

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, OCTOBER 14, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Agenda Item 1) Roll Call, Welcome & Pledge of Allegiance:**

Mayor Koberstein called the meeting to order at 7:01pm. Mayor Tony Koberstein, Council President Julie Good, Council Member Brad Steiner, Council Member Shannon Fairchild, and Council Member Darbey Edwards were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Office Assistant Angie Moore, Office Assistant Kim Jackson, City Engineer Gregg Tankersley were also present. Public in attendance were Ken Patrick, Bill Brown, Chrystal Roff, Ken Roark, Christi Grob (Star News), Fred Erland (Adams County Leader), Marsha Shriver, Phil Good, Johnny Brown Jr, Johnny Brown Sr, Jeff Roff, Shanna Roff, Donna Brown, Scott Kump, Wes Jeffs, Dixie Jeffs, Ricky Brown, and Mark Peterson.

Mayor Koberstein led the Pledge of Allegiance.

**Agenda Item 2) Communications and Reports:**

- a) **Mayor:** Koberstein stated that he has confirmed snow storage locations with JI Morgan and Subway for the upcoming snow season.
- b) **Law Enforcement Liaison** (Steiner): None
- c) **Industrial Park Liaison** (Fairchild): None
- d) **Public Works Liaison** (Edwards): Edwards stated that he went on tour with Doug and Tony of the city's water and sewer works.
- e) **Parks & Recreation** (Steiner): Steiner stated that he had done some research and found a fundraising opportunity with Little Tikes Playground Equipment and would like the City Council approval to go and talk to the kids at school about the fundraising and pass out the booklets along with a cover letter. Council President Good offered to write the cover letter and have it to Steiner before Friday.
- f) **Public Works** (Buys): Buys stated that he didn't have time to get a written report done and he apologized. Buys gave a brief overview to update the council highlighting he has been busy grading roads as weather permits, prepping equipment for winter, and that the wells are up and running at this time. Buys also stated he would have a more detailed report ready for the next City Council meeting.
- g) **Office Assistant** (Moore): Attachment A
- h) **City Clerk/Treasurer** (Qualls): Attachment B
- i) **Engineer** (Tankersley): Attachment C
- j) **Other** (Mailbag, Other Elected Officials, etc.) LHTAC meeting on October 23, 2014
- k) **Announcements:**

**Agenda Item 3) Consent Agenda (Approval of all with Single Motion & Roll Call):**

- a) **Invoices**
- b) **Financial Statements** – September 2014
- c) **Time Sheets & Payroll Summary:** September 2014
- d) **City Council Minutes:** September 8, 2014, September 29, 2014

Council President Good stated a correction needed to be made to the September 8, 2014 City Council Meeting Minutes Agenda Item 6 d regarding the discussion on the City of New Meadows purchasing a sander. Good stated she was sure that Council Member Fairchild voted Nay not Aye.

- Council Member Steiner moved to approve the consent agenda items with the correction to be made to the City Council Meeting Minutes from September 8, 2014 showing Fairchild's vote being Nay; Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all Council Members signifying aye. Motion carried.

**Agenda Item 4) Community Issues:**

- a) **Discussion / Decision on adopting the Payette River Scenic Byway Corridor Management Plan by Resolution.**

Mayor Koberstein stated he would like to thank everyone involved with the Payette River Scenic Byways Byway on creating and updating the Corridor Management Plan. He stated a lot goes into a process like this and the team has done a wonderful job. Council Member Edwards asked what the City's commitment would be if adopting the Payette River Scenic Byway Corridor Management Plan. Qualls stated that the adoption of the resolution builds another resource that the community can use in its land use policies and other tasks. Qualls stated that he attends many of the meetings and represents the city and

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that Linnea Hall also attends these meetings representing Adams County. The group has been in formation for nearly two to three decades.

- Council President Good moved to adopt the Payette River Scenic Byway Corridor Management Plan Resolution; Council Member Edwards seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Fairchild – Aye, Edwards – Aye. Motion carried.

