text box for comments]

Sandpoint Parks and Recreation Department
Parks and Recreation Commission
1123 Lake Street
Sandpoint, Idaho, 83864

Dear Sandpoint Parks and Recreation Commission,

I am writing to express my interest in the volunteer position with the Parks and Recreation Committee. With a degree in Community and Outdoor Recreation, coupled with extensive hands-on experience in program coordination and community engagement, I am excited about the opportunity to contribute to the development and enhancement of public recreation spaces in our community.

Throughout my career, I have had the privilege of working in diverse recreation settings, including the Executive Director of the YMCA, with a city parks and recreation department, and as a coordinator of outdoor recreation trips. These roles have provided me with a broad understanding of the various aspects of community recreation, from program delivery to resource management and community engagement.

One of my key strengths is my ability to approach challenges from a community-centered perspective. I have significant experience conducting community demographic evaluations and program needs assessments, which has enabled me to design and implement programs that align with the specific interests and needs of diverse community groups. I believe that my ability to assess and respond to these needs will allow me to make a meaningful contribution to the Parks and Recreation Commission.

Additionally, I bring strong leadership and collaboration skills, having worked closely with teams to implement programs, organize events, and foster partnerships within the community. I am passionate about creating accessible, inclusive, and enjoyable recreational opportunities that positively impact the well-being of communities. I believe that my unique combination of experiences in both large and small-scale recreational settings will provide valuable insight into the committee's efforts to improve and expand our community's parks and recreation services.

I would welcome the opportunity to contribute my skills, knowledge, and enthusiasm to the Parks and Recreation Commission and collaborate with others who share my passion for creating vibrant public spaces. Thank you for considering my application. I look forward to the possibility of discussing how I can be of service to your team.

Sincerely,

Heidi Bohall

Relevant Experience and Education:

B.A. Community / Outdoor Recreation: Western Washington University
 M.ED: Grand Canyon University

Litehouse YMCA: Executive Director 6/2019 - Present

- Oversee and ensure smooth operations of the YMCA facility and oversee a staff of 80
- Manage the budget to stay within benchmarks as well as create contingency plans to restructure budget if needed
- Educate staff, members and the community of the mission and vision of the YMCA as an organization
- Lead staff and advisory board in meeting annual campaign goals through various fundraisers and events
- Collaborate with organizations and groups in Sandpoint to foster relationships and meet the needs of the community

Boundary County School District: Elementary Teacher 7/2017 – 6/2019

- Build relationships and rapport with students, families and community
- Design and implement lesson plans
- Modify and implement individualized curriculum
- Documentation of student growth and achievements

Zurich International School: Volunteer Assistant Teacher: Art & Outdoor Ed. 08/2014 – 07/2015

- Outdoor Trip Leader: Overnight hiking, glacier and ski touring trips throughout Switzerland
- Surfing Trip Coordinator: Middle School and Upper School week-long trip to Fuerteventura, Spain.

Leavenworth Church of the Nazarene: Director of Family Programs 09/2011 - 07/2014

- Event Coordination: All family events including Light the Night (1000+ attendees), Vacation Bible Camp (150+ attendees)
- Volunteer Coordinator: Oversaw all volunteers; scheduling, placement and training.
- Administrative Tasks: Budgets, ordering, board reports, database entry and correspondence
- Camp Coordination: Plan, market, and lead 30+ volunteers to serve 120+ students for a week of day camp
- Recruitment / Hiring: oversee a leadership team of 14 staff and volunteers to ensure safe and encouraging programs

Non Profit Consultants: Event Coordinator 02/2011 - 09/2011

- Planning, marketing and implementation of events for several non-profits
- Supervise staff and volunteers at all events. Recruit volunteers, speakers and all personnel for events
- Coordinate all aspects of events such as advertising, registrations, contracts, licenses, facility set up, reservations
- Event budget control and program evaluation for all events – most single events ranged from \$80-100K

YMCA Of Greater Seattle: Director of Youth Development 02/2008 - 02/2011

- Created a teen department to serve Issaquah/Sammamish middle and high school students.
- Youth and Government Advisor for the Greater Seattle Y as well as volunteer coordinator for special events
- Developed and implemented the teen environmental awareness program as well as a teen snow sports program
- Program evaluation and data collection to ensure quality of programs and participant satisfaction
- Hired, trained and supervised staff as well as planned, budgeted, and directed several summer day camps

Independent Tiling & Carpentry Contractor: Owner / Operator 08/2005 - 02/2008

- Obtained a contractor's license for domestic home improvement, remodels, and additions
- Marketing: created a self-sustaining business by community relations and positive customer referral
- Designing: compiled material samples and advised customers in aesthetic and practical options
- Labor & Installation: personally walked each job through from bid to turn over

Sammamish Club: Rockwall Department: Manager / Program Director 08/2004 - 08/2005

- Design, market and lead safe recreational activities to promote health, strength and self-confidence for youth and adults
- Hired, trained and oversaw all Rockwall staff and volunteers
- Plan, design, implement and evaluate all Rockwall activities and summer youth camps

City of Issaquah: Recreation Department: Teen Camp Director Summers 2002 - 2005

- Designed, implemented and evaluated a recreational summer program for teens
- Created relationships within the community for teen involvement
- Completed marketing materials and budget control for the teen program

Professional References:

Lighthouse YMCA / Sandpoint, ID

Gwen Victorson: 208.
Tammy Campbell: 509.

Boundary County School District / Bonners Ferry, ID

Nathan Williams: 208. | Nathan.Williams@mail.bcsd101.com Andrea Fuentes: 208. | Andrea.Fuentes@mail.bcsd101.com

YMCA of Greater Seattle / Seattle, WA

Chris Robinson: 206.

Church of the Nazarene / Leavenworth, WA

Andy Dayton: Lead Pastor | 260. |

Personal References:



Citizen Advisory Board Application - Parks and Recreation Commission

Complete and submit this application to be considered for a seat on the Sandpoint Parks and Recreation Commission.

Thank you for your interest in serving on the Sandpoint Parks and Recreation Commission, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on the Parks & Rec Commission, please visit Chapter 4 of Title 2, Sandpoint City Code.

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Last Name: *

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Ex. 208-555-5555. Please include area code.

Email Address: *

Home Address: * Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Mailing Address: *

Street Address

2024 Winchester Way

Address Line 2

City

Sandpoint

State / Province / Region

Idaho

Postal / Zip Code

83864

Country

Bonnet

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Lori Siemers Resume.docx

20.97KB



Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

I am a Sandpoint native. My family has lived here for more than a hundred years, and I would like to give back to the town where I grew up and raised my child.

Comments

2000 characters left

Lori Siemers M.B.A.

Sandpoint, Idaho | (208) [REDACTED] | [REDACTED]

I am a highly dedicated professional with a strong track record of success, bringing together a diverse blend of education and hands-on experience.

Skills

- **Accounting, Financial, and Managerial, using GAAP and RUS principles as appropriate**
 - Budget – Preparation & Reconciliation
 - Financial Forecasting
 - Cost Accounting – Work Orders, Inventory, Equipment, Plant Accounts
 - Asset Management
 - Income Statements
 - Balance Sheets
 - Cash Flow Statements
 - General Accounting
 - Sales & Use Taxes
 - Payroll & Payroll Taxes
 - Accounts Receivables
 - Accounts Payable
- **Strong Analytical Skills, Statistical Analyses, and Decision Science**
 - Regression - Linear, Multiple, and Logistic
 - Time Series/Trend Analysis- Regression, Exponential Smoothing, & Moving Average
 - Crossover Analysis
 - Break-even Analysis
 - Statistical Process Control
 - Linear Programming
 - Decision Tree
 - Simulations and Forecasting Models using quantitative methods
- **Expert of Microsoft Office Suite**
 - Excel - Advanced Formulas, pivot tables, graphs, etc.
 - Macros & VBA
 - Word
 - Outlook
 - PowerPoint
 - Access
- **Interpersonal Skills**
 - Leadership & Project management
 - High-functioning team player, who is an agile, tenacious, self-starter
 - Clear written and verbal communication skills, for both technical and non-technical teams
 - Successfully executes strategic organization objective

Experience

Administrative Services Manager/Remote Consultant – Encoder Products Company

March 2019 – Current

Data Analytics, Creating Key Performance Indicators, Auditing Software and Correcting Erroneous Data, Report Writing, Research, Process Improvement, and Special Projects.

FULL-TIME BUSINESS STUDENT, Western Governors University

Oct. 2014 – Nov. 2018

Core classes include Accounting, Finance, Economics, Big Data, Quantitative Analysis, Human Resource Management, Business Law, Ethics, and Organizational Leadership.

INFORMATION TECHNOLOGY MANAGER, Northern Lights, Inc.

Jan 2004 – Feb 2014

Provided Leadership, Change Agent, Project Manager, Budgeting, Cyber Security Officer, Technology Disaster Recovery Developer/Implementer, Report Writer, Wrote Procedural Policies and Manuals, Participated in Employee Development.

PLANT ACCOUNTANT/COMPUTER TECHNICIAN, Northern Lights, Inc.

Feb 2001 – Jan 2004

Plant Accountant, Continuing Property Records (CPR's), Special Equipment Records, 219 Reports. Achieved and maintained the balance of the property accounts subsidiary ledgers to the general ledger in compliance with RUS and GAAP. I documented the materials, work orders, and CPR process.

Assisted users with software and hardware issues. Designed automated templates to improve processes.

PAYROLL/BENEFITS ADMINISTRATOR, Northern Lights, Inc.

Mar 1997 – Feb 2001

Processed Monthly Payroll for two union groups in addition to exempt and non-exempt employees. Prepared and Processed Employment Taxes, and 401K compliance testing, handled employee issues and maintained personal records. Instituted direct deposit. Maintained balance of payroll and benefits accounts with the General Ledger.

Selected and Oversaw Health Insurance Plans. Oversaw 401K, Retirement and Security Plan, and Workers Compensation Plan. Explained various 401K plans (investment strategies) to Employees and maintained the Affirmative Action Plan and Employee Handbook. Wrote Personal Policies—and designed a Wellness Program.

STAFF ACCOUNTANT, Pack River Management

Apr 1990 – Mar 1997

Financial Statements, General Ledger, Accounts Receivables, Accounts Payables, and Payroll for Pack River Management, Schweitzer, Sand Creek Wood Products, and The Company Store.

Education

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Western Governors University (WGU) 2016 – 2018

B.S. BUSINESS – INFORMATION TECHNOLOGY MANAGEMENT

Western Governors University (WGU) 2014 – 2016



Citizen Advisory Board Application - Parks and Recreation Commission

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City

State / Province / Region

Postal / Zip Code

Country

Mailing Address: *

Street Address

1711 Janeke Way

Address Line 2

City

Sandpoint

State / Province / Region

ID

Postal / Zip Code

83864

Country

United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Dan Tadic Resume.pdf

141.9KB



Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

I would greatly appreciate consideration of my application to serve on the Parks and Recreation Commission. My wife and I chose to make Sandpoint home to our family in 2018. In retrospect, that turned out to be one of the best decisions we ever made. We love Sandpoint and feel strongly that families are at the core of a successful community. Local government can play a key role in providing facilities and/or programs to encourage youth sports and activities. Youth sports improve the physical and mental health reducing childhood obesity, stress and depression. They have also been shown to improve academic performance. Further, they teach children important life lessons including teamwork, humility, discipline and self-confidence.

Putting our convictions into practice, I currently serve as President of the Sandpoint Sasquatch Baseball Club, a non-profit, travel baseball organization for ages 9-18. I have coached the now 13u team for 5 years along with several other dedicated individuals in the process donating hundreds of hours of our time. I previously served as a coach and member of the Sandpoint Little League Board and a coached both youth baseball and basketball previously in Alaska. My wife currently serves as 5th grade girls coach, Treasurer and Board Member for Sandpoint Futures Basketball

Comments

2000 characters left

DANIEL M. TADIC

Sandpoint, ID 83864

Phone: [REDACTED]

Email: dtadic@hmh-llc.com

OBJECTIVE:

Serve on City of Sandpoint Parks and Recreation Commission Citizens Advisory Board.

EDUCATION & REGISTRATION:

UNIVERSITY OF ALASKA ANCHORAGE

Bachelor of Science, Civil Engineering, 2003

IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

Professional Engineer License P-18031

ALASKA DIVISION OF OCCUPATIONAL LICENSING

Professional Civil Engineer License #12019

CONSTRUCTION SPECIFICATIONS INSTITUTE

Construction Document Technologist, 2007

COMPLETED GRADUATE-LEVEL COURSEWORK

Arctic Engineering, Arctic Utility Distribution, Ice Engineering, Advanced Foundation Design, Frozen Ground Engineering, Design of Ports and Harbors

FEMA EMERGENCY MANAGEMENT INSTITUTE

ICS-100, 200, 700

WORK EXPERIENCE:

Project Manager, HMH Engineering, Ponderay, ID (*October 2021-present*)

- Oversee project scoping, budgeting, planning, and execution for civil engineering infrastructure projects to include both public and private developments;
- Coordinate with owners, architects, and contractors to ensure alignment on project goals and outcomes;
- Ensure effective communication with project team and stakeholders.
- Manage design teams of engineers and designers to deliver projects on time and budget;
- Develop and review engineering designs for compliance with local, state and federal regulations and standards;
- Provide construction oversight and management to address and resolve project-related issues and conflicts promptly;
- Prepare and present project budget, timelines, and progress reports to stakeholders.
- Review and approve contractor pay applications for accuracy.
- Provide QC review, mentorship, and technical support to engineers and designers from other corporate offices.
- Conduct performance reviews for engineering staff.

City Engineer, City of Sandpoint, Sandpoint, ID *(June 2018-October 2021)*

- Organized and implemented City capital improvement project plan;
- Supervise, train, evaluate, and coordinate the work of Engineering Staff consisting of Construction Managers and Engineering Technicians;
- Review subdivision and other private development proposals and supervise construction of associated public infrastructure;
- Prepare grant and loan applications and monitor budgets to assure all terms, conditions and budget limits are followed;
- Provide professional engineering support to other departments;
- Respond to citizens' questions and comments in a courteous and timely manner;
- Attend regular City Council Meetings and P&Z hearings as necessary.

Municipal Engineer, City and Borough of Sitka, Sitka, AK *(June 2014-present)*

- Plan, organize, and direct implementation of ~\$110M 5-year Capital Improvement Project plan;
- Supervise, train, evaluate, and coordinate the work of Engineering Staff consisting of Senior Engineers, Project Manager(s), Engineering Drafting Manager, and temporary seasonal inspector(s);
- Review subdivision proposals and supervise construction as they relate to the construction of public facilities;
- Prepare grant and loan applications and monitor budgets to assure all terms, conditions and budget limits are followed;
- Provide professional engineering support to other departments;
- Respond to citizens' questions and comments in a courteous and timely manner;
- Attend regular City Assembly Meetings and various City Commission and Committee meetings as necessary;
- Serve as Acting Public Works Director in his absence;
- All duties and responsibilities of the Senior Engineer position below.

Senior Engineer, City and Borough of Sitka, Sitka, AK *(November 2010-June 2014)*

- Plan, organize, and direct capital improvement/construction projects;
- Complete designs, design reviews and approvals, cost estimates, scheduling and construction management;
- Coordinate public projects by outside consultants and/or private contractors and suppliers, including holding oversight for adherence to contract specifications;
- Prepare Requests-for-Proposals and lead consultant selection process, negotiate scope of work, fees, and schedule for design of public improvements;
- Monitor and evaluate consultant's project performance;
- Perform inspections and issue certifications for Public Works projects;
- Prepare plans and specifications and assemble other data related to capital construction and maintenance projects;
- Obtain US Army Corps of Engineers and State of Alaska permits.

Civil/Geotechnical Engineer, EMC Engineering, Palmer, AK *(June 2010-November 2010)*

- Established a Geotechnical Engineering Department at a Construction Management, Materials Testing and Special Inspections firm;

- Reviewed Special Inspection/Testing reports for content and conformance to project specifications to include structural steel, welding, bolting, concrete, asphalt and soil.

Civil/Structural Engineer, ASRC Energy Services, Anchorage, AK (*March 2008-June 2010*)

- Prepared Civil/Structural design calculations in support of oil industry to include a 14-mile long pipeline from Oliktok Point to the Kuparuk Pipeline on Alaska's North Slope;
- Acted as ASRC single point of contact for client construction supervisor during pipeline construction;
- Prepared and reviewed Civil/Structural Specifications and Design Criteria for a new North Slope oil producer;
- Performed and provided quality review of engineering calculations;
- Reviewed design engineering drawings to ensure compliance to client documents, field philosophy, and applicable code and industry standard requirements;
- Coordinated and performed quality control of CAD work prepared by designers.

Civil/Geotechnical Engineer, DOWL Engineers, Anchorage, AK (*May 2004-March 2008*)

- Prepared civil engineering designs, plans, and specifications;
- Prepared proposals and monitored budgets and schedules to ensure timely and quality deliverables to clients;
- Coordinated work with clients, contractors, agencies, and intra-office departments;
- Prepared geotechnical reports which provided foundation and related construction recommendations for dozens of projects throughout Alaska;
- Performed complex calculations to include liquefaction potential and settlement analyses;
- Performed subsurface investigations and field inspections to include excavations (bottom of hole), pile foundation installations, pile load tests, and in-place densities.



Citizen Advisory Board Application - Pedestrian and Bicycle Advisory Committee

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Applicant Information

First Name: *

Last Name: *

Phone Number: *
Ex. 208-555-5555. Please include area code.

Email Address: *

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State / Province / Region

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Mailing Address: *

Street Address

~~XXXXXXXXXX~~

Address Line 2

City

Sandpoint

State / Province / Region

ID

Postal / Zip Code

83864

Country

US

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

**Upload your
Resume or
Curriculum Vitae ***

Upload

Cate Huisman resume.pdf

117.82KB



**Please relay any
add'l information
regarding your
experience or
background and the
reason(s) you wish
to serve in this
capacity: ***

13 years on P&Z
1 year on pedestrian-bicycle advisory committee

I want to serve on this committee to lessen the chance that I will some day die while trying to walk across Boyer at Hwy 200.

Once I have achieved that, I simply feel that it's appropriate for me to serve my community in some way, and this feels like a good fit now.

Comments

2000 characters left

CATE HUISMAN

[REDACTED], Sandpoint, Idaho 83864 [REDACTED] 208 [REDACTED]

SUMMARY OF EXPERIENCE

Editing: Books in the fields of education and social science, school performance reports, financial reports, staff manuals.

Writing: Magazine features, blog content, press releases, newsletter features, evaluative and narrative program reports, promotional materials, author biographies, grant applications.

Research: Designed questionnaires to evaluate educational programs; analyzed and documented results. Collected information to prepare a report on semester-long Outward Bound course. Analyzed, organized, and wrote information for course area guides.

EDUCATION

A.B., Princeton University, 1975

Ed.M., Harvard Graduate School of Education, 1979

EMPLOYMENT HISTORY

2000-present Freelance Editor and Writer Sandpoint, Idaho

Sample Projects:

- Edited numerous books for academic publisher.
- Edited transcripts of financial calls for Web-based investor service.
- Edited school reports for stakeholders required by state law.
- Wrote articles and profiles for city magazine and statewide newspaper.
- Maintained regional blog about regional issues.
- Wrote press releases for educational foundation.

1978-1984, 1987-1988, 1993-2000 Outward Bound Portland, Oregon

Writer/Editor, Instructor, Course Director

- In collaboration with the school director, wrote proposal that resulted in full funding for the Continuum Project, a grant to create institutional reform.
- Organized widely disparate course area reports into cohesive course area guide, designed for ease of use in the field.
- Edited and published a staff newsletter and field manuals.
- Taught and directed outdoor courses for adults, teens, and at-risk youth.

1984-1986 Aster Publishing Company Springfield, Oregon

Associate Editor, Pharmaceutical Technology magazine

- In consultation with authors, edited written English of non-native speakers.
- Clarified technical copy.
- Developed system for marking mathematical formulas for typesetter.

1975-1977 Princeton-Blairstown Center Princeton, New Jersey

Coordinator, Outdoor Action Program

- Wrote funding proposals and promotional materials.
- Coordinated use of outdoor education facility.
- Ran outdoor adventure programs for students, faculty, and staff.

SELECTED PAPERS AND PUBLICATIONS

The Rural Development Program: An Approach to Funding for Rural Charter Schools

(www.ncsc.info/newsletter/apr2004/rural.htm)

Outward Bound Instructor's Guide to Managing Adolescents in the Field (Garrison, NY, 2003, editor, second edition)

Outward Bound Gender Parity Initiative (Portland, OR, 1997)

Instructor's Field Manual (Portland, OR, 1996, editor)

The Student Mentoring Program (Portland, OR, 1992)

Program Report: <http://ericae.net/ericdb/ED356699.htm>

Retrospective Report: <http://ericae.net/ericdb/ED356700.htm>

Evaluation Report: <http://ericae.net/ericdb/ED356701.htm>

Directive Courses: A Preliminary Evaluation (Portland, OR, 1984)

Outward Bound Directive (Portland, OR, 1983)

Course Area Guide: the Central Washington Cascades (Seattle, WA, 1982)

Course Area Guide: the Olympic Coast (Seattle, WA, 1982)

Readings (Morganton, NC, 1981, editor)

Instructor's Field Manual (Morganton, NC, 1981, editor)

Semester Courses: A Review (Morganton, NC, 1981)

FUNDED PROPOSALS

Sandpoint Charter School: Program Planning Grant, 2001; Program Implementation Grants, 2002, 2003, 2004

Albertson Foundation Technology Initiative Grant, 2002

Pacific Crest Outward Bound School, Continuum Project, 1999

Four-College Consortium: Student Mentoring Program Planning Grant, 1988; Student Mentoring Program Grants, 1989, 1990, 1991

VOLUNTEER WORK

Board of Directors, Sandpoint Charter School, 2001-2006; founding board member

Bonner County Youth Accountability Board, 2002-2008

Board of Directors, Northwest Youth Corps, 1990-2000

Site Council, Hayhurst Elementary School, 1994-1997

CATE HUISMAN



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XXXXXX

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Sandpoint

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ID

Postal / Zip Code

83864

Country

Bonner

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

**Upload your
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Curriculum Vitae ***

Upload

City of Sandpoint Bike Ped Committ... 40.63KB



**Please relay any
add'l information
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reason(s) you wish
to serve in this
capacity: ***

I already work with many City of Sandpoint employees on pedestrian and biking improvements and would love to collaborate and give input at these meetings since a good walking and biking network is important for the students and citizens of Sandpoint.

Comments

2000 characters left

I am the Safe Routes to School Coordinator for Lake Pend Oreille School District. The Safe Routes to School Coordinator works with students, parents, school staff, local advocacy groups, law enforcement, fire departments, and city officials to promote walking and biking to school safely. Develop and maintain relationships with community partners: Bonner General Hospital, City of Sandpoint along with other local jurisdictions, Panhandle Health District, Chamber of Commerce, Pend Oreille Pedalers, Bonner County Library, among others to ensure the success of the SRTS program. Gather data about the number of students walking and biking through observation, parent surveys, and teacher tallies and use this data to determine the success of the strategies implemented and identify the concerns or barriers parents or students may have about safety issues. Work with community partners, school staff, and City Jurisdictions to try and address these concerns. Promote and increase awareness and participation of SRTS through our facebook page, monthly newsletters, advertising, local radio, monthly Bonner County coalition meetings, parent associations, and other various handouts and promotional materials. The SRTS coordinator facilitates walk and bike to school days, bike rodeos, bike month, after school road safety education and course, winter walks, and a walking school bus. We have a one day weekly walking school bus for two elementary schools throughout the 2023/24 school year, we are working to get one more elementary school involved in the spring as well. Improve the safety by educating students on safe walking and biking skills in PE classes (with safety videos and safety topics), handouts, posts to SRTS facebook page, bike rodeos, after school groups, and monthly school newsletters. Students learn the fundamentals of walking and biking such as looking left-right-left, walking against traffic and on the sidewalks if they are available, making eye contact with drivers, bike with the flow of traffic, obey traffic laws, and use hand signals. Kootenai Elementary received the All Kids Bike grant which provides strider bikes, helmets and 8 week lesson plan for Kindergarten learn to ride program. SRTS has been helping Kootenai Elementary to teach these Kindergarten classes for the past 2 years. Farmin Stidwell just received this All Kids Bike grant and I will be helping to teach their classes as well. SRTS also helped the middle school secure a grant through the Outride for Focus which provided them with a fleet of bikes and helmets for biking safety education through PE classes. Also SRTS works with the city on the update of their Multimodal Transportation Master Plan, safety walk audits, to keep our walk/bike route maps updated with designated snow routes. Distribute bicycle helmets to students who need them via PE classes, health fair events, and bike rodeos. Hand out safety items such as bike lights, reflective zipper pulls, walking/biking safety bookmarks etc.

I have already served 1 year on the Pedestrian and Bicycle Committee and I am reapplying after my 1 year term was up.



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Street Address

~~NOOK LAKE ST.~~

Address Line 2

City

Sandpoint

State / Province / Region

Idaho

Postal / Zip Code

83864

Country

United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

**Upload your
Resume or
Curriculum Vitae ***

Upload

RESUME.docx

53.66KB



**Please relay any
add'l information
regarding your
experience or
background and the
reason(s) you wish
to serve in this
capacity: ***

Hello,
I have been serving on Sandpoint's Bike Ped Citizens committee since Nov. 1014.
I hope I will be allowed to continue to serve on this committee.
I have lived in Sandpoint since 1986 and love this place.
I am both a walker and a biker and feel I have a lot to offer the city of Sandpoint.
Thanks,
Julie Perchynski

Comments

2000 characters left

Julie Perchynski

Sandpoint ID

Home 208-

Cell 208-

Email · _____@hotmail.com

I've lived in and loved Sandpoint since I first moved here in 1986 and know the area well. I appreciate the mission and work of our library and would love to be part of it.

- **Experience**

2016 – CURRENT Scott Perchynski Handyman

Partner with my husband's handyman business, in all manner of construction. My husband is semi- retired. Also managed finances of his business from early 2000's to now.

2004 – 2016 Alpine Vista Senior Apartments

Activity Director for the senior residents of Alpine Vista. I was responsible for the residents' social life and mental welfare. Duties included publishing monthly calendar and newsletter on Publisher, planning and implementing activities, classes and parties to engage the seniors and encourage socialization with them and their families.

2000-2003 Panhandle Special Needs, Inc.

In the 1990's I was hired to develop PSNI's greenhouse retail and wholesale business and trained and supervised PSNI clients in greenhouse work. After 2 years, they closed it. Then in 2000, my husband and I partnered with PSNI to re-open and manage it. We operated Garden Gate, an ornamental iron works and nursery business, within PSNI's greenhouse.

1997-2000 Baker Construction and Development

Receptionist, secretary for construction, development business. Responsibilities included payroll, receivables, payables, and all other office and computer needs for business.

1990-1997 United States Forest Service

Worked on seasonal crews and as a contract inspector for 3 departments within the F.S. Skills acquired include tree-planting, forest stocking and thinning surveys, stand exams, road and trail surveys, and stream structure analysis. Schooled in botany, map-reading, orienteering, forest health analysis.

- **Education**

GRADUATED from COLERIDGE COMMUNITY HIGH SCHOOL COLERIDGE NE
COLLEGES--UNL CHADRON STATE COLLEGE NIC

- **Skills / Hobbies**

I am proficient in Word and Publisher and use social media personally. I have excellent public relations skills and am currently co-hosting Garden Life on KRFY's Morning Show where I also volunteer as board secretary and events coordinator. I'm a member of Book Babes and library book clubs, a past Special Olympics head coach. I garden, ski, kayak, play music and quilt in my free time.

- **References**



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usa

Employment and Volunteer History

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Curriculum Vitae ***

Upload

Untitled document.pdf

28.58KB



**Please relay any
add'l information
regarding your
experience or
background and the
reason(s) you wish
to serve in this
capacity: ***

Instead of my resume here is my local situation, work and interests.

Resident Sandpoint about 12 years
Homeowner in South Sandpoint
Work as a paratransit driver 3 days each week for the Spot bus where I have been employed for 11+ years. This gives me a very good look at all that happens in and around town.

I ride bikes for fun and exercise at least 3 days a week; gravel, mountain, road, bikepacking, work commute, in town errands.
I hike a lot and mountain bike weekly so I use and know local trails pretty well.

I feel that Sandpoint and the surrounding communities are great for biking and walking but I feel there is room for improvement. Safety concerns, public awareness, and a more complete plan to help those not in a motor vehicle.

I have been looking for an opportunity to volunteer locally that is in line with my interests, perhaps this would be a good fit.
If by chance I make the short list of possible committee members additional

Comments

2000 characters left

Instead of an actual resume here is my local situation, work and interests.

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Homeowner in South Sandpoint

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I have been looking for an opportunity to volunteer locally that is in line with my interests, perhaps this would be a good fit.

If by chance I make the short list of possible committee members additional info on the extent of commitment would be helpful.

Thanks,

Tom



AGENDA REPORT

City Council Meeting

TODAY’S DATE: May 15th, 2025

MEETING DATE: May 21st, 2025

TO: Mayor Grimm, Sandpoint City Councilmembers

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Proposed Resolution: Amendment for Change Order #8 to Travers Park Renovations, Phase 1, Contract with Ginno Construction, Inc. (City Agreement #A23-5300-5)

DESCRIPTION/BACKGROUND:

The resolution accepts a contract amendment for a change order with Ginno Construction to allow for completion of the landscaping, excavation, and concrete work at the Travers Park playground.

Included in this change order are:

- Owner-requested additional construction safety fencing
- Owner-requested additional topsoil, hydroseeding and boulder placement
- Owner-requested excavation and concrete foundations for additional park benches and 24’x24’ picnic shelter

The total amount for this contract amendment change order is **\$23,188.66**, with funds allocated from the Parks Capital Improvement Fund as part of the Travers Park Phase 1 completion.

Ginno is preparing a proposal for design, engineering, and construction of a picnic shelter to be constructed atop the concrete pad included in this amendment, which we expect to come before Council at a future meeting as an additional contract amendment. Parks staff have been working with Rotary Club of Sandpoint on an effort to fundraise for the new shelter, and we are excited to share that the Rotary Club has committed \$22,500 to date towards the shelter’s construction costs.

STAFF RECOMMENDATION:

Staff recommends the council approve the proposed resolution amending contract # A23-5300-5 Travers Park renovations phase 1 with Ginno Construction

ACTION:

Approve resolution amending contract #A23-5300-5 Travers Park renovations phase 1 with Ginno Construction

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

The proposed improvements were anticipated as part of the fiscal year 2024/2025 Parks CIP budget

ATTACHMENTS:

- Resolution amending contract with Ginno Construction
- Proposed Contract Amendment
- Prime Contract Change Order #8 and backup documents

No: 25-
Date: May 21, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: EIGHTH AMENDMENT AND CHANGE ORDER NO. 8 TO CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) AGREEMENT WITH GINNO CONSTRUCTION CO. FOR TRAVERS PARK RENOVATIONS, PHASE 1 (CITY AGREEMENT A23-5300-5)

WHEREAS: On September 16, 2020, the Sandpoint City Council adopted a Parks and Recreation Master Plan under Resolution 20-041, informed by a year-long planning and data gathering process that included several public workshops, focus groups, Council presentations, and a Sandpoint resident survey, which response was statistically significant and represented the resident population opinion, along with online surveys, which were open to both Sandpoint and surrounding Bonner County residents;

WHEREAS: The adopted Parks and Recreation Master Plan contained concept plans, including the Travers-Centennial-Great Northern Sports Complex;

WHEREAS: The concept for Travers Park identified an indoor tennis facility to be located at Travers Park;

WHEREAS: On March 16, 2022, by way of donation agreements approved by City Council under Resolutions 22-013 and 22-014, the City of Sandpoint accepted a gift of \$7.5 million from James A. Russell and Ginny Russell in honor of James E. Russell for the public purpose of the professional design and construction of a court sports facility and adjacent gateway plaza in the Travers-Centennial-Great Northern Sports Complex, along with a gift of two commissioned bronze sculptures from Ann M. Hargis and H. Denny Liggitt IV for placement at the gateway plaza at the entrance to Travers Park and the James E. Russell Sports Center;

WHEREAS: Upon execution of the donation agreements, the City issued a Request for Proposals (RFP) seeking design-build (professional design, permitting and construction) services for the Travers Park Renovations, Phase 1, Project, to produce a functionally complete facility, including, but not limited to, a multi-use, indoor court sports complex with an emphasis on tennis and pickleball and related site improvements, such as a gateway/plaza/trailhead, an all-wheeled skatepark expansion and bike skills facilities;

WHEREAS: On July 6, 2022, under Resolution 22-034, City Council awarded the contract to Emerick Construction Company;

WHEREAS: A community survey regarding the operations plan for the James E. Russell Sports Center was launched and open to the public September 23 - October 30, 2022, and in-person stakeholder meetings were also held and open to the public;

- WHEREAS: The contract with Emerick was ultimately terminated in February 2023, with a full refund to the City of all expenses paid through the termination date;
- WHEREAS: Following termination of the Emerick contract, Ginno Construction Co. submitted a Statement of Qualifications in response to a Request for Qualifications (RFQ) seeking Construction Manager/General Contractor (CM/GC) services for preconstruction and construction phased services for this project;
- WHEREAS: On March 15, 2023, under Resolution 23-023, City Council approved an agreement with ALSC Architects for Travers Park Renovations, Phase 1, Professional Design Services for the final design phase and, under Resolution 23-024, Council approved an agreement with Ginno Construction Company for Travers Park, Phase 1 CM/GC Services;
- WHEREAS: The Ginno agreement included a preconstruction fee proposal of \$20,000, where, upon conclusion of the design development phase, a guaranteed maximum price for construction phase services would be established by way of a change order to the agreement at that time;
- WHEREAS: Change Order No. 1 on April 28, 2023, included engineering design services for the Legacy Building Structure;
- WHEREAS: On May 17, 2023, City staff, ALSC Architects and Ginno Construction unveiled the final design for the James E. Russell Sports Center at an Open House at Travers Park and presented the final design to the Sandpoint City Council at their regularly scheduled meeting;
- WHEREAS: The final construction documents were completed and put out to bid for subcontractors for the Legacy building fabrication and installation and all site improvements;
- WHEREAS: Change Order No. 2 on September 9, 2023, included building fabrication and installation, structure anchor bolts, site improvements, and Ginno Construction's associated construction management / general contractor fee was approved;
- WHEREAS: Change Order No. 3 on January 3, 2024, included completion of the building construction inclusive of court surfacing, associated lighting, interior finishes, HVAC, electric, relocation and restoration of existing picnic shelter, and landscaping; and additional construction change order requests numbers 1 - 3, and the Ginno's construction fee was approved;
- WHEREAS: The bid package #2 completed the remaining design development phase, and, as such, the Guaranteed Maximum Price for construction services phase was established in the amount of \$7,283,339.35;
- WHEREAS: Change Order No. 4 in May 2024, included changes in the overhead garage doors, addition of concrete inside the building, sawdust over-excavation within the building footprint, addition of asphalt paving on the existing

pathway, and extension of storm drain for skatepark extension and increased the Guaranteed Maximum Price for construction services phase as originally established in the amount of \$7,283,339.35 to an increased new contract amount of \$7,370,040.50;

WHEREAS: Change Order No. 5, approved by Council on August 7, 2024, provided for a variety of value engineering decisions, painting of sprinkler piping, additional concrete work, additional structural steel framing, additional costs for athletic court surfacing, and credits for aspects deleted from the project or otherwise changed, reducing costs; and increased the Guaranteed Maximum Price for construction services phase as originally established in the amount of \$7,370,042.50 to an increased new contract amount of \$7,389,163.59;

WHEREAS: Change Order No. 6, and the sixth contract amendment, approved by Council on August 21, 2024, included the Playground and landscaping scope reductions due to value engineering decisions resulting in a credit, the deletion of hose bibs in restrooms for value engineering decisions, the addition of parking lot revisions to original scope for drainage issues, ADA compliance and safety, and the inevitable need for reconstruction, and fire safety requirements as directed by fire safety building official, and increased the Guaranteed Maximum Price for construction services phase as originally established in the amount of \$7,389,163.59 to an increased new contract amount of \$7,509,467.43;

WHEREAS: Change Order No. 7, approved Administratively on January 7, 2025, included the Contract Completion Date extension of 170 days to June 15, 2025, for the purposes of completing the landscaping and outstanding construction punch list items, and required no increase to the Guaranteed Maximum Price;

WHEREAS: At this time, Staff seeks permission to proceed with the eighth amendment and Change Order No. 8 to the agreement for the following reasons:

1. The recovered fill material from the building excavation was used to construct a new sled hill and a second smaller hill to serve baseball viewers, the landscaping scope was increased, requiring additional topsoil and hydroseed and boulder placement for slope stabilization, (PCO #57: proposed increase of \$1,529.72); and
2. additional construction and concrete costs associated with adding three more park bench pads; and additional costs associated with the construction of the new picnic shelter foundation, (PCO #58: proposed increase of \$21,658.94), and would increase the Guaranteed Maximum Price for construction services phase as originally established in the amount of \$7,509,467.43 to an increased new contract amount of \$7,532,656.09.

NOW, THEREFORE, BE IT RESOLVED THAT: The Travers Park Renovations Project, Phase 1, Construction Manager/General Contractor (CM/GC) for

preconstruction and construction phase services contract with Ginno Construction Company is hereby amended as outlined herein.

BE IT FURTHER RESOLVED THAT: Change Order No. 8 and the Eighth Amendment to the Construction Manager/General Contractor (CM/GC) Agreement with Ginno Construction Co. for Travers Park Renovations, Phase 1 (City Agreement A23-5300-5), is hereby approved.

BE IT FURTHER 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, the Mayor or authorized designee is hereby authorized to execute the documents necessary to effect these changes and amendments, copies of which are attached hereto and made a part hereof as if fully incorporated herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



CITY OF SANDPOINT
 Infrastructure & Development Services
 CONTRACT CHANGE ORDER

Date: 5/22/2025

Travers Park Ph 1- CM/CG

Contractor: **Ginno Construction, Inc.**

Change Order No: 8
 Project No: A23-5300-5

This change order shall be full payment and final settlement of all claims for Contract time and for all costs of any kind, including costs of delays and inefficiency, related to any Work either covered or affected by the change, including all direct, indirect, impact, reduced productivity, costs due to extended schedule duration and any other claim by Contractor. By signing this change order, the Contractor waives any additional entitlement to additional compensation or schedule extension.

The following changes to the contract documents are issued:

<i>Item</i>	<i>Description</i>	<i>Change In Contract Price</i>
1	<u>Scope:</u> <u>PCO-052 - CE#107-Additional Safety Fence</u> <u>Justification: Contract Change Order</u> At Owner's request, additional safety fence was purchased and installed around the landscaping during winter shut-down.No added cost needed, as Owner's contingency was utilized.	\$0.00
2	<u>Scope:</u> <u>PCO-054- CE#113: Delete Bike Rack & Trash Receptacle</u> <u>Justification: Contract Change Order</u> Credit to remove purchase and installation of a bike rack and trash receptacles from contract, credit provided to Owner Contingency. (Owner to self perform).	\$0.00
3	<u>Scope:</u> <u>PCO-057 - CE#118 Additional Topsoil, Seed and Boulder Placement</u> <u>Justification: Contract Change Order</u> Owner requested the contractor add topsoil, hydroseed and install Owner-provided boulders in new north side sled hill and small baseball-viewing hill. Work was originally to be done by Park Staff, but resources are limited this summer and Owner requested the remaining contract contingency be applied.	\$1,529.72
4	<u>Scope:</u> <u>PCO-058 - CE#117: Additional Bench Pads & Picnic Shelter Foundation</u> <u>Justification: Contract Change Order</u> Owner requested Ginno construct 3 additional concrete bench pads that were originally scheduled for completion by Parks Staff, and the concrete construction for the new picnic shelter foundation for the 24' x 24'. (Owner has secured donation funding for shelter).	\$21,658.94

Original Contract Amount: \$20,000.00
 Prior Approved Change Order #1: \$26,500.00
 Prior Approved Change Order #2: \$4,190,000.00
 Prior Approved Change Order #3: \$3,046,839.35
 Prior Approved Change Order #4: \$86,703.15
 Prior Approved Change Order #5: \$19,121.09
 Prior Approved Change Order #6: \$120,303.84
 Prior Approved Change Order #7: \$0.00
 Previously Approved Contract Amount: \$7,509,467.43



Current Change Order Price: **\$23,188.66**
New Contract Price: **\$7,532,656.09**

Time provided for completion in the contract is:

[X] unchanged, [] increased, [] decreased by 0 calendar days.

The Substantial Completion date for this contract is **June 15, 2025**.

