

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 7:03pm. Mayor Spelman, Council President Priddy, Council Member Mencer, Council Member Moore, and Council Member Wilde were present. City Clerk/Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, Animal Control Officer/Public Works Assistant Clayton “CW” White, Office Assistant Jessi Martin, Crestline Engineer Gregg Tankersley, and City Auditor Jared Zwygart with Zwygart and Associates, were also present. Public in attendance were: Brad Steiner, Shannon Fairchild, Debbie Stuart, Martin and Janet Tushkowski, Crystal Bass, Wes Jeffs, Mike Howard, and Dave Henderson.

Agenda Item 2) Welcome & Pledge of Allegiance

Mayor Spelman led the Pledge of Allegiance and welcomed those that were present.

Agenda Item 3) Communications and Reports:

a) **Mayor:** None

b) **City Council Members**

i. **Streets Liaison (Wilde):** None

ii. **Law Enforcement Liaison (Moore):** None

iii. **Industrial Park Liaison (Mencer):** None

c) **Staff**

i. **Public Works Report: Written (ATTACHMENT A)**

Public Works Supervisor Doug Buys added: a water main at the intersection of Katherine and South Heigho had broken due to recent rain and very cold temperatures. Water had been turned off city wide due to difficulty locating valves in order to isolate the break. The break had been repaired and water was restored to residents. Buys stated that chlorine had been added to the water system to help reduce the possibility of contamination. Buys reported that unsuccessful attempts had been made to hire two different local excavation companies. City Council Member elect Brad Steiner had assisted the public works crew in repairing the broken water main.

Buys added that wastewater alarms had alerted him to a plugged sewer main that caused the auger to overflow creating a large mess but no other major problems. Buys stated that the plugged sewer main could have been catastrophic and lead to back up in homes or manholes. Buys explained that sewer line maintenance is very important for this reason and needs to be a priority.

Council Member Wilde referred to Buys’ written report and asked that he explain what he meant by mapping. Buys explained that the city maps of water and sewer infrastructure are extremely outdated. Numerous improvements and changes have been made to the systems since accurate mapping had taken place which makes it very difficult to effectively locate and repair problems. Council Member Wilde suggested that Buys obtain an estimate of cost for mapping the city’s water and sewer systems. Clerk / Treasurer Qualls stated that a previous estimate for a reader with GPS capabilities was around \$6000.00.

ii. **Animal Control Report:** Written report read aloud by Mayor Spelman (ATTACHMENT B)

iii. **City Clerk / Treasurer Reports:** Written (ATTACHMENT C)

Clerk / Treasurer Jacob “Mac” Qualls requested that Mayor Spelman and a minimum of one City Council Member review and initial finance reports.

iv. **Office Assistant Report: (ATTACHMENT D)**

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

v. **Engineer Report: Written (ATTACHMENT E)**

Crestline Engineer Gregg Tankersley reported that an e-mail had been received just prior to the meeting from JUB Engineer Matt Uranga regarding the city's Wastewater Plan Amendment. Tankersley stated that he would be in contact with Stuart Hurley of Mountain Waterworks to discuss the e-mail and would have more information for the City Council at the next regular meeting.

- d) **Other (Mailbag, Other Elected Officials, etc.):** Mailbag items included: A letter dated December 4, 2013 sent to the United States EPA in regards to an overlooked change in the City's new NPDES permit testing requirements. As well as December 2, 2013 Planning & Zoning meeting minutes.

Agenda Item 4) Consent Agenda:

a) **Invoices**

b) **Financial Statements**

c) **Time Sheets:** November 2013

d) **City Council Minutes:** Monday, November 12, 2013

- Council Member Mencer moved to approve all consent agenda items; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 5) Audit Presentation FY 2012/2013: by Jared Zwygart.

Mr. Zwygart opened by informing that Council that typically cities that send their clerks to training have fewer financial and legal complications than those cities that don't invest in training and suggested that the city continue to send staff to training.

City Auditor Jared Zwygart presented the FY2012/2013 Audit Report.

Jared Zwygart explained that the city council can rely on the financial statements that the staff is providing. He stated that the water fund operated at a loss, while the sewer fund operated with a small gain. He stated that if depreciation were taken into account, then both funds lost. He said that even though there were losses, the funds both operated with a positive cash flow. Mr. Zwygart stated that because of the city size, there is still a problem with segregation of duties. If the city could afford to hire three or four additional people, there would not be a problem of segregation of duties. He indicated this was impractical and reminded the council and mayor to initial and date financial reports that are presented to them at their meetings.