**b) Discussion / Decision on declaring April as Fair Housing Month by Resolution. (Grant Requirement)**

**Item Tabled until October 23, 2014 meeting as per requested by the City Council to get more information to review for a better understanding of the Fair Housing Resolution.**

**Agenda Item 5) Planning & Zoning Issues:**

**a) Zone Change Amendment** – The Council is to order a public hearing on the rezoning of a parcel of property on South End Road from Residential – R3 to Industrial (I) under New Meadows Ordinance 313-08 Section 20-6

Mr. Brown stated he was confused and didn't know the City Council would have to hold a public hearing as well after there had been two public hearings already held with Planning & Zoning and asked that the City Council please expedite the hearing due to the time of year and the lack of construction time left at this time.

Qualls read aloud New Meadows Planning & Zoning Ordinance 313-08 Section 20-6 stating that Zone changes needs to have a public hearing in front of the city council as required in the Zoning Ordinance.

Council Member Steiner stated that November 5, 2014 would be the first date available to hold the hearing due to schedule conflicts with other upcoming meetings and events.

The City Council agreed that November 5, 2014 at 5:30pm would work to hold the Public Hearing for Browns Mountain Recycling.

**b) Conditional Use Permit** – The Council is to grant or deny the permit; or delay a decision for up to thirty days for further study or hearing on the proposed Browns Mountain Recycling Conditional Use Permit under New Meadows Ordinance 313-08 Section 13-4 C.

Mr. Brown stated that he would like to have the chance to get the City Council additional information and asked that the Conditional Use Permit be discussed at the Public Hearing as well so that he would have the chance to get this information to the council members.

The City Council agreed to table this until the Public Hearing scheduled for November 5, 2014 at 5:30pm.

**Item Tabled per applicants request until November 5, 2014.**

**Agenda Item 6) Black Mountain Cloud Software:**

**a) Discussion / Decision on ordering the cloud for the Financial Software (Annual Maintenance \$1225)**

After a long discussion amongst Council Members and City Staff the council made the decision to hold off on purchasing the cloud software and look into it at a future date in hopes the cloud may not be software specific at that time.

**Agenda Item 7) Streets:**

**a) Discussion / Decision on submitting application for a Reclamation Plan and paying the associated fees.**

- Council President Good moved to approve the Reclamation Plan along with the fees associated with submitting the application; Council Member Steiner seconded the motion. Voice vote indicated no opposition with all council members signifying aye. Motion carried.

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**Agenda Item 8) Sewer:**

**a) Discussion / Decision on purchasing a Liquid Chlorinator.**

Buy's explained to the City Council that he has had ongoing issues with the tablet chlorinator that is currently in use; which has cause him to have to work seven days a week. He has to manually put the tablets into the chlorinator otherwise the City will fail its testing. Buy's also explained that he has talked to several fellow associates in the public works field and the liquid chlorinator has been given rave reviews and requires less maintenance.

Council Member Steiner asked if signs had been posted on the chlorinator room already. Buy's stated yes they are required for hazmat purposes.

- Council Member Steiner moved to purchase the liquid chlorinator; Council President Good seconded the motion. Voice vote indicated no opposition with all Council Members signifying aye. Motion carried.

**b) Discussion / Decision on submitting application for annexing city owned property adjacent to the sewer treatment facility and paying the associated fees.**

- Council Member Steiner moved to approve the annex application of city owned property adjacent to the sewer treatment facility and New Meadows Airstrip and to pay the fees associated with submitting the application; Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all Council Members signifying aye. Motion carried.

**c) Discussion / Decision on submitting application for conditional use for land application of sewer effluent and paying the associated fees.**

- Council President Good moved to approve submitting the application for conditional use for land application of sewer effluent and paying the associated fees with submitting the application. Voice vote indicated no opposition with all Council Members signifying aye. Motion carried.