This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted By:		05/16/2025
	Contractor (Ginno Construction Co.)	Date
Recommended By:	<i>Rustin L. Hall</i>	05/19/2025
	Architect (ALSC Architects)	Date
Recommended By:		05/19/2025
	City of Sandpoint, Project Manager	Date
Approved By:	<i>Cheryl Hughes</i>	05/19/2025
	City of Sandpoint, Central Services Director	Date
Approved By:		
	Mayor	Date



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Change Order #011: Safety Fence, Credit:Bike Rack, Seed & Boulders

TO:	City of Sandpoint 1123 Lake St. Sandpoint, Idaho 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	5/ 15 /2025	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Pending - Proceeding	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Travers Park Reno: Phase 1	TOTAL AMOUNT:	\$ 23,188.66
DESCRIPTION:			
ATTACHMENTS:			

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
052	CE #107 - Safety Fence		0.00
054	CE #113 - Credit: Bike Rack &		0.00
057	CE #118 - PR - Topsoil, Seed &		1,529.72
058	CE #117 - Additional Concrete		21,658.94
TOTAL:			\$ 23,188.66

CHANGE ORDER LINE ITEMS:

PCO # 052 : CE #107 - Safety Fence

#	Cost Code	Description	Type	Amount
1	01-4000 - Superintendent	Travers Park - Fence Labor	LABOR	\$ 520.00
2	01-7040 - Safety	Travers Park - Fence Materials	MATERIAL	\$ 295.00
3	01-4000 - Superintendent	Playground - Fence Labor	LABOR	\$ 520.00
4	01-7040 - Safety	Playground Fence Materials	MATERIAL	\$ 425.00
5	55-1000 - Contingency	Pay for with Owner Contingency	Schedule of Values	(\$1,883.20)
Subtotal:				(\$123.20)
Liability Insurance: 1.00% Includes Cost Type (5)				17.60
OH&P: 6.00% Includes Cost Type (5)				105.60
Grand Total:				\$0.00



PCO # 054 : CE #113 - Credit: Bike Rack &

#	Cost Code	Description	Type	Amount
1	32-3300 - Site Furnishings	Bike Rack	SUBCONTRACT	(\$2,200.00)
2	32-9000 - Planting & Landscaping	Trash Receptacle	SUBCONTRACT	(\$1,750.00)
3	55-1000 - Contingency	Add to Owner Contingency	Schedule of Values	\$ 3,950.00
Subtotal:				\$0.00
Grand Total:				\$0.00

PCO # 057 : CE #118 - PR - Topsoil, Seed &

#	Cost Code	Description	Type	Amount
1	32-9000 - Planting & Landscaping	Hydrosee Change Order	SUBCONTRACT	\$ 10,500.00
2	32-9000 - Planting & Landscaping	Boulder Placement	SUBCONTRACT	\$ 812.00
3	55-1000 - Contingency	Pay for with contingency	Schedule of Values	(\$10,574.12)
Subtotal:				\$737.88
Liability Insurance: 1.00% Includes Cost Type (5)				113.12
OH&P: 6.00% Includes Cost Type (5)				678.72
Grand Total:				\$1,529.72

PCO # 058 : CE #117 - Additional Concrete

#	Cost Code	Description	Type	Amount
1	03-3053 - Misc. Cast-In-Place Concrete	Labor to Pour	LABOR	\$ 2,250.00
2	03-3053 - Misc. Cast-In-Place Concrete	Concrete Materials	MATERIAL	\$ 1,250.00
3	32-1313 - Concrete Paving	Picnic Shelter Foundation	SUBCONTRACT	\$ 15,206.00
4	32-1313 - Concrete Paving	Pads for Benches	SUBCONTRACT	\$ 1,536.00
Subtotal:				\$20,242.00
Liability Insurance: 1.00% Includes Cost Type (5)				202.42
OH&P: 6.00% Includes Cost Type (5)				1,214.52
Grand Total:				\$21,658.94

The original (Contract Sum)	\$ 20,000.00
Net change by previously authorized Change Orders	\$ 7,489,467.43
The contract sum prior to this Change Order was	\$ 7,509,467.43
The contract sum would be changed by this Change Order in the amount of	\$ 23,188.66
The new contract sum including this Change Order will be	\$ 7,532,656.09
The contract time will not be changed by this Change Order	

Rustin Hall (ALSC Architects)
 203 N. Washington Suite 400
 Spokane Washington 99201

City of Sandpoint
 1123 Lake St.
 Sandpoint Idaho 83864

Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene Idaho 83815

 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #052: CE #107 - Safety Fence

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	052 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	12/31 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #107 - Safety Fence

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #107 - Safety Fence
 Safety Fence

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-4000 - Superintendent	Travers Park - Fence Labor	LABOR	\$ 520.00
2	01-7040 - Safety	Travers Park - Fence Materials	MATERIAL	\$ 295.00
3	01-4000 - Superintendent	Playground - Fence Labor	LABOR	\$ 520.00
4	01-7040 - Safety	Playground Fence Materials	MATERIAL	\$ 425.00
5	55-1000 - Contingency	Pay for with Owner Contingency	Schedule of Values	(\$1,883.20)
Subtotal:				(\$123.20)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 17.60
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 105.60
Grand Total:				\$0.00



Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

Jason Welker 12/31/2024

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #057: CE #118 - PR - Topsoil, Seed &

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	057 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/15 /2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,529.72

POTENTIAL CHANGE ORDER TITLE: CE #118 - PR - Topsoil, Seed &

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #118 - PR - Topsoil, Seed & Boulders

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	32-9000 - Planting & Landscaping	Hydrosee Change Order	SUBCONTRACT	\$ 10,500.00
2	32-9000 - Planting & Landscaping	Boulder Placement	SUBCONTRACT	\$ 812.00
3	55-1000 - Contingency	Pay for with contingency	Schedule of Values	(\$10,574.12)
Subtotal:				\$737.88
Liability Insurance: 1.00% Includes Cost Type (5)				\$ 113.12
OH&P: 6.00% Includes Cost Type (5)				\$ 678.72
Grand Total:				\$1,529.72

Rustin Hall (ALSC Architects)
 203 N. Washington Suite 400
 Spokane Washington 99201

City of Sandpoint
 1123 Lake St.
 Sandpoint Idaho 83864

Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene Idaho 83815

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



PDM2, INC.
11827 East Trent
Spokane, Washington 99206
Phone: 509.922.7168
Fax 509.926.7670

Washington Contractors License - DEWDRDS825MP
Idaho Contractors License – RCE-50333

Date: May 14, 2025

Project: TRAVERS PARK
Idaho Material tax included in bid items

Sod Change Order: \$23,400.00

SCOPE:

- Install Sod on hill north side of park and area disturbed near baseball fence
 - Imported topsoil @ 2” depth (85 cy)
 - Sod (13,850 sf)

Sod & Hydro-seed Change Order: \$20,000.00

SCOPE:

- Install Sod on hill north side of park and Hydro-seed disturbed near baseball fence
 - Imported topsoil @ 2” depth (85 cy)
 - Sod (10,100 sf)
 - Hydro-seed (3,750 sf)

Hydro-seed Change Order: \$10,500.00

SCOPE:

- Install Hydro-seed on hill north side of park and area disturbed near baseball fence
 - Imported topsoil @ 2” depth (85 cy)
 - Hydro-seed (13,850 sf)

Boulder Placement: \$812.00

SCOPE:

- Install 10 onsite boulders onto north hill.

Thank you,
David J Minick
President
Mobile 509.840.0871
david@dewdropnw.com
www.dewdropnw.com

5/15/2025

Travers Park Contingency Tracking & Usage

Contingency Usage

PCO No.	PCCO No.	Description	Status		Cost	Remaining Contingency
Starting Contingency =						\$56,432.00
PCO_029	PCCO_007	RFP_008B Netting & Curtains	Approved	Deduct	\$8,233.65	\$48,198.35
PCO_045	PCCO_008	CE 076 - RFP_028 - Paving & Domes	Approved	Deduct	\$11,881.28	\$36,317.07
PCO_033	PCCO_008	CE 056 - RFP_011 - Canopy Revision	Approved	Credit	-\$1,463.66	\$37,780.73
PCO_046	PCCO_008	CE_083 - Sign Type-8 Changes per ASI_002	Approved	Deduct	\$5,855.46	\$31,925.27
PCO_041	PCCO_008	CE_028 - Credit for Shower	Approved	Credit	-\$2,634.41	\$34,559.68
PCO_047	PCCO_009	CE_089 - Concrete Class B Polish	Approved	Deduct	\$16,938.10	\$17,621.58
PCO_049	PCCO_009	CE_087 - Hydroseed Stockpiled Material	Approved	Deduct	\$4,191.19	\$13,430.39
PCO_050	PCCO_009	CE_091 - RFP 29 - Concrete Ramp Add's	Approved	Deduct	\$4,923.07	\$8,507.32
PCO_052	PCCO_011	CE_107 - Safety Fence	Pending - Proceeding	Deduct	\$1,883.20	\$6,624.12
PCO_054	PCCO_011	CE_113 - Credit: Bike Rack & Trash Recept	Pending - Proceeding	Credit	-\$3,950.00	\$10,574.12
PCO_057	TBD	CE_118 - PR-Topsoil, Seed & Boulders	Pending in Review	Deduct	\$10,574.12	\$0.00
PCO_055	TBD	CE_111 - Heat Pump Changes	No Budget Available		\$10,603.70	\$0.00
PCO_053	TBD	CE_108 - Add: Keypad Readers Front Entry	No Budget Available		\$1,310.75	\$0.00
						\$0.00
Current Balance =						\$0.00

786772
783156
3616



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #058: CE #117 - Additional Concrete

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	058 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/15 /2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$21,658.94

POTENTIAL CHANGE ORDER TITLE: CE #117 - Additional Concrete

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #117 - Additional Concrete

Add:

1. Picnic Shelter Foundation
2. Pads for Benches

ATTACHMENTS:

[Additional Concrete Pricing for Benches & Picnic Shelter.pdf](#) [_RFI2_2~1.PDF](#)

#	Cost Code	Description	Type	Amount
1	03-3053 - Misc. Cast-In-Place Concrete	Labor to Pour	LABOR	\$ 2,250.00
2	03-3053 - Misc. Cast-In-Place Concrete	Concrete Materials	MATERIAL	\$ 1,250.00
3	32-1313 - Concrete Paving	Picnic Shelter Foundation	SUBCONTRACT	\$ 15,206.00
4	32-1313 - Concrete Paving	Pads for Benches	SUBCONTRACT	\$ 1,536.00
Subtotal:				\$20,242.00
Liability Insurance: 1.00% Includes Cost Type (5)				\$ 202.42
OH&P: 6.00% Includes Cost Type (5)				\$ 1,214.52
Grand Total:				\$21,658.94



Change Order

Client Info Ginno Construction Co
3893 N Schreiber Way
Coeur D Alene, ID 83814

Job Info 2016 Pine St
Sandpoint, ID 83864

Change Order ID
CO-0014

2313 - Travers Park

CO ID	Created / Approved Date	Price
CO-0014	Created: May 14, 2025	\$15,206.00

Description
Picnic Relocation Footings & Slab

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Footings -			4 EA	\$800.00	\$3,200.00
Piers -			4 EA	\$814.00	\$3,256.00
Slab -			530 SF	\$10.00	\$5,300.00
Concrete Pumping -			3 EA	\$1,150.00	\$3,450.00

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER: \$15,206.00



Change Order

Client Info Ginno Construction Co
3893 N Schreiber Way
Coeur D Alene, ID 83814

Job Info 2016 Pine St
Sandpoint, ID 83864

Change Order ID
CO-0013

2313 - Travers Park

CO ID	Created / Approved Date	Price
CO-0013	Created: May 14, 2025	\$1,536.00

Description
Added Sidewalk for Benches

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Sidewalk for Benches -			128 SF	\$12.00	\$1,536.00

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER: \$1,536.00

PLAYGROUND CALLOUTS

- (A) 5-12 PLAYGROUND EQUIPMENT TYPE A OR APPROVED EQUAL. SEE SPECIFICATIONS.
- (B) TYPE B 2 BAY SWING, OR APPROVED EQUAL. SEE SPECIFICATIONS.
- (C) TYPE C 2 BAY ZIP LINE OR APPROVED EQUAL. SEE SPECIFICATIONS.
- (D) TYPE D TOT SWING. SEE SPECIFICATIONS.
- (E) TYPE E MERRY-GO-ROUND. SEE SPECIFICATIONS.
- (F) TYPE F. TOT STRUCTURE. SEE SPECIFICATIONS.
- (G) BEAR STATUE. SEE SHEET LD-3, DETAIL H.
- (H) COUGAR STATUE. SEE SHEET LD-3, DETAIL H.

CALLOUTS

- 1 GATEWAY ELEMENT. OWNER PROVIDED, OWNER INSTALLED.
- 2 SHELTER AND CONCRETE PAD TO BE RELOCATED AS PART OF BUILDING CONSTRUCTION. BY OTHERS.
- 3 BIKE RACKS ON CONCRETE PAD. BIKE RACK: SPORTWORKS TOFINO NO SCRATCH BIKE RACK. SEE SPECIFICATIONS. OWNER PROVIDED, OWNER INSTALLED.
- 4 TRASH RECEPTACLE ON CONCRETE PAD. DUMOR #107, 22 GALLON STEEL RECEPTACLE. OWNER PROVIDED, OWNER INSTALLED.
- 5 6" BENCH ON CONCRETE PAD. DUMOR BENCH #165. DOUGLAS FIR OR THERMALLY MODIFIED RED OAK SEAT. CENTER AND END ARMREST OR APPROVED EQUAL. OWNER PROVIDED, OWNER INSTALLED.
- 6 EXISTING LIGHT AS PART OF BUILDING CONSTRUCTION TO REMAIN. PRESERVE AND PROTECT.
- 7 6" CONCRETE MOWCURB. SEE SHEET LD-2, DETAIL F.
- 8 EXISTING TREE TO REMAIN, PRESERVE AND PROTECT. LOCATION APPROXIMATE, VERIFY IN FIELD. SEE SHEET LD-2 DETAIL I.
- 9 FIRE LANE AS PART OF SPORT BUILDING CONSTRUCTION. BY OTHERS.
- 10 320 SQ IN STEEL PARK GRILL ON SINGLE POST WITH EMBEDDED MOUNTING. OWNER PROVIDED, OWNER INSTALLED.
- 11 CONCRETE HOT COAL DISPOSAL BIN. OWNER PROVIDED, OWNER INSTALLED.
- 12 SIDEWALK AS PART OF SPORT BUILDING CONSTRUCTION. BY OTHERS.
- 13 PLAY AREA CURB. TYPE SEE SHEET LD-3, DETAIL A.
- 14 SLEDDING HILL. SEE SHEET L-3 FOR ALTERNATES.
- 15 DUGOUT. PRESERVE AND PROTECT.
- 16 ADJUST GRADES AROUND EXISTING TREE AND COORDINATE WITH BASE BID GRADING AND ALTERNATE #5 IF ACCEPTED. GRADING TO BE APPROVED BY OWNER TO PRESERVE AND PROTECT TREE.

LEGEND

- ARTIFICIAL TURF SAFETY SURFACING. BASE BID. SEE SHEET LD-3, DETAIL C.
- SODDED TURF WITH AUTOMATIC OVERHEAD IRRIGATION. BASE BID.
- REPAIR AREA. SEEDED TURF WITH AUTOMATIC OVERHEAD IRRIGATION. BASE BID ALTERNATE #7: INSTALL SODDED TURF GRASS. SEE SPECIFICATIONS.
- PLANTER AREA WITH MINERAL MULCH TYPE 'A' OVER WEED BARRIER FABRIC. SEE PLANTING NOTES FOR TYPE.
- SPLASH PAD. SEE SHEET L-4
- 4" BROOM FINISH CONCRETE WALK.
- ASPHALT PATH. BASE BID ALTERNATE #8: 4" CONCRETE WITH MEDIUM BROOM FINISH. SEE SPECIFICATIONS.
- LANDSCAPE AND IRRIGATION REPAIR BY OTHERS AS PART OF BUILDING CONTRACT.
- 4' TALL CHAINLINK FENCE, BLACK. SEE SPECIFICATIONS.

CONSTRUCTION NOTES

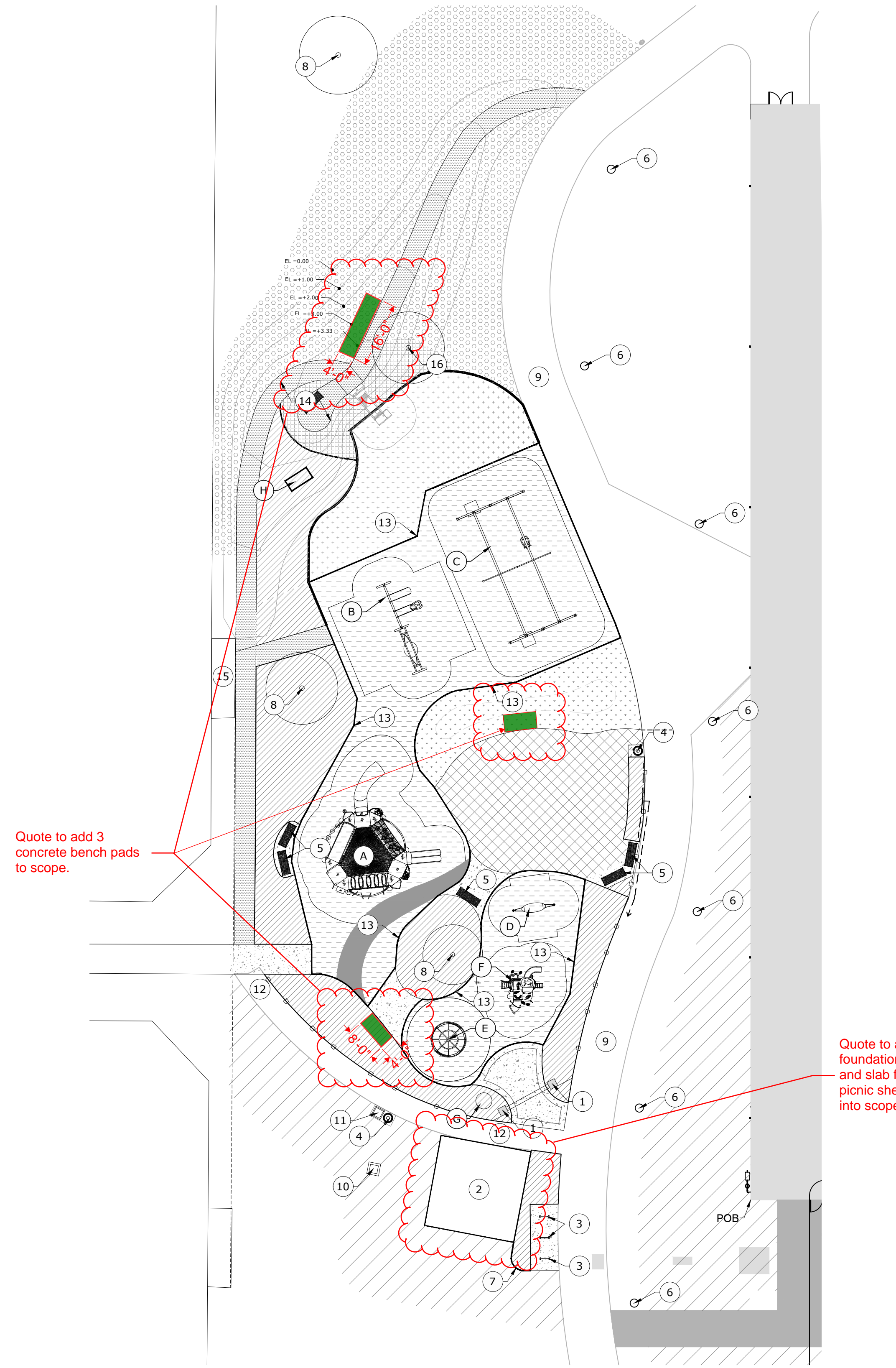
- CONTRACTOR SHALL CALL 811 TO LOCATE ALL EXISTING ABOVE OR BELOW GRADE ON-SITE UTILITIES PRIOR TO COMMENCEMENT OF WORK, INCLUDING PLANTING. THE LOCATIONS OF UTILITIES, STRUCTURES AND SERVICES SHOWN IN THE CONTRACT DOCUMENTS SHALL BE DEEMED TO BE APPROXIMATIONS ONLY. ALL DISCREPANCIES BETWEEN WHAT IS SHOWN AND THE ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE OWNER'S REPRESENTATIVE. PRESERVE AND PROTECT EXISTING UTILITIES TO REMAIN FROM DAMAGE OR DISRUPTION, TYPICAL. MAINTAIN LOCATES DURING CONSTRUCTION FOR REFERENCE. CONTRACTOR SHALL RECORD ALL UTILITY MARKINGS ON A SEPARATE SET OF DRAWINGS. THIS SET SHALL BE KEPT ON-SITE FOR REFERENCE FOR DURATION OF CONTRACT.
- CONTRACTOR TO COORDINATE WITH OWNER'S MAINTENANCE PERSONNEL TO IDENTIFY AND PROTECT ANY EXISTING OWNER MAINTAINED UTILITIES, WATER LINES, IRRIGATION LINES, IRRIGATION CONTROL WIRES OR OTHER IMPROVEMENTS PRIOR TO CONSTRUCTION.
- CONTRACTOR TO COORDINATE UTILITY WORK, SLEEVE AND IRRIGATION INSTALLATION TO AVOID CONFLICTS BETWEEN UTILITIES, IRRIGATION EQUIPMENT AND THE PLACEMENT OF TREES, SHRUBS AND LANDSCAPE EDGING/MOWCURBS.
- THE INFORMATION ON THIS SHEET IS INCOMPLETE UNLESS ACCOMPANIED BY THE CORRESPONDING SPECIFICATION SECTIONS AND DETAILS DEVELOPED FOR THIS PROJECT. REFER TO THOSE SPECIFICATIONS AND DETAILS FOR ADDITIONAL INFORMATION.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING CONDITIONS IN THE FIELD PRIOR TO CONSTRUCTION AND NOTIFYING THE OWNER AND OWNER'S REPRESENTATIVES OF ANY DISCREPANCIES.
- CONTRACTOR TO COORDINATE THESE PLANS WITH CIVIL, ELECTRICAL AND ARCHITECTURAL PLANS. IMMEDIATELY NOTIFY OWNER'S REPRESENTATIVE IF CONFLICTS BETWEEN PLANS ARE IDENTIFIED OR IF ADDITIONAL INFORMATION OR CLARIFICATION IS REQUIRED FOR COORDINATION.
- PRESERVE AND PROTECT EXISTING IMPROVEMENTS TO REMAIN. REPAIR OR REPLACE ALL CURBS AND WALKS DAMAGED DURING CONSTRUCTION.
- LAYOUT AND EXTENT OF EXCAVATION TO BE STAKED AND REVIEWED IN THE FIELD BY LANDSCAPE ARCHITECT AND/OR OWNER.
- LIABLE FOR ENCROACHMENT: THE CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING AND UNDERSTANDING THE LIMITS OR WORK. CONTRACTOR IS RESPONSIBLE FOR ANY COORDINATION OF ENCROACHMENT ONTO ADJACENT PROPERTY, RIGHTS-OF-WAY, EASEMENTS, SET-BACKS, OR ANY OTHER LEGAL PROPERTY RESTRICTIONS EITHER MARKED OR UNMARKED.

LAYOUT NOTES

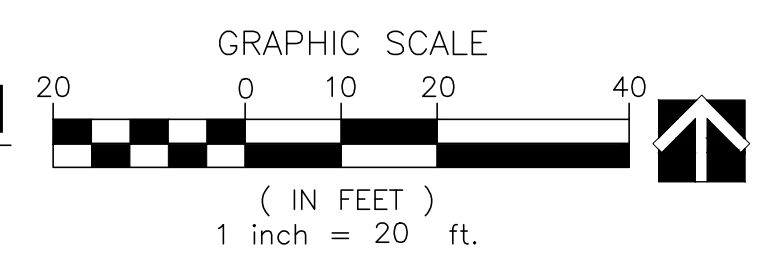
- THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ELEMENTS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVING PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD A DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
- ALL DIMENSIONS SHALL BE VERIFIED IN FIELD AND CHALKED, STRING LINED OR FLAGGED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY MINOR ADJUSTMENTS MADE TO ACHIEVE OVERALL DESIGN LAYOUT SHALL BE ACCEPTED BY THE OWNER PRIOR TO CONSTRUCTION.
- LAYOUT IS BASED ON THE POINT(S) OF BEGINNING (P.O.B.) AND BASELINE(S) OR GRID SYSTEM AS SHOWN, SEE ARCHITECTURAL AND CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.
- ALL LAYOUT AND GRADES SHALL BE COMPLETED BY A LICENSED SURVEYOR.
- LAYOUT AND FINAL GRADES TO BE APPROVED BY OWNER'S REPRESENTATIVE. SEE SPECIFICATIONS FOR FINISH GRADE REQUIREMENTS FOR FIELDS.

MATERIAL NOTES

- ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
- CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4"x4" SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
- ALL FENCES AND GATES SHOWN ON PLAN ARE GRAPHIC REPRESENTATIONS; REFER TO DETAILS AND SPECIFICATIONS FOR PRECISE LOCATION AND GATE OPERATION.
- ASPHALT SHALL NOT BE INSTALLED UNTIL ALL EDGES AND SITE FURNISHING PADS ARE INSTALLED.
- DO NOT PLACE ANY ATHLETIC FIELD MATERIAL UNTIL SUBMITTALS ARE FULLY APPROVED. MATERIAL SUBMITTALS WILL BE COMPARED TO DELIVERED MATERIAL.

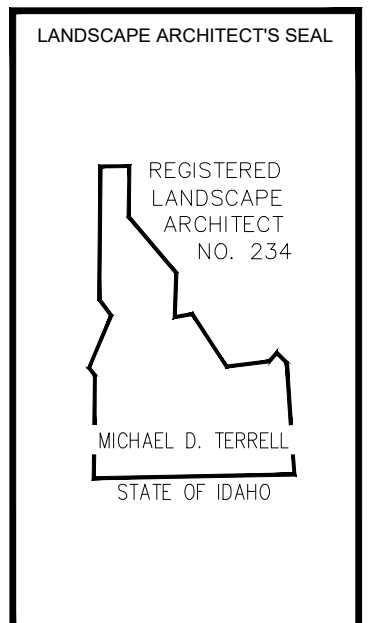


A PLAYGROUND CONSTRUCTION PLAN BASE BID



Michael Terrell
Landscape Architecture, PLLC
1421 N. Meadowood Lane
Suite 150
Liberty Lake, WA
(509) 922-7449

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Michael Terrell - Landscape
Architecture, PLLC
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design coverage, including but not limited to the
design are retained.



TRAVERS PARK PLAYGROUND & SPLASH PAD CONSTRUCTION
 2016 PINE ST | SANDPOINT, ID
 CITY OF SANDPOINT
PLAYGROUND - BASE BID

REVISION	DATE
△ ADDENDUM #2	5.17.24
△ CLARIFICATION	10.3.24

FOR NUMBER	22-100A
DATE	5/1/24
DRAWN BY	SLH
CHECKED BY	MDT

DRAWING 2 OF 12
L-1A





Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Change Order #007: Netting & Curtains - Audio/Paging Credit

TO:	City of Sandpoint 1123 Lake St. Sandpoint, Idaho 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	7/03/2024	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Travers Park Reno: Phase 1	TOTAL AMOUNT:	\$ 0.00
DESCRIPTION:			
ATTACHMENTS:			

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
029	CE #036 - RFP_008B - Netting & Curtains		0.00
035	CE #059 - RFP_012 - Audio/Paging		0.00
TOTAL:			\$ 0.00

CHANGE ORDER LINE ITEMS:

PCO # 029 : CE #036 - RFP_008B - Netting & Curtains

#	Cost Code	Description	Type	Amount
1	11-6600 - Athletic Equipment	RFP_008B - Add: 3'-6" x 7'-0" Openings	SUBCONTRACT	\$ 1,915.00
2	11-6600 - Athletic Equipment	RFP_008B - Add Vision Panels from 4'-6" to 7'-0" AFF	SUBCONTRACT	\$ 4,715.00
3	11-6600 - Athletic Equipment	RFP_008B - Provide 13' high divider nets	SUBCONTRACT	\$ 815.00
4	11-6600 - Athletic Equipment	RFP_008B - Add: Stainless Steel Carabiners	SUBCONTRACT	\$ 250.00
5	55-1000 - Contingency	Use Contingency to Pay for PCO_029	Schedule of Values	(\$8,233.65)
Subtotal:				(\$538.65)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				76.95
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				461.70
Grand Total:				\$0.00

See Contingency Usage Tracking

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Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #029: CE #036 - RFP_008B - Netting & Curtains

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	029 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	7/3 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	#007 - Netting & Curtains - Audio/Paging Credit
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #036 - RFP_008B - Netting & Curtains

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #036 - RFP_008 - Athletic Surfacing
 RFP_008 - Athletic Surfacing

ATTACHMENTS:

[RFP 008_Athletic Flooring, Netting, and Curtains.pdf](#)

#	Cost Code	Description	Type	Amount
1	11-6600 - Athletic Equipment	RFP_008B - Add: 3'-6" x 7'-0" Openings	SUBCONTRACT	\$ 1,915.00
2	11-6600 - Athletic Equipment	RFP_008B - Add Vision Panels from 4'-6" to 7'-0" AFF	SUBCONTRACT	\$ 4,715.00
3	11-6600 - Athletic Equipment	RFP_008B - Provide 13' high divider nets	SUBCONTRACT	\$ 815.00
4	11-6600 - Athletic Equipment	RFP_008B - Add: Stainless Steel Carabiners	SUBCONTRACT	\$ 250.00
5	55-1000 - Contingency	Use Contingency to Pay for PCO_029	Schedule of Values	(\$8,233.65)
Subtotal:				(\$538.65)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 76.95
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 461.70
Grand Total:				\$0.00



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Rustin Hall (ALSC Architects)

203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint

1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company

3893 North Schreiber Way
Coeur d'Alene Idaho 83815

 9-13-2024
SIGNATURE DATE

 09/13/2024
SIGNATURE DATE

SIGNATURE DATE



Item # 12.

1035 E. Cataldo
Spokane, WA 99202
PH: (509) 484-2000
FX: (509) 484-8400
DU-PR-EB-S156MA
www.dupreebldg.com

RFP #008 Pricing REV #1

TO: GINNO CONSTRUCTION
ATTN: CORY QUAN

DATE: September 3, 2024
RE: RFP #008
TRAVERS PARK REC CENTER

Mezzanine "Gable Net":

- Remove From Scope: **\$6,400.00 Credit** Per REV#1 Proposal

Backdrop Curtains:

- Eliminate California Corners: See Dupree's New Door Design
- Vinyl Curtains to be Blue: See Dupree's Sample Options
- Add 3'-6" x 7'-0" Openings: Add \$1,915.00 for New Door Configuration
- Add Vision Panels from 4'-6" to 7'-0" AFF: \$4,715.00
- Bottom of Vinyl Backdrops to Sit on the Ground: N/C
- Curtain Cables to Remain at 10' High – Supported Ever 20' Intervals: N/C
- Provide Minimum 8'-0" Section Movable for Pickleball Equipment: See Design Change
- Provide Pricing for Split Bracket Pulleys: Not an option
- ~~Provide Stainless Steel Cables & Hardware: Add \$4,400.00~~

Divider Nets – E-W Nets:

- Provide 13' High Divider Nets: Add \$815.00
- Provide Pricing for Split Bracket Pullets: Not an option
- ~~Provide Stainless Steel Cables & Hardware: Add \$4,400.00~~
- Provide Stainless Steel Carabiners: Add \$250.00
- Provide Chain at Bottom Picket of Divider Nets: Cost Covered By Dupree
- Nets to Be Bi-Parting: No Change (Includes 5 Carabiners at each Bi-Part- See Design Dwgs)
- ~~Provide Tie-back Straps at Divider Nets: Add \$300.00~~

All materials are quoted FOB factory, full freight allowed to jobsite unless otherwise noted. Bids based on single shipment. Extra freight charges and storage fees will be added for multiple shipments. It is not the responsibility of DuPree Building Specialties to file freight claims on material only sales. Bid does not included pollution liability insurance. **No sales tax is included in our prices.** This quotation will remain valid for thirty (30) days only. Please call to verify price after that date. Registered and required to collect sales tax in Washington, Idaho, and California. The customer is responsible for paying sales tax directly for all other states.

TERMS: Established Accounts: Net 30 days unless otherwise agreed upon in writing.
New Accounts: Fifty percent (50%) deposit at time of order being placed with balance due prior to delivery/installation. Your signature on this letter authorizes us to begin credit information inquiries.
Payment: We accept payment via check, credit card, or ACH. A 2% surcharge fee will be added for all credit card transactions.

Proposal Accepted

Date

DuPree Building Specialties

Ben Wilson Project Manager

**OPERABLE WALLS - FOLDING DOORS - TOILET PARTITIONS - WASHROOM ACCESSORIES - ACCESS FLOORING
ROLLING DOORS AND GRILLES - LOCKERS - ATHLETIC EQUIPMENT - SKYLIGHTS - SMOKE GUARD**



Item # 12.

1035 E. Cataldo
Spokane, WA 99202
PH: (509) 484-2000
FX: (509) 484-8400
DU-PR-EB-S156MA
www.dupreebldg.com

Modified Tennis Nets @ Net Standards

~~— Add Qty (3) Modified Nets with Velcro or Bungee Cords: Add \$1,000.00~~

All materials are quoted FOB factory, full freight allowed to jobsite unless otherwise noted. Bids based on single shipment. Extra freight charges and storage fees will be added for multiple shipments. It is not the responsibility of DuPree Building Specialties to file freight claims on material only sales. Bid does not included pollution liability insurance. **No sales tax is included in our prices.** This quotation will remain valid for thirty (30) days only. Please call to verify price after that date. Registered and required to collect sales tax in Washington, Idaho, and California. The customer is responsible for paying sales tax directly for all other states.

TERMS: Established Accounts: Net 30 days unless otherwise agreed upon in writing.
New Accounts: Fifty percent (50%) deposit at time of order being placed with balance due prior to delivery/installation. Your signature on this letter authorizes us to begin credit information inquiries.
Payment: We accept payment via check, credit card, or ACH. A 2% surcharge fee will be added for all credit card transactions.

Proposal Accepted

Date

DuPree Building Specialties

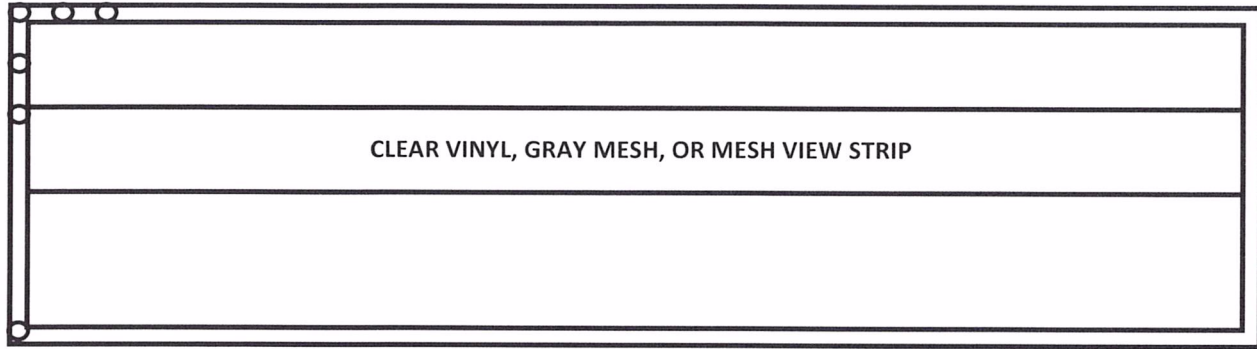
Ben Wilson Project Manager

**OPERABLE WALLS - FOLDING DOORS - TOILET PARTITIONS - WASHROOM ACCESSORIES - ACCESS FLOORING
ROLLING DOORS AND GRILLES - LOCKERS - ATHLETIC EQUIPMENT - SKYLIGHTS - SMOKE GUARD**

BACK DROP CURTAINS - POSSIBLE LIGHT BLUE + FABRIC MESH

Item # 12.

SPECIFIED LENGTHS



18 OZ. LIGHT BLUE FIRE RETARDANT MATERIAL
WITH EITHER 2'-6" CLEAR VINYL OR MESH VIEW STRIP

- 2 EA: 65'-8" L
- 1 EA: 58'-10" L
- 4 EA: 55'-10" L
- 1 EA: 48'-10" L
- 1 EA: 10' L
- 6 EA: 6' L

[REFERENCE BACK DROP PDF](#)



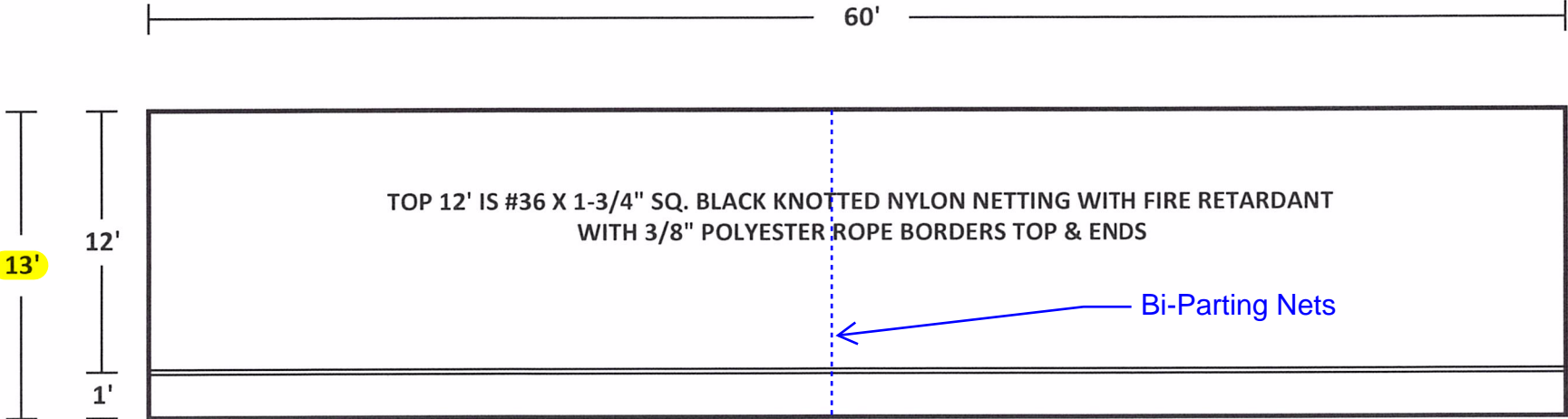
Practical Solutions for Recreational and Industrial Netting Applications

David Berggren 360-296-7056 daveberggren@lfsinc.com

18 OZ. LIGHT BLUE VINYL BACK DROPS
WELDED EDGES, GROMS @ 1' CENTERS TOP & ENDS
DUPREE / TRAVERS PARK

8/8/2024 REVISED FROM 12/22/2023

E-W COURT DIVIDERS



BOTTOM IS A 2' STRIP OF 18 OZ. LIGHT BLUE FR VINYL WITH WELDED EDGES FOLDED AND SEWN FOR 1' POCKET WITH 1/8" CHAIN (+/- .21 lbs. ft.) INSIDE

Tie Backs = Webbing & Clips
 Each Net Will have x5 Carabiners

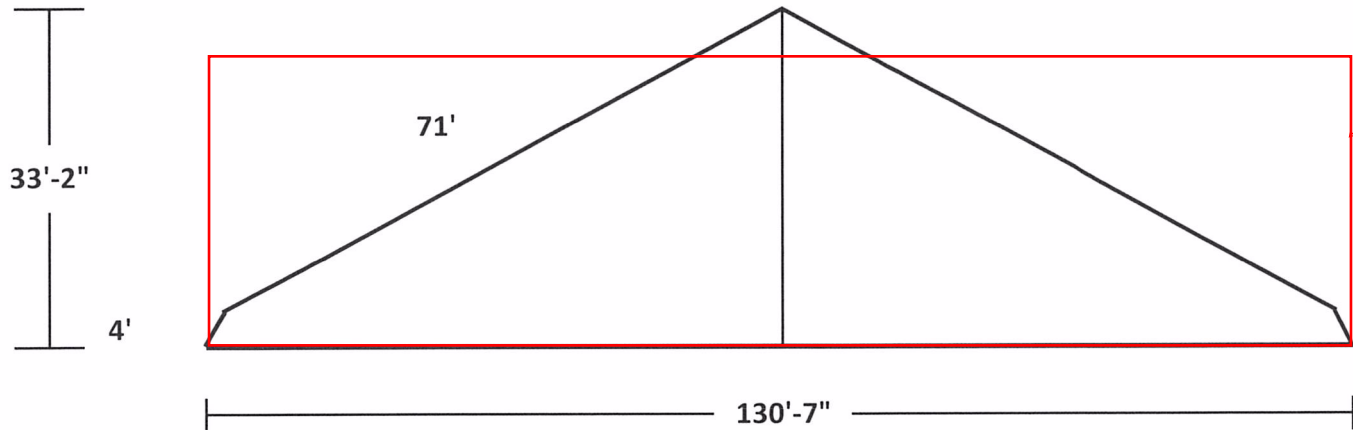


Practical Solutions for Recreational and Industrial Netting Applications

David Berggren 360-296-7056 daveberggren@lfsinc.com

E-W
 8 EA: 13' X 60' **COURT DIVIDERS**
 #36 X 1-3/4" SQ. DB&FR NETTING, 18 OZ. LIGHT BLUE FR VINYL
 BOTTOM SLEEVE WITH 1/8" CHAIN INSIDE
 DUPREE / TRAVERS PARK 8/8/2024 REVISED FROM 12/22/2023

GABLE END NET ABOVE MEZZANINE
NO CHANGES



Provide ±133' x ±25' (VIF) rectangular net and install at a slope, from north wall of framed area to south wall of tension fabric building.

