

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
JANUARY 12, 2015 AT 5:15 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

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

Mayor Koberstein called the meeting to order at 5:20pm. Mayor Tony Koberstein, Council President Julie Good, and Council Members: Brad Steiner, Darbey Edwards, and Shannon Fairchild were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Principal Engineer Greg Tankersley with Crestline Engineers, and Office Assistant Kim Jackson were also present. Public in attendance were: Guest speakers: Bill Brown (Adams County Commissioner), Pete Johnston (Adams County Bio-Mass Facilitator), Rick Brenneman (Woody Bio-Mass Utilization Partnership Coordinator), Scott Bell (Woody Bio-Mass/USFS), Matt Wigs (Department of Energy), Susan Seigneur (CTAI), Brooke Green (CTAI), Christy Grob (Star News) Dixie Jeffs, Wes Jeffs, Phil Good, Lyle Nelson (St. Luke's Hospital/Clinic Community Manager) and Fred Erland (Adams County Record).

Mayor Koberstein led the Pledge of Allegiance.

**Agenda Item 2) Bio-Mass Presentation:**

Bill Brown thanked City Council Members for having him and the guest speakers at the meeting to speak about the Woody Bio-Mass economic development potential for the City of New Meadows. Brown explained New Meadows is a perfect location to utilize the programs and potentially develop a Bio-Mass plant.

The Woody Bio-Mass Utilization Partnership (WBMUP) is an organization that is based on economic development in conjunction with the US Forrest Service and Rural Development (USDARD) which creates energy and heat from slash material in the forest. This process cleans up the forest, creates energy, creates jobs, improves the stability of the community and potentially saves businesses money on heating costs.

Commissioner Brown presented a video which is an overview of (WBMUP)  
<https://www.youtube.com/watch?v=Cp-SpW6Coms&feature=youtu.be>

Council Members agreed to move forward with a feasibility study.

**Agenda Item 3) "Connect U: McCall" Presentation:**

Lyle Nelson gave a presentation on a a free Transit Program that St. Luke's is providing that will run from Riggins to McCall with a stop in New Meadows. The system will be available for individuals needing to get to medical appointments. Nelson stated the bus is funded by a grant which the Riggins Senior Center applied for, and is a short-term pilot program that St. Luke's will sustain if it's successful.

The programs is primarily for seniors and individuals with disabilities, however, the general public can ride it if there are available seats. Nelson stated that individual would need to make a reservation in order to ensure a seat on the bus. The bus can pick up individuals at home if they live close to the highway.

The bus will leave Riggins each Friday at 8:30am, stop in New Meadows at "The Connection) at 9:30am, and arrive at St. Luke's McCall at 9:45am. Individuals can schedule appointments until 12:30pm, and will have the opportunity to stop at the pharmacy and other clinics as well.

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**Agenda Item 4) Public Input:**

There was no public input offered at this time.

**Agenda Item 5) Communications & Reports:**

**a. Mayor –**

Mayor Koberstein had nothing to report at this time.

**b. Liaison Reports:**

- i. Law Enforcement** (Steiner) – None
- ii. Industrial Report** (Fairchild) – None
- iii. Public Works** (Edwards) – None
- iv. Parks & Recreation** (Steiner) - None

**c. Staff Reports:**

**i. Public Works (Buys) – Attachment A**

Public Works Supervisor Buys stated the new chlorination pump has exceeded his expectations and is working well. He discussed the numerous issues with the old pump from Oxarc that was discussed in the meeting on December 8, 2015. Buys said the new pump still needs to be made. Mayor Koberstein asked City Council to have Buys get the pricing for the water master plan. Mayor Koberstein asked about the suspended solids test, Buys stated the City of New Meadows passed.

**ii. City Clerk / Treasurer** (Qualls) – Attachment B

City Clerk/Treasurer Qualls stated the STP grant has been completed and that he will be out of on Vacation February 1<sup>st</sup> through February 11<sup>th</sup>.

**iii. Animal Control Officer** (Wallace) – Attachment C

**iv. Office Assistant** (Jackson) – Attachment D

**v. Engineer** (Tankersley) – Attachment E

**d. Other**

City Clerk/Treasurer Qualls suggested City Council Members, City Staff, and the public should listen to Governor Otter's speech.

**e. Announcements - None**

**Agenda Item 6) Job Descriptions**

**a.** Council President Good discussed the job descriptions for the City Clerk/Treasurer and the Office Assistant. Mayor Koberstein asked if the City Council had any questions, there were no questions at this time. Mayor Koberstein gave the City Council one month to adopt the job description so Council Member Fairchild could review.

**Agenda Item 7) Maintenance Contract**

**a.** Council Member Steiner discussed a contract with Cesco for a scheduled maintenance for the City heavy equipment. Public Works supervisor Buys stated the contract would be expensive and that he should continue to do the maintenance himself. Mayor Koberstein requested Public Works Supervisor Buys provide a cost analysis for a scheduled maintenance through Cesco, and that Buys will remain doing the maintenance for now.

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**Agenda Item 8) Local Option Tax Funding**

a. Mayor Koberstein presented the Council Members with a proposed letter to the public that he and Mac wrote up regarding the local Option Tax Funding and asked for their input on it. Council Member Fairchild suggested to the show the public were else the funding is coming from. Fairchild stated the Council needs to refocus on the Community Review Survey.

Mayor Koberstein and City Clerk/Treasurer will formulate a new letter and email it to City Council Members.