**Agenda Item 9) Additional Engineering Tasks:**

No additional tasks at this time.

**Agenda Item 10) Public Input:**

None

**Agenda Item 11) Planning & Zoning Commissioner Removal:**

Mayor Koberstein stated that the city received Mrs. Shriver's letter of resignation on October 14, 2014. He had Mrs. Jackson call Mrs. Shriver to clarify what exactly she was resigning from in her letter. Mayor Koberstein stated that he asked for her resignation from the commission all together not just as Chairman of the Planning & Zoning Commission. Mayor Koberstein stated that Mrs. Shriver told Mrs. Jackson that she was resigning from only as Chairperson of the Planning & Zoning Commission. Mayor Koberstein stated there are two ways this decision can go either Shriver is removed from the commission completely or the council accepts her resignation as Chairperson of the Planning & Zoning Commission. Mayor Koberstein stated it is the City Council's decision as to how this situation is handled and he will support their decision.

- Council Member Edwards moved to remove Marsha Shriver from the Planning & Zoning Commission citing lack of professionalism; Council Member Steiner seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Nay. Motion carried.

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Mayor Koberstein recognized Mrs. Shriver. Mrs. Shriver stated that she hopes that the City Council will treat the Planning & Zoning Commission with the respect. Mrs. Shriver also emphasized that being an appointed official on the Planning & Zoning Commission is an unpaid and often a thankless job. Shriver went on to explain that no one knows what all goes into being on the Planning & Zoning Commission.

**Agenda Item 12) Agenda Items for next meeting:**

- Council President Good hoped to have the job descriptions done by the next meeting.
- Council Member Steiner requested that an employment issue be on the agenda, but would speak to the Mayor as to whether or not it needed to be on the agenda.
- Council President Good asked about the Capital Improvement Plan; Mayor Kobestein stated that staff has been extremely busy with end of the year. Discussions revealed that the plan should be very broad, but not to detailed as to confuse the public.

**Agenda Item 13) Adjourn**

- Council Member Steiner moved to adjourn the meeting. Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all Council Member signifying aye. Motion passed.

Meeting adjourned at 8:17pm

**OFFICIAL:** /s/ Anthony J Koberstein  
Anthony J. Koberstein, Mayor

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

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Attachment A (Office Assistant Report)

*Angie Moore*  
*Administrative Assistant*  
*September 9<sup>th</sup> - October 14, 2014*

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**City Hall:**

- ✓ Posted Payments
- ✓ Balanced Batches
- ✓ Answered Phones
- ✓ Made Deposits
- ✓ Checked Mail
- ✓ Sent out billing
- ✓ Cleaned City Hall front office, restrooms, and City Council Chambers
- ✓ Filed claims
- ✓ Placed office orders
- ✓ Filed check stubs
- ✓ Organized front office
- ✓ Received Back Flow Testing reports and filed in folder
- ✓ Posted Closed Signs for Columbus Day Closure
- ✓ Completed and Distributed October Newsletter
- ✓ 9/17-9/19 – Attended Training in Boise
- ✓ Trained Kim
- ✓ Took Kim on a Tour of the wells and City Shop location with Mac
- ✓

**Planning & Zoning:**

- ✓ Attended P&Z Public Hearing on 9/10/2014
- ✓ Typed Public Hearing Minutes and sent to Mac to Review
- ✓ Attended P&Z Meeting on 10/7/2014
- ✓ Typed up Memo to City Council from P&Z

**City Council:**

- ✓ Typed CC Minutes for September 29, 2014 Special City Council Meeting
- ✓ Typed up minutes from September 8, 2014
- ✓ Set up for City Council Meeting
- ✓ Sat in on Meeting with Lisbeth Edwards and Tony regarding animal control complaint

**Public Works:**

- ✓ Printed shipping labels for Doug
- ✓ Accepted Applications and gave to Mac

**Important Dates Coming Up:**

**October 31, 2014 – Kids Parade for school**

If you have any questions please don't hesitate to ask me. Things have been busy in the office with the sidewalk project and just in general. Everything seems to be going rather smoothly overall.