9-13-2024

150 EA: 9/32" SNAPS



Practical Solutions for Recreational and Industrial Netting Applications

1 EA: GABLE END NET

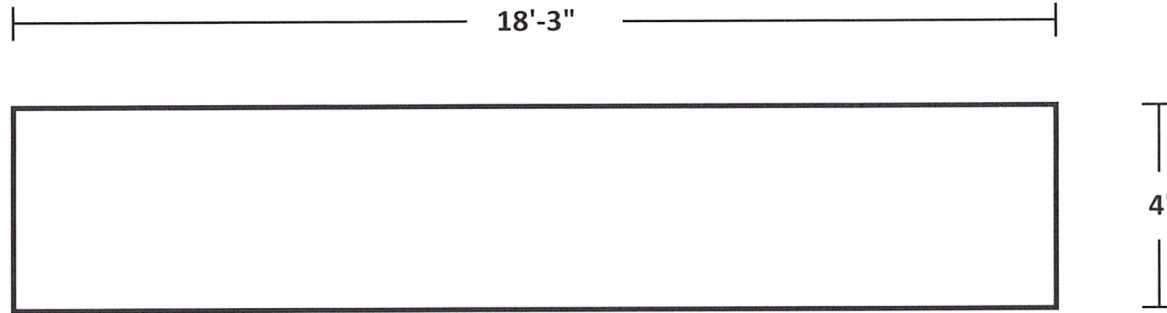
#36 X 1-3/4" FR BLACK KNOTTED NETTING WITH 3/8" BORDERS

DUPREE / TRAVERS PARK

8/8/2024 REVISED FROM 12/20/2023

Modified Tennis Nets Between Net Standards

To Be Held In Place With Velcro Straps / Bungee Cords



9-

9-13-



Practical Solutions for Recreational and Industrial Netting Applications

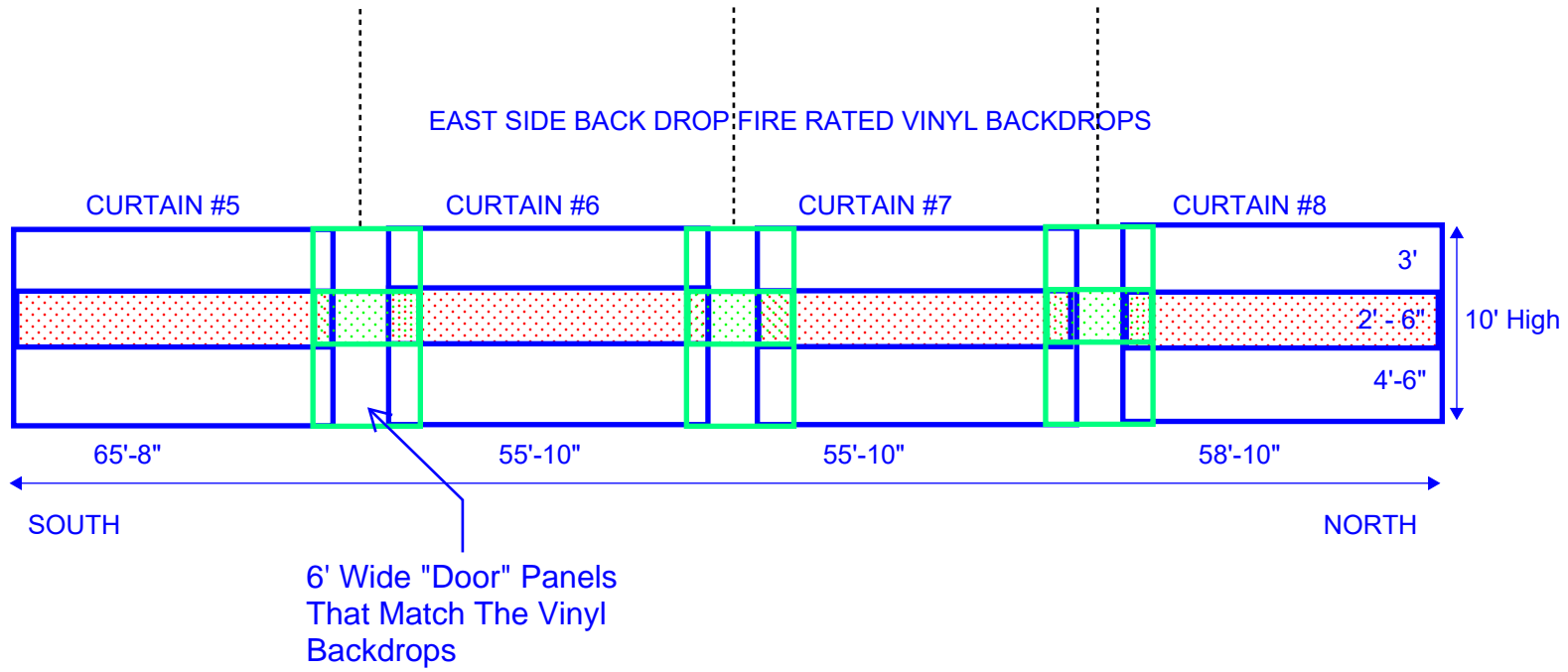
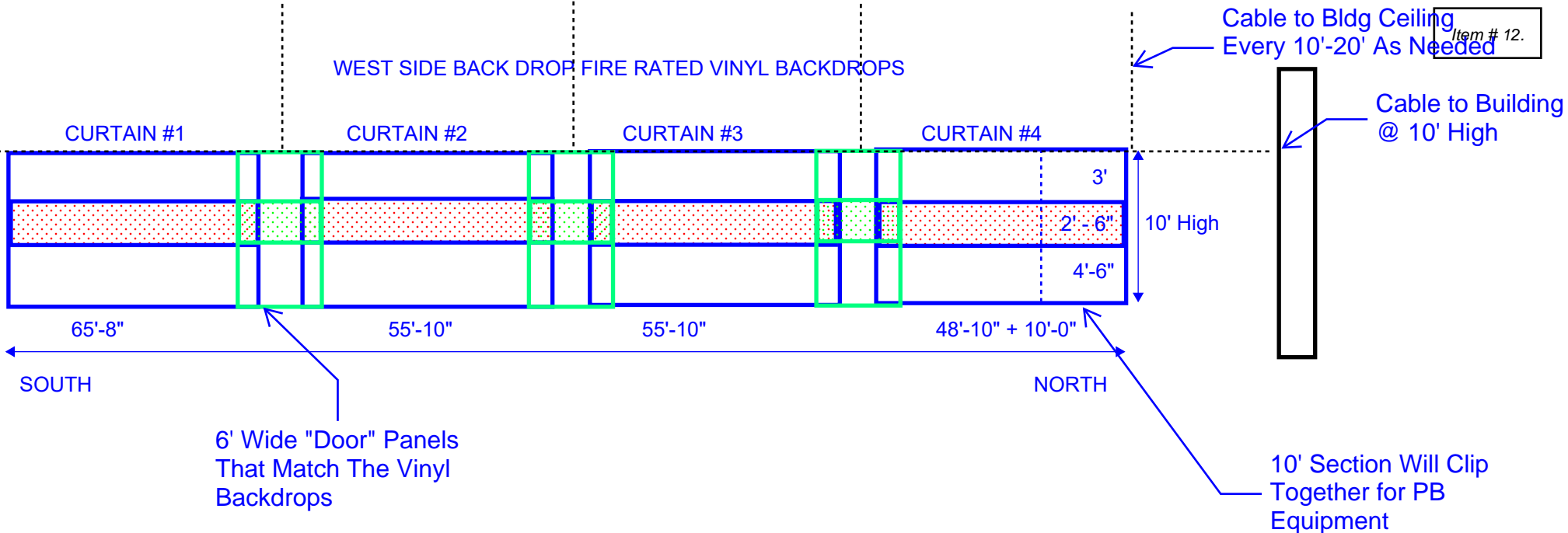
David Berggren 360-296-7056 daveberggren@lfsinc.com

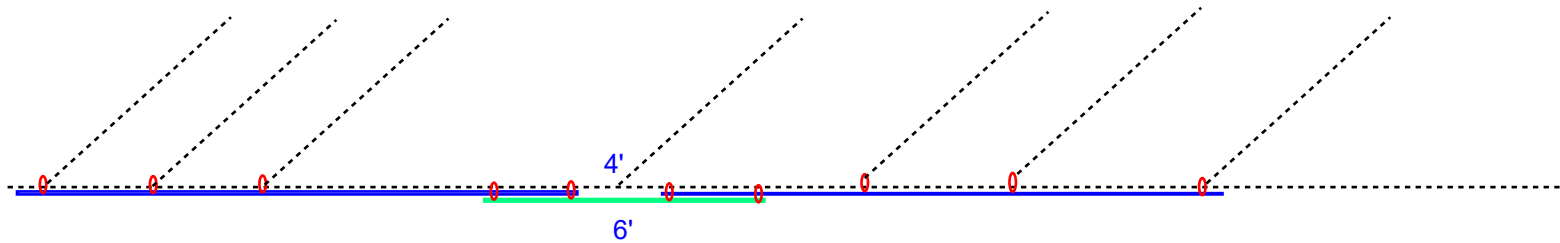
4 EA: PICKLE BALL DIVIDERS

#36 X 1-3/4" FR BLACK KNOTTED NETTING WITH 3/8" BORDERS

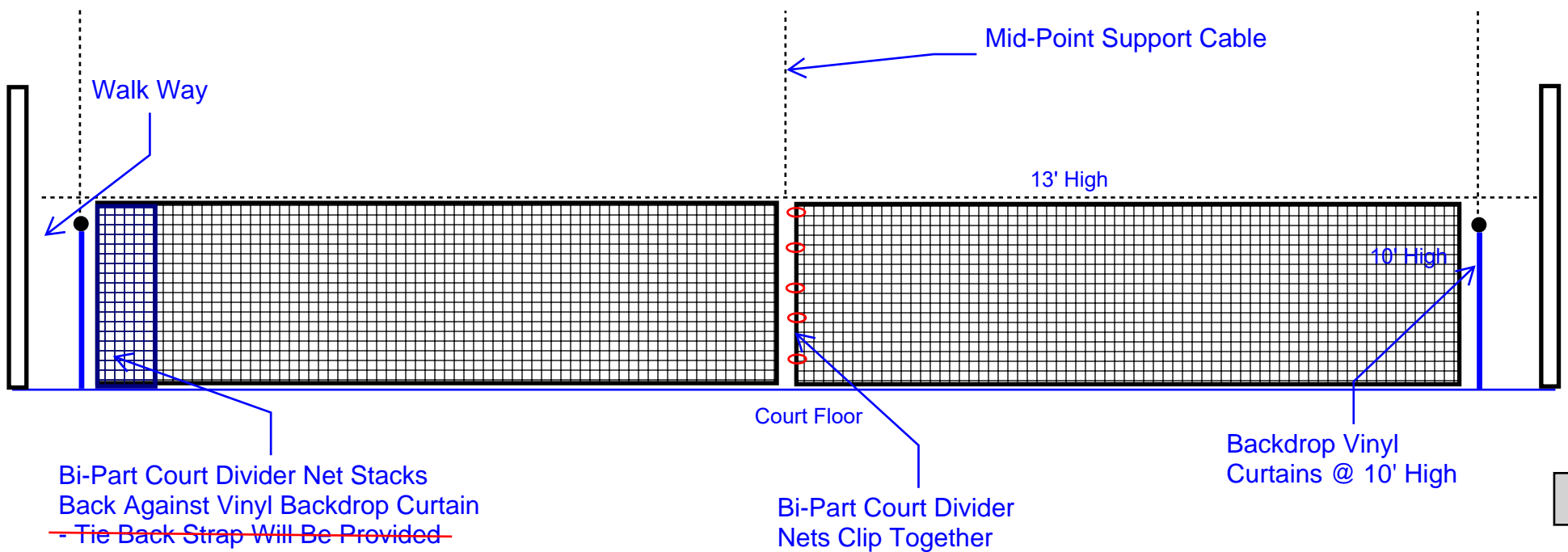
DUPREE / TRAVERS PARK

8/8/2024





Example of Flap Door for Backdrop Curtain From Above - Looking Down





CITY OF SANDPOINT

TRAVERS PARK RECREATION CENTER

CONSTRUCTION DOCUMENTS

REV	DATE	DESCRIPTION
1	11/29/23	CONST DOCUMENTS

PROJ. NO. 2023-011
 DRAWN RM
 PROJ MNGR GS
 DATE 11/29/23
 © ALSC ARCHITECTS, P.S.

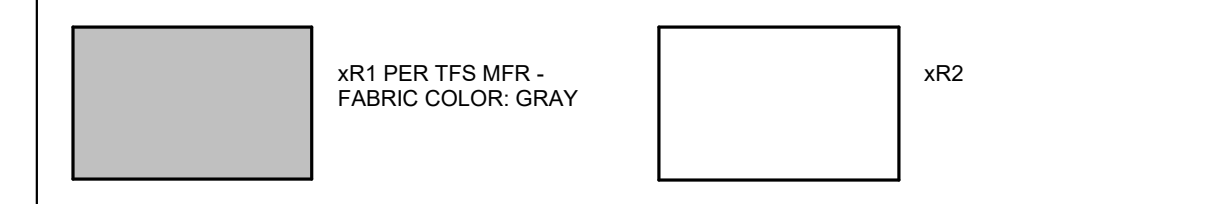
FLOOR & ROOF PLAN - OVERALL

A-110

GENERAL NOTES - ROOF

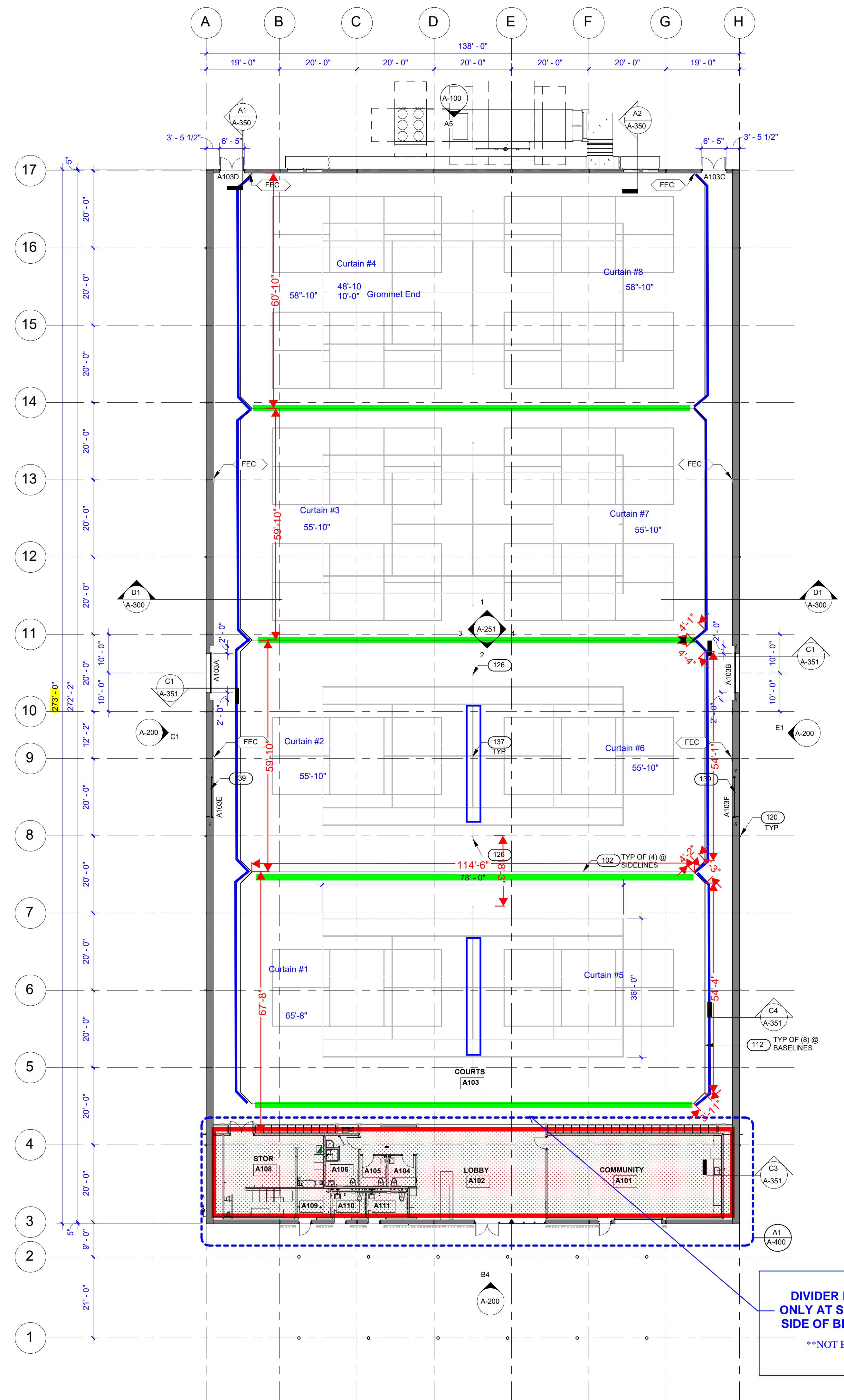
- ARROWS INDICATE DIRECTION OF SLOPE.
- SEE MECHANICAL DWGS FOR MORE INFORMATION, EQUIPMENT & ROOF PENETRATIONS
- PROVIDE TAPERED INSULATION CRICKET AT ALL MECH EQUIPMENT
- SEE WALL SECTIONS FOR COPING AND EAVE INFORMATION.
- REQUIRED SOLAR ZONE PER WSEC C4.1 IS PROVIDED. MINIMUM AREA HAS BEEN CALCULATED THROUGH METHOD C4.1.2.2, 20% OF ELECTRICAL SERVICE SIZE - 33,216 SF.

ROOF LEGEND



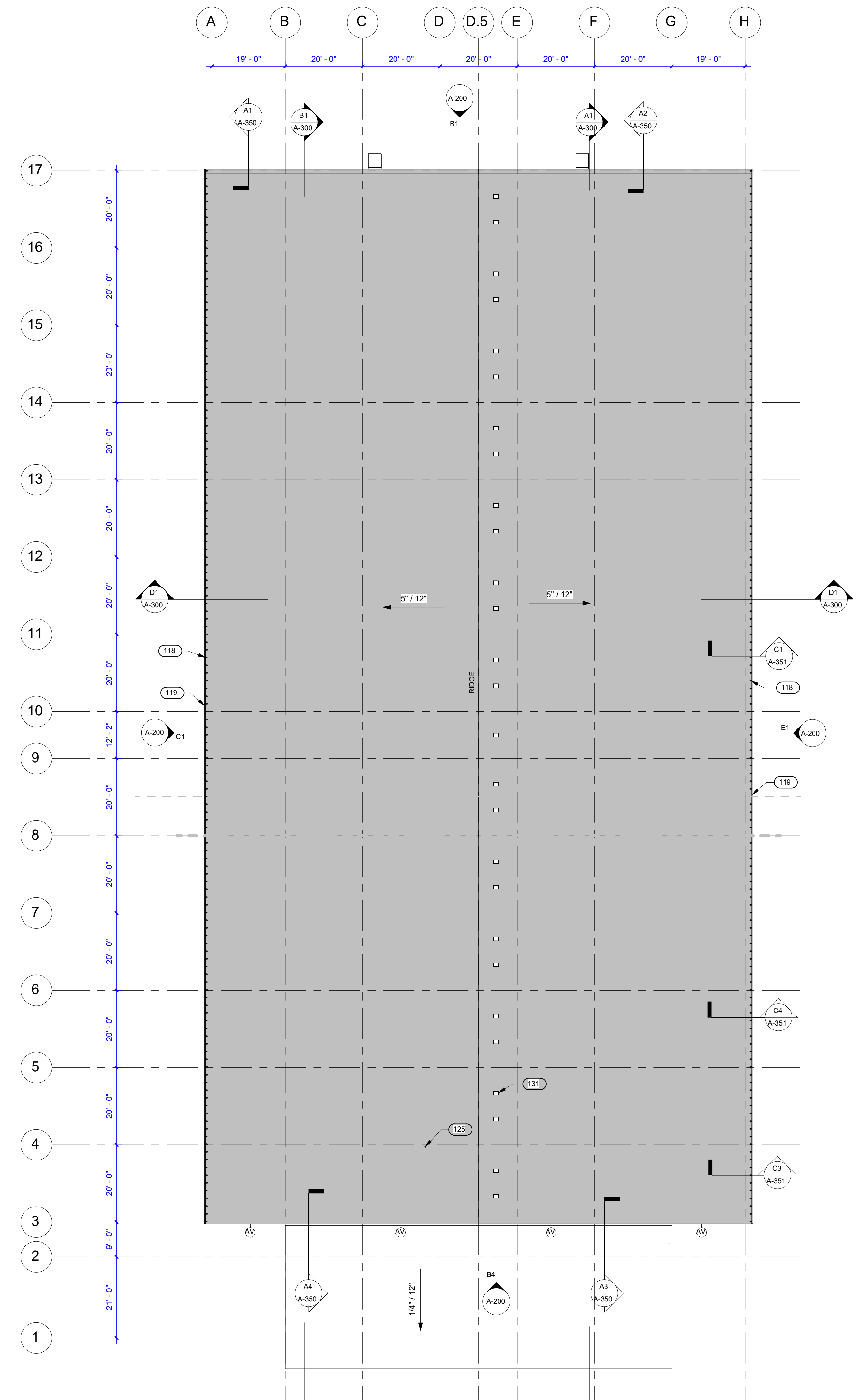
CODED NOTES

NUMBER	DESCRIPTION
102	MESH DIVIDER CURTAIN, 10'-0" HIGH. COORDINATE PLACEMENT WITH COURT STRIPING LAYOUT.
112	SOLID VINYL BACKSTOP CURTAIN, 10'-0" HIGH. COORDINATE PLACEMENT WITH COURT STRIPING LAYOUT.
118	ICE BREAKERS @ EAVES PER TFB MFR
119	MTL GUTTER W/ HEAT TRACE, RE: ELEC
120	DOWNSPOUTS @ 40' MAX OC PER TFB MFR
125	PLUMBING VENT STACK, PER MECH COORDINATION LOCATION W/ TFB MFR AND BRACE TO STRUCTURE
126	TENNIS NET SLEEVE & STANDARD WITH FOOTING PER DETAIL A1/A-560, TYP @ (8) LOCATIONS. SEE STRIPING PLAN FOR PLACEMENT REQ'TS.
131	ROOF VENT PER TFB MFR, TYP
137	TENNIS NET CENTER STRAP ANCHOR AND FOOTING PER DETAIL B1/A-560, TYP @ (4) LOCATIONS. SEE FLOOR PLAN FOR PLACEMENT REQ'TS.
139	ALTERNATE NO. 1: PROVIDE OVERHEAD SECTIONAL DOOR WITH ROUGH-IN FOR FUTURE POWER OPERATOR.

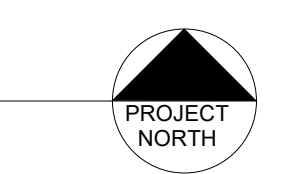


A1 LEVEL 1 FLOOR PLAN
SCALE: 1/16" = 1'-0"

DIVIDER NET ONLY AT SOUTH SIDE OF BLDG.
NOT BY DRAPER



A3 ROOF - OVERALL PLAN
SCALE: 1/16" = 1'-0"



REQUEST FOR PROPOSAL NO: 008B

Project Name: Travers Park Recreation Center

Owner: City of Sandpoint

Contractor: Ginno Construction Company

Job Number: 2023-011

Page 1 of _2_

SPOKANE

203 N Washington

Suite 400

Spokane, WA

99201

P 509.838.8568

alscarchitects.com

TO: Ginno Construction Company, Contractor, please furnish your proposal for performing the changes outlined below and/or detailed on the attachments referred to:

Per owner's request, please make the following adjustments:

- ~~Court Layouts/Striping/Surfacing~~
 - ~~Layouts to be adjusted as shown on attached sheet.~~
 - ~~All Lines at Pickleball & Tennis Courts to be 2" wide, except for Tennis Court baselines to be 3" wide.~~
 - ~~Court surfacing to follow attached specifications.~~
 - ~~To ensure proper adhesion, follow the manufacturer's recommendation for the application process at asphalt and concrete.~~
- Back drop curtains, N/S Curtains:
 - Eliminate California corners as shown on attached sheet.
 - Vinyl curtains to be blue to match "Light blue" court color. Provide color samples to make selection.
 - Add 3'-6" x 7'-0" openings centered on south sideline of each tennis court. Provide a vinyl net "door" at opening; to be made of the same material as the vision panel described below. Overlap at 3" minimum at sides of opening. See revised plan attached.
 - Add vision panel continuously along backdrop vinyl curtains from 4'-6" AFF to 7'-0" AFF (align with top of opening. Mesh material to be vinyl coated polyester 11x11 mesh, or similar, minimizing visual access from tennis court to walking aisle. Color to match curtain; provide color samples for selection.
 - Bottom of vinyl backstops to sit on the ground. Avoid the draping/pooling on the floor.
 - Curtain cable to remain at 10'-0" and be supported at 20'-0" intervals.
 - Provide 8'-0" minimum wide section of back drop curtain to be drawn allowing movement of pickleball nets in and out of court areas.
 - Provide pricing for pulley (Split Bracket Pulley, 1 3/8").
 - Provide pricing for SS cable & Steel Carabiner.
- Divider Nets; E/W Nets:
 - Provide 13'-0" tall nets, attached to the cable to east and west walls @ 13'-0" AFF. Provide vertical cable supporting the tensioned cable at center.
 - **Provide pricing stainless steel cable and aluminum carabiners.**
 - Provide pricing to add Split Bracket Pulleys, 1 3/8".
 - Provide chain at bottom pocket of divider nets. Chain at bottom of divider nets to sit on ground.
 - Net to be bi-parting at center of each tennis courts; Net to open at southwest corner of south court (near the mechanical/storage room) to allow access to cleaning equipment.
 - Provide tie-back straps at divider nets to retain the curtain when open for pickleball play.
 - Provide (5) minimum carabiners at center opening at each divider net to hold nets closed.
 - Provide a modified tennis net between tennis net standards. Modified nets attach to standards with hook and loop bungee cord connection that can be removed/installed simply and stop pickleballs from rolling into the adjacent east/west courts. Net to be ±38" tall and ±17'-3" long, field verify size by what can fit between standards.

ALSC Architects, P.S.By Gale StanleyDate: 6/3/24

9-13-2024

PROPOSAL:

To the Owner: We propose to perform all changes described in the above request for a total ADDITION/DEDUCTION (cross out one) to the contract sum of:

Eight Thousand two hundred thirty three and 65/100 \$ \$8,233.65

(not including Sales Tax)

We have attached cost estimate detail sheets, and the foregoing amount covers all direct and indirect costs related to this proposal and to the effect of the proposal on the remainder of the project. All other provisions of the contract remain in full force and effect. We request the completion date be EXTENDED/REDUCED (cross one out) _____ calendar days because of this work. The Contractor agrees to be bound to this proposal quotation for sixty (60) days after this date.

GINNO CONSTRUCTION By Cory Quan Date 9.10.24
Contractor

RECOMMENDATION:

TO: Owner, we have examined the foregoing proposal and find it to be appropriate for the request. We recommend its acceptance.

ALSC Architects, P.S. By _____ Date: _____

PROPOSAL ACCEPTANCE:

- Maeve and I just met and reviewed the PCO. Can you provide us a little more breakdown as follows: Provide a pricing for a credit for the gable net that will block balls from going over community room/lobby.
- Provide a breakdown of the pricing for the add of the 3'-6"x7'-0" openings vs. the credit of the California corners.
- Provide price for vision panels in "doors". What if they were solid?
- Provide a breakdown for the vision panel costs. Is it possible to derive a linear ft cost? Is it half the cost if we only install half the length of vision panel?
- Provide a breakdown of the stainless steel cable for both curtains and nets. Confirm the material that is currently in the bid for cable and the hardware.

We will likely not accept the Tie-back straps nor the modified tennis nets. We also want to remove the steel cable, but may want to keep the stainless steel hardware at the nets, but not the curtains.

If you want to hop on a call with us and Dupree we can review and discuss further. Just let me know.

Thanks,

Jeff Slichter, AIA

509.838.8568

CODED NOTES

NUMBER	DESCRIPTION
102	MESH DIVIDER CURTAIN, 10'-0" HIGH. COORDINATE PLACEMENT WITH COURT STRIPING LAYOUT.
126	TENNIS NET SLEEVE & STANDARD WITH FOOTING PER DETAIL A1/A-560, TYP @ (6) LOCATIONS. SEE STRIPING PLAN FOR PLACEMENT REQ'TS.
136	OPENING IN BACKDROP CURTAIN. SEE TYPICAL CURTAIN/OPENING ELEVATION THIS SHEET. TYP @ (8) OPENINGS
137	TENNIS NET CENTER STRAP ANCHOR AND FOOTING PER DETAIL B1/A-560, TYP @ (4) LOCATIONS. SEE FLOOR PLAN FOR PLACEMENT REQ'TS.
138	TENNIS NET, TYP @ (4) LOCATIONS
141	MODIFIED TENNIS NET TO MOUNTED BETWEEN COURTS, APPROX SIZE: 38" TALL X 17'-3" LONG. FIELD VERIFY. MOUNT WITH BUNGEE HOOK AND LOOP



CITY OF SANDPOINT

TRAVERS PARK RECREATION CENTER

RFP_008
Approve 8.9.24 in PCCO_005

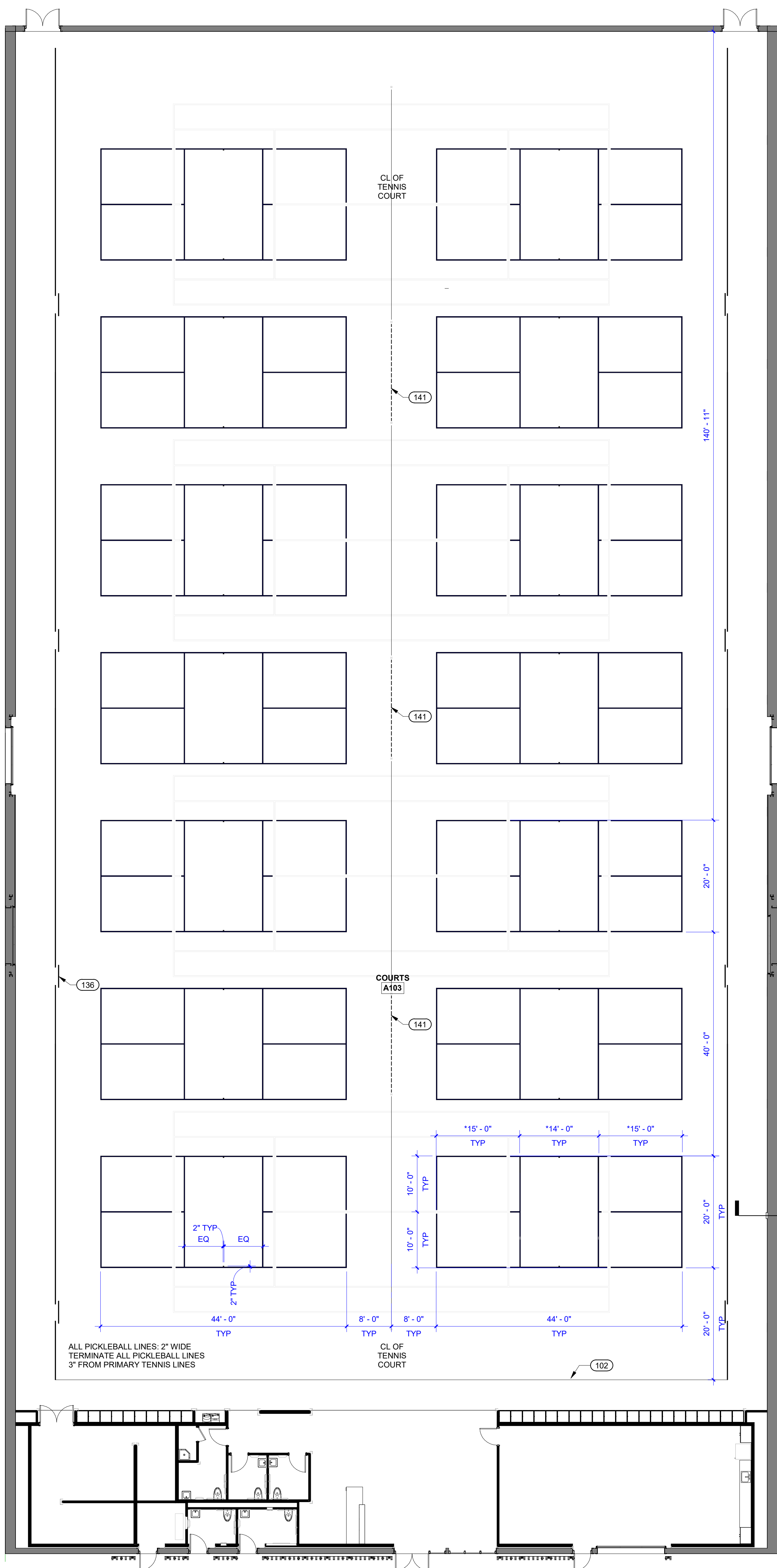
CONSTRUCTION DOCUMENTS

REV	DATE	DESCRIPTION
1	12/15/23	ADDENDUM 2

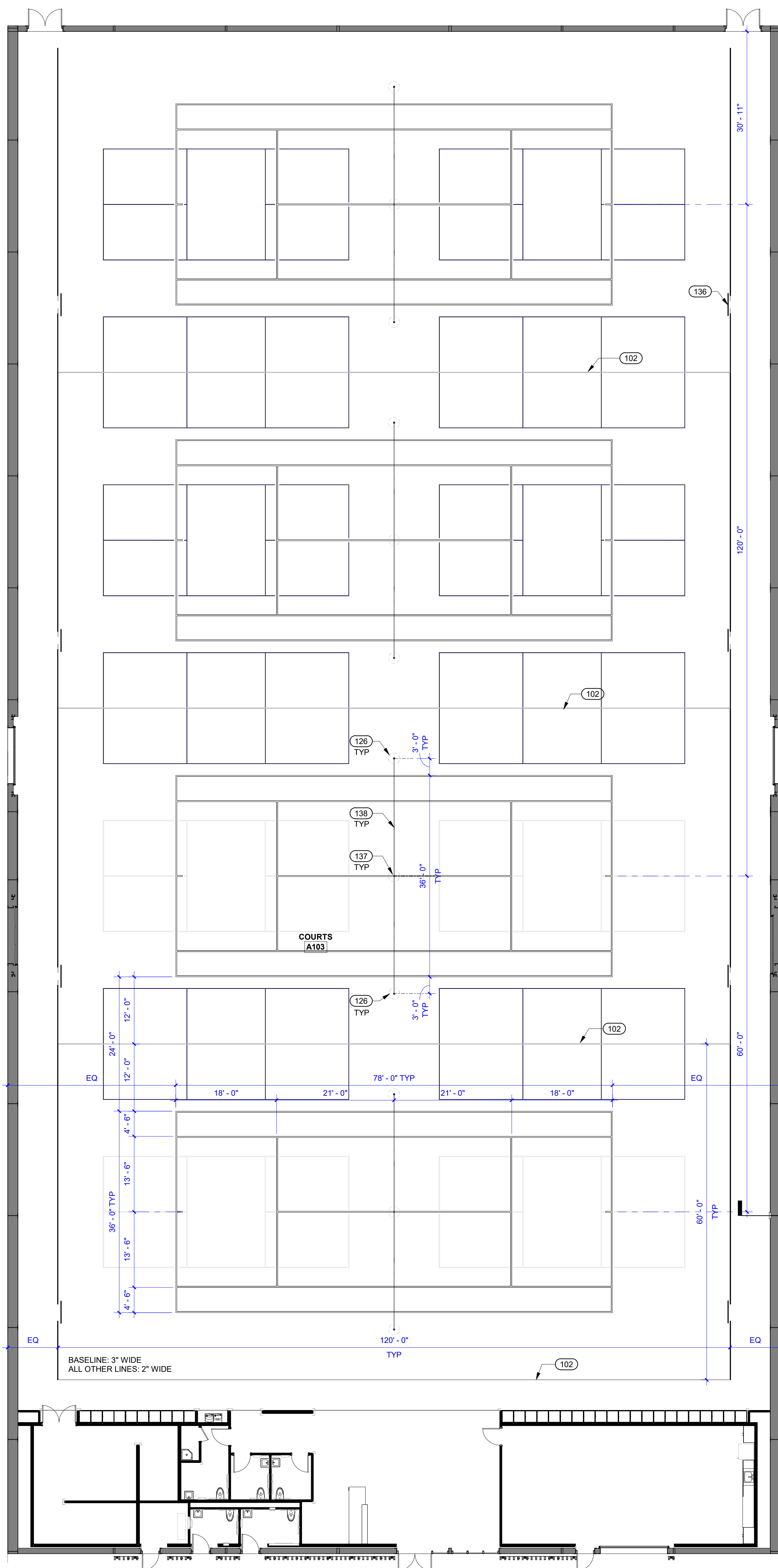
PROJ. NO. 2023-011
 DRAWN RM/JTS
 PROJ MNGR GS
 DATE 11/29/23
 © ALSC ARCHITECTS, P.S.

TYPICAL COURT CLEARANCE PLAN

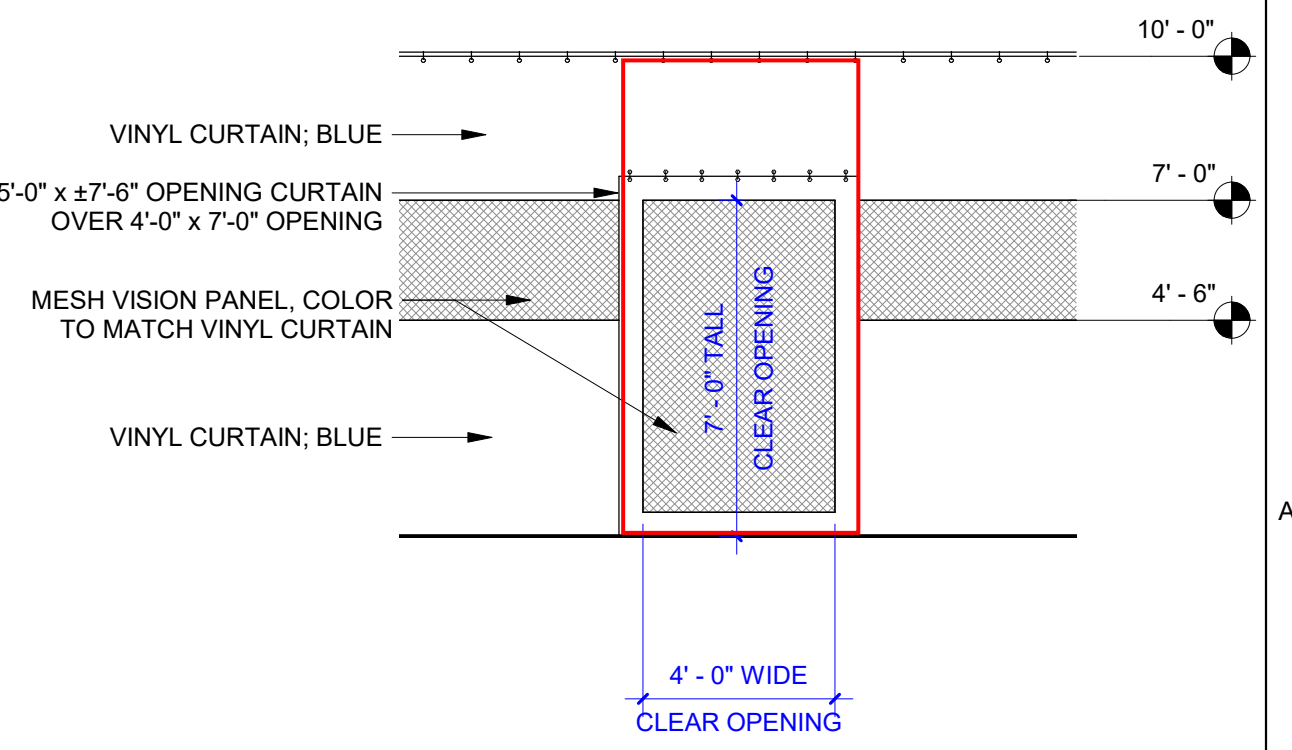
A-150



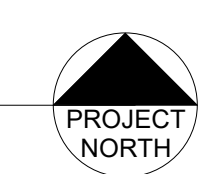
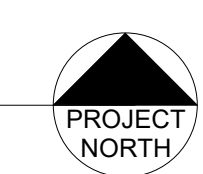
1 FLOOR PLAN - PICKLEBALL COURT DIMENSIONS
SCALE: 3/32" = 1'-0"



2 FLOOR PLAN - TENNIS COURT DIMENSIONS
SCALE: 3/32" = 1'-0"



3 TYP CURTAIN/OPENING
SCALE: 1/4" = 1'-0"



SECTION 09 67 66**FLUID APPLIED ATHLETIC SURFACING****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes:

- 1. Textured acrylic surfacing for asphalt tennis and court areas.

- B. Related requirements:

- 1. Section 11 66 23 "Gymnasium Equipment" for tennis net posts and sleeves.
- 2. Section 11 66 53 "Gymnasium Dividers" for divider net and backstop curtains.
- 3. Section 32 12 16.40 "Asphalt Paving for Indoor Tennis Courts" for asphalt floor surface.

1.3 REFERENCES:

- A. American Sports Builders Association (ASBA) Tennis Court Construction Guidelines Section I - General Guidelines, and Section II - Tennis Court Guidelines, and other applicable sections including but not limited to:

- 1. Standard Classification for Tennis Court Surfacing Systems
- 2. Hot Mix Asphalt for Tennis Courts
- 3. Acrylic Color Finish Systems for Tennis Courts

- B. USA Pickleball Association (USAPA) Rules of Pickleball

- C. National Asphalt Paving Association (NAPA)

- D. United States Tennis Association (USTA)

- E. International Tennis Federation (ITF)

1.4 PREINSTALLATION MEETING

- A. Preinstallation Conference: Conduct at project site.

1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product.

- B. Samples for Initial Selection: For each type of material requiring color selection.
- C. Shop Drawings:
 - 1. Court layout plans and details, drawn to scale, and coordinated with floor inserts, divider, and backstop curtains.

1.6 QUALITY ASSURANCE

- A. All surface coatings shall be supplied by a single manufacturer.
 - 1. The contractor shall record the batch number of each product used on the site and maintain it through the warranty period.
 - 2. The contractor shall provide the inspector, upon request, an estimate of the volume of each product to be used on the site.
- B. Contractor Qualifications:
 - 1. The Contractor shall be an authorized applicator of the specified system.
 - 2. The Contractor shall provide the inspector, upon request, an estimate of the volume of each product to be used on the site.
 - 3. The Contractor must be experienced in installation of tennis court surfacing with personnel, facilities and equipment adequate for the work specified.
- C. Surface shall conform to the guidelines of the ASBA for planarity. Testing shall be done under the supervision of the Contractor and in accordance with the contract documents. Refer to paragraph 3.02 this section for water testing.