- Council Member Moore moved to accept the presented Audit Report; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 6) 308 South Commercial Avenue Hearing: Listen/Discuss/Decision on abatement procedures for 308 South Commercial Avenue.

Council President Priddy stated that he had been inside the house at 308 S Commercial and that the interior appeared to have been cleaned up and repainted. Priddy stated that he did not see any mold in the house.

Council Member Wilde asked Mr. Henderson how long it had been since the house had been occupied. Mr. Henderson replied that the bank had repossessed the house and that he had recently purchased the house back from the bank. Mr. Henderson stated that all back taxes and outstanding water/sewer bills had been paid.

Mr. Henderson stated that he was unaware that there had been mold in the house.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Mayor Spelman asked how the city came to find out about the alleged mold inside the house. Qualls stated that there had been numerous reports and complaints from tenants that there was a mold problem in the house that had caused health complications.

Shannon Fairchild stated that it had been her understanding that Building Inspector Don Horton had walked through the building and that he had not seen any mold.

Qualls reported that the city should receive a report verifying the absence of mold in order to keep the city from becoming liable for mold issues since it had been reported.

Mr. Henderson requested to see a report stating that black mold had been in the house. Mayor Spelman suggested that Mr. Henderson contact CTR.

Council Member Moore asked what Mr. Henderson was to do if no report existed. Qualls suggested that a signed affidavit that verified there is no mold in the house should be sufficient.

Council President Priddy suggested that the City find out more about building abatement procedures and about how reports of black mold in a house are verified.

TABLED – pending further information.

Agenda Item 7) Abatement of Dangerous Buildings: Discuss / Decision on next step in abatement of previously noticed dangerous buildings. (Previously tabled) Not discussed. TABLED

Agenda Item 8) Grant Writer / Administrator Selection: Discuss / Decision on selection of Grant Writer / Administrator as recommended by Special Committee.

City Clerk/Treasurer Qualls reported that after meeting three times the Grant Writer / Administrator Selection Committee had made the decision to recommend Clearwater Economic Development Association (CEDA) to the City Council for approval with Kamiah Grants & Associates Writers as an alternate. Qualls reported that CEDA had submitted three draft contracts for review.

- Council Member Wilde moved to approve the Grant Writer/Administrator selection committee's recommendation of CEDA; Council Member Mencer seconded the motion. Roll Call: Gina Mencer, aye, Angie Moore, aye, DeOle Priddy, aye and Heather Wilde, aye. Motion carried.

Agenda Item 9) Snow Removal Impounds: Discussion / Decision on impounding vehicles left in the roadway and have become snow plow hazards.

Public Works Supervisor Doug Buys stated that the issue of vehicles being parked in the right-of-way and in the way of snow removal equipment was an issue that was discussed annually. Buys asked the Council for direction in dealing with the problem.

Mayor Spelman stated that she would appreciate if staff first made courtesy calls to problem vehicle owners, suggesting that the next steps should be Adams County Sheriff's office citing the problem vehicle and finally having the vehicle towed and impounded.

Clerk / Treasurer Qualls reported that he had spoken with City Attorney Bert Osborn regarding Public Works Supervisor Doug Buys owning the only towing company in New Meadows and that Mr. Osborn had advised the Council to declare ABT Towing the sole source for towing in New Meadows to avoid possible legal problems

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

that could arise by the City hiring a staff members company to tow and impound vehicles that were snow plowing hazards.

- Council Member Mencer moved to declare ABT Towing as the sole source provider of towing service in New Meadows; Council Member Moore seconded the motion. Roll Call: Gina Mencer, aye, Angie Moore, aye, DeOle Priddy, aye and Heather Wilde, aye. Motion carried.

Agenda Item 10) Planning & Zoning Appointment: Discuss / Decision on appointing Martin Tushkowski to the New Meadows Planning & Zoning Commission.

Mayor Spelman stated that she had received a letter from Martin Tushkowski requesting to be appointed to the New Meadows Planning & Zoning Commission. Mayor Spelman asked the Council to approve her appointment of Martin Tushkowski to the New Meadows Planning & Zoning.