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Attachment B (City Clerk / Treasurer Report)

Clerk / Treasurer Report for October 14, 2014

Page 1 of 1

1. **Treasurer Reports**
  - a. September Bank Statements Received– Umpqua Bank & LGIP.
  - b. The Treasurer Dash Board will on the table at the meeting.
  - c. Please initial any reports that are presented to you.
  - d. Bill Burke with Idaho Rural Water is nearing the completion of the Rate Study. For the grant purposes, the rate study does NOT need to be presented or adopted, only completed at this time. When time permits we can have Mr. Burke make a formal presentation to the Board of Appraisers & Council.
  - e. The Capital Improvement Draft is still being worked on.
  - f. Our Audit has been scheduled for November 4.
  - g. Tony and I are working on setting up three CD's (1 that holds the grant money from LHTAC and 2 that will hold our bond reserves)
2. **Community Meetings / Events**
  - a. The AT&T Alltel Transition is supposed to happen October 15-17.
  - b. Governor Otter will be doing a stop at The Connection on October 16 from 11am to 11:30am.
  - c. The AVIC will be meeting potentially on October 17 at 9am in McCall at the McCall Public Library.
  - d. MV EMS & Fire will be picking up Highway 55 at 6pm on October 21. All are invited to help!
  - e. PUBLIC HEARING – on the Grant Application on the Idaho Community Development Block Grant will be on Thursday October 23 at 5:30 pm. This hearing will be attended by a few of the
  - f. LHTAC will hold a meeting in New Meadows
  - g. WICAP will be in our office on October 29 from 9am to noon to help those that need Energy Assistance. Please help spread the word.
  - h. The 2014 Election will be held again at New Meadows City Hall (Council Chambers) on November 4<sup>th</sup> from 8am to 8pm.
  - i. The Adams County Commissioners are taking written public comments on the proposed Meadows Valley Ambulance Taxing District for until about November 6.
3. **Training**
  - a. Thank you so much for allowing Angie and I to attend training in September. The different seminars that we attended have helped us to become better city employees and do our jobs more effectively.
4. **Software** – I hope the Black Mountain Software information explains itself enough. The purpose of going to the “Cloud” is to allow offsite access (Read Only) to elected officials and our auditor. The implementation of the “Cloud” takes a bit of time, however they would pro-rate it for us if it is set up prior to December 1<sup>st</sup>.
5. **Planning & Zoning “Developments”**
  - a. **Brown’s Mountain Recycling** – The memorandum in your packet outlines the recommendations by the P&Z Commission.
  - b. **Annexation** – There is an application in your packet for the city to annex the “White Property” as well as the “Airport” into city limits. The White Property annexation is so that the city can follow the city’s process so that a Conditional Use Permit can be obtained for the borrow source. The Airport property annexation is because we have had a few preliminary discussions with potential developers of hangars at the airport. Additionally when I spoke with Bureau of Aeronautics, and explained the annexation idea, they seemed in favor. By annexing the Airport property we can work closer with the Bureau of Aeronautics in future developments of their property.
  - c. **Conditional Use Permit** – The Conditional Use Permit Application is in your packet material as well. The CUP, if approved, would allow the city to develop the “White Borrow Source”.
6. **Training / Out of Office / Important Dates**
  - a. City Hall will be closed on Columbus Day – October 13
  - b. City Hall will be closed on Veteran’s Day – November 11

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

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Attachment B (City Clerk / Treasurer Report continued)