1.7 SUBMITTALS INFORMATIONAL: The Contractor shall submit to the Architect and Owner's representative, materials containing the following information:

- A. General:
 - 1. Authorized Applicator certificate from the surface system manufacturer.
 - 2. Reference list from the installer of at least five (5) projects of similar scope done in the past three (3) years. Contractor to have installed a minimum of five (5) multi-court (no less than four adjoining courts). The list shall include dates, dollar value of Contractor's work, location, and project owner with current contact information.
 - 3. Provide documentation that the system to be installed has been classified as a medium pace surface.
 - 4. Procedures to be used in the construction of Tennis Court(s) with regard to the division of labor and responsibility of the Contractor and all sub-contractors involved.
 - 5. Materials to be used, color chart and the proposed method of application and procedures to be followed.
 - a. Manufacturers Material Safety Data Sheets (MSDS) for all coatings and Paints, prior to their delivery to the site.
 - b. Manufacturers recommended methods of installation for all coatings and paints, for approval prior to the commencement of the work.
 - 6. ITF classification certificate for the system to be installed.

- B. Operations and Maintenance Manual: The Contractor shall provide the Architect with a complete typewritten set of maintenance and repair procedures on 8-1/2" x 11" heavy weight plastic coated sheets. Furnish minimum of two hard copies and one electronic copy in pdf form.
- C. The manufacturer's representative shall be available to help resolve material questions.

1.8 EXTRA STOCK:

- A. At the Project Close Out, prior to Physical Completion the Contractor shall provide the following:
 - 1. A one (1) gallon container, premixed with texture sand (Sealed), for each color, obtained on site.
 - 2. Product information, including MSDS per requirements for the Operation and Maintenance Manual.
 - 3. Label each container with the color, project location, and date. The container shall also display the manufacture and their contact information.

1.9 WARRANTY

- A. Provide a guarantee against defects in the materials and workmanship for a period of one year from the date of substantial completion.

PART 2 - PRODUCTS

2.1 TENNIS COURT SURFACING, GENERAL

- A. Basis of Design: SportMaster Sport Surfaces: PO Box 2277, 2520 South Campbell Street, Sandusky, Ohio 44870. Toll Free 800-326-1994. Fax 877-825-9226. Website www.sportmaster.net. E-mail moreinfo@sportmaster.net.

- 1. All other brands must be pre-approved by the Architect/Owner.

- B. Court Colors:

- 1. Field Color - Area surrounding courts and interior court color: Color to be Light Blue, selected and Approved by Owner from manufacturer's standard color palette.
- 2. Striping Color:
 - a. Tennis Court Striping: Color to be White, selected and approved by Owner from manufacturer's standard color palette.
 - b. Pickleball Court Striping: Color to be Ice Blue, selected and approved by Owner from manufacturer's standard color palette.
 - c. Tennis Court Striping to be prioritized at areas of overlap. Pickleball court lines (secondary lines) shall terminate 3" from tennis court lines (priority lines).

9-13-2024

2.2 MATERIALS:

- A. Asphalt Court Surface Color Coating System: (Basis of Design) PickleMaster Surfacing System by SportMaster Sport Surfaces
 - 1. Finished Surface shall have a Tennis (USTA) speed rating of Medium, ie: (3).

- B. Crack Sealant: (Basis of Design) SportMaster “Crack Magic”.
1. 100 percent acrylic emulsion elastomeric crack sealant.
 2. Seals cracks up to 1/2 inch wide in asphalt pavement.
 3. Weight per Gallon at 77 Degrees F: 8.8 lbs., plus or minus 0.5 lbs.
 4. Non-Volatile Material: 61 percent, plus or minus 5 percent.
 5. Color: [Neutral].
- C. Crack Filler: (Basis of Design) SportMaster “Acrylic Crack Patch”.
1. 100 percent acrylic emulsion trowel-grade crack filler.
 2. Fills cracks in asphalt pavement up to 1 inch wide.
 3. Chemical Characteristics, by Weight, Minimum:
 - a. Acrylic Emulsion: 10.0 percent.
 - b. Hiding Pigment: 0.2 percent.
 - c. Mineral Inert Fillers: 78.0 percent.
 - d. Film Formers, Additives: 1.8 percent.
 - e. Water: 8.5 percent.
 4. Weight per Gallon at 77 Degrees F: 15.2 lbs., plus or minus 1.0 lbs.
 5. Non-Volatile Material: 80 percent, plus or minus 5 percent.
 6. Color: [Neutral].
- D. Patch Binder: (Basis of Design) SportMaster “Acrylic Patch Binder”.
1. 100 percent acrylic emulsion liquid binder.
 2. Mix on-site with sand and cement.
 3. Levels and repairs low spots and depressions up to 3/4 inch deep in asphalt pavement.
 4. Fills Cracks in Asphalt up to 1” in width.
 5. Weight per Gallon at 77 Degrees F: 8.8 lbs., plus or minus 0.5 lbs.
- E. Adhesion Promoter: (Basis of Design) SportMaster “Acrylic Adhesion Promoter”.
1. Acrylic emulsion primer.
 2. Primes concrete surface and promotes adhesion of color coating system materials.
 3. Weight per Gallon at 77 Degrees F: 8.7 lbs., plus or minus 0.5 lbs.
- F. Filler Course: (Basis of Design) SportMaster “Acrylic Resurfacer”.
1. 100 percent acrylic emulsion resurfacer.
 2. Mix on-site with silica sand.
 3. Apply to asphalt surfaces or previously colored acrylic surfaces in preparation of color coating system.
 4. Chemical Characteristics, by Weight, Minimum:
 - a. Acrylic Emulsion: 44.0 percent.
 - b. Hiding Pigment: 2.0 percent.
 - c. Mineral Inert Fillers: 5.0 percent.
 - d. Film Formers, Additives: 0.2 percent.
 - e. Water: 45.0 percent.
 5. Weight per Gallon at 77 Degrees F: 8.5 lbs., plus or minus 0.5 lbs.
 6. Non-Volatile Material: 27.5 percent, plus or minus 5.0 percent.
 7. Color: [Black].

- G. Color Coating: (Basis of Design) SportMaster "PickleMaster".
1. 100% acrylic emulsion fortified with specialty aggregate for non-aggressive texture
 2. Mix on-site with ColorPlus Pigment and water.
 3. Specialized coating system for court surfaces.
 4. Weight per Gallon at 77 Degrees F: 12 lbs., plus or minus 0.5 lbs.
 5. Colors: Light Blue
- H. Line Markings Primer: (Basis of Design) SportMaster "Stripe-Rite".
1. 100 percent acrylic emulsion primer, clear drying.
 2. Primes line markings and prevents bleed-under for sharp lines.
 3. Chemical Characteristics, by Weight, Nominal:
 - a. Acrylic Emulsion: 38.0 percent.
 - b. Hiding Pigment: 0.0 percent.
 - c. Mineral Inert Fillers: 7.0 percent.
 - d. Film Formers, Additives: 1.5 percent.
 - e. Water: 50.0 percent.
 4. Weight per Gallon at 77 Degrees F: 8.9 lbs., plus or minus 0.5 lbs.
 5. Non-Volatile Material: 29 percent, plus or minus 5 percent.
- I. Line Paint: (Basis of Design) SportMaster "Textured Line Paint".
1. Pigmented, 100 percent acrylic emulsion line paint.
 2. Line marking on asphalt courts.
 3. Chemical Characteristics, by Weight, Nominal:
 - a. Acrylic Emulsion: 25.89 percent.
 - b. Pigment: 14.90 percent.
 - c. Mineral Inert Fillers: 13.12 percent.
 - d. Additives: 4.73 percent.
 - e. Water: 41.36 percent.
 4. Weight per Gallon at 77 Degrees F: 10.65 lbs., plus or minus 0.75 lbs.
 5. Non-Volatile Material: 45.17 percent, plus or minus 5 percent.
 6. Color: White at Tennis Courts; Ice Blue at Pickleball Courts.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine asphalt court surfaces to receive color coating system.
- B. Verify asphalt courts meet ASBA & USTA requirements.
- C. Notify Architect of conditions that would adversely affect application or subsequent use.
- D. Do not begin surface preparation or application until unacceptable conditions are corrected.

3.2 SURFACE PREPARATION

- A. Protection of In-Place Conditions: Protect adjacent surfaces and landscaping from contact with asphalt court surface color coating system.
- B. Prepare surfaces in accordance with manufacturer's instructions.
- C. Cure new asphalt surfaces a minimum of 30 days before application of asphalt court surface color coating system. Note: This will match the acrylic to concrete application.
- D. Remove dirt, dust, debris, oil, grease, vegetation, loose materials, and other surface contaminants which could adversely affect application of asphalt court surface color coating system. Pressure wash entire surface. Remove pressure wash residual water immediately after application to minimize absorption.
- E. Repair cracks, depressions, and surface defects in accordance with manufacturer's instructions before application of filler course and color coating.
- F. Level depressions 1/8 inch and deeper with patch binder in accordance with manufacturer's instructions.
- G. Apply 2 coats of filler course as required by surface roughness and porosity to provide smooth underlayment for application of color coating. Standard with new asphalt surface.
- H. Ensure surface repairs are flush and smooth to adjoining surfaces.
- I. New Concrete:
 - 1. Cure new concrete surfaces a minimum of 28 days before application of concrete court surface color coating system.
 - 2. Provide medium broom finish or similar roughened texture.
 - 3. Do not steel trowel finish.
 - 4. Acid etch surface per manufacturers specifications, then rinse thoroughly.
 - 5. Apply adhesion promoter over entire concrete surface in accordance with manufacturer's instructions.

3.3 APPLICATION

- A. Apply asphalt court surface color coating system in accordance with manufacturer's instructions at locations indicated on the Drawings.
- B. Mix materials in accordance with manufacturer's instructions.
- C. Apply Filler Course and Color Coating with a 50-60 durometer, soft rubber squeegee.
- D. Filler Course:
 - 1. Apply 2 coats on new asphalt or existing acrylic surfaces with extensive cracks or low spot repair.
- E. Color Coating: Apply a minimum of 2 coats of color coating to prepared surfaces in accordance with manufacturer's instructions.
- F. Allow material drying times in accordance with manufacturer's instructions before applying other materials or opening completed surface to foot traffic.

3.4 LINE MARKINGS

- A. Lay out court line markings in accordance with USAPA Rules of Pickleball and USTA Rules of Tennis.
- B. Apply line markings primer, after masking tape has been laid, to seal voids between masking tape and court surface to prevent bleed-under when line paint is applied.
- C. Apply a minimum of 1 coat of line paint in accordance with manufacturer's instructions.

3.5 PROTECTION

- A. Allow a minimum of 24 hours curing time before opening courts for play.
- B. Protect applied asphalt court surface color coating system to ensure that, except for normal weathering, coating system will be without damage or deterioration at time of Substantial Completion.
- C. Repair any inconsistencies to finished surface occurring during construction prior to final acceptance.

END OF SECTION 09 67 66

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Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #035: CE #059 - RFP_012 - Audio/Paging

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	035 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	7/17 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	#007 - Netting & Curtains - Audio/Paging Credit
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #059 - RFP_012 - Audio/Paging

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #059 - RFP_012 - Audio/Paging System

RFP_012 - Audio/Paging System

- Deduct: \$50,000 allowance for Paging System
- Deduct: \$20,000 allowance for Audio/Visual Raceway System
- Add: \$13,568 for Pathways and Boxes in walls for paging, speaker and audio system for future use

ATTACHMENTS:

[RFP_012.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-1000 - Electrical	RFP_012 - Audio/Paging System	SUBCONTRACT	\$ 13,568.00
2	26-1000 - Electrical	A/V System Allowance	SUBCONTRACT	(\$20,000.00)
3	26-1000 - Electrical	Paging System Allowance	SUBCONTRACT	(\$50,000.00)
4	55-1000 - Contingency	Transfer to Contingency	Schedule of Values	\$ 56,432.00
Subtotal:				\$0.00
Grand Total:				\$0.00



Change Order Proposal

From: Summit Electric LLC
PO Box 3187
Post Falls, ID 83877 509-922-3187

Date: 9/9/24

Customer: Ginno Construction Project: Travers Park
3893 N Schreiber Way 2016 Pine Street
Coeur d'Alene, ID 83815 Sanpoint, ID 83864

Phone: 208-667-5560 Contract #: 2310-SUMM
Fax: _____ COP# 7

It is hereby agreed the changes and additions in the Scope of Work noted below shall constitute an Extra to the contract in the amount noted on this form.
The sum shall be added to the original value of the above numbered contract.

Change Order Description:
RFP-012

Scope of Work: _____
Deduct \$50,000.00 allowance for Paging System
Deduct \$20,000.00 allowance for A/V Systems pathways and boxes

Add \$13,568.00 for pathways and boxes in walls for A/V system for future use

Price of Above Work: (\$56,432.00)

The above price includes all applicable taxes: Yes

All work performed hereunder shall be in accordance with the terms and conditions of the base contract in effect as to the day of this proposal.

Customer Signature
Signature Jason Welker
Name Jason Welker
Title Community Planning & Development Director

Summit Electric Signature
Signature _____
Name Dan Gonzalez
Title Estimator/Project Manager

REQUEST FOR PROPOSAL NO: 012

Project Name: Travers Park Recreation Center

Owner: City of Sandpoint

Contractor: Ginno Construction Company

Job Number: 2023-011

SPOKANE
203 N Washington
Suite 400
Spokane, WA
99201
P 509.838.8568

alscarchitects.com

TO: Ginno Construction Company, Contractor, please furnish your proposal for performing the changes outlined below and/or detailed on the attachments referred to:

Provide pathways and boxes in walls for paging, speaker, and audio system. Provide credit for remaining allowance.

ALSC Architects, P.S. By Gale Stanley Date: 7/16/24

PROPOSAL:

To the Owner: We propose to perform all changes described in the above request for a total ADDITION/DEDUCTION (cross out one) to the contract sum of:

Fifty six thousand four hundred thirty two and 00/100 \$ 56,432.00

(not including Sales Tax)

We have attached cost estimate detail sheets, and the foregoing amount covers all direct and indirect costs related to this proposal and to the effect of the proposal on the remainder of the project. All other provisions of the contract remain in full force and effect. We request the completion date be EXTENDED/REDUCED (cross one out) calendar days because of this work. The Contractor agrees to be bound to this proposal quotation for sixty (60) days after this date.

Summit Electric By Dan Gonzalez Date 7/29/2024
Contractor

RECOMMENDATION:

TO: Owner, we have examined the foregoing proposal and find it to be appropriate for the request. We recommend its acceptance.

ALSC Architects, P.S. By Date:

PROPOSAL ACCEPTANCE:

The Owner hereby accepts the foregoing proposal. This instrument, when signed below, constitutes the conditions upon which a Change Order will be issued.

Jason Welker By Jason Welker Date 09/13/2024
Owner

SECTION 28 05 28

AUDIO-VISUAL SYSTEM RACEWAY

PART 1 - GENERAL

1.1 DESCRIPTION

- A. A/V system design is by others. The contractor shall carry an allowance of \$20,000 to provide a complete raceway system for the A/V system.
- B. Provision of all grounding, line and low voltage conduit, boxes, sleeves, shelves, materials, backboards, labor, all items of a miscellaneous nature required for a complete raceway system are included as part of the work of this section. Provide blank cover plates for all installed junction boxes and outlet back boxes.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. All cabling shall be installed in a raceway using EMT where exposed and PVC below slab. Refer to 26 05 30 for additional details regarding allowable usage of raceway types.
 - 1. Cabling may be installed without a raceway, when concealed AND accessible. Where cable is installed without a raceway it shall be provided with appropriate hangers as necessary to support cable adequately and independently.
- B. Metallic conduit shall be standard electrical steel conduit, galvanized inside and outside and shall be as manufactured by:
 - 1. Allied Tube and Conduit
 - 2. Wheatland Tube
 - 3. Republic Conduit
 - 4. Western Tube and Conduit
 - 5. Or equivalent acceptable to the Owner
- C. Conduit sweeps shall be of similar construction to the conduit and shall be long radius.
- D. Fittings for steel conduit shall be galvanized or cadmium plated steel and shall be threaded. Locknuts and bushings shall be steel or malleable iron. Bushings shall be furnished with nylon insulated throats.
- E. Boxes shall galvanize, not smaller than 4-inch square, shall accommodate the devices to be installed and shall be sized as required by the applicable codes for number and size of conduits and conductors entering and leaving. Provide a single gang ring and a blank trim plate on each box. Round or octagon boxes shall not be used unless specifically called for in the documents.
- F. Provide a grounding electrode at each A/V equipment backboard and connect to the closest grounding bus with a #6AWG copper grounding conductor in ¾ inch steel conduit and an approved grounding clamp. Ground conductors shall be insulated and color-coded green.
- G. Plywood backboards shall be a minimum ¾ inch thick and shall be finished with fire retardant coating and one finish coat of interior paint.



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #041: CE #028 - ASI-002 - Credit for Deleting SH-1 Shower

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	041 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	8/12 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #028 - ASI-002 - Credit for Deleting SH-1 Shower

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #028 - ASI-002 - VE Efforts
 ASI-002 - VE Efforts

ATTACHMENTS:

[SKM_C451i24081210400 \(1\).pdf](#) [_Delete Shower Overlay.pdf](#) [_ASI-002_Combined.pdf](#)

#	Cost Code	Description	Type	Amount
1	22-1000 - Plumbing	Deduct: SH-1 and associated 2" FD-1. Delete 1/2" HW, 1/2" CW, 2" Waste and 2" Vent Branches back to nearest main.	SUBCONTRACT	(\$2,634.41)
2	55-1000 - Contingency	Add: to Contingency Fund	Schedule of Values	\$ 2,634.41
			Subtotal:	\$0.00
			Grand Total:	\$0.00

Rustin Hall (ALSC Architects)
 203 N. Washington Suite 400
 Spokane Washington 99201

City of Sandpoint
 1123 Lake St.
 Sandpoint Idaho 83864

Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene Idaho 83815

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
		Jason Welker	10/22/2024		



Item # 12.

- HEATING
- BUILDING SOLUTIONS
- DESIGN BUILD SPECIALIST

Change order proposal

To: Ginno construction

Attn: Cory Quan

Job Name: Travers Park

Re: This deductive change order is for deleting the sh-1 shower.

Labor hrs.4 @ 78.00	(\$312.00)
Shower/materials	(\$2,322.41)
Subtotal	(\$2,634.41)
Total	<u>(\$2,634.41)</u>

Call me if you have any questions.

Mike Wirth
Project Manager



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #033: CE #056 - RFP_011 - Canopy Revisions

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	033 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	7/3 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #056 - RFP_011 - Canopy Revisions

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #056 - RFP_011 - Canopy Revisions
 RFP_011 - Canopy Revisions

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	06-1000 - Rough Carpentry	Deduct for Lumber	MATERIAL	(\$29,000.00)
2	06-1000 - Rough Carpentry		MATERIAL	\$ 17,500.00
3	09-9100 - Painting	Fire Suppression	SUBCONTRACT	\$ 9,626.44
4	21-1000 - Water Based Fire Suppression	Deduct: Fire Sprinklers no longer needed	SUBCONTRACT	(\$5,395.00)
5	07-5000 - Membrane Roofing	Fascia Metal	SUBCONTRACT	\$ 6,800.00
6	07-5000 - Membrane Roofing	5" K-style gutters and (2) Downspouts	SUBCONTRACT	\$ 4,500.00
7	09-9100 - Painting	Credit: Clear Coat no longer required	SUBCONTRACT	(\$3,494.10)
8	26-1000 - Electrical	Provide Pathways and Boxes for Canopy Speakers	SUBCONTRACT	\$ 1,350.00
9	26-1000 - Electrical	Credit for light fixture less: 50% restocking fee	SUBCONTRACT	(\$3,351.00)
10	55-1000 - Contingency	Add to Contingency Balance	Schedule of Values	\$ 1,463.66
Subtotal:				\$0.00
Grand Total:				\$0.00



Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

Rustin Hall 10-18-2024
SIGNATURE DATE

Jason Welker 10-18-2024
SIGNATURE DATE

SIGNATURE DATE



RE: Travers - SPI Fixtures Type V

From Dan Gonzalez <Dan@summitelectricnw.com>
Date Thu 10/10/2024 1:12 PM
To Cory Quan <cory@ginnoconstruction.com>
Cc Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>

Cory,
 Finally got a reply.
 The factory is willing to take it back with a 50% restocking fee and we would be responsible for shipping fees.
 Credit of \$3,351.00.
 We can also install it if they want us to.
 Let us know.
 Thanks,

Dan Gonzalez
Summit Electric LLC
 509.922.3187



From: Cory Quan <cory@ginnoconstruction.com>
Sent: Wednesday, October 9, 2024 2:22 PM
To: Dan Gonzalez <Dan@summitelectricnw.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: Re: Travers - SPI Fixtures Type V

If this item is not returnable for a credit the owner was wondering how much more to just have installed as it was originally planned?



Cory Quan (Phillips)
 Ginno Construction Co. | Project Manager
 Cell: 509.362.5853 | Office: 208.667.5560
 3893 N. Schreiber Way | Coeur d'Alene, ID 83815
 www.ginnoconstruction.com

From: Dan Gonzalez <Dan@summitelectricnw.com>
Sent: Tuesday, October 8, 2024 6:12 AM
To: Cory Quan <cory@ginnoconstruction.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: RE: Travers - SPI Fixtures Type V

Let me ping our distributor
 Thanks,

Dan Gonzalez
Summit Electric LLC
509.922.3187



From: Cory Quan <cory@ginnoconstruction.com>
Sent: Monday, October 7, 2024 4:44 PM
To: Dan Gonzalez <Dan@summitelectricnw.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: Re: Travers - SPI Fixtures Type V

I don't suppose any update on this Dan? Just curious. I'm trying to discuss with owner tomorrow

Thanks!



Cory Quan (Phillips)
Ginno Construction Co. | Project Manager
Cell: 509.362.5853 | Office: 208.667.5560
3893 N. Schreiber Way | Coeur d'Alene, ID 83815
www.ginnoconstruction.com

From: Dan Gonzalez <Dan@summitelectricnw.com>
Sent: Thursday, September 12, 2024 9:46 AM
To: Cory Quan <cory@ginnoconstruction.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: RE: Travers - SPI Fixtures Type V

Checking again, I'll let you know.
Thanks,

Dan Gonzalez
Summit Electric LLC
509.922.3187



From: Cory Quan <cory@ginnoconstruction.com>
Sent: Wednesday, September 11, 2024 1:54 PM
To: Dan Gonzalez <Dan@summitelectricnw.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: Re: Travers - SPI Fixtures Type V

Any update here Dan?

Get [Outlook for iOS](#)

From: Cory Quan <cory@ginnoconstruction.com>
Sent: Wednesday, September 4, 2024 3:33:30 PM
To: Dan Gonzalez <Dan@summitelectricnw.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: Re: Travers - SPI Fixtures Type V

Dan, give me a ring when you get a moment. What is value of those fixtures out of curiosity? I Have a couple thoughts on this

Thanks!



Cory Quan (Phillips)
 Ginno Construction Co. | Project Manager
 Cell: 509.362.5853 | Office: 208.667.5560
 3893 N. Schreiber Way | Coeur d'Alene, ID 83815
www.ginnoconstruction.com

From: Dan Gonzalez <Dan@summitelectricnw.com>
Sent: Tuesday, September 3, 2024 8:29 AM
To: Cory Quan <cory@ginnoconstruction.com>
Cc: Isaiah Yandt <isaiah@ginnoconstruction.com>; Tim Yount <Tim@summitelectricnw.com>; Todd Gropp <Todd@summitelectricnw.com>
Subject: FW: Travers - SPI Fixtures Type V

Cory,

Please see below regarding fixture type V for the building sing we wanted deleted and cancelled. We were asked to let the Mfr. know as they did not want to hold it past endo of August, I sent the cancellation request August 22 but they ended up shipping it.

Unfortunately they will not be providing a credit.

Please let us know what to do with the fixture, we would normally hand it over to the customer.

Thanks,

Dan Gonzalez
 Summit Electric LLC
 509.922.3187



From: Craig, Jamie <JCraig@wescodist.com>
Sent: Thursday, August 29, 2024 3:46 PM
To: Dan Gonzalez <Dan@summitelectricnw.com>
Cc: Date, Kimberly <kdate@wesco.com>
Subject: Travers - SPI Fixtures Type V

Can you call me so we can talk about this. What I know is that these fixtures were near the end of being produced and when we asked for them to be cancelled they said yes but with a fee. But by the time we got back to them to cancel the order they had already shipped. The factory will not take these back and I have been going back and forth with Doug Wright on how to correct it. Doug wanted me to ask you if there was any possible way to tell the customer that by the time we were notified to cancel them , that it was to late and is there any way that they could use them on the job ?



Jamie Craig
Senior Sales Rep
Wesco | Anixter

PLEASE NOTE OUR NEW ADDRESS!

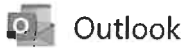
o. 509-456-7501 | m. 509-990-4834 | jcraig@Wesco.com
111 N. Haven St., Spokane, WA 99202

10/10/2024

Travers Park Contingency Tracking & Usage

Contingency Usage

PCO No.	PCCO No.	Description	Status		Cost	Remaining Contingency
Starting Contingency =						\$56,432.00
PCO_029	PCCO_007	RFP_008B Netting & Curtains	Approved	Deduct	\$8,233.65	\$48,198.35
PCO_045	TBD	CE 076 - RFP_028 - Paving & Domes	Approved	Deduct	\$11,881.28	\$36,317.07
PCO_033	TBD	CE 056 - RFP_011 - Canopy Revision	Pending in Review	Credit	-\$1,463.66	\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
						\$37,780.73
Current Balance =						\$37,780.73



Additional Canopy Materials

From Isaiah Yandt <isaiah@ginnoconstruction.com>

Date Tue 9/24/2024 9:50 PM

To Cory Quan <cory@ginnoconstruction.com>

Hi Cory,

See the material list below with pricing that I said I'd send to you later today. We can discuss any clarification tomorrow as needed.

Option 1. 120 Sheets 1/2"x4x8 Fire treated plywood \$45.84 ea. With tax = \$5831 (recommended)

Option 2. 120 Sheets 7/16" x4x8 OSB \$21.41 ea. With tax = \$2724, but would require apx 62 gallons of fire treatment for additional \$4000 plus labor to apply

Hangers, nuts washers, fasteners \$2000

Fire treatment product for framing lumber 55 gallon drum \$3300 (does not include any of Ginno labor to apply)

Fire treatment product for soffit material 82 gallons \$5400 (no labor to apply)

Option 1. \$5831 + Hardware \$2000 + Fire Treatment Lumber \$3300 + Fire Treatment Soffit \$5400 = Total \$16531

Thank you.



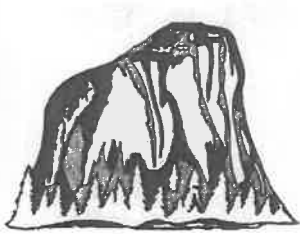
Isaiah Yandt

Ginno Construction Co. | *Project Superintendent*

Cell: 208.676.6696 | Office: 208.667.5560

3893 N. Schreiber Way | Coeur d'Alene, ID 83815

www.ginnoconstruction.com



GRANITE ENTERPRISES, INC.

☺ Family Owned and Operated

P.O. Box 505, Rathdrum, ID 83858
Ph: (208) 687-4277; Fx: (208) 687-3907

ID RCE-375 WA GRANIEI066JA IDPW 13095-B-4(07400,07700) Carlisle Certified Installer

CHANGE ORDER

Submitted To: Ginno Construction	Ph/Cell:
Mailing Address:	Fax: cory@ginnoconstruction.com
City/State/Zip :	Description: black 5" K gutters/24 gauge black fascia
Contact: Cory Quan	Job Site: Travers Park

WE HEREBY PROPOSE DATE: 9/24/24

Bid based on entry canopy roof only

Supply and install black 5-inch steel K style gutters

- 2 drops included with standard downspout

Gutters \$4,500.00

Supply and install 24-gauge western states matte black fascia metal

Fascia \$6,800.00

Base Bid: \$11,300.00 includes does not include sales tax on materials.

Alternates: NA

EXCLUSIONS: Nailers, wood furring and/or framing
 Masonry flashings
 Ice and/or snow removal, temporary heat, tenting and utilities
 Ice Dam removal / Ice Dams are not covered under any warranty

BY USING OUR PROPOSAL, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS AS PART OF ANY SUBCONTRACT:

- This proposal is good for fifteen (15) days. If a subcontract is issued and/or executed later than 15 days, Contractor agrees to pay Granite Enterprises for any increase in material costs.
- Interest rate on late payments will be charged at 12% per annum.
- The scope of work shall include only the work set forth in this Proposal whether or not this Proposal is attached to the Subcontract. Any conflicts between the description of work in the Subcontract and this Proposal, shall be resolved in favor of this Proposal.
- Contractor warrants the sufficiency, accuracy, and completeness of the plans and specifications. This proposal quotes work that is shown on the plans and specifications only. Granite Enterprises is not responsible for costs of work caused by improper scaling, missing or incorrect details, or work or materials not specifically shown on the plans.
- This proposal is subject to mutual approval of final construction schedule where work phasing will allow all activities proposed herein to be performed continuously and substantially without interruption caused by Owner or Prime Contractor.
- Contractor is to give Granite Enterprises 30 days advanced notice of the date Granite is required to begin its work.

- Conflicts between requirements in the contract documents and those of the approved manufacturer shall be resolved in favor of approved manufacturer's standard system requirements.
- Contractor to provide secured lay down area for materials. Granite Enterprises is not responsible for materials stolen from the jobsite.
- Contractor to ensure adequate roof access around building for loading of all materials.
- No back charge or claim of Contractor shall be valid unless Granite Enterprises has been given advanced written notice and reasonable time has been provided to correct any deficiency. Contractor may reject the Subcontract Work only for demonstrated non-compliance with the contract documents provided to Granite Enterprises and only if so, stated by the Architect/Engineer.
- Granite Enterprises will not be liable for any consequential damages.
- Granite Enterprises will not agree to any payment clause which puts the risk of the Owner's non-payment to Contractor on Granite Enterprises or which makes Owner's payment to Contractor a condition precedent to Contractor's obligation to make payment to Granite Enterprises, except when Granite Enterprises' work is the reason for non-payment. Granite Enterprises may suspend performance of its work if it is not timely paid.
- All disputes to be resolved by litigation and the substantially prevailing party shall be entitled to an award of its attorney fees and costs.
- All material is guaranteed to be as specified by the manufacturer. All work will be completed in a good and workmanlike manner. No warranty on blow offs unless improperly fastened. **Except as otherwise provided, there are no warranties or obligations either expressed or implied, and all such warranties are excluded including the implied warranty of fitness for a particular purpose and the warranty of merchantability.**

We appreciate the opportunity to be of service to you. Feel free to contact us with any questions you may have.

Please go to our web site to learn more about us www.graniteroofing.com



11406 E MONTGOMERY DR
 SPOKANE, WA 99206
 509-891-4959

Item # 12.

Estimate

Date	Estimate #
10/2/2024	111394

Name / Address
GINNO CONSTRUCTION CO. 3893 N Schreiber Way COEUR D'ALENE, ID 83814 or 11502 E Montgomery Ste. B

Terms	Project
30 NET	FLAME STOP II

Description	Total
WORK TO BE COMPLETED AT ACI FINISH SHOP	
INCLUSIONS: APPLY FLAME STOP II TO ALL SIDES OF 3,100 LINEAR FEET OF 2X8 MATERIAL ALL LABOR, MATERIALS, AND SUNDRIES NEEDED	
EXCLUSIONS: PICK UP AND DELIVERY OF MATERIALS ANY ITEMS NOT LISTED IN INCLUSIONS, ARE NOT ASSUMED INCLUDED	
LABOR TO APPLY FLAME STOP II PER PRODUCT SPECIFICATIONS	3,400.00
FLAME STOP II MATERIALS	5,400.00T
SUNDRIES	474.00T
TOTAL W/O SALES TAX	9,274.00
IF NO CLEAR COAT IS REQUESTED ON TOP OF THIS THEN THE CREDIT OF \$3,494.10 WOULD COME OFF OF THIS TOTAL.	
<p>As for the switching to the Flame Stop II product, it is the same application as the previous product but substantially lower in the coverage rate per gallon and priced higher. I will revise the change order and send it over. Just as a heads up, FlameOFF FR clear was \$190 per 5 gallon pail (plus shipping) and went 300 sq/ft per gallon and this new product called out is \$500.00 per 5 gallon bucket and goes 125 sq/ft per gallon.</p>	

Thank you for considering ACI Coatings llc.	Subtotal	\$9,274.00
	Sales Tax (6.0%)	\$352.44
	Total	\$9,626.44

Thank you for your business! You can now pay your invoices online at www.ACICoatings.com/make-a-payment.

FLAME STOP® II

PRODUCT DATA SHEET



DESCRIPTION:

Flame Stop II is a water-based, post-treatment, interior/ exterior fire retardant, and wood preservative that penetrates the material and bonds with the cellular structure. The penetrant protects the substrate by developing a self-extinguishing reaction when the treated material comes in contact with an open flame. When properly applied on certain untreated woods such as Douglas fir, the wood shall have a Class A rating. Flame Stop II contains polymers that maintain the fire retardation for up to five years for exterior applications. Flame Stop II is non-toxic, non-combustible, non-carcinogenic, easy to apply, and contains no PDBE's.

BASIC USES:

Flame Stop II protects exterior and interior woods such as: porous woods, cedar shake shingles, decking, and structural lumber.

ADVANTAGES:

Flame Stop II is a Class A, one-coat system with a Flame Spread of 25 and Smoke Developed of 25 on Douglas fir. Since Flame Stop II penetrates and forms a molecular bond with the substrate, the life of the flame retardation shall be indefinite for most interior applications. For exterior applications, it is recommended that the Flame Stop II be reapplied after five years. Flame Stop II will not alter the structural integrity of wood, such as pressure treatment does, and is preferred, because it is user-friendly, functions as a wood preservative, dries clear, and can be easily applied by spraying, immersing, brushing, or rolling. Flame Stop II contains mold and mildew inhibitors which are effective against black mold. Once cured for 48 hours, the treated material may be painted with most latex-based paints.

LIMITATIONS:

Storage Range: 45 – 110 degrees Fahrenheit (7 – 43 Celsius)
 Shelf Life: One year, if kept within storage range.
 A compatibility test is strongly recommended.
 Moisture content should be 5 – 15% before treatment.
 Do not dilute.

TECHNICAL SUPPORT

Total solids: 15%

Wt per gallon: 9 Lbs.

Average ph: 7.0

Color: White - cures Clear

Solvents: Water

**Bacterial: Good
resistance**

**Fungus: Good
resistance**

Volatility: None

Toxic: No

Biodegradable: Yes

**Corrosive: Mildly corrosive
on unplated steel**

Linear shrinkage: None

**Insects, rodents
and mold: Excellent
resistance**

**Distributed by:
RDR Technologies
835 SE 30th, Suite C
Oklahoma City, OK 73129
405-306-3062
rdrtechnologies.com**

APPLICABLE STANDARDS:

Flame Stop II has been tested to the following standards: ASTM E-84, NFPA 255, UL 723: U.S. Testing #LA 62466, Omega Point Laboratories #8746-108578 Class A Rating.

APPLICATION:

Ensure that all materials are clean prior to application. Apply Flame Stop II as is by spraying, brushing, rolling, or immersing at the rate of 125 square feet per gallon. If spraying onto a vertical surface where runoff could occur, multiple applications may be necessary. When doing multiple coats, wait until the first coat has penetrated before beginning the next application. One coat will require a 48-hour curing period. For spray application, use a .012 tip size and a low-pressure airless sprayer.

**** After treatment a 48-hour conditioning period is necessary before testing ****

TESTING:

A small-scale test can be preformed with the utilization of a sample of the treated material and a small flame (butane lighter or match). Hold a 4" x 12" piece of the treated material vertically and apply the flame to the lower portion for 10 seconds, and then remove the ignition source. The flame must self-extinguish within two (2) seconds. This test is similar to the small-scale NFPA 701 field test.

FLAMESPREAD 25 AND SMOKE DEVELOPED 25 PER ASTM-E84 February, 2010



TESTED BY:
U.S. TESTING COMPANY INC. (SGS NORTH AMERICA)
OMEGA (INTERTEK) COMMERCIAL TESTING

C-14401

NOTES:



WARRANTY:

Seller's and manufacturer's only obligation shall be to replace such quantity of the product proved to be defective. Neither seller nor manufacturer shall be liable for any injury, loss or damage, direct or consequential, arising out of the use or the inability to use the product. Before using, user shall determine the suitability of the product for his intended use, and user assumes all risk and liability whatsoever in connection therewith.



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #045: CE #076 - RFP_028 - Add Paving

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	045 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	10/9 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #076 - RFP_028 - Add Paving

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
 CE #076 - RFP_028 - Add Paving & Detectable Warning Mat
 RFP_028 - Add Paving & Detectable Warning Mat

ATTACHMENTS:

[2_Woods Pricing.pdf](#) [_RFP-028 - Add Paving & Detectable Warning Mats.pdf](#) [23-10-Travers Park Reno Phase 1-RFI 57-Detectable Warning Surfaces-2024-10-04.pdf](#)

#	Cost Code	Description	Type	Amount
1	32-1313 - Concrete Paving	Detectable Warning Mat	SUBCONTRACT	\$ 1,122.00
2	32-1313 - Concrete Paving	Concrete to Install Domes	SUBCONTRACT	\$ 1,174.00
3	32-1216 - Asphalt Paving	Pave	SUBCONTRACT	\$ 5,508.00
4	32-1216 - Asphalt Paving	(City of Sandpoint Shop Paving)	SUBCONTRACT	\$ 3,300.00
5	55-1000 - Contingency	Pay for PCO out of Contingency	Schedule of Values	(\$11,881.28)
Subtotal:				(\$777.28)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 111.04
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 666.24
Grand Total:				\$0.00




Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

SIGNATURE DATE

 10/10/24

SIGNATURE DATE

SIGNATURE DATE



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #046: CE #083 - Sign Type-8 Changes

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	046 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	10/15 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #083 - Sign Type-8 Changes

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #083 - Sign Type-8 Changes Per ASI_002

Sign Type-8 Changes Per ASI_002

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	10-1400 - Signage	Sign Type-8 Changes Per ASI_002	SUBCONTRACT	\$ 2,122.40
2	07-5000 - Membrane Roofing	Sign Type-8 Changes Per ASI_002	SUBCONTRACT	\$ 3,000.00
3	06-2013 - Exterior Finish Carpentry	Pay for with Owner Contingency	LABOR	\$ 225.00
4	06-2013 - Exterior Finish Carpentry	Materials for Curb (4x6 lumber & Fasteners)	MATERIAL	\$ 125.00
5	55-1000 - Contingency	Pay for CO with Contingency	Schedule of Values	(\$5,855.46)
Subtotal:				(\$383.06)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 54.72
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 328.34
Grand Total:				\$0.00



Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

SIGNATURE	DATE	SIGNATURE	DATE
		<i>Jason Welker</i>	10/22/2024

SIGNATURE	DATE
<i>Cory Quan</i>	



6824 N Market St
 Spokane, WA 99217
 (509) 489-4200

CHANGE ORDER Item # 12.