- Council Member Wilde moved to approve the appointment of Mr. Martin Tushkowski to the New Meadows Planning & Zoning Commission; Council President Priddy seconded the motion. Roll Call: Gina Mencer, aye, Angie Moore, aye, DeOle Priddy, aye and Heather Wilde, aye. Motion carried.

Agenda Item 11) Office Staff Meeting / Training: Discuss / Decision on allowing office staff to attend training in Nampa on December 13, 2013.

- Council President Priddy moved to approve allowing city staff to attend training in Nampa and closing City Hall on December 13, 2013; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 12) Department of Environmental Quality Letter of Interest: Discuss / Decision on authorizing Mayor Spelman to sign Letters of Interest (Grants / Loans) to DEQ for Water Planning and Waste Water Engineering / Construction for 2015.

- Council President Priddy moved to approve authorizing Mayor Spelman to sign Letters of Interest (Grants / Loans) to DEQ for Water Planning and Waste Water Engineering / Construction for 2015; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 13) Assigning Additional Engineering Tasks: Discuss / Decision on additional engineering tasks (Tankersley) None.

Agenda Item 14) Public Input: Members of the public may offer input on city-related items that are not on the agenda for public hearing. Please keep comments to three minutes. Any item requiring City Council action must be placed on a future agenda for consideration. Comments regarding the performance by city employees are inappropriate at this time and should be directed to the Mayor by appointment after tonight's meeting.

Meadows Valley School Superintendent Mike Howard expressed his appreciation for Public Works Supervisor Doug Buys and Clerk / Treasurer Mac Qualls communicating with the school and being accommodating in regards to the water main break on Sunday, December 8, 2013.

Agenda Item 15) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or set a time, date, & place for a special meeting.

Tabled Items.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 16) Adjourn

- Council President Priddy moved to adjourn the meeting; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Meeting adjourned at 8:27pm.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

ATTEST: /s/ Jacob Qualls
Jacob Qualls, City Clerk

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Doug Buys
Public Works Supervisor
Monthly Report
12-06-13

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. Both the Generator for Well #4, and the Fire pump have been maintained for the year.
4. The New Fire Hydrant has been installed at the corner of S. Commercial, and Katherine.
5. A New Radio had to be installed at the booster station; this unit is the hub for our SCADA System.
6. The Water meter at the ESB has been repaired.
7. Mapping for the Water/Sewer dept. is becoming critical

Sewer

1. The Sewer Dept has been a battle lately with the new permitting requirements.
2. We are passing most all of our test, with the exception of our TSS. Due to green algae.
3. The constant temp monitoring is up and running, I think we have finally gotten all the bugs worked out.
4. **A major problem was overlooked when the New Permit was issued. In the past we only tested for our TSS, and BOD monthly, Now the New permit asked for weekly. This will Cost the City around six thousand dollars a year. We are talking to the lab as well as our engineer to see if anything different can be done.**
5. The change in the permit will most like change current testing stats due to the averages taking form monthly to weekly totals.
6. . Mapping for the Water/Sewer dept. is becoming critical

Streets

1. I have graded the most highly traveled streets for winter, The heavy rain we had however did not help to pothole problem.
2. We have sent our notices regarding parking on city streets, during snow plowing hours.
3. All the Snow plowing equipment has been installed and we are ready to plow.
4. All the New signs have been installed throughout town.

Storm Drains

1. We did get a lot of problem culverts cleaned and blown out this fall, this should help us a lot in the spring
2. During the heavy rain earlier, I did fix a few problem spots as well as opening drains and filling holes that cause puddles.
3. Greg and I are still working together to find a solution to the farm field flooding east of the City.
4. A storm drain system, and road base is greatly needed within the city, I urge the council to really focus on this and make a plan to start ASAP.

Equipment

1. All the equipment has been maintained for the winter, meaning Oil, Grease, Filters ect.
2. Both the Jetter and Water Truck have been winterized during the winter months.
3. All the equipment is also plugged in during the winter months, to avoid costly repairs from starting the equipment cold if needed.

Park & Restrooms

1. New Heaters had to be installed at the park, this is a common due to the small heater that currently installed and the large area it must heat.
2. The restrooms have been painted and came out well.

Industrial Park

1. The New sink was installed at the Industrial park.
2. Heaters continue to be a problem, due to the poor equipment installed there

Misc.