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued October 17, 2014

FY 2013: October 1, 2013 - September 30, 2014

<b>Our Investments &amp; Cash</b>	
Balances as of September 30, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
September 30, 2014	\$128,130.74
September 30, 2013	\$116,133.40
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
September 30, 2014	\$41,776.70
September 30, 2013	\$66,566.30
<u>Water Fund</u>	
<u>Fund # 60</u>	
September 30, 2014	\$126,501.49
September 30, 2013	\$103,897.31
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
September 30, 2014	\$78,438.11
September 30, 2013	\$66,544.39
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
September 30, 2014	\$99,282.82
September 30, 2013	\$89,565.60
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
September 30, 2014	-\$29,743.09
September 30, 2013	-\$16,012.37

<b>Our Cash Flows.... (End of period)</b>		
Major Funds		
FY 2014: October 1, 2013 - September 30, 2014		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$312,341.00	100%
Revenues	\$248,961.53	80%
Expenditures	\$244,776.53	78%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$419,100.00	100%
Revenues	\$0.00	0%
Expenditures	\$10,010.00	2%
<u>Sidewalks &amp; ADA Ramps Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$59,700.00	100%
Revenues	\$149,100.00	250%
Expenditures	\$113,887.73	191%
<u>Water System Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$162,037.92	38%
Expenditures	\$150,948.45	36%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$16,304.73	3%
Expenditures	\$4,493.13	1%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$154,937.27	9%
Expenditures	\$147,176.79	9%

**More information on back side of this document**

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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued October 17, 2014

FY 2014: October 1, 2013 - September 30, 2014

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2014: October 1, 2013 - September 30, 2014		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
2030 Maturity (EST)	\$368,412.61	5.13%	Fiscal Year 2014 Budget	\$146,346.00	100%
Annual Payment	\$32,995.00	<b>Paid</b>	Revenues to period end	\$141,206.58	96%
Reserve Required	\$32,995.00	<b>Met</b>	<b>State Shared Revenue Collections</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2014 Budget	\$55,620.00	100%
2021 Maturity (EST)	\$167,420.22	5.75%	Revenues to period end	\$53,880.81	97%
Annual Payment	\$26,733.00	<b>Paid</b>	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	<b>Met</b>	Fiscal Year 2014 Budget	\$2,015.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$8,544.75	424%
2018 Maturity	\$213,863.00	3.30%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	\$31,450.38	<b>11/14</b>	Fiscal Year 2014 Budget	\$15,000.00	100%
<b>Reinvest Rates ... July 2014</b>			Revenues to period end	\$17,971.33	120%
			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2014 Budget	\$5,000.00	100%
Local Gov. Investment		0.1285%	Revenues to period end	\$8,988.34	180%
Sterling Savings Bank		N/A			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 9/30/14		As of 9/30/13		As of 9/30/12		As of 9/30/11	
<b>General Fund</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>	<b>\$238,700.00</b>	<b>100%</b>
Revenues	\$248,961.53	80%	\$242,858.60	103%	\$274,661.00	91%	\$222,105.80	93%
Expenditures	\$244,776.53	78%	\$250,675.78	100%	\$256,432.01	85%	\$209,018.56	88%
<b>Water Fund</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>	<b>\$154,613.00</b>	<b>100%</b>
Revenues	\$162,037.92	38%	\$162,256.55	112%	\$163,214.00	111%	\$170,310.97	110%
Expenditures	\$150,948.45	36%	\$174,259.32	121%	\$181,380.07	123%	\$185,737.63	120%
<b>Sewer Fund</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>	<b>\$164,275.00</b>	<b>100%</b>
Revenues	\$154,937.27	9%	\$154,584.55	99%	\$186,550.17	120%	\$164,770.82	100%
Expenditures	\$147,176.79	9%	\$160,206.10	103%	\$149,573.78	73%	\$161,503.31	98%
<b>Industrial Park</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>	<b>\$46,150.00</b>	<b>100%</b>
Revenues	\$16,304.73	3%	\$18,015.07	3%	\$17,829.75	104%	\$17,343.60	38%
Expenditures	\$4,493.13	1%	\$42,228.25	8%	\$38,720.23	226%	\$21,100.45	46%

**Disclaimer:** Assuming that all claims are paid as presented. Amounts may not be accurate if bank statements are not reconciled, interest is not posted or claims are paid from outside of period.