EST-69573

Quick Turns, Perfect Color, Outstanding Service
 www.SignsForSuccess.BIZ

Payment Terms: Net 30

Created Date: 10/9/2024

DESCRIPTION: Travers Park Change Order #01 - brackets

Bill To: Ginno Construction
 3893 N. Schreiber Way
 Coeur D' Alene, ID 83815
 US

Pickup At: Signs for Success
 6824 N Market St
 Spokane, WA 99217
 US

Requested By: Cory Quan
 Email: cory@ginnoconstruction.com
 Work Phone: (208) 667-5560
 Cell Phone: (509) 362-5853

Salesperson: Theresa Simmons
 Work Phone: 509-489-4200

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	**C/O** Fabricated mount	1	\$2,002.26	\$2,002.26
			Subtotal:	\$2,002.26
			Taxes:	\$120.14
			Grand Total:	\$2,122.40

MATERIALS
TBD

**DESIGN NOTE:
ADJUSTMENTS TO DESIGN WERE MADE
TO COMPLY WITH ADA STANDARDS**

(B)
Sign Type 2:
1/4" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD

(C)
Sign Type 3:
1/8" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

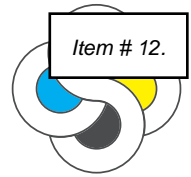
Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD

(D)
Sign Type 4:
1/4" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

Raised Text
Color to match P-4
or green
(TBD upon clarity)

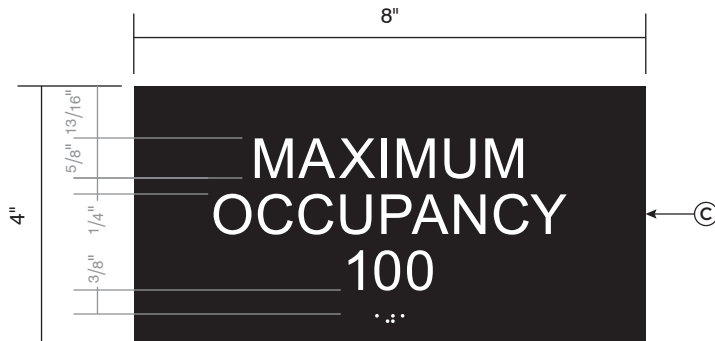
Rasters
Color TBD



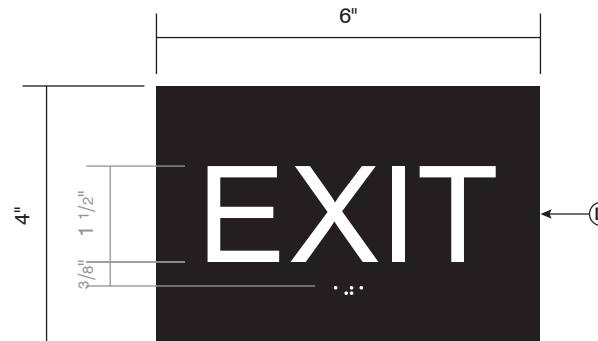
**SIGNS FOR
SUCCESS**



Qty: 2



Qty: 1



Qty: 2

① **ADA-Compliant Signage - Artwork View - ROOM A101**
Scale: 1:3

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

MATERIALS
TBD

DESIGN NOTE: ADJUSTMENTS TO DESIGN WERE MADE TO COMPLY WITH ADA STANDARDS

(B)
Sign Type 2:
1/4" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD

(C)
Sign Type 3:
1/8" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

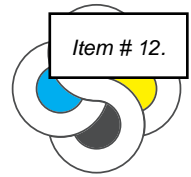
Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD

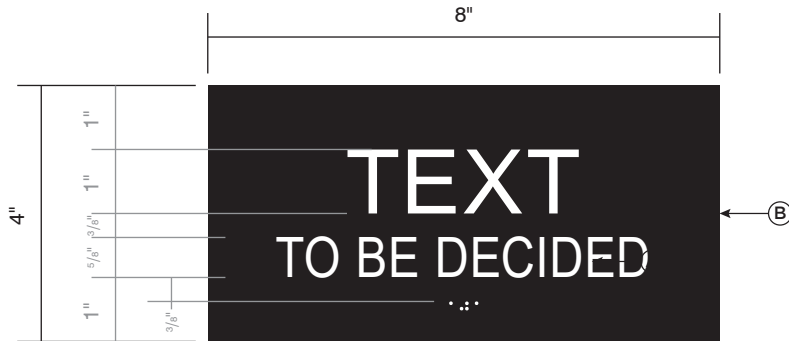
(D)
Sign Type 4:
1/4" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

Raised Text
Color to match P-4
or green
(TBD upon clarity)

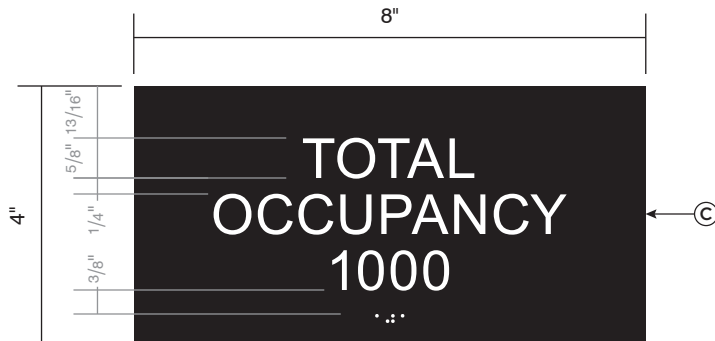
Rasters
Color TBD



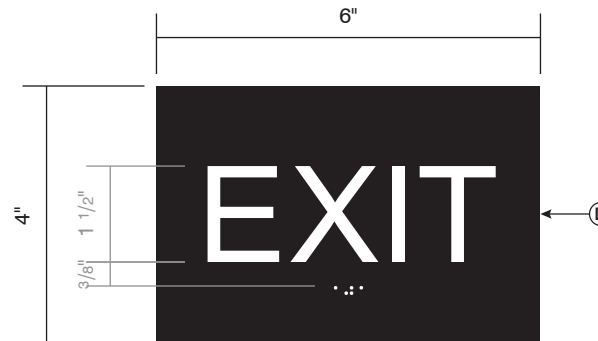
SIGNS FOR SUCCESS



Qty: 1



Qty: 1



Qty: 1

① **ADA-Compliant Signage - Artwork View - ROOM A102**
Scale: 1:3

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

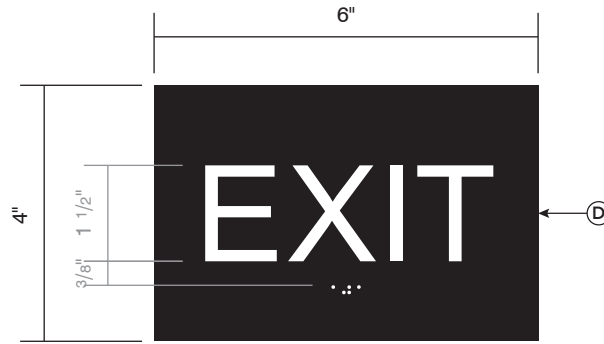
Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

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MATERIALS
TBD

DESIGN NOTE:
ADJUSTMENTS TO DESIGN WERE MADE TO COMPLY WITH ADA STANDARDS



Qty: 2

Ⓓ **Sign Type 4:**
1/4" Non-Glare
Clear Acrylic
Backpainted to match
P-3
(TBD upon clarity)

Raised Text
Color to match P-4
or green
(TBD upon clarity)

Rasters
Color TBD

Ⓐ **Sign Type 1:**
1/4" Non-Glare
Clear Acrylic
Backpainted to match
Safety Blue

Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD

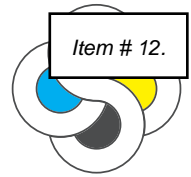


Qty: 4



Qty: 1

① **ADA-Compliant Signage - Artwork View - ROOM A103, A104, A105, A106, A110, A111**
Scale: 1:3



SIGNS FOR SUCCESS

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

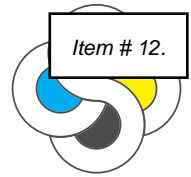
MATERIALS
TBD

**DESIGN NOTE:
ADJUSTMENTS TO DESIGN WERE MADE
TO COMPLY WITH ADA STANDARDS**

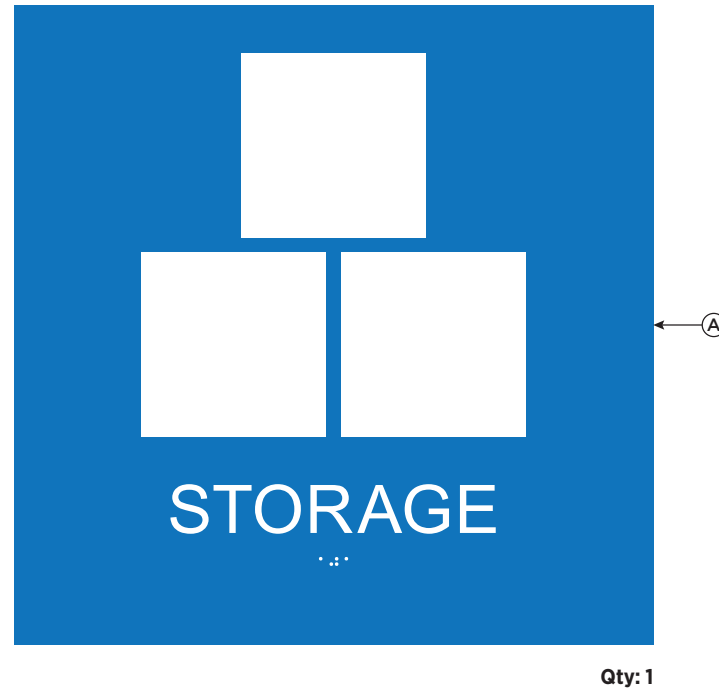
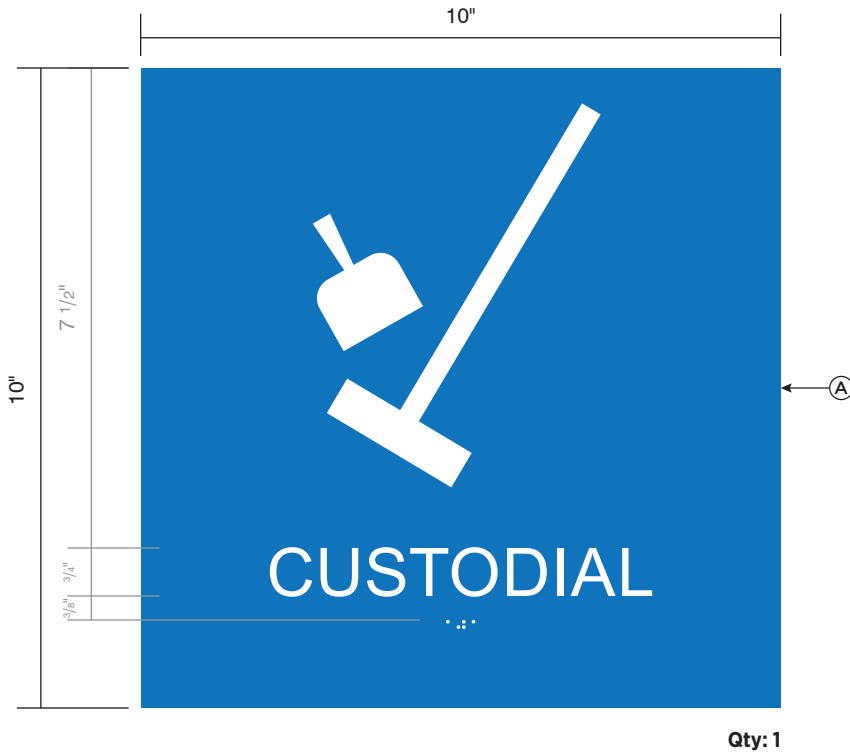
Ⓐ
Sign Type 1:
1/4" Non-Glare
Clear Acrylic
Backpainted to match
Safety Blue

Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD



**SIGNS FOR
SUCCESS**



① **ADA-Compliant Signage - Artwork View - ROOM A107, A108**
Scale: 1:3

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

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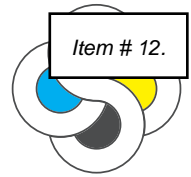
MATERIALS
TBD

**DESIGN NOTE:
ADJUSTMENTS TO DESIGN WERE MADE
TO COMPLY WITH ADA STANDARDS**

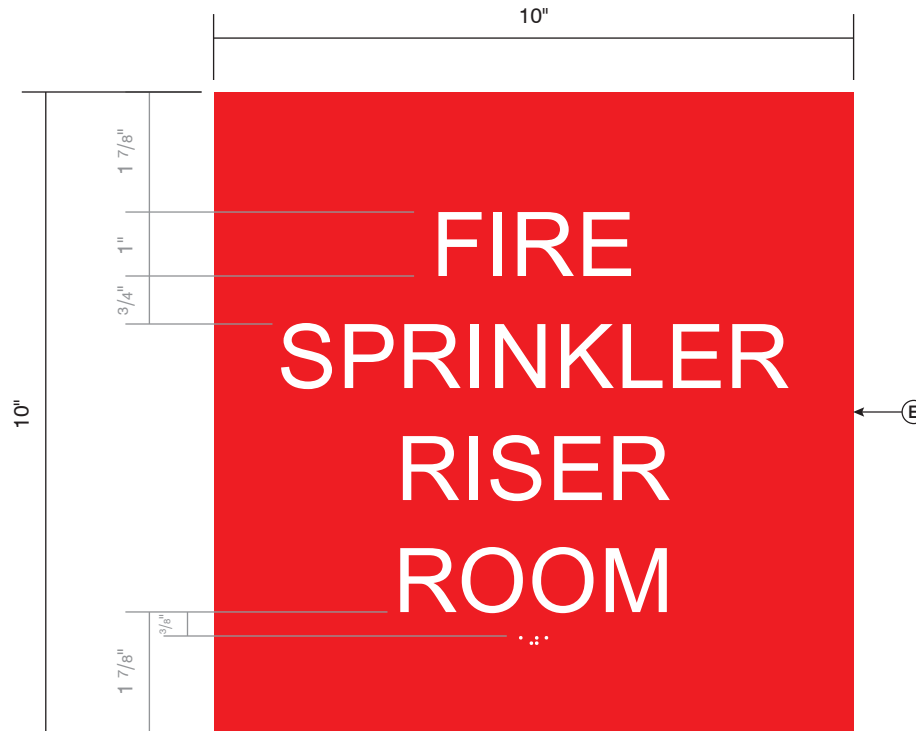
Ⓔ
Sign Type 5:
THK TBD Non-Glare
Clear Acrylic
Backpainted to match
Safety Red

Raised Text
Color to match P-4
(TBD upon clarity)

Rasters
Color TBD



**SIGNS FOR
SUCCESS**



Qty: 1

① **ADA-Compliant Signage - Artwork View - ROOM A109**
Scale: 1:3

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

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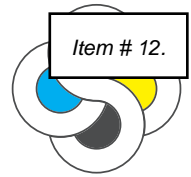
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COLORS/MATERIALS PALETTE

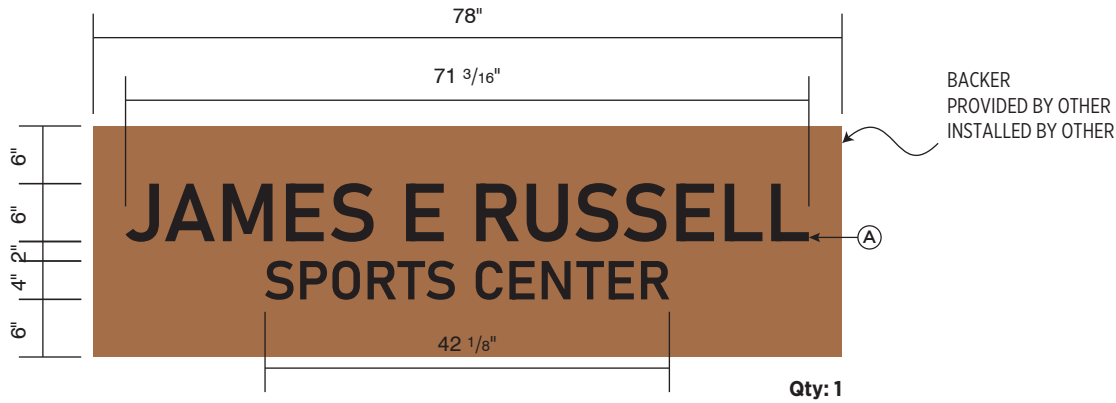
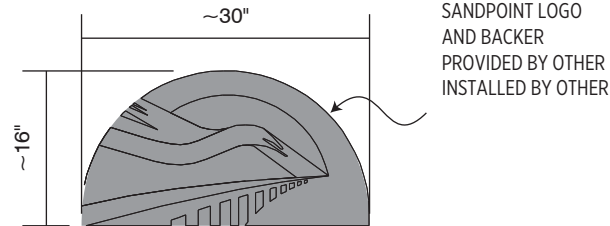
1/4" Aluminum Letters
Matte Black Finish

Ⓕ Interior Signage:
1/4" Aluminum Letters
Matte Black Finish

Stud-Mounted
Flush to surface



SIGNS FOR SUCCESS



① ADA-Compliant Signage - Artwork View - ROOM A109
Scale: 1:3

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

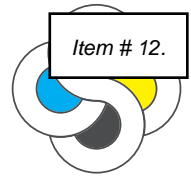
Customer Approval:

Date:

Description:

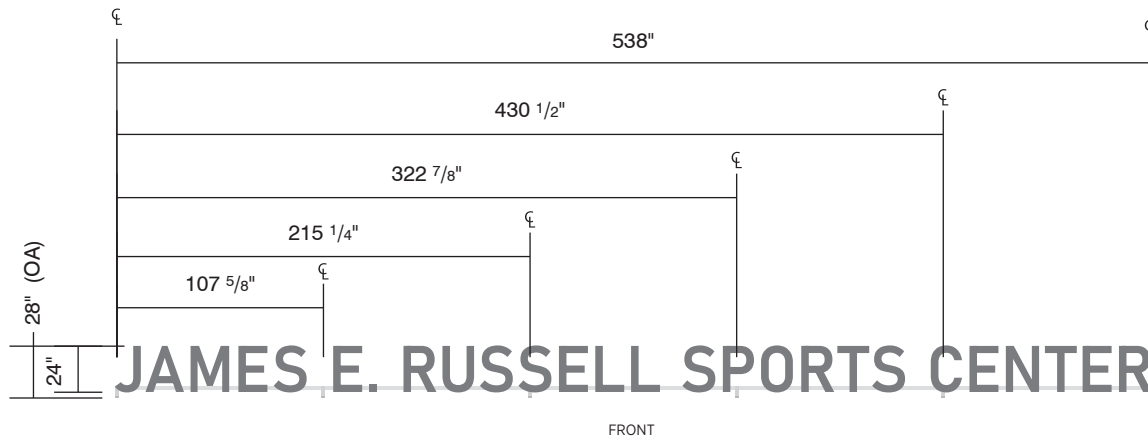
Eighteen (18) ADA-Compliant Signs
One (1) Cast Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

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Item # 12.

SIGNS FOR SUCCESS



① **Dimensional Letter Support - Artwork View**
Scale: 1:100

Qty: 1

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

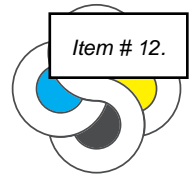
Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Flat-Cut Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

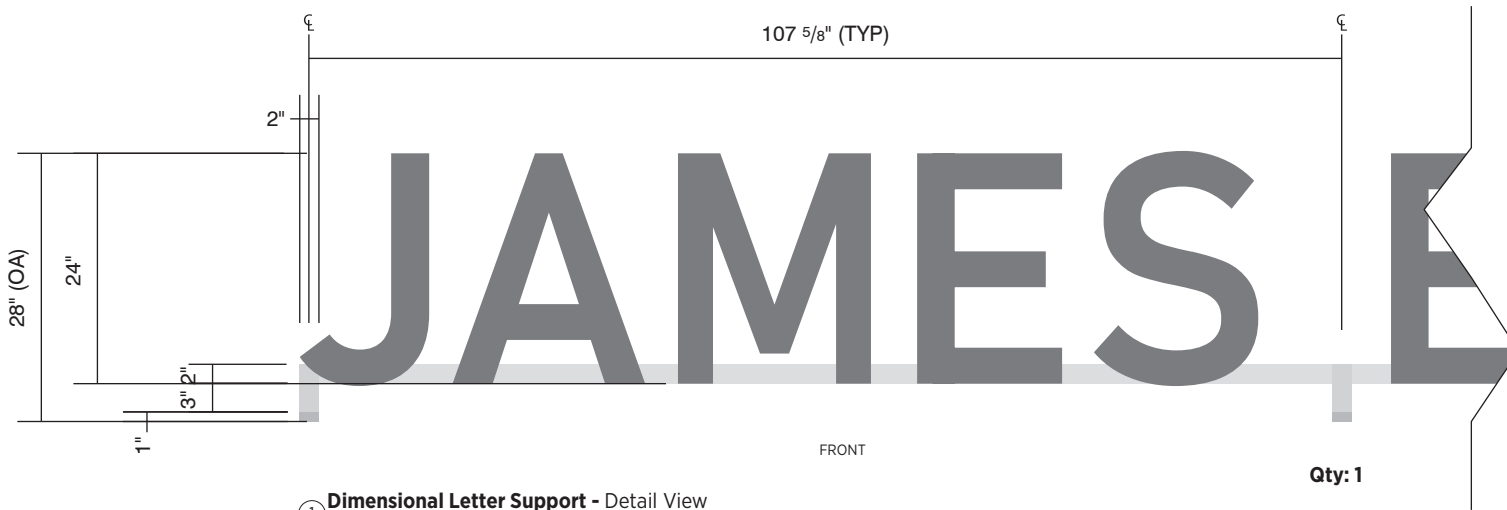
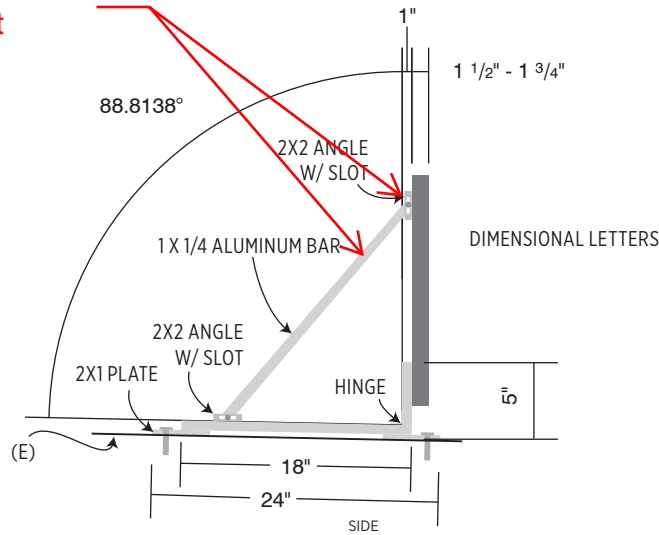
Signs for Success will not accept liability for errors overlooked at this stage of proofing. Any changes from your previously approved copy will be charged according to both time and materials. **NOTE:** The colors on this proof do not represent exact final processed output color. If exact color-match is required, please request press proof. All vehicle wraps are subject to a 3" variance in all directions to account for stretch and curves in the vehicle's body.

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SIGNS FOR SUCCESS

1x Al Bar and 2x2 angle hidden behind vertical letters at every letter



① **Dimensional Letter Support - Detail View**
Scale: 1:20

Qty: 1

Client:
Ginno Construction

Contact:
Cory Quan

Project type:
Travers Park
Cast Aluminum
Dimensional

Estimator:
Theresa Simmons

Designer:
Eric Miller

Job Number:
69531

Customer Approval:

Date:

Description:

Eighteen (18) ADA-Compliant Signs
One (1) Flat-Cut Aluminum Dimensional Character Support Structure
One (1) Interior Sign, Dimensional Letters

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GEMINI STANDARD COLORS

Please select a paint color for the Exterior Sign from this color chart



5687 WHITE



2025 BLACK



0222 EMERALD GREEN



0259 FEDERAL GREEN



2108 LIGHT GREEN



2030 DARK GREEN



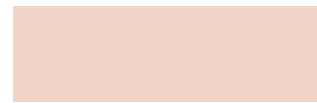
0209 GRAY



4310 DOVE GRAY



2718 IVORY



4660 DESERT SAND



2162 HUNTER GREEN



2418 BROWN



8090 SAFETY GREEN



2037 LEMON YELLOW



2000 YELLOW



0217 CITRUS YELLOW



2018 SUNDANCE YELLOW



0254 MANGO



2119 ORANGE



2662 RED/ORANGE



0256 RAMPART ORANGE



2793 RED



1875 BRICK RED



2280 BLACK CHERRY



2240 MAROON



2410 MAGENTA



2287 PURPLE



0246 VIOLET TONER



2767 MIDNIGHT BLUE



2050 DARK BLUE



2860 MEDIUM BLUE



3000 BLUE



2648 LIGHT BLUE



5425 MARINE REEF BLUE



3210 TEAL BLUE



3555 SPRING GREEN



2162 HUNTER GREEN



2418 BROWN

METALLICS



0400 BRILLIANT GOLD



2756 METALLIC GOLD



0401 AZTEC GOLD



0253 COPPER



0402 AZTEC COPPER



3120 MEDIUM BRONZE



4195 LEGACY BRONZE



0314 OLD COPPER



3130 DURANODIC BRONZE



1315 DARK OXIDE



8886 METALLIC SILVER

FINISHES



GLOSS FINISH



SATIN FINISH



MATTE FINISH

 Outlook

RE: Travers Sign VE

From Josh <josh.graniteroofing@gmail.com>
Date Mon 10/14/2024 12:17 PM
To Cory Quan <cory@ginnoconstruction.com>

If we are going to wrap out 6 locations of 4x4 deck mounted wood that should be quick. Lets just go with \$3,000 for this added work and make sure those get pre mounted prior to us starting roofing.

Josh Ragan**Vice President****Granite Enterprises Inc.**www.graniteroofing.com

PO Box 505 Rathdrum, ID 83858

P:208-687-4277 C:208-819-9682



From: Cory Quan <cory@ginnoconstruction.com>
Sent: Monday, October 14, 2024 11:48 AM
To: Josh Ragan <josh.graniteroofing@gmail.com>
Subject: Travers Sign VE

**Cory Quan (Phillips)**

Ginno Construction Co. | Project Manager

Cell: 509.362.5853 | Office: 208.667.5560

3893 N. Schreiber Way | Coeur d'Alene, ID 83815

www.ginnoconstruction.com



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Change Order #008: Canopy Changes, Paving, Sign Add, Shower Credit

TO:	City of Sandpoint 1123 Lake St. Sandpoint, Idaho 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	8/ 26 /2024	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	10/23 /2024
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Travers Park Reno: Phase 1	TOTAL AMOUNT:	\$ 0.00
DESCRIPTION:			
ATTACHMENTS:			

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
033	CE #056 - RFP_011 - Canopy Revisions		0.00
041	CE #028 - ASI-002 - Credit for Deleting SH-1 Shower		0.00
045	CE #076 - RFP_028 - Add Paving		0.00
046	CE #083 - Sign Type-8 Changes		0.00
TOTAL:			\$ 0.00

CHANGE ORDER LINE ITEMS:

PCO # 033 : CE #056 - RFP_011 - Canopy Revisions

#	Cost Code	Description	Type	Amount
1	06-1000 - Rough Carpentry	Deduct for Lumber	MATERIAL	(\$29,000.00)
2	06-1000 - Rough Carpentry		MATERIAL	\$ 17,500.00
3	09-9100 - Painting	Fire Suppression	SUBCONTRACT	\$ 9,626.44
4	21-1000 - Water Based Fire Suppression	Deduct: Fire Sprinklers no longer needed	SUBCONTRACT	(\$5,395.00)
5	07-5000 - Membrane Roofing	Fascia Metal	SUBCONTRACT	\$ 6,800.00
6	07-5000 - Membrane Roofing	5" K-style gutters and (2) Downspouts	SUBCONTRACT	\$ 4,500.00
7	09-9100 - Painting	Credit: Clear Coat no longer required	SUBCONTRACT	(\$3,494.10)
8	26-1000 - Electrical	Provide Pathways and Boxes for Canopy Speakers	SUBCONTRACT	\$ 1,350.00
9	26-1000 - Electrical	Credit for light fixture less: 50% restocking fee	SUBCONTRACT	(\$3,351.00)
10	55-1000 - Contingency	Add to Contingency Balance	Schedule of Values	\$ 1,463.66
Subtotal:				\$0.00
Grand Total:				\$0.00



PCO # 041 : CE #028 - ASI-002 - Credit for Deleting SH-1 Shower

#	Cost Code	Description	Type	Amount
1	22-1000 - Plumbing	Deduct: SH-1 and associated 2" FD-1. Delete 1/2" HW, 1/2" CW, 2" Waste and 2" Vent Branches back to nearest main.	SUBCONTRACT	(\$2,634.41)
2	55-1000 - Contingency	Add: to Contingency Fund	Schedule of Values	\$ 2,634.41
Subtotal:				\$0.00
Grand Total:				\$0.00

PCO # 045 : CE #076 - RFP_028 - Add Paving

#	Cost Code	Description	Type	Amount
1	32-1313 - Concrete Paving	Detectable Warning Mat	SUBCONTRACT	\$ 1,122.00
2	32-1313 - Concrete Paving	Concrete to Install Domes	SUBCONTRACT	\$ 1,174.00
3	32-1216 - Asphalt Paving	Pave	SUBCONTRACT	\$ 5,508.00
4	32-1216 - Asphalt Paving	(City of Sandpoint Shop Paving)	SUBCONTRACT	\$ 3,300.00
5	55-1000 - Contingency	Pay for PCO out of Contingency	Schedule of Values	(\$11,881.28)
Subtotal:				(\$777.28)
Liability Insurance: 1.00% Includes Cost Type (5)				111.04
OH&P: 6.00% Includes Cost Type (5)				666.24
Grand Total:				\$0.00

PCO # 046 : CE #083 - Sign Type-8 Changes

#	Cost Code	Description	Type	Amount
1	10-1400 - Signage	Sign Type-8 Changes Per ASI_002	SUBCONTRACT	\$ 2,122.40
2	07-5000 - Membrane Roofing	Sign Type-8 Changes Per ASI_002	SUBCONTRACT	\$ 3,000.00
3	06-2013 - Exterior Finish Carpentry	Pay for with Owner Contingency	LABOR	\$ 225.00
4	06-2013 - Exterior Finish Carpentry	Materials for Curb (4x6 lumber & Fasteners)	MATERIAL	\$ 125.00
5	55-1000 - Contingency	Pay for CO with Contingency	Schedule of Values	(\$5,855.46)
Subtotal:				(\$383.06)
Liability Insurance: 1.00% Includes Cost Type (5)				54.72
OH&P: 6.00% Includes Cost Type (5)				328.34
Grand Total:				\$0.00

The original (Contract Sum) \$ 20,000.00
 Net change by previously authorized Change Orders \$ 7,489,467.43
 The contract sum prior to this Change Order was \$ 7,509,467.43
 The contract sum will not be changed by this Change Order in the amount of \$ 0.00
 The new contract sum including this Change Order will be \$ 7,509,467.43
 The contract time will not be changed by this Change Order

Rustin Hall (ALSC Architects)
 203 N. Washington Suite 400
 Spokane Washington 99201

City of Sandpoint
 1123 Lake St.
 Sandpoint Idaho 83864

Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene Idaho 83815

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Change Order #009: Grind and Polish, Hydroseed & Concrete Add's

TO:	City of Sandpoint 1123 Lake St. Sandpoint, Idaho 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	12/ 05 /2024	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	12/05 /2024
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Travers Park Reno: Phase 1	TOTAL AMOUNT:	\$ 0.00
DESCRIPTION:			
ATTACHMENTS:			

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
047	CE #089 - Concrete Class B Polish		0.00
049	CE #087 - Hydroseed Stockpiled		0.00
050	CE #091 - RFP 29 - Concrete Ad		0.00
TOTAL:			\$ 0.00

CHANGE ORDER LINE ITEMS:

PCO # 047 : CE #089 - Concrete Class B Polish

#	Cost Code	Description	Type	Amount
1	03-3543 - Polished Concrete Finishing	Concrete Grind & Polish/Seal	SUBCONTRACT	\$ 14,249.00
2	03-3543 - Polished Concrete Finishing	Clean & Fill Sawcuts	SUBCONTRACT	\$ 1,581.00
3	55-1000 - Contingency	Deduct from Contingency Allowance	Schedule of Values	(\$16,938.10)
Subtotal:				(\$1,108.10)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				158.30
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				949.80
Grand Total:				\$0.00

PCO # 049 : CE #087 - Hydroseed Stockpiled

#	Cost Code	Description	Type	Amount
1	32-9000 - Planting & Landscaping	Hydroseed Stockpiled Material West of Ballfields	SUBCONTRACT	\$ 3,917.00
2	55-1000 - Contingency	Pay for with Contingency	Schedule of Values	(\$4,191.19)
Subtotal:				(\$274.19)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				39.17
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				235.02
Grand Total:				\$0.00



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #047: CE #089 - Concrete Class B Polish

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	047 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	11/11 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #089 - Concrete Class B Polish

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #089 - Entry Mat & Concrete Grind & Polish/Seal
 Concrete Grind & Polish/Seal

Option to Clean & Seal ONLY: Deduct (\$7,516.75) = **\$9,421.35**

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	03-3543 - Polished Concrete Finishing	Concrete Grind & Polish/Seal	SUBCONTRACT	\$ 14,249.00
2	03-3543 - Polished Concrete Finishing	Clean & Fill Sawcuts	SUBCONTRACT	\$ 1,581.00
3	55-1000 - Contingency	Deduct from Contingency Allowance	Schedule of Values	(\$16,938.10)
Subtotal:				(\$1,108.10)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 158.30
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 949.80
Grand Total:				\$0.00



Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

11/12/2024

SIGNATURE

DATE

Jason Welker

SIGNATURE

DATE

SIGNATURE

DATE

PROPOSAL

PROJECT: Travers Park Recreation Center

DATE: 11/11/24

To: **Ginno Construction**

EXPOSED CONCRETE FLOOR FINISH OPTIONS

SCOPE:

The following proposal is to provide labor, equipment and materials to clean & seal or provide a grind and polish to approximately 1,989sf of interior floor.

The clean & seal option will consist of scrubbing the floor, applying a densifier treatment followed by a penetrating stain repellent treatment. This will be a better long-term option compared to a basic topical sealer that will wear and scratch. Note that the cleaning will not remove stains, paint, rough texture or other surface defects.

The grind & polish option will consist of a Class B grind (light sand exposure) and polishing to the 400grit level (low to medium gloss). The application of the densifier and stain repellent treatment are also included.

Cleaning and installing sawcut joint filler is optional.

All of the area is to be completed at the same time.

Clean & seal	\$7,224
Class B 400grit polish	\$14,249
Clean & fill sawcuts	Add \$1,581

Full Class B Polish (Salt & Pepper Sand Exposure)

EXCLUSIONS:

- Fresh water supply, 110-volt power, area lighting
- Slip resistance testing
- Finished floor protection
- Seasonal heat (slab & air temperatures must be above 55 degrees for proper results)
- Protection of adjoining wall and horizontal surfaces both finished and unfinished beyond tape & plastic
- Adjacent wall, paint, tile, Schluter strip or aluminum store front damage

If slab is exceptionally flat we could go Class A Polish (Cream Polish) which would save approx \$1/SF. Will need to inspect on site to confirm

BID SUPPLEMENT

- Proposed work must be completed prior to other final finishes
- The equipment is large and not controllable to a fine degree
- The consistency of the aggregate exposure depends upon the flatness of the slab
- Concrete slurry environmentally safe treatment and disposal is included
- Installed drywall should be held 1/4" off the concrete floor due to the grinding being done wet
- Doors & jambs should not be installed prior to polishing
- The polyurea sawcut filler may split if the slab has not finished shrinking. The slab sawcuts can increase in width beyond the product's elongation capabilities. This is not a product failure and is not part of the warranty unless the product was installed improperly.
- This quote is subject to acceptance within 30 days
- Idaho material tax is included



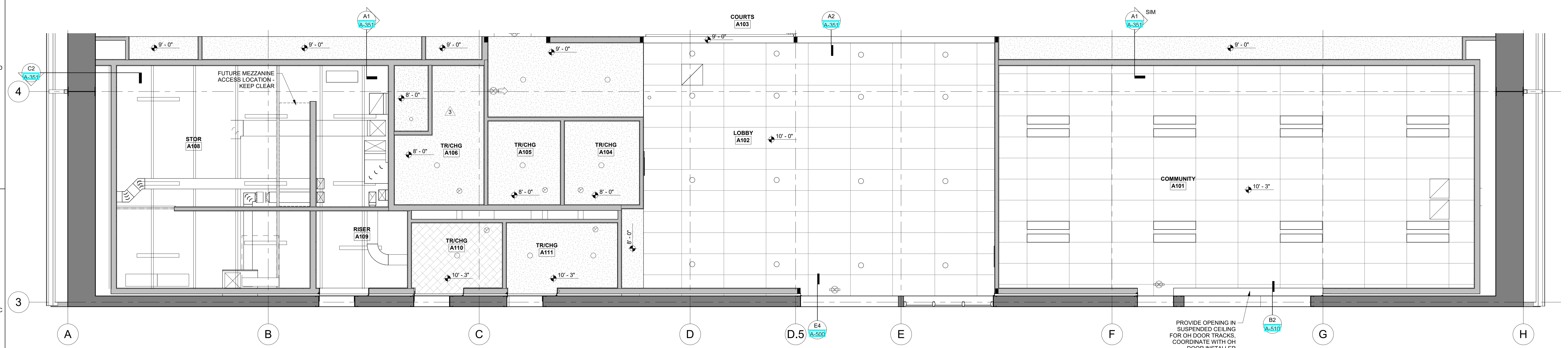
309 N Park Rd
Spokane Valley, WA 99212-1128
P: 509.466.5555 F: 509.468.3719
CRconcrete.pro

WA LIC# CAMERRL942NU
ID LIC# PWC-C-12153-UNLIMITED-4
OR LIC# 202351
"An Equal Opportunity Employer"

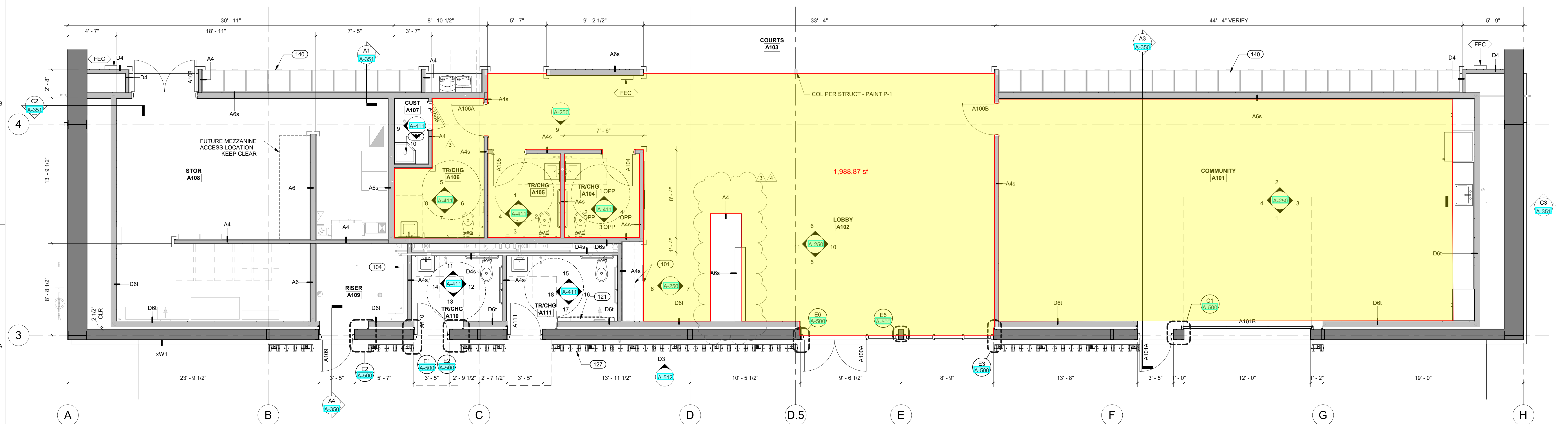
RFP_007

CEILING TYPE LEGEND		GENERAL NOTES - CEILING		GENERAL NOTES - FLOOR PLAN	
	APC-1		GYP BOARD CEILING PAINTED	1.	DIMENSIONS ARE TO FACE OF STUD AT PARTITIONS, GRID LINES, FACE OF CMU, AND CENTERLINE OF COLUMNS UNO
	OPEN TO STRUCTURE ABOVE		GYP BD. CEILINGS AND SOFFITS PAINTED P-3, UNO	2.	CLR DIMENSIONS INDICATE CLEAR DIMENSIONS FROM FACE OF WALL FINISH
	LIGHTS		AT ROOMS INDICATED IN FINISH SCHEDULE, PAINT OUT ALL VISIBLE CEILING ELEMENTS INCLUDING, BUT NOT LIMITED TO, STRUCTURE, MECHANICAL EQUIPMENT, DUCTS, PIPES, ETC. PAINT COLOR AS IDENTIFIED IN FINISH SCHEDULE.	3.	WALL TYPES DEFINE THE ENTIRE LENGTH OF A WALL ON THE WALL SIDE NOTED FROM CORNER TO CORNER UNO. SEE SHEET A-051 FOR WALL TYPES LEGEND.
	HVAC		AT ROOMS WITH EXPOSED STRUCTURE AND/OR CEILING CLOUDS, EXTEND GYP BD AT WALLS TO ROOF DECK ABOVE.	4.	ALL WALLS NOT DESIGNATED WITH A WALL TYPE OR NOTED OTHERWISE SHALL BE A6s.
			ALL GYP BD WALLS & SOFFITS EXPOSED TO VIEW &/OR ADJACENT TO CEILING CLOUDS SHALL BE PAINTED TO UNDERSIDE OF STRUCTURE. MATCH COLOR OF GYP BD HORIZ SURFACE TO VERT SURFACE	5.	SEE DOOR SCHEDULE FOR DOOR AND RELITE FRAME TYPES AND DETAIL REFERENCES
				6.	SEE GLAZING SCHEDULES FOR CURTAIN WALL AND INTERIOR AND EXTERIOR STOREFRONT SIZES AND INFORMATION
				7.	SEE ENLARGED PLANS FOR ADDITIONAL NOTES, INTERIOR ELEVATION CALLOUTS AND OTHER DETAILS WITHIN THE CALLOUT AREA.
				8.	PROVIDE WOOD WALL BLOCKING AT WALL MOUNTED DOOR STOPS. SEE DOOR SCHEDULE AND A-051.

CODED NOTES	
NUMBER	DESCRIPTION
101	CASEWORK
104	WATER RISER, SEE PLUMBING
108	JANITOR SINK, SEE PLUMBING
121	ADULT CHANGING TABLE, OFCI, PROVIDE AND INSTALL BACKING - COORDINATE REQ'D EXTENTS W/ OWNER.
127	WOOD SLAT WALL - SEE DETAILS ON SHEET A-512
140	EXISTING CASEWORK LOCKERS TO BE RELOCATED, OFCI - TYP OF (3)



C1 LEVEL 1 - REFLECTED CEILING PLAN - ENLARGED
 SCALE: 1/4" = 1'-0"



A1 RESTROOM ENLARGED PLAN
 SCALE: 1/4" = 1'-0"



TRAVERS PARK RECREATION CENTER

CONSTRUCTION DOCUMENTS

REV	DATE	DESCRIPTION
1	11/29/23	CONST DOCUMENTS
2	12/15/23	ADDENDUM 2
3	04/01/24	ASI-002
4	07/19/24	RFP 007

PROJ. NO. 2023-011
 DRAWN RP.GS
 PROJ MNGR GS
 DATE 11/29/23
 © ALS ARCHITECTS, P.S.

ENLARGED FLOOR & REFLECTED CEILING PLANS

A-400



Outlook

Travers Park hydro seed

From David Minick <david@dewdropnw.com>
Date Mon 11/11/2024 1:41 PM
To Cory Quan <cory@ginnoconstruction.com>
Cc Isaiah Yandt <isaiah@ginnoconstruction.com>

Cory,

To hydroseed the 23,310 sf of spoilage pile of dirt would be \$3,917.00. There would not be an extra fee for mobilization.