1. If I have forgotten anything or if there are any questions please let me know.

ATTACHMENT A

Animal Control Report 12-6-13

With our weather getting colder I notice less animals being left outside during the day while our residents are at work. I am still patrolling on a regular basis. I have not received any phone calls about animals but have had one complaint from a resident that he keeps finding dog feces in his yard. I have been keeping an extra eye out by there to see if I can find the animal that keeps "visiting" his yard, so far I have found nothing. The drivers door hinge on the Animal Control vehicle has started falling apart. The door still opens and closes. Its the mechanism that helps keep the door open that has failed. So we will keep an eye on it and hope it doesn't become worse. I'm sure it will be fine. Still no signs of the German Shepard from last month, I'm sure the owners noticed it missing and have been keeping better tabs on it. Other than that no other complaints have been filed That I am aware of.

RECEIVED FROM CW 12/6/13

ATTACHMENT B

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Clerk / Treasurer Report for December 9, 2013

Page 1 of 1

1. **Treasurer Reports**
 - a. The Sterling Savings Bank Statement was received and will be reconciled by meeting time.
 - b. LGIP Statement has not been received yet.
 - c. The New Meadows November Financial Dashboard will be included at meeting time.
 - d. The Financial Reports will be in the book and ready for your review, approval, initials and date.
 - e. Audit adjustments were received on December 3 and entered the same day.
 - f. Additional Audit Adjustments were received on December 6 and entered the same day.
2. **Community Meetings / Events**
 - a. Lots of Holiday Bazaars and other Holiday Happenings
3. **New Business in town**
 - a. A day care has been located in the old Forest Service Building. The business is called **Happy Kamper's Day Care** and is owned / operated by Lisa Wilmarth.
 - b. I spoke with a gentleman that is looking at locating a new business/service in our area. Hopefully more to come!!!
 - c. I have spoken to a potential new tenant for a new building at the Industrial Park. I asked him to provide a business plan, a brief floor plan & area requirements of what he needs.
4. **Browns Business "Park"**
 - a. I sent a request via email (November 26, 2013) to Mr. & Mrs. Brown asking for an update to their project and have not received a response.
5. **Planning & Zoning**
 - a. The New Meadows Planning & Zoning held their regular meeting on December 2, 2013. They watched the two of the training videos produced by Association of Idaho Cities. *(Minutes included in packet)*
6. **Complaints**
 - a. Mr. Marion Padgett came into the office and while paying his water / sewer bill after hours, complained to me that nothing is ever done about the dogs in his neighborhood. I advised him he needed to call the Animal Control Officer and if he could not get a hold of him, to call the Adams County Sheriff's Office. He said that he should not have to make those calls. I did notify CW
 - b. A traffic complaint came into the office late October that was forwarded onto the Sheriff's Office. From speaking with the complainant and the sheriff's office, part of the complaint has been satisfied. The Sheriff's Office is still working on the other speeding vehicles near the school.
7. **Alcoholic Beverage Licenses**
 - a. I have received only two completed applications for Beer / Wine / Liquor establishments in New Meadows. (See Attached)
8. **Training / Out of Office**
 - a. December 11 in the afternoon for a about an hour to meet with USDA Representative.
 - b. December 12 in the afternoon – personal time
 - c. December 13 all day training if approved. This training is important so that I can keep my Certified Municipal Clerk Certification and helps Jessi attain hers. I would ask that we close city hall so that we can attend training. *I have secured a ride with the McCall City Clerk, so no transportation costs would be incurred.*
 - d. December 19 all day – personal time
 - e. December 25 – Closed for Christmas
 - f. January 1 – Closed for New Years

Any questions or concerns, please ask!!! - mac

ATTACHMENT C

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Office Assistant
Jessi Martin
Monthly Report
Prepared: December 5, 2013**