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Attachment C (Engineer Report)



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

**CLIENT:** City of New Meadows, Idaho

**JOB NO.:** 13006

**DATE:** October 10, 2014

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Mayor Koberstein, 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

- Phase 3 of the project is complete with the exception of the final application of concrete sealer.
- We are currently in the process of preparing Application for Payment No. 3 and will be submitting for City Council Approval by Monday morning at the latest. Application for Payment No. 3 will include a balancing Change Order and the release of project retainage. Our thoughts are that we can process the paperwork/payment and withhold the check to Falvey's, LLC until the sealer is applied.
- We have yet to close the project out with ITD. However, it is anticipated that we will be completing this within the upcoming weeks.

### Action Items

1. Finalize Application for Payment No. 3 and project Change Orders.
2. Closeout ITD permit.
3. Closeout project contract documents and release retainage upon completion of concrete sealer application.

### North Commercial Avenue

- We met with Mayor Koberstein and it has been determined that it may be best to put the N. Commercial Avenue project on hold indefinitely. We have a few loose ends to wrap up in regards to what we are working on and will get them taken care of over the next few weeks.
- We have also been asked by Mayor to contact LHTAC to see if they will allow the City to use the provided funds to rebuild the road structural section to a gravel surface with geotextile

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Attachment C (Engineer Report continued)

Project Status Report - City of New Meadows

October 10, 2014

fabric, 18" of subbase rock, and 4" base rock. This means that the City would not pave or install any stormwater improvements as identified in the LHTAC grant applications. We hope to report back on this at the November City Council meeting.

- We need to coordinate with Mac and see how much money is remaining from the Cash for Towns funds. If it is decided that we will not be doing the N. Commercial Ave. project it may be worth considering that the City return any remaining money back to ITD.

Action Items

1. Wrap up project loose ends and provide 30% project design and cost estimate info to the City.
2. Write letter to LHTAC and see if they will accept a reduced project.
3. Follow up with Mac and determine the status of the remaining Cash for Towns money.

Gravel/Rock Source

- We submitted an Application for Annexing the White Property into the City to Mac for review and approval. After everything was for the most part finished, we were asked to revise things to include the property occupied by the New Meadows airstrip. We worked to make revisions and have since resubmitted to Mac.
- The CUP application has been submitted to Mac and we are awaiting our next steps for processing if any. The Idaho Department of Lands (IDL), Reclamation Plan Application also needs to be submitted if it meets City approval.

Action Items

1. Provide support as necessary to process permits and applications.

Virginia Street Stormwater System

- There is no new information on this topic.

Action Items

1. Continue to follow up with ITD and determine the scope of their project and any other necessary details.
2. Follow up with Mayor, City Council, and Staff to discuss project status and how we would like to proceed after hearing back from ITD.

Flooding from Farm Fields

- There is no new information on this project.
- Crestline prepared a summary of our notes from the August 27<sup>th</sup> meeting with members of the Adams Soil & Water Conservation District (AS&WCD) including their engineer, Adams County Road and Bridge, City Staff, and Dan Hearne to discuss the flooding from farm fields east/southeast of town.
- The next steps associated with this project are for Doug to get started on ditch maintenance. Dan Hearne is in agreement with allowing City Staff to come onto his property and complete

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Attachment C (Engineer Report continued)

Project Status Report - City of New Meadows

October 10, 2014

selective ditch maintenance. Doug needs to schedule a meeting with Dan before getting started on this work. Depending on budget, Doug may or may not want to place fill within a few areas of Dan's property off of Walker Lane. This would force water within the larger road side swales/ditches to the North toward the State Highway 55 and to the west down Substation Road. As stated last month, there are currently, low areas adjacent to the ditches and when seasonal runoff reaches a certain level in the ditch it overflows through the low point on Dan's property and eventually sends extra runoff into town. Hopes are that these proposed fill improvements will minimize the potential for flooding

- Dan Hearne asked that Doug contact him so that they can discuss project details before he proceeds with the ditch maintenance work.
- The AS&WCD prepared a small report/meeting summary in attrition to Crestline's meeting notes. Copies of all documents/notes have been provided/forwarded onto City Staff.