Thanks

David J Minick
President

11827 E. Trent Ave
Spokane Valley, WA 99206

Office: 509.922.7168

Mobile 509.840.0871

david@dewdropnw.com

www.dewdropnw.com



11/11/2024

Travers Park Contingency Tracking & Usage

Contingency Usage

PCO No.	PCCO No.	Description	Status		Cost	Remaining Contingency
Starting Contingency =						\$56,432.00
PCO_029	PCCO_007	RFP_008B Netting & Curtains	Approved	Deduct	\$8,233.65	\$48,198.35
PCO_045	TBD	CE 076 - RFP_028 - Paving & Domes	Approved	Deduct	\$11,881.28	\$36,317.07
PCO_033	TBD	CE 056 - RFP_011 - Canopy Revision	Approved	Credit	-\$1,463.66	\$37,780.73
PCO_046	TBD	CE_083 - Sign Type-8 Changes per ASI_002	Approved	Deduct	\$5,855.46	\$31,925.27
PCO_041	TBD	CE_028 - Credit for Shower	Approved	Credit	-\$2,634.41	\$34,559.68
PCO_047	TBD	CE_089 - Concrete Class B Polish	Pending in Review	Deduct	\$16,938.10	\$17,621.58
PCO_049	TBD	CE_087 - Hydroseed Stockpiled Material	Pending in Review	Deduct	\$4,191.19	\$13,430.39
						\$13,430.39
						\$13,430.39
						\$13,430.39
						\$13,430.39
						\$13,430.39
						\$13,430.39
						\$13,430.39
Current Balance =						\$13,430.39



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Potential Change Order #050: CE #091 - RFP 29 - Concrete Ad

TO:	City of Sandpoint 1123 Lake St. Sandpoint Idaho, 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	050 / 0	CONTRACT:	1 - Travers Park Reno: Phase 1
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	11/11 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #091 - RFP 29 - Concrete Ad

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #091 - RFP 29 - Concrete Add's
 RFP 29 - Concrete Add's

Add Option: Detectable Warning Surface if required = \$1,344

ATTACHMENTS:

[RFP-029 - Concrete Add's.pdf](#)

#	Cost Code	Description	Type	Amount
1	32-1313 - Concrete Paving	RFP 29 - ADA Concrete at Skatepark	SUBCONTRACT	\$ 3,641.00
2	32-1313 - Concrete Paving	RFP 29 - Donor Recognition Wall Foundation	SUBCONTRACT	\$ 960.00
3	55-1000 - Contingency	Pay for with Contingency	Schedule of Values	(\$4,923.07)
Subtotal:				(\$322.07)
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 46.01
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				\$ 276.06
Grand Total:				\$0.00



Rustin Hall (ALSC Architects)
203 N. Washington Suite 400
Spokane Washington 99201

City of Sandpoint
1123 Lake St.
Sandpoint Idaho 83864

Ginno Construction Company
3893 North Schreiber Way
Coeur d'Alene Idaho 83815

Jason Welker

11/12/2024

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



White Diamond Concrete LLC
 Printed: Nov 11, 2024
 1869 E Seltice Way Ste 526, Post Falls, ID 83854
 Phone: 208-967-5660

Change Order

Owner Info Ginno Construction Co
 3893 N Schreiber Way
 Coeur D Alene, ID 83814

Job Info 2016 Pine St
 Sandpoint, ID 83864

Change Order ID
CO-0012

2313 - Travers Park

CO ID	Created / Approved Date	Price
CO-0012	Created: Nov 11, 2024	\$5,945.00

Description
RFP #29 Add ADA ramp Add footing for donor recognition wall

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Concrete Ramp -			210 SF	\$14.60	\$3,066.00
Ped Curb -			23 FT	\$25.00	\$575.00
Donor Recognition Footing -			24 SF	\$40.00	\$960.00
Detectable Warning Surface -		ADD ALT	28 SF	\$48.00	\$1,344.00

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER:

\$5,945.00

Item # 12.

REQUEST FOR PROPOSAL NO: 029

Project Name: Travers Park Recreation Center

Owner: City of Sandpoint

Contractor: Ginno Construction Company

Job Number: 2023-011

SPOKANE
 203 N Washington
 Suite 400
 Spokane, WA
 99201
 P 509.838.8568

alscarchitects.com

Page 1 of _1_

TO: Ginno Construction Company, Contractor, please furnish your proposal for performing the changes outlined below and/or detailed on the attachments referred to:

Per Owner's request and direction:

1. Add concrete ramp, landings, and curbs at skatepark as shown in the attached marked up photo. Note this must meet ADA requirements, allowing accessible access from the asphalt at the parking lot down to the asphalt at the skatepark; ±6" difference. Demo bollards and existing asphalt as needed to complete the work.
2. Add concrete foundation for donor wall. Size and location described on attached site plan.

ALSC Architects, P.S. By Gale Stanley Date: 11/7/24

PROPOSAL:

To the Owner: We propose to perform all changes described in the above request for a total ADDITION/DEDUCTION (cross out one) to the contract sum of:

_____ \$ _____

(not including Sales Tax)

We have attached cost estimate detail sheets, and the foregoing amount covers all direct and indirect costs related to this proposal and to the effect of the proposal on the remainder of the project. All other provisions of the contract remain in full force and effect. We request the completion date be EXTENDED/REDUCED (cross one out) _____ calendar days because of this work. The Contractor agrees to be bound to this proposal quotation for sixty (60) days after this date.

_____ By _____ Date _____
 Contractor

RECOMMENDATION:

TO: Owner, we have examined the foregoing proposal and find it to be appropriate for the request. We recommend its acceptance.

ALSC Architects, P.S. By _____ Date: _____

PROPOSAL ACCEPTANCE:

The Owner hereby accepts the foregoing proposal. This instrument, when signed below, constitutes the conditions upon which a Change Order will be issued.

_____ By _____ Date _____
 Owner



REMOVE BOLLARDS

FLUSH WITH ASPHALT

UPPER LANDING
RAMP

±2'-6"

MAX SLOPE 1:12
MEET ADA REQUIREMENTS

6" WIDE CURB, 6" TALL
ABOVE RAMP SURFACE

6" WIDE CURB, 6" TALL
ABOVE RAMP SURFACE

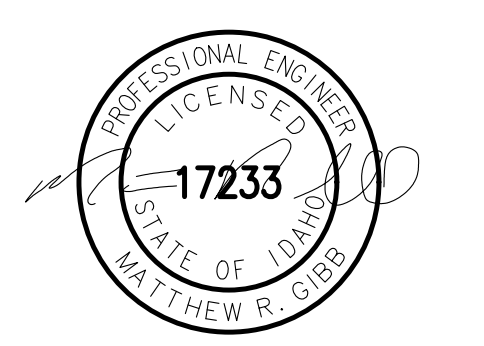
CURB BREAK TO ALLOW
WATER TO FLOW INTO
ADJACENT LANDSCAPING

LANDING

WATER TO SLOPE TO BREAK IN CURB
2% MAX

5'-0" MIN

±14'-6" VIF



12/15/2023



CITY OF SANDPOINT

TRAVERS PARK RECREATION CENTER

CONSTRUCTION DOCUMENTS

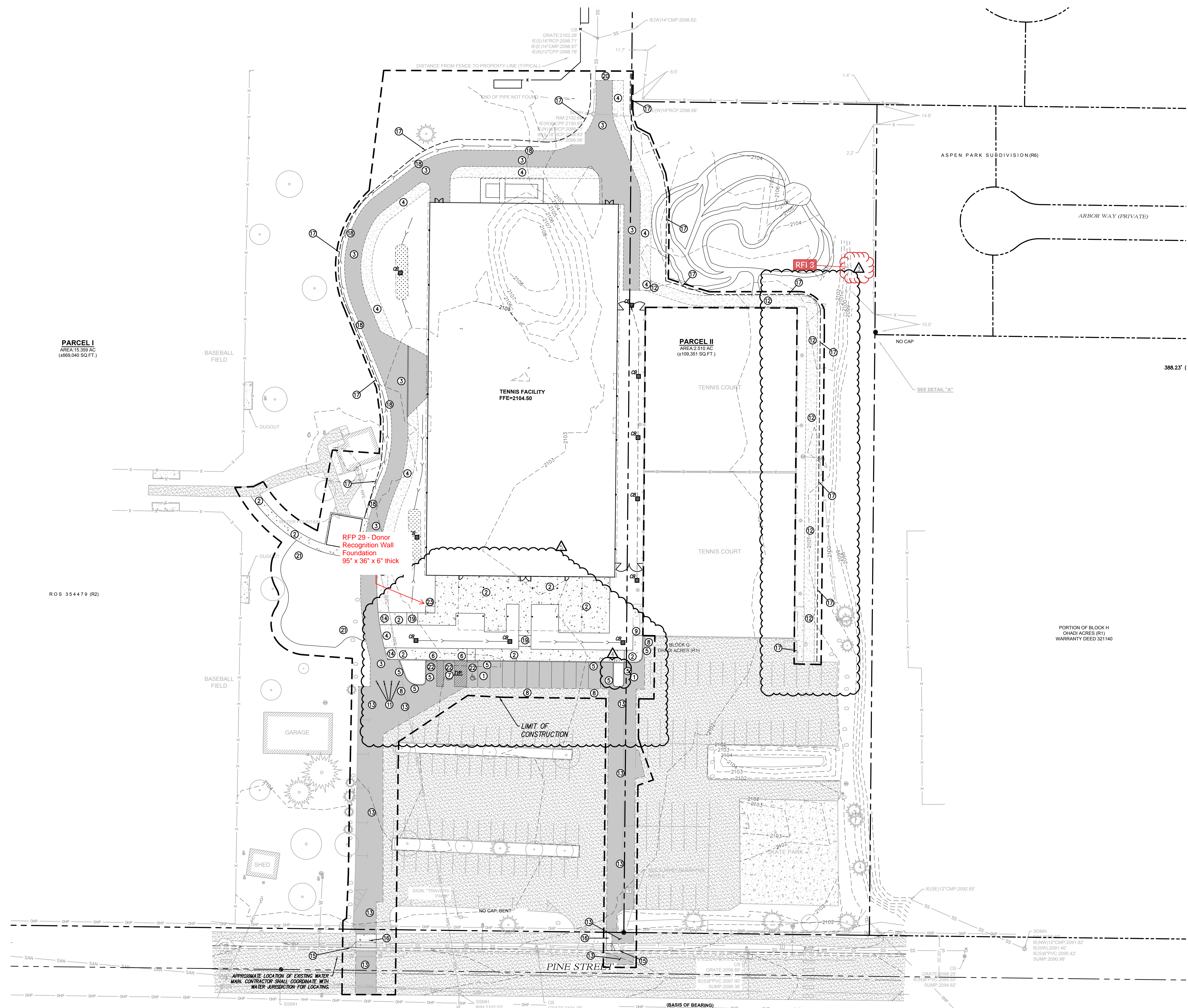
REV	DATE	DESCRIPTION
1	9/15/2023	ADDENDUM 1
2	10/25/2023	CCD-1
3	11/07/2023	RFI-3
4	11/29/2023	CONSTRUCTION DOCS
5	12/15/2023	ADDENDUM NO. 2

PROJ. NO.	2023-011
DRAWN	NJM
PROJ MNGR	SDM
DATE	11/29/23

© ALS ARCHITECTS, P.S.

CIVIL SITE PLAN

C130



- REFERENCE NOTES:**
1. PROVIDE NEW ASPHALT PAVEMENT PER DETAIL 4/C500.
 2. PROVIDE NEW ON-SITE CONCRETE SIDEWALK PER DETAIL 6/C500.
 3. PROVIDE NEW ASPHALT SIDEWALK PER DETAIL 5/C500.
 4. PROVIDE NEW HEAVY DUTY GRAVEL SIDEWALK PER DETAIL 12/C500.
 5. PROVIDE NEW TYPE 2 CONCRETE CURB PER ITD STANDARD PLAN 615-1. SEE DETAIL 7/C500.
 6. PROVIDE NEW TYPE "S" FLUSH CONCRETE CURB PER DETAIL 5/C501.
 7. PROVIDE NEW ADA STALL STRIPING AND SIGNAGE PER DETAIL 8/C500.
 8. TIE INTO EXISTING ASPHALT PAVEMENT. MATCH EXISTING ELEVATION AT CONNECTION.
 9. TIE INTO EXISTING CONCRETE SIDEWALK. MATCH EXISTING ELEVATION AT CONNECTION.
 10. NOT USED.
 11. PROVIDE NEW CONCRETE BOLLARD. CONCRETE BOLLARD TO BE 6"x36" GLOBAL INDUSTRIES REMOVABLE SAFETY BOLLARD OR APPROVED EQUAL. SEE DETAIL 11/C500.
 12. PROVIDE NEW LIGHT-DUTY GRAVEL SIDEWALK PER DETAIL 13/C500.
 13. REMOVE AND REPLACE EXISTING ASPHALT PAVEMENT FOR UTILITY ROUTING. MATCH EXISTING PAVEMENT SECTION. EXTENT SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR TO REMOVE AND REPLACE ON AN AS-NEEDED BASIS.
 14. PROVIDE NEW REINFORCED CONCRETE PAVEMENT. SEE DETAIL 4/C501.
 15. REMOVE AND REPLACE EXISTING CONCRETE CURB AND GUTTER PER ITD STANDARD PLAN 615-1 TYPE 2. EXTENT SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR TO REMOVE AND REPLACE ON AN AS-NEEDED BASIS AND MATCH EXISTING GUTTER PAN WIDTH.
 16. REMOVE AND REPLACE EXISTING CONCRETE SIDEWALK WITH 6" REINFORCED CONCRETE PER CITY OF SANDPOINT STANDARD PLANS. EXTENT SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. CONTRACTOR TO REMOVE AND REPLACE ON AN AS-NEEDED BASIS.
 17. CONTRACTOR TO TIE-INTO EXISTING GRADE AT OR NEAR PROPOSED DAYLIGHT LINE. SEE PLANS FOR LOCATION.
 18. PROVIDE NEW LANDSCAPE DEPRESSION FOR RUNOFF CONVEYANCE.
 19. PROVIDE NEW CUSTOM LENGTH PRECAST CONCRETE STORMWATER PASSES THROUGH UNDER PROPOSED WALKWAY. CONCRETE PASS THROUGH SHALL MATCH PROPOSED WIDTH OF SIDEWALK.
 20. TIE INTO EXISTING GRADE. MATCH EXISTING ELEVATION AT CONNECTION.
 21. PROVIDE NEW PLAYGROUND AREA. COORDINATE WITH LANDSCAPE PLANS AND DETAILS.
 22. PROVIDE NEW CONCRETE WHEEL STOPS PER DETAIL 14/C500.
 23. PROVIDE NEW DRINKING FOUNTAIN. COORDINATE WITH ARCHITECTURAL AND PLUMBING PLANS.

- ENGINEER'S NOTES:**
1. ALL DRAINAGE AND UTILITY STRUCTURES SHALL BE INSTALLED SO THAT FIN ELEVATIONS OF CAN BE ADJUSTED ±0.5 FEET TO MATCH FINISHED GRADE.
 2. FINISHED SURFACE ELEVATIONS (HARDSCAPE AND LANDSCAPING) SHALL BE SLOPED AWAY FROM BUILDING FOR A MINIMUM OF 5 FEET.
 3. REFER TO SHEET 'C150 - ALTERNATE ONE' FOR BID ALTERNATE REGARDING REVISIONS TO EXISTING TENNIS COURT.

FOR BID (NOT FOR CONSTRUCTION)

THESE DRAWINGS HAVE BEEN RELEASED AT THE REQUEST OF THE CLIENT FOR THE PURPOSE OF BIDDING. THESE DRAWINGS ARE NOT INTENDED FOR PURPOSES OF OBTAINING A PERMIT OR CONSTRUCTION.

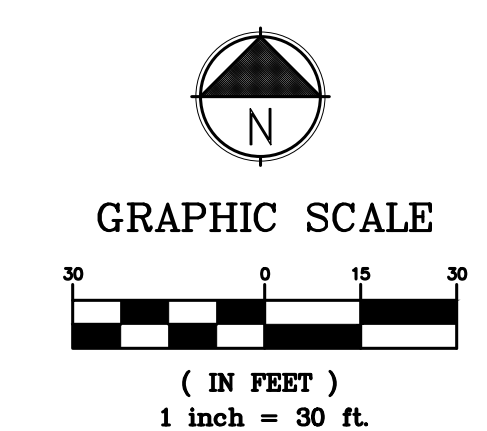
CONTRACTOR NOTE

ALL EXISTING UTILITIES SHOWN ON PLANS ARE TO BE VERIFIED HORIZONTALLY AND VERTICALLY PRIOR TO ANY CONSTRUCTION. ALL EXISTING FEATURES INCLUDING BURIED UTILITIES ARE SHOWN AS INDICATED ON RECORD MAPS AND SURVEYS FURNISHED BY OTHERS. WE ASSUME NO LIABILITY FOR THE ACCURACY OF THOSE RECORDS AND SURVEYS. CONTACT THE UTILITY OWNER/AGENCY FOR THE FINAL LOCATION OF EXISTING UTILITIES IN AREAS CRITICAL TO CONSTRUCTION.

UNDERGROUND SERVICE ALERT ONE-CALL NUMBER

811

CALL TWO BUSINESS DAYS BEFORE YOU DIG



A B C D E

PARCEL I
AREA 15.359 AC
(699,040 SQ.FT.)

PARCEL II
AREA 2.516 AC
(109,351 SQ.FT.)

ROS 354479 (R2)

RFP 29 - Donor
Recognition Wall
Foundation
95' x 36" x 6" thick

LIMIT OF
CONSTRUCTION

PINE STREET

(BASIS OF BEARING)

PORTION OF BLOCK H
CHANGI ACRES (R1)
WARRANTY DEED 321140

APPROXIMATE LOCATION OF EXISTING WATER MAIN. CONTRACTOR SHALL COORDINATE WITH WATER JURISDICTION FOR LOCATING.

SSMH RIM 2102.96
REIN 2" PVC 2009.98
20003
2103.17
2103.17
BARBF RP

SSMH RIM 2102.03
REIN 2" PVC 2009.89
REIN 2" PVC 2009.24
REIN 2" PVC 2009.82
REIN 2" PVC 2009.97
EAW PIPES LOOK ABANDONED

GRATE 2008 24
REIN 2" PVC 2009.92
SLUMP 2009.98

REIN 12" CMP 2001.82
REIN 12" PVC 2005.42
SLUMP 2009.98

GRATE 2008 24
REIN 2" PVC 2009.92
SLUMP 2009.98

11/11/2024

Travers Park Contingency Tracking & Usage

Contingency Usage

PCO No.	PCCO No.	Description	Status		Cost	Remaining Contingency
Starting Contingency =						\$56,432.00
PCO_029	PCCO_007	RFP_008B Netting & Curtains	Approved	Deduct	\$8,233.65	\$48,198.35
PCO_045	TBD	CE 076 - RFP_028 - Paving & Domes	Approved	Deduct	\$11,881.28	\$36,317.07
PCO_033	TBD	CE 056 - RFP_011 - Canopy Revision	Approved	Credit	-\$1,463.66	\$37,780.73
PCO_046	TBD	CE_083 - Sign Type-8 Changes per ASI_002	Approved	Deduct	\$5,855.46	\$31,925.27
PCO_041	TBD	CE_028 - Credit for Shower	Approved	Credit	-\$2,634.41	\$34,559.68
PCO_047	TBD	CE_089 - Concrete Class B Polish	Pending in Review	Deduct	\$16,938.10	\$17,621.58
PCO_049	TBD	CE_087 - Hydroseed Stockpiled Material	Pending in Review	Deduct	\$4,191.19	\$13,430.39
PCO_050	TBD	CE_091 - RFP 29 - Concrete Ramp Add's	Pending in Review	Deduct	\$5,458.07	\$7,972.32
						\$7,972.32
						\$7,972.32
						\$7,972.32
						\$7,972.32
						\$7,972.32
						\$7,972.32
Current Balance =						\$7,972.32



Ginno Construction Company
 3893 North Schreiber Way
 Coeur d'Alene, Idaho 83815
 Phone: (208) 667-5560

Project: 23-10 - Travers Park Reno: Phase 1
 2016 Pine Street
 Sandpoint, Idaho 83864

Prime Contract Change Order #010: Contract Date Extension

TO:	City of Sandpoint 1123 Lake St. Sandpoint, Idaho 83864	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	12/ 20 /2024	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	174 days	EXECUTED:	No
CONTRACT FOR:	1:Travers Park Reno: Phase 1	TOTAL AMOUNT:	\$ 0.00

DESCRIPTION:
 Add days to contract for Winter Shut Down for Landscaping Items.

Revised contract date: June 15th, 2025

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
051	CE #105 - Contract Date Extens	174 days	0.00
TOTAL:			\$ 0.00

CHANGE ORDER LINE ITEMS:

PCO # 051 : CE #105 - Contract Date Extens

#	Cost Code	Description	Type	Amount
1	01-4000 - Superintendent	Contract Date Extension	LABOR	\$ 0.00
Subtotal:				\$0.00
Liability Insurance: 1.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				0.00
OH&P: 6.00% Applies to OTHER, MATERIAL, LABOR, RENTAL, and SUBCONTRACT.				0.00
Grand Total:				\$0.00

The original (Contract Sum)	\$ 20,000.00
Net change by previously authorized Change Orders	\$ 7,489,467.43
The contract sum prior to this Change Order was	\$ 7,509,467.43
The contract sum would be changed by this Change Order in the amount of	\$ 0.00
The new contract sum including this Change Order will be	\$ 7,509,467.43
The contract time will be increased by this Change Order by 174 days	



AGREEMENT A23-5300-5 EIGHTH AMENDMENT

Date: May 22, 2025

Contract Title: A23-5300-5 -Agreement for Travers Park Renovations Ph1 – Construction Manager/General Contractor Services

Contract Execution Date: March 16, 2023

Division/Section: Parks & Recreation

Construction Manager: Ginno Construction of Idaho, Inc.

Construction Manager Address: 3893 N. Schreiber Way, Coeur d’Alene, Idaho 83815

This Eighth Amendment to Agreement A23-5300-5 shall become part of the original Agreement.

Summary: Amend 6.2 Guaranteed Maximum Price

- A. Article 6 – COMPENSATION FOR CONSTRUCTION PHASE SERVICES**
 - a. **6.2 GUARANTEED MAXIMUM PRICE(GMP)** – Total contract value to date to include four (8) Change Orders shall be \$7,532,656.09.
 - b. Contract Sum shall not exceed GMP set forth within this price Amendment unless subject to additions or deductions by Change Order as provided in the Contract Documents.

The City of Sandpoint and Construction Manager hereby agree to amend or modify the above referenced Agreement as set forth herein.

City of Sandpoint

Ginno Construction of Idaho, Inc.

Jeremy Grimm
Mayor

Date

Rich Wells
President

05/16/2025

Date



CITY COUNCIL MEETING MINUTES

May 07, 2025 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, May 7, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

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

*Councilor Aispuro was absent at roll call, arriving at 6:03 p.m.

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel in the room serving as sergeant-at-arms for the meeting: Sandpoint Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm reported that the agenda was amended to add item #13 under Old Business - Appeal of Denial of McGhee Development Water Service Application - which, during the March 19 regular meeting, Council voted, with the Appellant's concurrence, to postpone this matter to May 7. He explained that this item was inadvertently missed when the agenda was posted and that, because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until Council voted to accept it.

Motion to accept the amendment and proceed with the amended agenda.

Motion made by Councilor Howarth, Seconded by Councilor Dick.

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

Absent: Councilor Aispuro

Mayor Grimm clarified that this matter is not a public hearing but an appeal hearing, which Council first heard in December 2024. He further explained that, following additional information for consideration, the hearing was reopened in January but has been postponed since that time as the City continues to communicate and work with the Appellant on this matter, and the Appellant and City staff have discussed and agree that it would be desirable to further postpone to Council's next regular meeting. With no objection from Council, this item was moved from the end of the agenda and taken up immediately.

Old/Unfinished Business

13. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

Motion to postpone the re-opening of the hearing on the appeal of denial of the McGhee Development water service application to City Council's next regular meeting, scheduled for May 21, 2025.

Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.

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

Absent: Councilor Aispuro

Following completion of item #13, Mayor Grimm offered a tribute and remembrance of Helen Newton, former Sandpoint City Clerk and Council member, who passed away on April 25, 2025.

1. Mayor Grimm proclaimed May 11-17, 2025, as National Police Week and May 15 as Peace Officers Memorial Day and additionally read a proclamation celebrating May 3-4, 2025, as National Fallen Firefighters Memorial Weekend, including International Firefighters Day, presenting the proclamations to Police Chief Coon and Fire Chief Gavin Gilcrease, flanked by a number of their officers and firefighters.
2. FY2025 2nd Quarter Financial Report Review (for information only)

No Council questions or comments regarding this item.

Mayor Grimm reported on an email phishing scam that is targeting City of Sandpoint development applicants, encouraging vigilance to closely review and follow up on email messages received to ensure they are legitimate. He provided updates on the downtown parking lot repaving project and the status of federal funding for reconstruction of the wastewater treatment plant. He further remarked on legislation that may impact City tax revenue and announced a special Council meeting/workshop to be held on May 28 regarding James E. Russell Sports Center financials and operations.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison, with appreciation extended for the spring road striping on Pine St. and Fifth Ave. and the downtown flower baskets, which had been recently installed for the season.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments. (Councilor Aispuro arrived at 6:03 p.m. during staff reports.)

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Items removed from Consent: Councilor Duquette removed Item 9, Proposed Resolution Approving The Festival at Sandpoint Lease (City Agreement #A25-1970-6), and Councilor Schreiber removed Item 10, Approval of City Comments to Bonner County re: Deerfield Subdivision Application.

Mayor Grimm noted for the record the amount of bills presented for payment approval, and the Consent Calendar, amended with the removal of items 9 and 10, was approved by a majority vote of Council, with Councilor Ruehle dissenting.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

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

Voting Nay: Councilor Ruehle

3. The Minutes from Council's April 16, 2025, regular meeting were approved as presented.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 15, 2025

MEETING DATE: May 21, 2025

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Update on Wastewater Treatment Plant Compliance

DESCRIPTION/BACKGROUND:

On March 19, 2025, the Idaho Department of Environmental Quality (DEQ) conducted a routine compliance evaluation inspection of the Sandpoint Wastewater Treatment Plant (WWTP), which included a review of operations, monitoring, reporting practices, and the condition of infrastructure. The inspection was part of DEQ's oversight responsibilities under the City's Idaho Pollutant Discharge Elimination System (IPDES) Permit ID0020842. The resulting inspection report, issued on April 17, 2025, identified six permit violations and five additional areas of concern requiring corrective action.

The violations include an outdated Emergency Response Plan, incorrect transcription of monitoring data in Discharge Monitoring Reports (DMRs), use of analytical methods not sensitive enough to meet permit requirements, missing data in Whole Effluent Toxicity (WET) test reports, multiple operation and maintenance deficiencies, and the introduction of groundwater into the aeration basin. DEQ also flagged areas of concern including incomplete compliance schedule documentation, inconsistencies in quality assurance procedures, lack of proper calibration documentation for flow monitoring, and improper chemical storage practices. A Record of Resolution is required to be submitted by May 19, 2025, detailing the corrective actions taken to address each issue.

The inspection followed a separate regulatory issue related to a system upset that occurred on February 24, 2025. During this incident, a SCADA system error caused a failure in the breezeway pumps, resulting in a discharge of approximately 300 to 500 gallons of partially treated wastewater to the Pend Oreille River. The City reported the event in accordance with permit requirements and submitted a 5-day follow-up report. On March 7, 2025, DEQ issued a Notice of Deficiency and required additional documentation to demonstrate the event qualified as an "upset" under the permit. The City responded on April 3, 2025, and DEQ issued a Compliance Determination Letter on April 28, 2025, confirming the City had returned to compliance with respect to the February 24 incident.

The inspection and recent upset underscore several longstanding challenges at the WWTP, including aging infrastructure and limited capacity to manage wet weather flows. These issues contribute to routine permit exceedances and operational vulnerabilities, particularly during storm events. While the City has been proactive in addressing inflow and infiltration through lateral replacement, collection system rehabilitation, and public education, the facility is still strained during peak flow conditions. Several treatment components, including the belt press in the headworks building, require major rehabilitation. The City has also begun planning for a complete facility upgrade, which remains critical to long-term compliance and operational reliability.

In the short term, Public Works staff are addressing the identified deficiencies through updated procedures, documentation, and minor repairs where possible. However, many of the issues will require capital investment and coordination with DEQ to ensure the plant can continue to meet its permit requirements. Failure to correct the issues could result in further enforcement actions or penalties. The department will continue to work with DEQ and keep Council informed of corrective actions, permitting updates, and infrastructure planning needs.

STAFF RECOMMENDATION: N/A

ACTION: N/A

WILL THERE BE ANY FINANCIAL IMPACT? N/A HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

1. Notice of Deficiency from February 24 Upset
2. Compliance Determination Letter from February 24 Upset
3. Compliance Evaluation Cover Letter from March 19 Inspection
4. Compliance Evaluation from March 19 Inspection
5. Record of Resolution to be Submitted to DEQ



May 19, 2025

Brandi Lowe
 IPDES Compliance Officer
 DEQ Coeur d'Alene Regional Office
 2110 Ironwood Parkway
 Coeur d'Alene, ID 83814

Re: Record of Resolution - Compliance Evaluation Inspection – Violations and Areas of Concern - for Sandpoint WWTP, Idaho Pollutant Discharge Elimination System Permit ID0020842

Dear Ms. Lowe,

The purpose of this letter is to provide a Record of Resolution in response to the violations and areas of concern identified during the March 19, 2025, Idaho Department of Environmental Quality (DEQ) compliance inspection and collection system survey of the Sandpoint Wastewater Treatment Plant. The City takes these findings seriously and is committed to addressing them.

Sandpoint is actively planning for the long-term replacement of its wastewater treatment plant and is working with Keller Associates to complete a Preliminary Engineering Report (PER). The City is also pursuing multiple funding sources to support the design and construction of a new facility that meets regulatory and operational needs.

A major contributor to past violations is seasonal inflow and infiltration (I/I), particularly during rain-on-snow events in the winter months. These conditions raise groundwater levels and lead to excessive flow into the collection system. In response, the City budgets annually for I/I mitigation and has made steady progress. Over 25% of sewer mains have been rehabilitated using cured-in-place pipe (CIPP) and in a pilot program, 100 private laterals have repaired. In addition, the City implements a Sewer Later Inspection Program (SLIP) which has led to repair or replacement of over 300 sewer laterals. To support transparency and ongoing coordination with DEQ, the City will submit a series of technical memoranda outlining completed and planned I/I reduction projects.

The following summarizes specific responses to each violation and area of concern identified in the inspection.

Violations:

1. Emergency Response Plan Not Current:

Violation: It is a violation of the permit that the Emergency Response plan is not up to date with respect to the current personnel responsible for implementing portions of the Plan.

Resolution: ERP will be revised to identify responsible positions instead of individual names to ensure it remains current with staffing changes.

2. DMR Reported Values Incorrect:

Violation: It is a violation of the permit that the monitoring results for Cyanide, weak acid dissociable has been incorrectly transcribed from the laboratory results provided by the contract laboratory for the following monitoring periods:

- May 2023
- November 2023
- November 2024

Resolution: City is working with ATL Laboratory to ensure accurate reporting of the lower limits for Cyanide and to correct the errors reported.

Violation: It is a violation of the permit that the facility is reporting PCB results as “NODI Code 9 – Monitoring Not Required” but attaching the results that were taken to the DMR.

Resolution: Brandi Lowe with DEQ is investigating why there are multiple DMR submissions for PCB’s when monitoring for PCBs is required twice per year. This should resolve issue of Sandpoint entering NODI code for the DMR when no monitoring is required.

3. Analytical Methods not Sufficiently Sensitive:

Violation: It is a violation of the permit that the monitoring for Arsenic and Lead have not been conducted with sufficiently sensitive methods to achieve the minimum level listed in Appendix A of the Permit.

Resolution: The City requests direction from DEQ on this item. Arsenic has been corrected to a MDL of 0.5ug/l. Lead, however, has a MDL in the permit of 0.16ug/l which is a limit our labs are unable to meet at this time.

4. WET Testing Report Missing Elements:

Violation: It is a violation of the permit that the monitoring results for the following parameters are not included in the WET Test Reports:

- Flow
- BOD5
- TSS
- pH
- E. coli

- Total Residual Chlorine
- Mercury, total
- Phosphorus, Total as P
- Ammonia, Total as N
- Nitrate + Nitrite
- Total Kjeldahl Nitrogen
- Soluble Reactive Phosphorus
- Conductivity
- Dissolved Organic Carbon
- Hardness, total

Resolution: Going forward, all required parameters will be submitted via e-permitting with the WET reports. All tests have been conducted but were not always attached. See tables below:

WET TEST 2023			
	6/12/2023	6/13/2023	6/14/2023
Flow	1.5MGD	1.6MGD	1.6MGD
BOD	15.68mg/l	16.65mg/l	19.89mg/l
TSS	6mg/l	6mg/l	4mg/l
pH	7.1su	7.2su	7.2su
E.coli	1011.2/100ml	101.2/110ml	135.4/100ml
Chlorine	0.01mg/l	0.01mg/l	0.01mg/l
mercury	0.00120ug/l	0.00132ug/l	0.00116ug/l
Phosphorus	1410ug/l	1820ug/l	1980ug/l
Ammonia	4.49mg/l	7.97mg/l	7.70mg/l
Nitrate+Nitrite	3.897mg/l	3.438mg/l	2.258mg/l
TKN	5.3mg/l	9mg/l	9.06mg/l
O-Phosphorus	1.20mg/l	1.68mg/l	1.87mg/l
Conductivity	558umhos/cm	613umhos/cm	660umhos/cm
DOC	6.86mg/l	7.35mg/l	7.69mg/l
Hardness	182.8CaCO3	165.6CaCO3	168.4CaCO3

WET TEST			
	7/22/2024	7/23/2024	7/24/2024
Flow	1.2MGD	1.2MGD	1.3MGD
BOD	14.92mg/l	18.30mg/l	19.05mg/l
TSS	0mg/l	2mg/l	4mg/l
pH	7.17su	7.34su	7.34su
E.coli	2/100ml	1/110ml	3.1/100ml
Chlorine	0.01mg/l	0.03mg/l	0.03mg/l
mercury	0.000949ug/l	0.00140ug/l	0.00129ug/l
Phosphorus	1130ug/l	2620ug/l	4300ug/l
Ammonia	24.72mg/l	27.01mg/l	28.53mg/l
Nitrate+Nitrite	1mg/l	0.93mg/l	0.787mg/l
TKN	21.7mg/l	23.6mg/l	30mg/l
O-Phosphorus	1.05mg/l	2.37mg/l	3.96mg/l
Conductivity	679umhos/cm	738umhos/cm	777umhos/cm
DOC	9.07mg/l	9.62mg/l	10.2mg/l
Hardness	139.2CaCO3	140.8CaCO3	136CaCO3

5. Improper Operation and Maintenance:

Violation: It is a violation of the permit that the following portions of the treatment processes are being maintained appropriately.

- Headworks building (mold)
- Skimming tank vault (aggregate on walls is degraded)
- Underground pipes (leaking and degraded)
- Breezeway pumps (leaking oil)
- Chlorination basin (solids floating)
- Belt press (degraded and temporary repairs implemented)
- Effluent channel upstream of chlorination basin (contains debris and organic buildup)

It is a violation of the permit that the facility cannot meet effluent limits during times of wet weather and high flow to the facility as flows are exceeding the capacity of the following treatment processes:

- Aeration basin (causing increased turbidity)
- Breezeway pumps (causing a bypass of untreated wastewater to the effluent)

Resolution:

- On March 14, 2025, the City contracted with North Idaho Flood and Dire to remediate mold at the Headworks Building, which took place on March 31, 2025. The City is also working on heating and ventilation improvements to the building to prevent this issue in the future.
- The City contracted with Keller Associates to develop a Preliminary Engineering Report to reconstruct the waste water treatment plant with the intention rehabilitating or replacing all structures, including the skimming tank vault, that

are degraded.

- The City's Utility Crew is actively investigating the location of the leaking underground pipe. Scheduled for repair by City Utility Crew.
- City confirmed that the Breezeway pumps are not leaking. It appears that routine maintenance work by operators were misinterpreted by DEQ during the inspection. The maintenance work is complete, oil has been properly stored, and cleanup completed.
- The Chlorination Basin has been cleaned, and typically it is checked throughout the day once in the morning and once in the afternoon.
- The City is actively working on a project to remove the existing belt press units and replace them with screw presses. We are currently working with Stantec Consulting to develop a Preliminary Engineering Report and initiate procurement for the replacement later this year.
- Project is underway and the City is actively seeking a contractor to install a new gate to prevent stagnant water and organic buildup.
- The City contracted with Keller Associates to develop a Preliminary Engineering Report to reconstruct the wastewater treatment plant with the intention of correcting the high flow violations and prevent bypass and turbidity.

6. Inflow of Groundwater to Treatment Processes:

Violation: It is a violation of the permit that the facility is diverting groundwater into the aeration basin.

It is a violation of the permit the facility is receiving excessive flow from wet weather events which is causing noncompliance with permit effluent limits.

Resolution: This City is working with Brandi Lowe with DEQ for a solution to the groundwater into aeration basin, the water is from the condensate off the methane line and most likely cannot be discharged to storm or groundwater. Long-term resolution will be incorporated into plant upgrades, which is in the process of Preliminary Engineering Report development by the City's consultant, Keller Associates.

Areas of concern:

1. Compliance Schedule Missing Documentation: It is an area of concern that the final plans and specifications were not submitted to DEQ for the Chemical Feed Pilot Project outlined in Option #1 of the Compliance Schedule.

Resolution: Records located on e-permitting (entered by Jeff Cowley) will be formally referenced and attached to this response.

2. Quality Assurance and Quality Control Samples Inconsistent: It is an area of concern that the QAP does not include complete information for the quality assurance field samples taken for each laboratory parameter.

It is an area of concern that the quality assurance blank corrections are not being included with PCB test results.

Resolution: The city will update the QAP to include the quality assurance field sample information. I will reach out to the lab for the corrections on the PCB test results.

3. Flow Calibration Inconsistent: It is an area of concern that the QAP does not include the calibration methods and the practices outlined in the last record of resolution and the current O&M manual are conflicting.

Resolution: The City will correct the QAP to match the O&M manual.

4. Submerged Matter Upstream of Effluent Discharge Channel: It is an area of concern that there was submerged matter upstream of the effluent discharge channel.

Resolution: The City is working with engineers to find a contractor to gate this section off from stagnant water to prevent this problem in the future.

5. Control of Undesirable Pollutants: It is an area of concern that there was oil containers stored in buildings over wastewater that were not placed in secondary containment.

Resolution: Oil has been properly stored and cleanup completed, pictured below:



Please don't hesitate to reach out if you have any questions or need additional information regarding the corrective actions outlined in this report.

Sincerely,

Deven Hull
WWTP Supervisor

Enclosure(s):

2110 Ironwood Parkway, Coeur d'Alene,
Idaho • 83814 (208) 769-1422



Brad Little, Governor
Jess Byrne, Director

March 7, 2025

By email: hellis@sandpointidaho.gov

Holly Ellis
Certifying Official
Sandpoint Wastewater Treatment Plant
1123 Lake Street
Sandpoint, Idaho 83864

Re: Notice of Deficiency – Sandpoint Wastewater Treatment Plant, Idaho Pollutant Discharge Elimination System (IPDES) Permit ID0020842

Dear Ms. Ellis:

The Idaho Department of Environmental Quality (DEQ) has determined that the Sandpoint Wastewater Treatment Plant (Facility) is out of compliance with IPDES Permit ID0020842. The noncompliance is due to:

- Upset condition that occurred on February 24, 2025, from 6:24 a.m. to 7:05 a.m., and resulted in approximately 300 to 500 gallons of partially treated wastewater discharging through Outfall 001 to the Pend Orielle River. Permit Part I.A states, *“During the effective period of this permit, the permittee is authorized to discharge pollutants from the outfalls specified herein to the Pend Oreille River, within the limits and subject to the conditions set forth herein.”*
- Additionally, Permit Part IV.G.2 states, *“To establish the affirmative defense of upset, the permittee must demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:*
 - A) *An upset occurred and that the permittee can identify the cause(s) of the upset;*
 - B) *The permitted facility was at the time being properly operated;*
 - C) *The permittee submitted notice of the upset as required under Part III.G... and*
 - D) *The permittee complied with any remedial measures required under Part IV.D...”*

The Facility reported a 24-Hour Noncompliance Call on February 24, 2025, through DEQ’s IPDES Reporting Hotline and a 5-Day Noncompliance Report was submitted through DEQ IPDES E-Permitting System within five days of the Facility becoming aware of the noncompliance. The 5-Day Noncompliance Report indicated:

- An unknown and unpredictable sensor error caused SCADA to turn off the breezeway pumps at the Facility. This caused flow coming from the primary clarifiers to back up

Holly Ellis
 Sandpoint Wastewater Treatment Plant
 March 7, 2025
 Page 2 of 2

into the old holding tank and eventually overflowing from the tank into the parking lot as well as reaching the effluent channel.

- The System was reset and the pumps were back on at 7:05 a.m. and primary effluent was redirected back to the aeration tank and all operations were back to normal.
- Approximately 300 – 500 gallons of effluent that received only primary treatment was discharged through Outfall 001.
- The limited timeframe of the noncompliance resulted in no samples being obtained during the noncompliance event.
- This is the first time this issue with the SCADA and breezeway pumps has occurred at the Facility.