- There have been numerous citizens in to pay their utility bills already this month and I have processed many that have come through the mail and into the drop box.
- I have been closing batches and making deposits at least twice a week.
- I confirmed that cases that the City was billed for by attorney Bert Osborn took place within City limits.
- Draft Newsletters are on the table for review, all that needs to be added is City Council News and they will be printed and delivered on Wednesday, December 11, 2013- pending approval.
- Draft minutes for the December 2, 2013 Planning & Zoning meeting were completed and edited.
- I signed up for Black Mountain Training Sessions in December and January.
- File cabinets were re-labeled and the vault room is continuously being organized.
- Office supplies were ordered from Office Savers.
- Vendor file folders have been created and put into cabinets for FY13/14 which began October 1, 2013.
- Billing was completed on Wednesday, November 27, 2013.
- I assessed late fees on all accounts with a balance greater than zero on Wednesday, November 27, 2013.
- Per Doug's request, snow plow season reminder signs were created and posted around town.
- Draft minutes of the Tuesday, November 12, 2013 Regular City Council Meeting were completed.
- 2014 meeting packet folders were labeled.
- 2014 planners for Mayor, city Council members, planning and zoning members, and staff were labeled.
- I made phone calls to all residents that were mailed a disconnect notice, letting them know the date that late fees are assessed and the shut off date. I was able to collect payment or make arrangements with all customers on the disconnect list this month so no one's water was shut off for non-payment.
- I prepared and mailed out Reminder cards and Disconnect Notices on Thursday, November 14, 2013.
- Outdated inactive utility applications were removed from the utility application binder.

ATTACHMENT D

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: December 6, 2013

Mayor Spelman, City Council and Staff,

In reference to the above listed project(s) we have prepared the following comments/brief synopsis of work in progress.

Sidewalk & ADA Ramp Improvements

- There is no new information on this topic.
- There has been no additional correspondence and communication with Sandy Schiffman to discuss the sidewalk in front of The Connection Coffee Shop.

Action Items

1. Meet with City Staff to discuss how we want to proceed with the remaining phases of the project. Do we plan on constructing anything during the Summer of 2014?

North Commercial Avenue

- There is no new information on this topic.
- The preliminary design is complete and we are currently finalizing the construction cost estimate for funding purposes. This should be completed within the next few weeks.

Action Items

1. Finalize 30% design cost estimate.
2. Meet with City Staff to discuss 30% design budget, the proposed phased approach, and a scope of work for final design.
3. Prepare final design proposal for review and approval by City Council based upon meeting(s) with City Staff.

Gravel/Rock Source

- There is no new information on this topic.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Project Status Report - City of New Meadows

December 6, 2013

- We have reviewed STRATA's geotechnical evaluation for North Commercial Ave. and the borrow/rock source.
- Based on assumptions derived from JUB's Transportation Plan for the City, STRATA has classified N. Commercial Ave. with a traffic index (TI) of TI = 8 which creates a very thick structural section. By reducing the TI down to TI=6, we can almost reduce the subbase of structural section by a depth of 1/2 if determined possible.
- If borrow/rock from this source is to be used, STRATA is recommending that a woven geosynthetic be use for separation where the large (8" minus) aggregate interacts between the subgrade and subbase. The purpose of this geosynthetic would be to provide separation/prevent migration of finer aggregates from the existing subgrade or the imported base into the voids of the larger (8" minus) aggregate that would be created by using the City's proposed borrow/rock source.
- It is recommended that a cost/benefit analysis of using borrow/rock from the City's source be completed. The purpose of the analysis would be to evaluate the cost of using borrow/rock from the City source with a woven geosynthetic below and above vs. whether or not the City would be better off to not develop the source and just import subbase material from an alternate location. This work should be considered to be outside Crestline's Scope of Services for the N. Commercial Ave. project or any other project we are currently working on. Therefore, Crestline would need authorization to proceed with this evaluation.

Action Items

1. Crestline to further review JUB's "City of New Meadows Transportation Plan" to evaluate the traffic loading/traffic index on N. Commercial Ave. If need be, we will consult with Kittelson & Associates, Inc. of our transportation team.
2. Create a Task Order for continued evaluation of the borrow source.
3. Prepare a cost/benefit analysis of using City borrow source vs. importing 2"-3" minus crushed aggregate.
4. Finalize the proposed road typical section.
5. City to authorize Crestline to further evaluate the results of STRATA's geotechnical evaluation and if material from the proposed borrow/rock source is worthwhile for road subbase material. Based on this evaluation, Crestline can provide a summary to City Staff and a final decision on the borrow/rock source. If it is decided to proceed, the initial Task Order can be amended as necessary for Crestline to work with Mac to develop a formal Reclamation Plan to submit to the Idaho Department of Lands (IDL) for review and approval.
6. If the City decides to move forward with the gravel/rock source we need to determine how we want to proceed in regards to the ITD Division of Aeronautics.