Action Items

1. Continue to follow up on the project as necessary.

Facility Plan/EID

- We had a conference call early last month with w/DEQ and the project team that resulted in additional revisions to the Archeological Survey which are currently being wrapped up by Dr. Plew who was hired as a subconsultant to complete the survey work.
- As far as we know the changes to the Archeological Survey and its approval is the only agency hang-up keeping J-U-B from wrapping up the Agency comment portion of the EID. This lone comment is from the Nez Perce Tribe. Once all comments are received, they anticipate about a two week turnaround for the final document.

Action Items

1. Once all tasks have been completed, Crestline will prepare formal letter to Charlie Perkins w/DEQ in regards to additional funding support upon completion of the EID portion of the project to help recoup some of the additional project expenses.
2. Continue to follow up with J-U-B on project status so that they can complete their portion of the work.

Land Application Site

- There is no new information on this topic.
- We have completed all application paperwork associated with transferring the water rights for the land application site over to the City. This included filling out a short application and the preparation of figures/exhibits to be submitted to the Idaho Department of Water Resources (IDWR). The application was filed jointly with the Meadows Valley School District and they provided the application fee for both the School and the City.
- Based on our correspondence with the IDWR it typically takes 6 – 8 week to complete the transfer. We followed up last week after the first 6 – 8 week time period and were told to check back again in another 6 – 8 weeks. Because there is no real significant reason to rush to get this completed we are not going to push too hard on IDWR at this point in time.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, OCTOBER 14, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C (Engineer Report continued)

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- City Staff has resumed ground water monitoring of the wells on a monthly basis. Crestline continues to work with City Staff to provide support with collected groundwater monitoring data and will also continue to update our spreadsheet/bar charts until it is determined that monitoring is no longer needed.

Action Items

1. Follow up with the IDWR on the status of the water right transfer.
2. City Staff to continue monitoring wells until it is determined to be no longer necessary.
3. Crestline to continue to prepare spreadsheets and graphs showing changes in groundwater elevations.

**Stormwater Collection System**

- Although there is no new information on this issue we will continue to leave it in our report as an ongoing reminder.
- Much of the City's stormwater system needs to be cleaned/maintained. Regular maintenance can potentially help with water quality as well as help to alleviate the potential for flooding.
- 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**

- There is no new information on this topic.
- A while back, Crestline worked with City Staff to send a response to DEQ in regards to the fact that the City may still be interested in DEQ's allotted funds for the Wastewater Improvement Project. As stated in past months, our team has not ruled out the possibility of needing DEQ funds for Engineering.

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Action Items

1. Notify DEQ once the final determination is made for funding for the project.

**Wastewater Improvement Project Funding**

- We meet onsite with Noel LaRoque from USDA-RD and walked the proposed improvements so that he could have a better understanding of the project in regards to his review of the project's environmental document. The site visit was very beneficial and helped to alleviate some of his concerns.
- Our Engineering Team continues to work with USDA-RD on funding for the Wastewater Improvement Project. We have been informed that the USDA-RD was unable to get the project into the 2014 funding cycle. The 2015 funding comes available in October this year.
- We are hopeful that USDA-RD has all of the necessary information, but will continue to provide assistance as necessary until we hear the final word on the requested funding.
- It still looks like the City will qualify for lower interest rates and up to 75% grant under the 2015 program. As to what amount of grant USDA-RD will have available to give the City, there is no way of knowing until the application has been approved and they are ready to obligate the funds.

Action Items

1. Continue to work with Mac and USDA-RD as needed until they are ready to obligate funds.

**Other**

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