DEQ is providing this notice so the Facility may take the necessary corrective action to correct the noncompliance with IPDES Permit ID0020842. The following corrective action is required to be submitted through DEQ's IPDES E-Permitting System (<https://www2.deq.idaho.gov/water/IPDES/>) by **April 6, 2025**:

- Provide documentation necessary for demonstration of upset as outlined in Permit Part IV.G.2.
- Provide diagnoses on the root cause of the error received from the breezeway pumps and SCADA failure.
- Identify where the issue in the SCADA program happened and correct it.
- Report back that it was fixed and is no longer a risk.

DEQ appreciates your cooperation in resolving this matter. DEQ encourages you to continue your compliance efforts; responsibility for compliance with the IPDES permit rests with the permittee.

If you have any questions concerning this matter, please do not hesitate to contact me at (208) 666-4605 or via email at Chantilly.higbee@deq.idaho.gov.

Sincerely,



Chantilly Higbee
 IPDES Compliance Officer

cc: Deven Hull, Wastewater Treatment Plant Operator, City of Sandpoint,
dhull@sandpointidaho.gov
 Katy Baker-Casile, Engineering Manager, DEQ Coeur d'Alene Regional Office
 Heidi Caye, Wastewater Compliance & Enforcement Supervisor, DEQ State Office

2110 Ironwood Parkway
Coeur d'Alene, ID 83814 (208) 769-1422



Brad Little, Governor
Jess Byrne, Director

April 28, 2025

By email: hellis@sandpointidaho.gov

Holly Ellis
Public Works Director
Sandpoint Wastewater Treatment Plant
1123 Lake Street
Sandpoint, Idaho 83864

Subject: Compliance Determination Letter – City of Sandpoint, Idaho Pollutant Discharge Elimination System (IPDES) Permit ID0020842

Attention Ms. Ellis:

The Idaho Department of Environmental Quality (DEQ) is following up regarding the upset/bypass condition that occurred on February 24, 2025. A Notice of Deficiency was issued by DEQ on March 7, 2025. Based on documentation submitted by the City of Sandpoint (City) to DEQ on April 28, 2025, and information currently available, DEQ has determined that the City is currently in compliance regarding this matter. The receipt of this letter is your documentation of this determination. It is recommended that you retain this letter in your facility records.

DEQ appreciates your cooperation regarding this matter and encourages you to continue your compliance efforts; responsibility for compliance with the IPDES permit rests with the permittee. If you have any questions concerning this matter, please do not hesitate to contact me at (208) 666-1605 or via email at Chantilly.Higbee@deq.idaho.gov.

Sincerely,

Chantilly Higbee

Digitally signed by Chantilly
Higbee
Date: 2025.04.28 12:46:41 -07'00'

IPDES Compliance Officer
Coeur d'Alene Regional Office

c: Heidi Caye, heidi.caye@deq.idaho.gov
Katy Baker-Casile, katy.baker-casile@deq.idaho.gov
Deven Hull, dhull@sandpointidaho.gov

2110 Ironwood Parkway
Coeur d'Alene, ID 83814 • (208) 769-
1422



Brad Little, Governor
Jess Byrne, Director

April 17, 2025

Devin Hull, Wastewater Treatment Plant Supervisor
Sandpoint, City of – Sandpoint WWTP
1123 Lake Street
Sandpoint, ID 83864
dhull@sandpointidaho.gov

Subject: Compliance Evaluation Inspection – Violations and Areas of Concern - for Sandpoint WWTP, Idaho Pollutant Discharge Elimination System Permit ID0020842

Dear Mr. Hull:

On March 19, 2025, the Idaho Department of Environmental Quality (DEQ) conducted a compliance evaluation inspection and collection system survey of the Sandpoint WWTP. The purpose of this inspection was to determine compliance with the Idaho Pollutant Discharge Elimination System (IPDES) Permit ID0020842 and the “Rules Regulating the Idaho Pollutant Discharge Elimination System Program” (IDAPA 58.01.25). DEQ appreciates the assistance you and Ms. Ellis provided during the inspection. A copy of the 2025 Compliance Evaluation Inspection Report and Collection System Survey is attached. Please note that corrective action is necessary to comply with regulatory requirements.

At the time of the inspection, the following violations were identified:

1. Emergency Response Plan Not Current

Part II.E.b of the permit states the Emergency Response Plan must include mechanisms to: *“Ensure appropriate responses including assurance that reports of an overflow or of an unanticipated bypass or upset that exceed any effluent limitation in the permit are immediately dispatched to appropriate personnel for investigation and response...”*

It is a violation of the permit that the Emergency Response plan is not up to date with respect to the current personnel responsible for implementing portions of the Plan.

2. DMR Reported Values Incorrect

Part III.B of the permit states: *“The permittee must submit monitoring data and other reports electronically using NetDMR”*

It is a violation of the permit that the monitoring results for Cyanide, weak acid dissociable has been incorrectly transcribed from the laboratory results provided by the contract laboratory for the following monitoring periods:

- **May 2023**
- **November 2023**
- **November 2024**

It is a violation of the permit that the facility is reporting PCB results as “NODI Code 9 – Monitoring Not Required” but attaching the results that were taken to the DMR.

3. Analytical Methods not Sufficiently Sensitive

Part I.B.6.a-b of the permit states: *“Parameters with an effluent limit. The method must achieve a minimum level (ML) less than the effluent limitation unless otherwise specified in Table I Effluent Limitations and Monitoring Requirements....(ii) The permittee must use a method that can achieve a maximum ML less than or equal to those specified in Appendix A. Minimum Levels.”*

It is a violation of the permit that the monitoring for Arsenic and Lead have not been conducted with sufficiently sensitive methods to achieve the minimum level listed in Appendix A of the Permit.

4. WET Testing Report Missing Elements

Part I.C.4.b of the permit states: *“...In addition to toxicity test results, the permittee must report: dates of sample collection and initiation of each test; flow rate at the time of sample collection; and the results of the monitoring required in Part I.B of this permit, for parameters with a required monitoring frequency of once per quarter or more frequently.”*

It is a violation of the permit that the monitoring results for the following parameters are not included in the WET Test Reports:

- **Flow**
- **BOD5**
- **TSS**
- **pH**
- **E. coli**
- **Total Residual Chlorine**
- **Mercury, total**
- **Phosphorus, Total as P**
- **Ammonia, Total as N**
- **Nitrate + Nitrite**
- **Total Kjeldahl Nitrogen**
- **Soluble Reactive Phosphorus**
- **Conductivity**
- **Dissolved Organic Carbon**
- **Hardness, total**

5. Improper Operation and Maintenance

Part IV.E of the permit states: *“The permittee must at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls*

and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of the permit."

It is a violation of the permit that the following portions of the treatment processes are being maintained appropriately:

- **Headworks building (mold)**
- **Skimming tank vault (aggregate on walls is degraded)**
- **Underground pipes (leaking and degraded)**
- **Breezeway pumps (leaking oil)**
- **Chlorination basin (solids floating)**
- **Belt press (degraded and temporary repairs implemented)**
- **Effluent channel upstream of chlorination basin (contains debris and organic buildup)**

It is a violation of the permit that the facility cannot meet effluent limits during times of wet weather and high flow to the facility as flows are exceeding the capacity of the following treatment processes:

- **Aeration basin (causing increased turbidity)**
- **Breezeway pumps (causing a bypass of untreated wastewater to the effluent)**

6. Inflow of Groundwater to Treatment Processes

Part II.D.2.c.ii of the permit states the facility plan must include: *"Reduction or elimination of excessive infiltration and inflow of uncontaminated ground and surface water into the sewer system"*

It is a violation of the permit that the facility is diverting groundwater into the aeration basin.

It is a violation of the permit the facility is receiving excessive flow from wet weather events which is causing noncompliance with permit effluent limits.

At the time of the inspection, the following areas of concern were identified:

1. Compliance Schedule Missing Documentation

Part II.F.6.c of the permit states: *"By November 30, 2021, final plans and specifications for the modifications proposed in the PER shall be submitted to DEQ for approval."*

It is an area of concern that the final plans and specifications were not submitted to DEQ for the Chemical Feed Pilot Project outlined in Option #1 of the Compliance Schedule.

2. Quality Assurance and Quality Control Samples Inconsistent

Part II.C.3.a of the permit states the QAP must include: *"Details on the number of samples, type of sample containers, preservation of samples, holding times, analytical methods, analytical detection and quantitation limits for each target compound, type and number of*

quality assurance field samples, precision and accuracy requirements, sample preparation requirements, sample shipping methods, and laboratory data delivery requirements.

It is an area of concern that the QAP does not include complete information for the quality assurance field samples taken for each laboratory parameter.

It is an area of concern that the quality assurance blank corrections are not being included with PCB test results.

3. Flow Calibration Inconsistent

The Facility's O&M Manual states the following: *"...The flume is checked for calibration whenever an issue is suspected. Comparing influent totals to effluent totals provides an indication that something is wrong if the totals are not close."*

The Record of Resolution submitted to DEQ on July 31, 2019, following the previous inspection stated: "Checks of the measured flow versus the staff gauge reading will be conducted and recorded weekly"

It is an area of concern that the QAP does not include the calibration methods and the practices outlined in the last record of resolution and the current O&M manual are conflicting.

4. Submerged Matter Upstream of Effluent Discharge Channel

Part I.B.3 of the Permit states: *"The permittee must not discharge floating, suspended, or submerged matter of any kind in amounts causing nuisance or objectionable conditions or that may impair designated beneficial uses of the receiving water"*

It is an area of concern that there was submerged matter upstream of the effluent discharge channel.

5. Control of Undesirable Pollutants

Part II.A.6 of the Permit lists pollutants that should not be introduced to the facility.

It is an area of concern that there was oil containers stored in buildings over wastewater that were not placed in secondary containment.

At the time of the inspection, the outstanding deficiency for missing information in the chain of custody identified during the 2019 Compliance Evaluation Inspection was reviewed. During the 2025 Compliance Evaluation Inspection recent chain of custodies were consistent with requirements outlined in the Permit. There is no follow-up action required from the permittee regarding chain of custody concerns.

DEQ is providing this notice so you may correct the active violations and areas of concern with the facility. **At this time, you must take the following actions by May 19, 2025:**

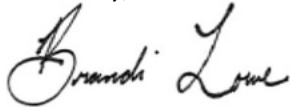
1. Provide a Record of Resolution, a document containing the violations and areas of concern, the action taken to address each violation and area of concern, the date of the resolution, and the person resolving it.
2. Submit the Record of Resolution and any changes made to plans on site to address the above

violations and areas of concern to DEQ via the IPDES E-Permitting System

Thank you for your help with the inspection process. DEQ encourages you to continue your compliance efforts. Responsibility for compliance with the IPDES Permit rests with the permittee.

If you have any questions about the inspection, I may be reached at (208) 737-3862 or brandi.lowe@deq.idaho.gov.

Sincerely,



Brandi Lowe
IPDES Compliance Officer

Attachment: Compliance Evaluation Inspection - Inspection Report

- c: Heidi Caye, Wastewater Compliance and Enforcement Supervisor, DEQ State Office
- Jayson Foley, Wastewater Enforcement Coordinator, DEQ State Office
- Sean Woodhead, Regional Surface Water Manager, DEQ Twin Falls Regional Office
- Katy Baker-Casile, Regional Engineering Manager, DEQ Coeur d'Alene Regional Office
- Chantilly Higbee, IPDES Compliance Officer, DEQ Coeur d'Alene Regional Office
- Carolyn Whitney, IPDES Compliance Officer, DEQ Boise Regional Office
- Holly Ellis, Sandpoint WWTP

Idaho Pollutant Discharge Elimination System Wastewater Treatment Plant Compliance Evaluation Inspection Report

Sandpoint, City of – Sandpoint WWTP

Permit Number: ID0020842
Inspection Date: March 19, 2025

Prepared by
Brandi Lowe - IPDES Compliance Officer



**Coeur d'Alene Regional Office
2110 Ironwood Parkway
Coeur d'Alene, ID 83814**

Report Date: April 17, 2025



**Idaho Pollutant Discharge Elimination System
Publicly Owned Treatment Works
Compliance Evaluation Inspection**

Desk Review - Inspection Scheduling					
Facility name:	City of Sandpoint – Sandpoint WWTP	IPDES Permit #:	ID0020842	Announced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date and time facility set for inspection:	March 19, 2025, at 10:00 a.m.				
Date contact occurred:	February 27, 2025	Contact phone #:	(208) 255-1568		
Contact name and title:	Deven Hull				
Contact email	dhull@sandpointidaho.gov				
Scheduling notes:	<p>I emailed all listed Certifying Officials and Duly Authorized Representatives listed for the City of Sandpoint on E-Permitting including Amanda Wilson, Greg Lanning, Holly Ellis, Jeff Cowley, and Deven Hull. I set the date and time of the inspection for March 18, 2025, at 10:00 a.m. and explained that the inspection was routine.</p> <p>I immediately received automatic replies from Greg Lanning and Amanda Wilson that both representatives were no longer with the facility.</p> <p>Mr. Hull emailed me back on February 27, 2025, requesting that the inspection date be changed to March 19, 2025. I confirmed that the inspection would be conducted on March 19, 2025, at 10:00 a.m.</p>				
Desk Review - Verification					
Permit effective date:	December 1, 2017	Date permit expires:	November 30, 2022	Admin. extended?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Permittee mailing address:	1123 Lake Street Sandpoint, ID 83864				
Permittee physical address:	723 South Ella Avenue Sandpoint, ID 83864				
Permittee email:	dhull@sandpointidaho.gov	POTW class:	Class IV Treatment System Class III Collection System		
Receiving water name:	Pend Orielle River	Any impairments:	Not supporting Cold Water Aquatic Life for the following parameters: <ul style="list-style-type: none"> • Dissolved gas supersaturation • Temperature 		
Certifying official:	Amanda Wilson, Greg Lanning and Holly Ellis				
Inspection type:	<input checked="" type="checkbox"/> State <input type="checkbox"/> Joint	Duly authorized representative:	Jeff Cowley and Deven Hull		
Date of last inspection:	April 10, 2019				
Identify critical issues from previous inspection:	The Previous Compliance Evaluation Inspection (EDMS 2019FAU64) identified the following Areas of Concern: <ol style="list-style-type: none"> 1) Effluent Flow Meter Calibration and Check Frequency Documentation Missing 2) Quality Assurance Plan did not Contain Minimum Requirements 3) Personnel not Trained in the Emergency Response and Public Notification Plan 4) Relinquishing Chain of Custodies Signature Missing 5) DMR Errors 				

On June 26, 2019, Jeff Cowley submitted a record of resolution (EDMS 2019FAU84) in response to the inspection report that outlined the following:

- The Quality Assurance Plan was updated
- Collection system operators and treatment plant operators were trained on the Emergency Response and Public Notification plan on May 22, 2019, and June 10, 2019, respectively
- A request to update DMRs that contained errors as outlined in the inspection report

On July 31, 2019, Jeff Cowley submitted a second record of resolution (EDMS 2019FAU109) in response to the inspection report that outlined the following:

- The effluent flow meter was calibrated by Field Instruments and Controls on June 22, 2019, and weekly checks would be performed on the flow meter.

At the time of the review of the previous submissions for the current inspection, the missing signatures on the relinquished field of the chain of custody were not addressed by the operators.

Are all reports, applications, and other information being submitted and signed by the certified ranking elected official or duly authorized representative only? Yes PEV 4.2.11

Desk Review - Plan Reviews

SCP identifies materials, preventive measures, reporting system, trained operators, is complete and submitted timely?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC <input checked="" type="checkbox"/> N/A
QAPP developed and submitted timely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC
Phosphorus Management Plan developed, complete, and submitted timely?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Mercury Minimization Plan developed and submitted timely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Methylmercury Fish Tissue Monitoring Plan developed and submitted timely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
O&M developed and current, kept on-site, available upon request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 4.1.2 <input type="checkbox"/> AOC
BMP plan developed, current, and submitted timely?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Sludge Management Plan or Biosolids Management Plan current and submitted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 2.1.3 <input type="checkbox"/> AOC
Annual Inflow and Infiltration Evaluation developed and submitted timely?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Is the I&I Evaluation complete?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Emergency Response Plan Notification current, developed, and submitted timely?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 4.1.3 <input type="checkbox"/> AOC

Plan Reviews notes:

The QAPP did not include information relevant to currently accepted Standard Methods and was missing information regarding quality control measures (see “Inspection – Laboratory” section below).

The Mercury Minimization Plan was reviewed on site, during the inspection.

The Methylmercury Fish Tissue Monitoring plan was reviewed on site. As total effluent mercury concentrations have not exceeded 0.027 micrograms per liter, monitoring has not been conducted. The Methylmercury Fish Tissue Monitoring Plan was submitted to DEQ on November 30, 2018 (EDMS 2018FAP244).

The Emergency Response Plan was not current with respect to the current notification list as the previous public works director was listed as the main point of contact during emergencies (Appendix B).

The O&M Plan was reviewed on site, during the inspection.

A BMP Plan was not required by the permit.

Desk Review - Report Reviews	
Annual Receiving Water Monitoring Report submitted for all previous years' surface water monitoring parameters?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 2.1.4
Annual Mercury Status report submitted timely and complete?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Annual Phosphorus Management report submitted timely and complete?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Current Master List of nondomestic users was developed and submitted in permit cycle.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Receiving water monitoring station approval request submitted and complete?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Annual Sludge Depth report has been submitted timely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 2.1.3 <input type="checkbox"/> AOC
Annual Waste Sludge Generation report (conventional plants) current and submitted timely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> PEV 2.1.3 <input type="checkbox"/> AOC
Annual Receiving Water Monitoring RAW results submitted and in spreadsheet form?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC
Report Reviews notes:	<p>Quarterly surface water samples for total mercury, conductivity, dissolved copper, dissolved organic carbon, dissolved lead, total ammonia as N, temperature, pH, and total hardness were reported to DEQ for the following years:</p> <ul style="list-style-type: none"> • 2019 (EDMS 2020FAP181) • 2020 (EDMS 2021FAP86) • 2021 (EDMS 2022FAP1169) <p>Samples for the forementioned parameters were discontinued after 12 samples were taken as outlined in Permit Section I.D.11.b.</p> <p>Biannual PCB congeners are required to be taken biannually for surface water monitoring in addition to the previously mentioned parameters. On July 20, 2018, the City of Sandpoint submitted correspondence that explained the permit did not specify the start date of sampling but did take the first sample on June 10 and 11, 2018 (EDMS 2018FAP24). On August 15, 2018, DEQ issued a notice of noncompliance as the first PCB congener was measured with the incorrect method as defined in Permit Section I.B.12 (EDMS 2018FAP40).</p> <p>The first PCB congener sampled from the receiving water with appropriate methods was collected on August 29, 2018 (EDMS 2018FAP177). The second PCB congener sampled from the receiving water with appropriate methods was collected on December 3, 2018 (EDMS 2019FAP71).</p> <p>On October 15, 2018, The City of Sandpoint requested reduced surface water sampling locations as they believed the cross-sectional location of four samples was well mixed (EDMS 2018FAP141). DEQ denied the reduced sample location frequency on November 2, 2018, as the sampling was required for future upstream results (EDMS 2018FAP176).</p> <p>Previous to the site inspection, Ms. Higbee explained that the 2024 Surface Water Monitoring Report had outdated information and was missing the method detection limit and requested that the report be resubmitted with accurate contents and references for the correct year. Facility representatives resubmitted the 2024 Surface Water Monitoring Report on April 3, 2025, (EDMS 2025FAP556) and the resubmittal was satisfactory.</p>
Desk Review - Discharge Monitoring Reports	
Were DMRs discussed during the on-site inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DMR calculations performed accurately	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2 <input type="checkbox"/> N/E
DMR reported values match bench sheet values?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 2.0 <input type="checkbox"/> N/E

Round-off and significant figures properly used in calculations?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 1.0 <input type="checkbox"/> N/E
DMRs have been submitted and timely:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.3 <input type="checkbox"/> N/E
DMR notes:	DMR results, bench sheets, and chain of custodies for December 2023 and May 2023 were reviewed on site.	
	One sample for carbon, dissolved organic [as C] for July 2023 was reported as “NODI Code P – Laboratory Error – Invalid Test”. The Operators on site confirmed that this NODI code was correct as there was a laboratory error during that sampling period.	
	Cyanide, weak acid dissociable has been reported as “<0.01” µg /L (November 2023 – May 2023 reporting periods), “10” µg /L (May 2024 reporting period), and “<1” µg /L (November 2024, August 2023). Upon reviewing the laboratory results, the significant figures were not correctly entered as the lab had reported values in g/L in some instances while the DMR required units in µg/L (Photograph 1). All testing should be completed at a minimum level of “10 µg/L” and units should be converted when data is entered into NetDMR.	
	Arsenic has been reported as “<1 µg/L” on all DMRs since the beginning of the permit issuance cycle, however, the minimum level listed in Appendix A of the Permit is “0.5 µg/L”.	
	Lead was reported as “<1” µg /L from the May 2023 to November 2024 DMR submissions, however, the minimum level listed in Appendix A of the permit is “0.16 µg/L”.	
	Polychlorinated biphenyls [PCB] for upstream monitoring has been recorded as NODI Code 9 historically, however, samples are being taken and submitted via E-Permitting. Since samples are being taken, “NODI Code 3 – Special Report Attached” should be used with the attached test results.	
2,3,7,8 TCDD was measured on the following dates: December 3, 2018 (EDMS2019FAP71) June 4, 2019 (EDMS 2019FAP773) November 6, 2019 (EDMS 2020FAP129)		
Values of the influent and of the effluent for all three sample dates were “non-detect” so monitoring was discontinued per the Permit Section I.B.13.c.		
Desk Review - Whole Effluent Toxicity		
Was WET Testing reviewed, if required, during the onsite inspection?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WET testing follows monitoring and reporting requirements from IPDES permit Table 16?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 3.0
All WET quality assurance criteria are in accordance with their IPDES permit as outlined in WET Quality Assurance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0
Toxicity Reduction Evaluation (TRE) strategy submitted 30–60 days prior to WET test initiation?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
WET results submitted within 30 days of receiving lab results?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0
Have WET limits been set?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WET testing has exceeded established WET limits?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> N/A
If required, has TRE strategy been initiated within 15 days of receiving sample results?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A
If required, has accelerated testing been implemented?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A
WET Testing notes:	WET Testing was performed on the following dates during this permit issuance cycle: <ul style="list-style-type: none">• 2018 – 3/19/2018 (Quarter 1)• 2019 – 6/24/2019 (Quarter 2)• 2020 – 7/5/2020 (Quarter 3)• 2021 – 10/31/2021 (Quarter 4)• 2022 – 3/21/2022 (Quarter 1)	

	<ul style="list-style-type: none"> • 2023 – 6/12/2023 (Quarter 2) • 2024 – 7/22/2024 (Quarter 3) <p>WET Test results for all previous WET Test samples did not include the flow rate at the time of each sample collection or results of the monitoring required in part I.B of the permit for parameters with a required monitoring frequency of once per quarter or more frequently including:</p> <ul style="list-style-type: none"> • Flow • BOD5 • TSS • pH • E. coli • Total Residual Chlorine • Mercury, total • Phosphorus, Total as P • Ammonia, Total as N • Nitrate + Nitrite • Total Kjeldahl Nitrogen • Soluble Reactive Phosphorus • Conductivity • Dissolved Organic Carbon • Hardness, total
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Desk Review - Compliance Schedule

Were any Compliance Schedule Milestones discussed during the on-site inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Permittee has notified DEQ within 14 days following each task due date, whether compliance or noncompliance with the interim or final requirement has been attained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Has permittee failed to meet a compliance schedule milestone by over 90 days?	<input type="checkbox"/> No <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> AOC
Compliance schedule annual report is complete and submitted timely?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A

Compliance Schedule notes:	<p>In a letter submitted to DEQ on November 27, 2019, the operators stated that they would like to pursue option #1 listed in the permit to achieve compliance with final effluent limitations by November 30, 2022, by upgrading the existing plant (EDMS 2019FAP1168). An official PER was submitted by the City on June 11, 2019, and was accepted by DEQ satisfying the requirement in Permit section II.F.6.b (2023FAP204).</p> <p>Documentation was not found in DEQ’s database for the requirements outlined in Permit sections II.F.6.c (final plans and specifications) and II.F.6.d (completion of plant upgrade).</p>
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Opening Conference - Arrival and Entry

Date and arrival time of inspection:	March 19, 2023, at 10:00 a.m.		
DEQ officer:	Brandi Lowe	Weather conditions:	Cloudy, ~37°F
Full access granted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.9	Permit on-site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.10
Facility representative and title:	Deven Hull, Wastewater Treatment Plant Supervisor	Phone and email:	(208) 255-1568 dhull@sandpointidaho.gov
Facility representative and title:	Holly Ellis, Public Works Director	Phone and email:	(208) 946-2087 hellis@sandpointidaho.gov

Others present:	Chantilly Higbee, IPDES Compliance Officer, DEQ	Phone and email:	(208) 666-4605 chantilly.higbee@deq.idaho.gov
Did permittee provide all documents as requested and timely?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.8 <input type="checkbox"/> N/A	
Opening Conference - Bypass			
Has facility experienced bypass since the previous inspection?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If any anticipated bypass occurred since the previous inspection was DEQ notified 10 days in advance of bypass?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.12 <input checked="" type="checkbox"/> N/A	
Anticipated bypass caused effluent exceedance?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 1.2	
Did unanticipated bypass cause effluent limit exceedance?		<input type="checkbox"/> No <input checked="" type="checkbox"/> PEV 1.2	
Was DEQ notified within 24 hours?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.7 <input type="checkbox"/> N/A	
Was 5-day written notice provided?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.8 <input type="checkbox"/> N/A	
Describe the bypass flow layout and what treatment processes are bypassed. Identify the reason for bypass to occur and the measures being taken to prevent future bypasses:	<p>The facility does not have a formal bypass system; however, wastewater treatment is bypassed when there is high inflow and infiltration from the lift station in the middle of the plant (connecting primary clarifiers to the breezeway pumping station) as reported during the last upset on February 24, 2025 (EDMS 2025FAP546).</p> <p>When high flow occurs, wastewater that is in the open channel being pumped to the breezeway overflows into the historic chlorine contact basin which is attached to the effluent of the facility (Photograph 2). As there is no physical barrier to prevent wastewater from entering the effluent, if inflow to the plant exceeds what the pumps can handle, bypass of the treatment past the primary clarifiers is unavoidable without construction and permanent changes to the facility.</p> <p>Operators stated that the bypass that occurs in this location is due to a capacity issue at the plant as the pumps are able to keep up with routine, dry weather flow, but not when there is wet weather flow.</p>		
Opening Conference - Other Plant Issues			
Have all occurrences of SSOs been reported?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.7 <input checked="" type="checkbox"/> N/A	
Have all occurrences of upsets been reported?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.7 <input type="checkbox"/> AOC	
Did the 5-day report get submitted for any upsets that have occurred?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.8 <input type="checkbox"/> N/A	
Did permittee comply timely and with adequate remedial measures for any upsets? (Duty to mitigate)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.4 <input type="checkbox"/> AOC <input type="checkbox"/> N/A	
Have all instances of OTHER noncompliance been reported as 24-hour notices of noncompliance?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.7 <input checked="" type="checkbox"/> N/A	
Have any anticipated noncompliance events occurred that were not reported as required?		<input type="checkbox"/> No <input type="checkbox"/> PEV 4.2.16 <input checked="" type="checkbox"/> N/A	
Has facility experienced any issues with toxic pollutants in their effluent, outside the scope of their permit requirements?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.17 <input type="checkbox"/> N/A	
Fish kill caused by discharge?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 2.2.9 <input type="checkbox"/> N/A	
Have there been any issues with the Pretreatment program outside of the annual report or the implementation thereof?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 3.7 <input type="checkbox"/> N/A	
Have there been any issues with the implementation of the Pretreatment program?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 3.7.1 <input type="checkbox"/> N/A	
Have there been any issues with the completion, submittal, or timeliness of the Pretreatment Annual Report?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 3.7.9 <input type="checkbox"/> N/A	
Were all instances of OTHER noncompliance followed up with a 5-day written notice?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.8 <input type="checkbox"/> N/A	
Plant Issue notes:	Effluent Exceedances listed in NetDMR were reported by the facility in the last two years for the following months:		

- June 2023 (E. coli exceedance)
- December 2023 (TSS exceedance, E. coli exceedance, BOD5 percent removal)
- January 2024 (E. coli exceedance)
- February 2024 (E. coli exceedance, BOD5 percent removal)
- March 2024 (BOD5 percent removal)
- December 2024 (BOD5 day exceedance, BOD5 percent removal)

All exceedances listed are accompanied by a 24-hour report if the exceedance was due to an upset or bypass with the exception of the December 2024 BOD5 incident as there were no associated upsets or bypasses during that month. The operators explained that the BOD5 has historically been an issue as the facility also has groundwater that infiltrates the system and the excess non-wastewater causes issues when trying to establish a percent removal as the actual wastewater is diluted.

Six 24-Hour Noncompliance Reports were reported by the facility in the last two years on the following dates:

- June 13, 2023 (E. coli exceedance due to high flows – 2023FAP1364)
- December 12, 2023 (E. coli exceedance due to high flows – 2023FAP2252)
- January 31, 2024 (E. coli exceedance due to high flows – 2024FAP495)
- February 6, 2024 (E. coli exceedance due to high flows – 2024FAP639)
- February 24, 2025 (upset due to SCADA failure causing untreated wastewater to bypass secondary treatment before being discharged – 2025FAP546)
- March 17, 2025 (E. coli exceedance due to high flows – 2025FAP708)

No Sanitary Sewer Overflows were reported by the facility in the last two years.

One noncompliance event referred to as an upset was reported to DEQ on February 24, 2025, via the 24-Hour Noncompliance Hotline. A Notice of Deficiency was issued to the facility on March 7, 2025, indicating that the facility must provide further details to establish the “upset condition” a response to that letter was submitted by the facility on April 3, 2025 (EDMS 2025FAP784).

Facility operators stated that they would like clarification for when to report issues at the plant as different regulatory representatives (from EPA and DEQ) have given different directions on when to report exceedance events, upsets, and bypasses (See Recommendations in the Summary section of this inspection report). The operators stated they were happy to give updates for every instance, but that they were historically told they were doing too much reporting.

Opening Conference - Pollution Prevention

Does facility have a *FORMAL WRITTEN* and implemented policy regarding pollution prevention? Yes No

Describe facility source reduction, recycling, waste treatment and waste disposal that stand out as separate practices that may benefit other facilities (i.e., overflow alarms, fog/halo spray rinsing, dragout collection trays, air jet curtains, electrolytic recovery, biocide additions, etc.).

No formal policy regarding pollution prevention exists at the facility, however, the operators feel that the surrounding community is well versed in the wastewater treatment process as there have been many efforts to educate the public. Specific programs for reducing inflow and infiltration have been implemented including presentations to the public, door-to-door discussions regarding the collection system, and a practice implemented by the city that houses sold must be inspected for inflow and infiltration sources to the collection system. All programs related to the inflow and infiltration education work to reduce total inflow to the facility of non-wastewater.

P2 notes: None

Opening Conference - Collection System

Are there any sewer districts or additional municipalities discharging to the POTW?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the POTW have sewer use ordinances and appropriate memorandum of agreements in place?		<input type="checkbox"/> Yes <input type="checkbox"/> AOC <input checked="" type="checkbox"/> N/A
Are lift stations and collection lines being maintained frequently enough to prevent recurring SSOs?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC
Collection system inspected for wear and failure and deficiencies are identified and addressed appropriately and timely including I&I sources?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> AOC
Are there acute sources of I&I that have been identified but have not been addressed?		<input type="checkbox"/> No <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> AOC <input type="checkbox"/> N/A
Collection System notes:	<p>The city has been actively addressing inflow and infiltration (I&I) issues within its wastewater collection system since 1995. This effort has evolved over time, incorporating assessments, public education, routine maintenance, strategic repairs, and a formal replacement plan. Key components of this strategy include mainline and lateral replacements, a dedicated annual budget, and ongoing public outreach. Approximately 25% of the identified I&I problem areas in the mainline have been addressed, along with significant work on private lines. Approximately \$200,000 is budgeted every year to address ongoing collection system issues. Individual efforts and programs are highlighted below outside of routine maintenance conducted by the City:</p> <p>Sewer Lateral Improvement Plan: When houses are sold that are within the collection system, the laterals are inspected and repaired if needed to reduce I&I. Since the inception of the program, approximately 100 laterals have been replaced and 300 have been repaired.</p> <p>Public Education and Outreach: In 2018, there was a mass effort where operators went door-to-door discussing inflow and infiltration with flyers. The city maintains information regarding I&I on their website continuously and often implements educational outreach projects for residents. As of April 3, 2025, the City’s Website contained the following topics regarding the wastewater treatment plant and collection system:</p> <ul style="list-style-type: none"> • Sewer Lateral Improvement Plan (SLIP) Information • Sewer Rules and Regulations • Wastewater Collection Improvement Plan • Wastewater Treatment Facility Plan <p>Upcoming Collection System Plan: During the Summer of 2025, the operators plan to replace 20 lateral collection lines in identified I&I problem locations.</p>	

Inspection - Laboratory		
Does permittee use its own on-site lab?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
QAPP is written and comprehensive as necessary and available for review upon request?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC
Indicate all issues with the QAPP:	<p>The Guidance for Quality Assurance Project Plans (EPA/QA/G-5) is outlined in the Permit as a guide for the QAPP. The document describes that a QAPP should list quality control checks for each sample type.</p> <p>The QAPP contained the following overview regarding quality assurance and quality control samples:</p> <p style="text-align: center;"><i>“Routine analyses of blanks, duplicates, and standard solutions are performed at a minimum according to the frequency shown in.”</i></p>	

		There was no additional information or reference to the quality control and quality assurance samples in the overview, however, samples for Total Suspended Solids and pH were explained to be run monthly.	
Laboratory custodian logs in all samples properly and stores properly as required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
Laboratory-grade water is used?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1	
Work area and monitoring equipment are clean, sampling equipment and glassware are properly cleaned and stored to prevent contamination?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Are lab quality controls being used? i.e. spikes, duplicates, etc.		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.6 <input checked="" type="checkbox"/> AOC	
Round-off & significant figures properly used in calculations?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2	
Sample shipping and handling protocol is in QAPP and being followed?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
Incubator (fecal coliform) maintained at 44.5 °C ± 5°C, BOD incubator maintained at 20.0 °C ± 1 °C, and refrigerated samples maintained at ≤ 6.0 °C?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
QAPP identifies all tests methods which are approved under 40 CFR Part 136?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.6	
If an alternative test method has been approved by EPA, is documentation available to DEQ upon request?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
pH buffers are within their expiration dates?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Is the pH meter being calibrated?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5	
pH meter calibrated per QAPP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
pH calibrations and maintenance are documented and logged		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.10 <input type="checkbox"/> AOC	
All other monitoring equipment properly cleaned and calibrated?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Chain of custody complete/accurate/accompany samples throughout process?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1	
Indicate issues with chains of custody:		No issues were observed with the chain of custodies (Photograph 3).	
Lab notes:	DMR Submission for Carbon, dissolved organic [as C], during the July 2023 reporting period was listed as NODI Code "P" – Laboratory Error/Invalid Test.		
Inspection - Contract Laboratory			
Does the permittee contract with an outside lab?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate name of lab, location and state where located:	Metals: Accurate Testing Labs - Couer d'Alene, ID PCBs, Dioxin: ALS Environmental - Houston, TX Low Level Mercury: Anatek Labs - Moscow, WA WET Testing: Seacrest Labs - Louisville, CO		
Laboratory custodian logs in all samples, stores at proper temperature. If samples are dropped off at an unattended location, do samples have custody seals and refrigerated as necessary. Samples are secured from general public?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV4.1.1 <input type="checkbox"/> AOC	
Were there any issues regarding the COC, test methods on COC or reporting issues with COC?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.1.1	
Indicate issues with chains of custody:		None	
Contract Lab notes:	Facility operators stated that there are multiple issues with the local labs such as incorrect reporting values, reports that are issued with incorrect information, and holding time problems from shipping samples.		
Inspection - Additional Monitoring			
Has the permittee performed additional monitoring outside the scope of the requirements in their permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

If these additional samples are analyzed per 40 CFR Part 136, or as specified in their permit, the results must be used in their permit calculations and reported on applicable DMRs. Is this occurring?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.2.6
Additional Monitoring notes:	Facility operators stated that they are reporting all additional samples that are being taken if they are taken according to approved methods and monitoring locations.	
Inspection – Influent Sampling		
Are influent samples being taken?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe influent sampling location and equipment used:	Samples are being taken immediately after the band screen in the headworks building through a pipe system that is transported immediately to the laboratory fridge.	
Influent sampling occurs at DEQ-approved monitoring site locations identified in IPDES permit Table 1?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2
Influent samples are collected at frequency and sample type as required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.0
Influent monitoring is performed as identified and described in the facility's QAPP, are representative and sufficiently sensitive methods are used?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.0
Influent Sampling notes:		
Inspection - Influent Flow Monitoring		
Is influent flow monitoring required?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Influent flow is measured and reported as outlined in IPDES permit?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.1 <input checked="" type="checkbox"/> N/A
Influent flow monitored at location specified in IPDES permit?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2 <input checked="" type="checkbox"/> N/A
Is influent flow measured in a closed-channel (pipe)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Indicate closed-channel flow measurement device.	<input type="checkbox"/> Magmeter <input type="checkbox"/> Pitot <input type="checkbox"/> Venturi <input type="checkbox"/> Paddle wheel <input type="checkbox"/> Doppler <input type="checkbox"/> Transit-time <input checked="" type="checkbox"/> N/A	
Is flow meter being calibrated and maintained per manufacturer's recommendations?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input checked="" type="checkbox"/> N/A
Identify last calibration date, frequency and who performs it:	N/A	
Is influent flow measured in an open-channel (flume or weir)?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Indicate open-channel primary device i.e., Parshall flume, Palmer-Bowlus, weir, etc.	18" Parshall Flume	
Indicate secondary device i.e., floats, electronic flow meter, ultrasonic transducer, etc.	N/A	
Flume or weir is free of corrosion, algae, scale and water velocity is constant and smooth?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> N/A
Are flow meter calibration and calculation methods documented correctly in QAPP and being implemented?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input checked="" type="checkbox"/> N/A
Influent Flow Monitoring notes:	Flow is being measured at the influent of the facility with a Parshall flume, however, all flows that are being reported for the permit are being collected at the effluent.	

Inspection - Conventional Treatment System	
Does the facility have a conventional treatment system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Inspection - Conventional Treatment - Preliminary Treatment	
Headworks screening and/or grit removal process have no issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5
Identify the issues that are present:	<input type="checkbox"/> Influent pumps <input type="checkbox"/> FOG build-up <input type="checkbox"/> Floating debris <input type="checkbox"/> Screens clogging <input type="checkbox"/> Cutter issues <input checked="" type="checkbox"/> Other
Identify the final disposition of the screening/grit coming out of the headworks	Grit is picked up by Waste Management and is taken to the transfer station.
Inspection - Conventional Treatment - Primary Treatment – Sedimentation And Settling	
Are sedimentation chambers or tanks used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any issues with sedimentation chambers?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5
Are primary clarifiers used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any issues with primary clarifiers?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5
Describe issues with primary clarifiers:	<input type="checkbox"/> Scum layer <input type="checkbox"/> Heavy grease/bubbles on surface <input type="checkbox"/> Odors <input type="checkbox"/> Weir damage <input type="checkbox"/> Not level
Are septic tanks or vaults used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any issues with the septic tanks or vaults?	<input type="checkbox"/> No <input checked="" type="checkbox"/> PEV 4.2.5
Describe the issues with the vaults or septic tanks:	A skimming tank vault is on site for holding floating material taken from the primary clarifiers. The vault is manually pumped out daily. Upon inspection, concrete aggregate is visible along the walls of the vault (Photograph 4).
Preliminary and Primary Treatment notes:	Band Screens and a backup Vulcan bar screen are used for initial debris removal. The primary clarifier and the headworks building were constructed in 1957 and the headworks building currently has black mold issues.
Inspection - Conventional Treatment - Secondary Treatment – Biological	
Is secondary treatment used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Secondary clarifiers or aeration basins are used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there issues with secondary clarifiers or aeration basins?	<input type="checkbox"/> No <input checked="" type="checkbox"/> PEV 4.2.5
Describe any issues with secondary clarifiers or aeration basin:	<input type="checkbox"/> Scum levels <input type="checkbox"/> Bubbles or grease on surface <input type="checkbox"/> Odors <input type="checkbox"/> Foam <input type="checkbox"/> Diffuser <input type="checkbox"/> Aerator malfunction <input checked="" type="checkbox"/> Other
Are trickle filters or fixed media systems used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What media type is used in the trickle filter? Activated bio-filter, rock, slag, geotextiles, sand/gravel, compost, coconut shells, plastic, glass, peat, wood, etc.	Trickle filters on site were built in 1973 but are no longer used.
Are there any issues with the trickle filters or fixed media?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5
Describe issues with trickle filter or mixed media. i.e., flow channeling, nozzle malfunction, sloughing, flies/snails	N/A – not used
Are rotating biological contactor (RBC) used or an Integrated Fixed Film Activated Sludge (IFFAS) system?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there issues with this system?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5
Describe the issues with RBC or IFFAS. i.e., sloughing, excessive biomass, media panels, etc.	N/A – not used
Are oxidation ditches or other activated sludge systems used?	Aeration basins are being used. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe type of activated sludge system:	<input type="checkbox"/> Plug-flow <input type="checkbox"/> Step feed <input type="checkbox"/> Oxidation ditch <input type="checkbox"/> Membrane bio-reactor <input checked="" type="checkbox"/> Aeration basins <input type="checkbox"/> Other
Are there any issues with the activated sludge system? i.e., mixing, solids, pumps, aerators, foaming, plugging?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5

Secondary Treatment notes:	<p>During normal, dry weather flows, the operators see effective treatment with the current served community. Increased flow, whether from future population growth, or wet weather instances, causes concern as secondary treatment shows signs of overcapacity. During increased flow, turbidity increases in the secondary treatment portion of the plant. Operators stated that the clarifiers are relatively shallow (8 feet along the outside edge) and struggle to keep up with the treatment process.</p> <p>Other instances that cause issues at the secondary treatment include the addition of detergent products. Occasionally when the operators notice issues during dry weather, they have attributed it to soap and detergent that has entered the collection system.</p> <p>The secondary treatment basins show wear due to the age of the system. Recently, one section of digested sludge pipe had to be completely replaced as it was completely deteriorated. Overall, the aeration basin can handle routine, dry weather flows but does not perform adequate treatment of wet weather or additional, nonroutine flows.</p> <p>Upon inspection, a pipe was present on the north corner of the aeration basin. Operators explained that this pipe delivers pumped groundwater to the aeration basin as there is no other place for the groundwater to go (Photograph 5).</p>
Inspection - Conventional Treatment – Tertiary - Chlorination	
Does facility use a chlorine disinfection system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of chlorine treatment is used:	<input type="checkbox"/> calcium hypochlorite (tablet) <input type="checkbox"/> sodium hypochlorite (liquid) <input checked="" type="checkbox"/> Cl ₂ gas <input type="checkbox"/> Other
Specify Other:	None
Are there any issues with the chlorine system? <input type="checkbox"/> No <input checked="" type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Indicate what issues are present with the chlorine system	<p>The operators explained that when E. coli values increase, chlorine is increased which occasionally causes TRC exceedances.</p> <p>During the site inspection, floating solids in the chlorine contact chamber were observed (Photographs 6 and 7).</p>
Inspection - Conventional Treatment - Dechlorination System	
Does facility use dechlorination system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate type of dechlorination used:	<input checked="" type="checkbox"/> Sulfur dioxide <input type="checkbox"/> Sulfite salts <input type="checkbox"/> Carbon adsorption <input type="checkbox"/> H ₂ O ₂
Are there any issues with the dechlorination system? <input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Dechlorination notes:	Operators expressed that dichlorination of the chlorinated effluent is occasionally frustrating as they are responding to varying levels of chlorine due to varying levels of E. coli which can all be impacted by non-routine flows.
Inspection – Conventional Treatment – Advanced Treatment	
Does facility use any advanced treatment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Indicate type of advanced treatment used:	<input checked="" type="checkbox"/> P removal <input type="checkbox"/> N removal <input type="checkbox"/> rapid infiltration <input type="checkbox"/> carbon adsorption <input type="checkbox"/> ion exchange <input type="checkbox"/> ammonia stripping <input type="checkbox"/> gravity filter suspended solids <input type="checkbox"/> pressure filter suspended solids
Advanced Treatment notes:	Facility operators implemented the Chemical Feed Pilot Project for phosphorus removal that was utilized during the compliance schedule for phosphorus limits, however, the project is no longer active as the phosphorus in the effluent is not exceeding permitted limits without the treatment.