Virginia Street Stormwater System

- There is no new information on this topic. At the October City Council meeting it was agreed that we get together and discuss after the first of the year.

Action Items

1. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project. To be completed during January/February 2014.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Project Status Report - City of New Meadows

December 6, 2013

2. Possibly continue with the conceptual design and quantity take off for the project based upon this meeting.

Flooding from Farm Fields

- Crestline has contacted Julie Burkhart with the Adams Soil & Water Conservation District (AS&WCD) to discuss how they might be able to help us as a liaison with Dan Hearne.
- After further discussing the problem with Doug, we have provided the AS&WCD with an exhibit showing the locations of the ditches that require maintenance/improvements.
- Julie is working with Stan Branstetter, a local supervisor with the AS&WCD. She plans to forward the information we have provided to Stan, with hopes that he will be able to connect with Mr. Hearne. If nothing happens this winter, the District will make it a priority for next spring.
- One thing that may need to be determine is whether there are any stock water needs on any of the smaller diversions/ditches during the fall to spring periods.

Action Items

1. Follow up with the AS&WCD within the next two weeks.

Facility Plan/EID

- The Crestline Team followed up with JUB on the status of the facility pan and environmental information document (EID). According to Matt Uranga, JUB was meeting with Ester Ceja with the Idaho DEQ the afternoon of 12/3/2013 to go over the agency contact list. Matt anticipates that the letters to the agencies pertaining to the EID should be mailed by 12/6/2013.

Action Items

1. Follow up with JUB on the status of the DEQ's final approval of the facility plan as well as the EID during the agency comment period.

Land Application Site

- An initial monitoring of the monitoring wells install last month should be obtained in the next few weeks. Continuous monitoring will need to be completed during winter snow melt and through the growing season.

Action Items

1. Monitor wells sometime within the month of December.
2. Work with City Staff to develop a plan for future monitoring.

Stormwater Collection System

- There is no new information on this issue. As stated in previous months, much of the City's stormwater system needs to be clean/maintained. Regular maintenance can potentially help with water quality as well as help to alleviate the potential for flooding.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Project Status Report - City of New Meadows

December 6, 2013

- Crestline needs to work with City Staff to determine options to obtain possible funding for an amendment/future updates to the Stormwater Master Plan.

Action Items

1. Is there money in the City's budget for ongoing maintenance of the stormwater collection system?
2. If we are going to work on minor improvements it may be good to start to have City Staff identify the system on our new aerial mapping. From there we can attempt to prioritize system maintenance on an annual basis.
3. The Crestline Team and City Staff need to evaluate the potential for funding assistance for the development of updates/improvements to the Stormwater Master Plan and an evaluation of the existing water/sewer system to determine potential conflicts with a proposed stormwater conveyance system. In order to move a significant project forward we are going to need a facility/master plan. As stated in the past, the current plan needs to be updated. It is recommended that a proposal for this work be developed if the Council is in agreement. Without this document, we will not be able to get significant funding from any of the available sources and it will be difficult to evaluate proposed improvements.

IDEQ Grants and Loans

- Crestline and Mountain Waterworks have started to reviewing water and wastewater projects within the City and the potential of submitting Letter of Interest (LOI) forms to the Idaho DEQ for Fiscal Year 2015. There are two types of LOIs that can be submitted. One is for planning grants and the other is for State Revolving Fund (SRF) loans with DEQ to get on the priority list. Planning grants could provide up to 50% of the fees for developing/updating a facility plan and environmental information document for water and wastewater systems. SRF loans provide low-interest funding (up to 100%) of project costs to design and construct water and wastewater system improvements.
- The LOI forms must be turned in before January 3, 2014 to be considered for FY 2015 funding. Submitting these forms does not require any long term commitment or financial cost/burden to the City. Their only purpose is to notify the DEQ that the City is possibly interested in obtaining assistance for projects. If they are not submitted, the City will not be eligible for DEQ assistance.
- The City could submit up to three (3) LOIs depending on what is needed for City projects. Right now, we are working with City Staff to determine where we stand on certain aspects of water and sewer projects.

Action Items

1. Discuss different projects and phases with City Staff.
2. Submit LOI's to DEQ on behalf of the City.

Other

- No other information and/or projects to discuss at this time.