Inspection - Sludge Volume Reduction - Thickening and Dewatering	
Does facility use thickening and dewatering processes for sludge volume reduction? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify the thickening processes being implemented:	<input type="checkbox"/> Gravity thickening <input type="checkbox"/> Flotation thickening <input type="checkbox"/> Gravity drainage belts <input type="checkbox"/> Perforated rotating drums <input type="checkbox"/> Centrifuges <input checked="" type="checkbox"/> Other
Select the type(s) of dewatering processes being implemented:	<input type="checkbox"/> Lagoon settling <input type="checkbox"/> Drying beds <input type="checkbox"/> Centrifuges <input checked="" type="checkbox"/> Filter press <input type="checkbox"/> Other
Specify Other:	Wastewater byproducts are thickened with a belt filter press after treatment from the anaerobic digester.
Briefly describe the sludge thickening and dewatering system:	<p>There are three different pathways for waste to end up at the anaerobic digester.</p> <ol style="list-style-type: none"> 1. Primary sludge is pumped directly to the anaerobic digester. 2. Sludge from the waste activated sludge (WAS) is sent to the rotary screen thickener before being pumped to the anaerobic digester. 3. Industrial waste is pumped to a holding tank before being transported to the anaerobic digester. <p>The anaerobic digester burns methane gas as a biproduct of the treatment. After anaerobic digestion, belt presses are used to extract moisture from the solids. Solids are either disposed of by Waste Management to a landfill or are field applied.</p>
Were any issues identified with thickening or dewatering? <input type="checkbox"/> No <input checked="" type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Thickening and Dewatering Notes:	Upon inspection, the belt presses used were showing signs of wear. Metal portions of the belt press were rusting and degrading and portions of the equipment were held together by wrenches and tie-downs (Photographs 8 and 9).
Inspection - Sludge Volume Reduction - Biological and Chemical Stabilization	
Does permittee use any biological or chemical stabilization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of biological stabilization is used?	<input checked="" type="checkbox"/> Anaerobic digestion <input type="checkbox"/> Aerobic digestion <input type="checkbox"/> Composting <input type="checkbox"/> Vermistabilization <input type="checkbox"/> Other
What type of chemical stabilization is used?	<input type="checkbox"/> Lime <input type="checkbox"/> Cement kiln dust <input type="checkbox"/> Alkaline <input type="checkbox"/> Other <input checked="" type="checkbox"/> N/A
Specify other:	N/A
Were any issues identified with either biological or chemical stabilization? <input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Is there any other sludge treatment used?	<input type="checkbox"/> Solidification <input type="checkbox"/> Immobilization <input type="checkbox"/> Metal stripping <input type="checkbox"/> Toxic organic destruction <input type="checkbox"/> High heat <input type="checkbox"/> Irradiation <input type="checkbox"/> Alkalinity <input type="checkbox"/> Other
Specify other:	None
Were any issues identified with 'other' sludge treatment? <input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Inspection – Effluent - Effluent Sampling	
Are effluent samples taken per the required and established frequency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.0	
Describe effluent sampling location and equipment used:	Prior to the Parshall flume in the effluent channel after the dichlorination.
Effluent sampling occurs at DEQ-approved monitoring site locations identified in IPDES permit Table 1?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2
Effluent samples are representative to time, location, and type?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1

Effluent monitoring is performed as identified and described in the facility's QAPP?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1
Are influent and effluent samples taken at same time or as reasonably as can be expected?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1 <input type="checkbox"/> N/A
Has permittee conducted additional effluent sampling for permit renewal, without issues?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.5 <input type="checkbox"/> N/A
Effluent Sampling notes: None		
Inspection – Effluent - Effluent Flow Monitoring		
Is effluent flow monitoring required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Effluent flow is monitored and reported as outlined in the Permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2
Effluent flow is monitored at approved location or as specified in the Permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2 <input type="checkbox"/> AOC
Is effluent flow measured in a closed-channel?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What type of closed-channel device is used?	<input type="checkbox"/> Magmeter <input type="checkbox"/> Venturi meter <input type="checkbox"/> Pitot tube <input type="checkbox"/> Paddle wheel <input type="checkbox"/> Doppler <input type="checkbox"/> Transit-time meter <input checked="" type="checkbox"/> N/A	
Effluent flow meter calibrated and maintained per manufacturer's recommendations?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5 <input checked="" type="checkbox"/> N/A <input type="checkbox"/> AOC	
Effluent flow meter calibration methodology is documented in the QAPP?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input checked="" type="checkbox"/> N/A	
What was last calibration date, frequency of calibration, and who performs it?	July 22, 2019 by Field Instruments and Controls	
Is effluent flow measured in an open-channel?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Identify the open-channel primary device:	<input checked="" type="checkbox"/> Flume <input type="checkbox"/> Weir <input type="checkbox"/> Other	
Specify other:	Parshall Flume	
Identify the open-channel secondary device:	<input type="checkbox"/> Floats <input type="checkbox"/> Gauges <input checked="" type="checkbox"/> Ultrasonic transducers <input type="checkbox"/> Bubblers <input type="checkbox"/> Manually <input type="checkbox"/> Other	
Effluent flow measured as documented in the QAPP?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input checked="" type="checkbox"/> AOC
Primary device such as flume or weir is free of corrosion, algae, scale and water velocity is constant and smooth?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5
Secondary device is calibrated, maintained, and in operating condition?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.5
Have any non-authorized outfalls been located?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 1.1
Has facility discharged outside of timeframe(s) authorized in the Permit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 1.1 <input type="checkbox"/> N/A
Effluent Flow Monitoring notes:	<p>The facility's QAPP does not mention flow calibration, but the O&M Overview indicated the following:</p> <p><i>"...The flume is checked for calibration whenever an issue is suspected. Comparing influent totals to effluent totals provides an indication that something is wrong if the totals are not close."</i></p> <p>No routine flow measurement calibration is listed in the QAPP and the facility operators are only calibrating the effluent flow after they observe discrepancies between the influent and effluent readings on site.</p> <p>Effluent flow calibration was explained to have been planned to be performed once weekly in the previous record of resolution (Appendix B).</p>	
Inspection – Effluent - Narrative Limits		
Discharge of floating, suspended, or submerged matter of any kind to receiving water is present?		<input type="checkbox"/> No <input type="checkbox"/> PEV 1.2.2 <input checked="" type="checkbox"/> AOC
Inspection of receiving water where effluent enters occurs at frequency identified in IPDES permit and includes updating the written log with photos, date, time, observer and whether there is presence of floating, suspended, or submerged matter?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 1.2.2 <input checked="" type="checkbox"/> N/A
Written log of observances is retained on-site and made available to DEQ upon request?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.10 <input checked="" type="checkbox"/> N/A

Narrative notes:	The effluent channel at the facility is comprised of two channels that combine. One channel emanates from the current chlorine contact basin, the other channel is currently unused but emanates from the old chlorine contact basin. Upon inspection, the unused channel that leads to the main effluent channel contained debris (Photograph 10). The operators explained that the bypasses that occur travel from that historic chlorine contact basin to the effluent through that channel.		
Inspection – Effluent - Receiving Water Monitoring			
Is permittee required to perform receiving water monitoring?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Receiving water monitoring sites are as specified in permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC	
Are receiving water & effluent samples taken and analyzed in full accordance with their IPDES permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC	
Receiving water sample results reported on DMR as specified in the IPDES permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC <input type="checkbox"/> N/E	
Receiving water and effluent samples taken on the same day?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC	
Are samples for metals, pH, ammonia, temperature, dissolved organic carbon, conductivity and hardness collected on the same day as required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC	
Flow rate measurement and receiving water samples are taken as close together as practicable?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC	
Receiving water monitoring procedures outlined in QAPP are being followed for all ambient sampling including temperature?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
If continuous temperature monitoring is required, does permittee's protocol follow the DEQ protocol document identified in receiving water monitoring section of the IPDES Permit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 2.1.4 <input type="checkbox"/> AOC <input type="checkbox"/> N/A	
Receiving Water Monitoring notes:	Receiving water monitoring for 2024 included a reference to the incorrect year and did not have detection limits listed in the permit. Facility representatives resubmitted the 2024 Annual Report on April 3, 2025.		

Post Inspection - General	
Date and time inspection ended:	March 19, 2025 at 3:32 p.m.
List any informational handouts provided to the permit:	None
Is any follow-up action necessary? Document expectations:	<p>On March 25, 2025 Chantilly Higbee and I emailed the operators the following tasks that needed completion as discussed during the inspection:</p> <ol style="list-style-type: none"> 1. Update E-Permitting Users (confirmed completed by DEQ on April 3, 2025) 2. Send the Inflow and Infiltration tasks that the City has been working through with the help of a contracted company 3. Reach out to the lab regarding PCB blanks (included in AOC #2 in Summary section) 4. Send the proof of upset, as outlined in Chantilly’s Notice of Deficiency, to claim upset status of the facility during the last noncompliance event (submitted April 3, 2025) 5. Resubmit the 2024 Surface Water Monitoring Report with the correct year and detection limits as defined by the permit (submitted April 3, 2025) <p>Outstanding tasks outside of the inspection report for DEQ were as follows:</p> <ol style="list-style-type: none"> 1. Research interim limits and the compliance schedule outlined in the permit – letting the operators know if they needed to complete more tasks (highlighted in this inspection report) 2. Review WET Testing Results (results outlined in this inspection report) 3. Determine when DEQ would like facility operators to report instances of noncompliance (outlined in this inspection report)

	4. Researching the applicability of diverting groundwater to the middle of waste treatment (outlined in this inspection report)	
Describe any compliance assistance delivered:	<p>During the inspection, we discussed options for voluntary enforcement in the case that the facility is not able to comply with limits during times of upgrades. We also discussed setting up a meeting with the DEQ permit writing team to review future limits as the operators are trying to plan for future treatment under an expired permit.</p> <p>Additionally, the operators stated that they have been given inconsistent directions for how often noncompliance should be reported. 24-Hour Reports and other noncompliance notifications outlined in the permit should be followed without exception. The permittee may elect to make more notifications than is outlined in the permit, but at minimum, all permit requirements should be followed. See the Recommendation in the Summary Section for determining if a Noncompliance Report is required.</p>	
Have there been any significant changes or additions to the facility since the previous inspection which DEQ was not properly notified?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 4.2.15 <input type="checkbox"/> AOC	
All reports, applications, and any other document submitted to DEQ are signed and certified by a ranking official or a DAR?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.11	
Operator licensed or certified appropriately regarding facility class type?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
If documents were requested for submittal, were those submitted within the timeframe required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.8 <input type="checkbox"/> N/A	
Post Inspection Notes:	Facility operators stopped using the phosphorus removal system without official notification to DEQ, however, this change did not increase or significantly change pollutants that were discharged.	

Post Inspection - Procedural Implementation		
Spill Control Plan measures appear to be implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A	
Operations and Maintenance procedures appear to be implemented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC	
Best Management Practices appear to be implemented throughout facility without issues?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A	
QAPP appears to be implemented fully as written?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.1 <input type="checkbox"/> AOC	
Were any chemical storage or containment issues identified?	<input type="checkbox"/> No <input type="checkbox"/> PEV 4.2.5 <input checked="" type="checkbox"/> AOC	
Describe chemical issues. i.e., open containers, exterior containers not covered, secondary containment, dikes/berms in disrepair, etc.:	<p>One pump inside the breezeway building was leaking oil (Photograph 11).</p> <p>Multiple containers were on site without secondary containment (Photograph 12).</p> <p>One underground pipe was leaking during the inspection between the primary clarifiers and the headworks building. The operators explained that much of the pipe around the facility is in need of replacement (Photograph 13)</p>	
Mercury Minimization Plan implemented as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> N/A	
Has permittee failed to submit permit renewal application at least 240 days in advance or a full application including monitoring results?	<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 2.3 <input type="checkbox"/> AOC <input type="checkbox"/> N/A	
Permit waiver conditions have issues?	<input type="checkbox"/> No <input type="checkbox"/> PEV 3 <input type="checkbox"/> AOC <input checked="" type="checkbox"/> N/A	
Emergency Response Plan Notification is being implemented as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.1.3 <input type="checkbox"/> AOC <input type="checkbox"/> N/A	
Methylmercury Plan implemented as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> N/A <input type="checkbox"/> N/E	
Individual Fish Tissue Monitoring Plan implemented as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input type="checkbox"/> N/A <input type="checkbox"/> N/E	
Phosphorus Management Plan implemented as required?	<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/E	

Are there any issues with intake credits requirements?		<input type="checkbox"/> No <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/E
Has permittee received discharge from IU of newly introduced toxic pollutants, flow or characteristics and failed to report as required in the Permit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV 2.2.5 <input type="checkbox"/> N/A <input type="checkbox"/> N/E
Post Inspection notes:		
Post Inspection - Emergency Standby Equipment		
Does the facility have emergency backup equipment or auxiliary systems in place and being maintained to achieve compliance with the Permit if needed?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> PEV 4.2.5 <input type="checkbox"/> AOC
Describe any issues with backup equipment. i.e., SCADA, maintenance, inadequate generators, alarms, other.	An upset from SCADA occurred on February 20, 2025, when pumps to the breezeway unexpectedly turned off and caused wastewater to back up and bypass to the effluent without treatment (EDMS 2025FAP569). Compliance for this instance was assigned separately, in conjunction with, the Notice of Deficiency sent to the facility on March 7, 2025 (EDMS 2025FAP593).	
Specify Other:	None	
If a variance was requested, was it submitted complete and as required?		<input type="checkbox"/> Yes <input type="checkbox"/> PEV 3.0 <input checked="" type="checkbox"/> N/A
The Duty to Comply requirements were met as required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> PEV 4.2.1 <input type="checkbox"/> N/A <input type="checkbox"/> N/E
Permittee's Duty to Mitigate discharge failed and significantly affected human health or the environment?		<input checked="" type="checkbox"/> No <input type="checkbox"/> PEV4.2.4 <input type="checkbox"/> N/A
Emergency Equipment notes:	<p>Two different backup generators are utilized at the wastewater treatment plant (natural gas and diesel). Each generator runs half the plant for emergency operations. During emergency operations, only equipment and buildings that are needed for treatment are powered.</p> <p>Redundancy exists in the following areas: Headworks, solids handling, breezeway lift station (4 pumps), primary clarifiers, aeration basin (multiple blowers).</p> <p>The anaerobic digester does have redundancy available, but it is not operational as it is not installed.</p>	

Summary

Violations

The following violations were identified:

1. Emergency Response Plan Not Current

Part II.E.b of the permit states the Emergency Response Plan must include mechanisms to: “*Ensure appropriate responses including assurance that reports of an overflow or of an unanticipated bypass or upset that exceed any effluent limitation in the permit are immediately dispatched to appropriate personnel for investigation and response...*”

It is a violation of the permit that the Emergency Response plan is not up to date with respect to the current personnel responsible for implementing portions of the Plan.

2. DMR Reported Values Incorrect

Part III.B of the permit states: “*The permittee must submit monitoring data and other reports electronically using NetDMR*”

It is a violation of the permit that the monitoring results for Cyanide, weak acid dissociable has been incorrectly transcribed from the laboratory results provided by the contract laboratory for the following monitoring periods:

- **May 2023**
- **November 2023**
- **November 2024**

It is a violation of the permit that the facility is reporting PCB results as “NODI Code 9 – Monitoring Not Required” but attaching the results that were taken to the DMR.

3. Analytical Methods not Sufficiently Sensitive

Part I.B.6.a-b of the permit states: “*Parameters with an effluent limit. The method must achieve a minimum level (ML) less than the effluent limitation unless otherwise specified in Table I Effluent Limitations and Monitoring Requirements....(ii) The permittee must use a method that can achieve a maximum ML less than or equal to those specified in Appendix A. Minimum Levels.*”

It is a violation of the permit that the monitoring for Arsenic and Lead have not been conducted with sufficiently sensitive methods to achieve the minimum level listed in Appendix A of the Permit.

4. WET Testing Report Missing Elements

Part I.C.4.b of the permit states: “*...In addition to toxicity test results, the permittee must report: dates of sample collection and initiation of each test; flow rate at the time of sample collection; and the results of the monitoring required in Part I.B of this permit, for parameters with a required monitoring frequency of once per quarter or more frequently.*”

It is a violation of the permit that the monitoring results for the following parameters are not included in the WET Test Reports:

- **Flow**
- **BOD5**
- **TSS**
- **pH**
- **E. coli**
- **Total Residual Chlorine**
- **Mercury, total**
- **Phosphorus, Total as P**
- **Ammonia, Total as N**
- **Nitrate + Nitrite**
- **Total Kjeldahl Nitrogen**
- **Soluble Reactive Phosphorus**
- **Conductivity**
- **Dissolved Organic Carbon**
- **Hardness, total**

5. Improper Operation and Maintenance

Part IV.E of the permit states: *“The permittee must at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of the permit.”*

It is a violation of the permit that the following portions of the treatment processes are being maintained appropriately:

- **Headworks building (mold)**
- **Skimming tank vault (aggregate on walls is degraded)**
- **Underground pipes (leaking and degraded)**
- **Breezeway pumps (leaking oil)**
- **Chlorination basin (solids floating)**
- **Belt press (degraded and temporary repairs implemented)**

- **Effluent channel upstream of chlorination basin (contains debris and organic buildup)**

It is a violation of the permit that the facility cannot meet effluent limits during times of wet weather and high flow to the facility as flows are exceeding the capacity of the following treatment processes:

- **Aeration basin (causing increased turbidity)**
- **Breezeway pumps (causing a bypass of untreated wastewater to the effluent)**

6. Inflow of Groundwater to Treatment Processes

Part II.D.2.c.ii of the permit states the facility plan must include: *“Reduction or elimination of excessive infiltration and inflow of uncontaminated ground and surface water into the sewer system”*

It is a violation of the permit that the facility is diverting groundwater into the aeration basin.

It is a violation of the permit the facility is receiving excessive flow from wet weather events which is causing noncompliance with permit effluent limits.

Areas of Concern

The following AOCs were identified:

1. Compliance Schedule Missing Documentation

Part II.F.6.c of the permit states: *“By November 30, 2021, final plans and specifications for the modifications proposed in the PER shall be submitted to DEQ for approval.”*

It is an area of concern that the final plans and specifications were not submitted to DEQ for the Chemical Feed Pilot Project outlined in Option #1 of the Compliance Schedule.

2. Quality Assurance and Quality Control Samples Inconsistent

Part II.C.3.a of the permit states the QAP must include: *“Details on the number of samples, type of sample containers, preservation of samples, holding times, analytical methods, analytical detection and quantitation limits for each target compound, type and number of quality assurance field samples, precision and accuracy requirements, sample preparation requirements, sample shipping methods, and laboratory data delivery requirements.”*

It is an area of concern that the QAP does not include complete information for the quality assurance field samples taken for each laboratory parameter.

It is an area of concern that the quality assurance blank corrections are not being included with PCB test results.

3. Flow Calibration Inconsistent

The Facility’s O&M Manual states the following: *“...The flume is checked for calibration whenever an issue is suspected. Comparing influent totals to effluent totals provides an indication that something is wrong if the totals are not close.”*

The Record of Resolution submitted to DEQ on July 31, 2019, following the previous inspection stated: *“Checks of the measured flow versus the staff gauge reading will be conducted and recorded weekly”*

It is an area of concern that the QAP does not include the calibration methods and the practices outlined in the last record of resolution and the current O&M manual are conflicting.

4. Submerged Matter Upstream of Effluent Discharge Channel

Part I.B.3 of the Permit states: *“The permittee must not discharge floating, suspended, or submerged matter of any kind in amounts causing nuisance or objectionable conditions or that may impair designated beneficial uses of the receiving water”*

It is an area of concern that there was submerged matter upstream of the effluent discharge channel.

5. Control of Undesirable Pollutants

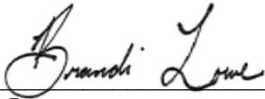
Part II.A.6 of the Permit lists pollutants that should not be introduced to the facility.

It is an area of concern that there was oil containers stored in buildings over wastewater that were not placed in secondary containment.

Recommendation

DEQ recommends that operators and representatives review the Permit Section III.G for noncompliance reporting. DEQ will not ask the permittee to do less reporting than is outlined in the Permit. Facility Representatives are able to complete a 24-Hour Report when in doubt or when questioning whether a 24-Hour report is required.

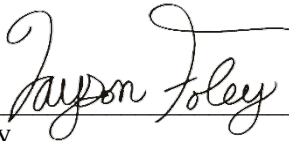
Prepared By:



Brandi Lowe
IPDES Compliance Officer
Department of Environmental Quality

Date: April 10, 2025

Reviewed By:

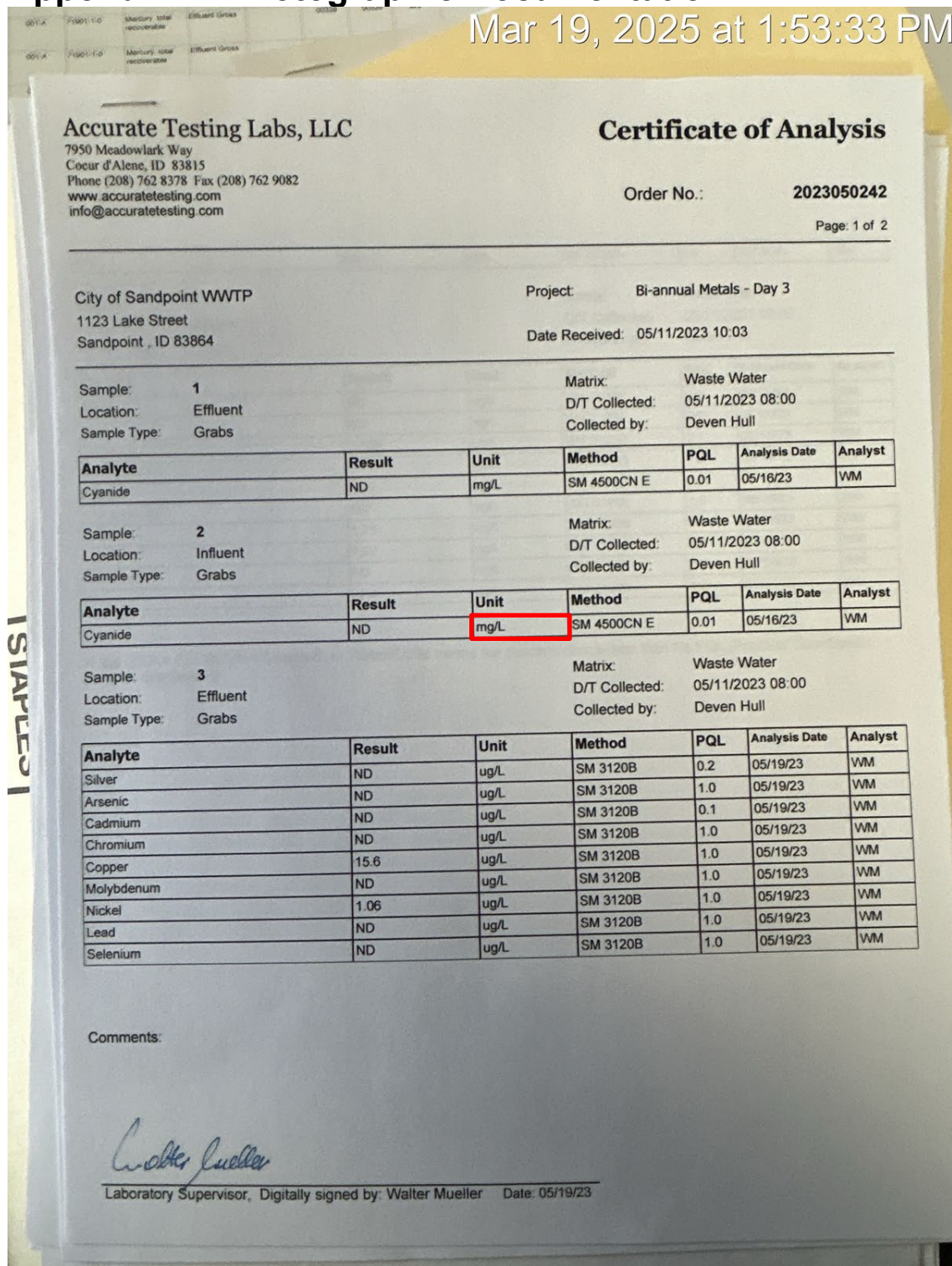


Jayson Foley
IPDES Wastewater Enforcement Coordinator
Department of Environmental Quality

Date: April 11, 2025

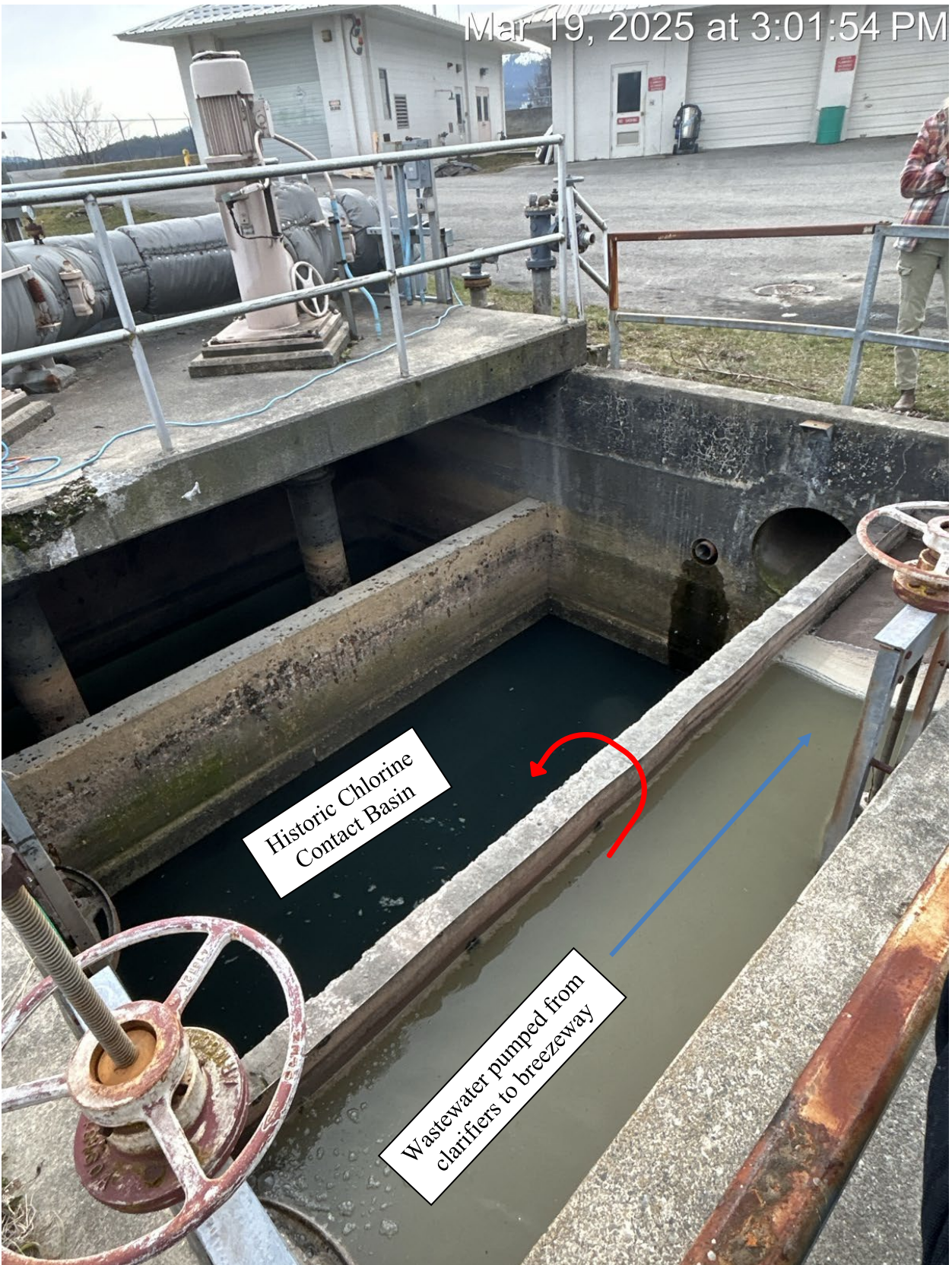
Appendix A. Photographic Documentation

Mar 19, 2025 at 1:53:33 PM



Photograph 1. Laboratory analytical results for biannual metals, units of cyanide indicated by a red box.

Mar 19, 2025 at 3:01:54 PM



Photograph 2. Flow to breezeway pumps and historic chlorination ditch, normal flow indicated by blue arrow, bypass flow indicated by red arrow, facing southwest.

Mar 19, 2025 at 1:52:13 PM

Accurate Testing Labs Chain of Custody 20230502

7050 Meadowlark Way | Coeur d'Alene, ID 83810 | Phone: (208) 762-83
 E-mail: muelers@accuratetesting.com | Internet: <http://www.accuratetesting.com>

Results & Invoice to:
 Name: City of Sandpoint (WLTP)
 Address: 723 South BLA
Sandpoint, ID 83864
 Phone: (208) 263-2423 Fax: _____

Reporting Requirements:
 Preliminary: FAX Verbal by: 1/1
 Final Report: FAX Verbal by: 1/1
 Rushes: 48 hrs. Other:

Project Information:
 Project Name: May Lead Level Mercury
 Project Number: B1-Annual Metals
 Purchase Order Number: WLTP - 5/9/2023

ANALYSIS REQUEST

Lab #	Sample ID	Date	Time	Matrix	no. increments	Lab	Unit	Method	Remarks/Sample Conditions
	EFF #1	5/9/23	0730	WLTP	1	X			2.6 MGD
	EFF #2	5/9/23	0830	WLTP	1	X			1.9 MGD
	EFF #3	5/9/23	0930	WLTP	1	X			2.6 MGD
	EFF #4	5/9/23	1030	WLTP	1	X			2.5 MGD
	EFF #5	5/9/23	1130	WLTP	1	X			2.6 MGD
	EFF #6	5/9/23	1230	WLTP	1	X			2.5 MGD
	EFF #7	5/9/23	1330	WLTP	1	X			2.4 MGD
	EFF #8	5/9/23	1430	WLTP	1	X			2.3 MGD
	- 2 Comp Blanks (FB)	5/9/23	11	WLTP	2	X			Flow Proportionate Concentrating Required
	OSD 220 - 1 Comp 8 EFF								

Relinquished by: [Signature] Date Time: 5/10/23 0920
[Signature] Date Time: 5/10/23 1012

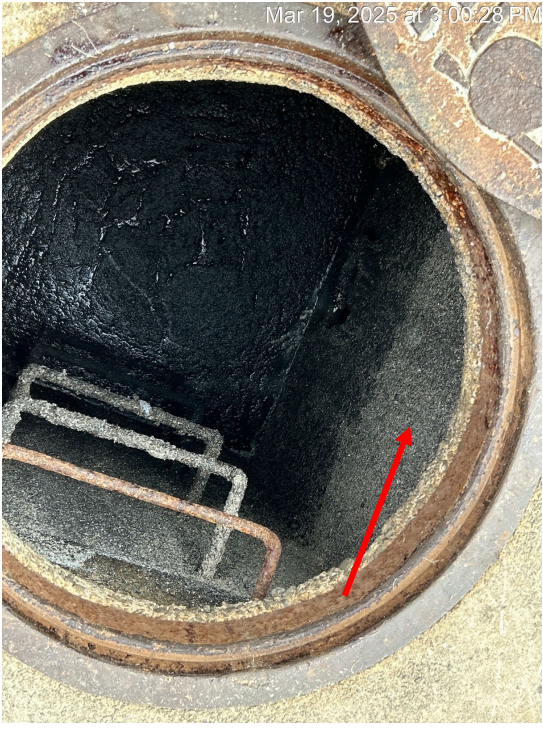
Received by: [Signature] Date Time: 5/10/23 8:22
[Signature] Date Time: 5-10-23 10:12

Chain of Custody Seals:
 Yes No N/A
 UPS FedEx
 Bus Hand

Sub Lab: Anatek Labs

Photograph 3. Chain of Custody example for biannual metals.

Mar 19, 2025 at 3:09:28 PM



Photograph 4. Skimming tank vault for solids collection from the primary clarifiers, degraded aggregate indicated by red arrow.



Photograph 5. Aeration basin overview with groundwater pipe discharging to the basin indicated with red arrow, facing southwest.

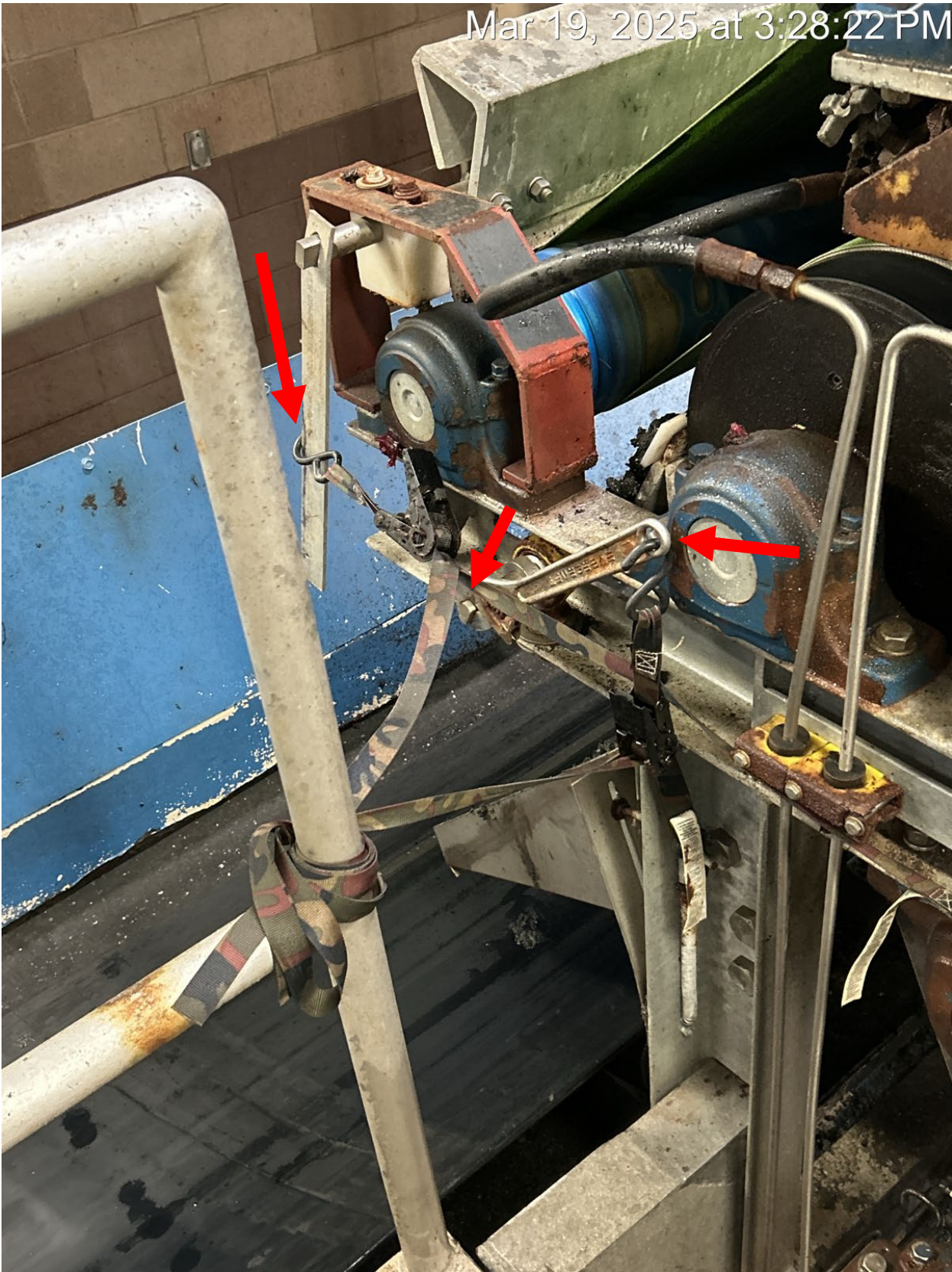


Photograph 6. Chlorination contact chambers, red arrows indicating floating solids, facing east.



Photograph 7. Chlorination contact chambers, red box indicating floating solids facing southeast.

Mar 19, 2025 at 3:28:22 PM



Photograph 8. Implemented measures to keep belt press one of two operational, wrench and tie down connection points indicated by red arrows.

Mar 19, 2025 at 3:28:35 PM



Photograph 9. Belt press overview, deteriorated portion outlined by a red box.

Mar 19, 2025 at 3:18:10 PM



Photograph 10. Upstream of chlorine contact chamber effluent to receiving waters, algae and debris indicated by red circles, facing southeast.



Photograph 11. Breezeway pumping building, oil bordering northern pump indicated by a red circle.



Photograph 12. Breezeway pumping building, northern pump leaking oil, containers without secondary containment indicated by red arrows.

Mar 19, 2025 at 2:58:15 PM



Photograph 13. Pipe leak between headworks and primary clarifiers indicated by a red circle, facing northeast.

Appendix B. Facility Documentation

The table below identifies the key personnel who will be responding in emergency situations.

Responsibilities Chart

Name and title	Responsibilities during a SSO response	Contact numbers
Jennifer Stapleton City Administrator	Responsible for release of information to the public and media.	Phone: 208-265-1483
Amanda Wilson Public Works Director	Responsible for overall management of the sewer collection system. Takes the lead for managing the response to an SSO.	Phone and Cell: 208-263-3411
Jeff Cowley Water and Wastewater Superintendent	Responsible Charge Operator for collection and treatment systems. Lead for providing information to regulatory agencies. Responsible for determining the need to contact Fire department (for response to toxic spills and containment booms, eg).	Phone: 208-263-3471 Cell: 970-396-1632
Deven Hull Wastewater Plant Supervisor	In charge of operating the wastewater treatment plant. First contact for wastewater treatment plant emergency situations. Responsible Charge Operator for the WWTP.	Phone: 208-263-3433 Cell: 208-597-1992
Rod Berget Utilities Supervisor	In charge of operating the collection system, performing inspections, maintenance and relaying critical information, assessing facilities, and providing recommendations to the Water and Wastewater Superintendent and Public Works Director. Responsible for organizing crews for response.	Phone: 208-263-1487 Cell: 208-290-1438
Collection System On-Call Operator	First response to SSO event and initial analysis of situation.	Phone: 1-800-482-4804 After hours emergency contact number.
Treatment Plant On-Call Operator	First response to alarm call out from WWTP.	

Photograph 14. Emergency Response Plan Responsibilities Chart, outdated information indicated by a red box.



Wes Green
Coeur d'Alene Regional Office
2110 Ironwood Parkway
Coeur d'Alene, ID 83814

July 31, 2019

Mr. Green,

This letter is to inform you that the effluent flow meter was calibrated by Field Instruments and Controls on 7/22/19. The sheet detailing the calibration is included. Checks of the measured flow versus the staff gauge reading will be conducted and recorded weekly.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Cowley".

Jeff Cowley
Water and Wastewater Superintendent

Photograph 15. Previous Record of Resolution indicating flow calibration frequency.