**Agenda Item 9) Consent Agenda (Approval of all with Single Motion & Roll Call)**

a. **Invoices:** To Date; **Financial Statements:** December 2014; **Time Sheets & Payroll Summary:** December 2014; **City Council Minutes:** December 8, 2014 & December 15, 2014.

Council President Good questioned the Dust Abatement amount. City Clerk / Treasurer Qualls stated he would research and follow-up with Council President Good.

Mayor Koberstein suggested broadening the line items.

Council Member Steiner Moved to approve the consent agenda; Council Member Edwards seconded the motion. Roll call: Steiner – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

**Agenda Item 10) Additional Engineering Tasks:**

a. Principal Engineer Tankersley stated he is currently working on the Airport Exhibits and will be in contact with Public Works Supervisor Buys regarding the Water Master Update Plan. Tankersley stated the JUB draft will be complete by the end of January and Crestline Engineers will follow up on the water rights issue. Tankersley also informed the City Council that the STP rural app will be completed by January 16, 2015.

**Agenda Item 11) Agenda Items for next meeting:**

**a. Liaison Job Descriptions**

Council President Good will be formulating a draft to be completed by January 30, 2015.

**Agenda Item 12) Adjourn:**

Council Member Steiner moved to adjourn the City Council Meeting; Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all Council Members signifying aye. Motion carried.

Meeting adjourned at 7:34pm.

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

**ATTEST:** /s/ Jacob M Qualls  
Jacob "Mac" Qualls, City Clerk

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Attachment A (Public Works Staff Report)

Doug Buys  
Public Works Supervisor  
Monthly Report  
01-07-15

Water:

1. All water samples have come back great.
2. One of the last Stan pipes, previously used as fire hydrants exploded again, we were able to quickly shut down the line, which left one residence without water. After a quick cost analysis with the mayor, we decided to run a new line to the residence and keep the dead end line shut off.
3. The Fire pump has been maintained for the year. It continues to show a lot of wear.
4. A new 2" meter has been purchased for the fire station, the current one will not read anymore. And it will be installed when time and weather allow.
5. I had a few calls during the last cold snap about frozen meters, none of the complaints were on the city's side or the meters.

Sewer

1. We continue to have problems with our TSS test on and off.
2. The New chlorine pump from Robertson supply has been working flawlessly, I am very pleased with it to date.
3. The new day tank has not arrived from Robertson yet, but when it does the new chlorine system will be totally installed. Advanced Control has gotten the new pump tied into the SCADA system.
4. Things did not go very well with returning the other chlorine pump, It was quite a heated battle for a while.
5. Well monitoring at the land app site is continuing
6. I have passed my state test, and am now Wastewater Land app. Certified. This should help with funding on our upcoming sewer project.

Streets

1. We have plowed 6 times now, 2 of which were only main street. We have had minimal problems.
2. We are now snow blowing sidewalks when time allows as well. I think we have kept up pretty well.
3. During the last plowing, streets were widened, not only to keep roads passable and create more room for future snow storage, but to also give water a place to go with the warming temperatures.

Storm Drains

1. I have gotten both ditches at Hern's property cleaned and reshaped. I think we will see a big improvement.
2. In the spring as things dry out, we will have to be back out in Hern's property and smooth out the piles of dirt and debris that was taken out of the ditch.
3. With the Warming Temps during the day, storm drains will have to be cleared to create a place for the water to go.

Equipment

1. We had to have a Tire replaced on the dump truck, a small hole was found in the sidewall which kept them from repairing it.
2. Other than regular maintenance, we have had no other problems with equipment.
3. We did purchase anti gelling materials to keep the equipment from gelling up in the cold temperatures.

Park & Restrooms

1. Regular cleaning and maintenance continues at the bathroom continues.

Industrial Park

1. I had C&N Electric replace all the outside lights on the big building at the industrial park, Most were burnt out again, so a New LED bulb was installed to give us longer life and less trouble.

Misc.

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

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Attachment B (City Clerk / Treasurer Report page 1)

Clerk / Treasurer Report for January 12, 2015

Page 1 of 2

**1. Treasurer / Clerk Reports**

- a. December Bank Statements Received & Balanced– Umpqua Bank & LGIP. Idaho First will send their statements quarterly.
- b. The Treasurer Dashboard will be available at the meeting. I am still waiting on additional invoices.
- c. The Capital Improvement Draft is still being worked on.
- d. The final FY 2013/2014 quarterly report was published last month
- e. The FY 2013/2014 Annual Street & Road Finance Report was completed and published last month.
- f. The annexation ordinance was published last month, recorded at the county and sent to the Idaho State Tax Commission
- g. The STP Grant should be completed tomorrow (Friday January 9, 2015) and delivered to LHTAC. A copy will be available at city hall. After receiving our estimates, Tony and I discussed that the city should apply for the North Commercial portion instead of including the N Heigho because of out of pocket cost to the city.
- h. I will begin working on the W2's this week, 1099's will more than likely occur later in February.
- i. I will be completing the US Dept of Commerce Building / Zoning Reports by Jan. 23.
- j. I will be completing the Worker's Compensation Payroll Report by Jan. 30.

**2. Planning & Zoning & Development**

- a. Planning & Zoning is working on an "Airport Approach Protection Zone" Ordinance. This is quite the project. Their ideas and suggestions are very thought out, which will make the final draft very specific. Once they are completed with their draft, they will send it to the New Meadows City Council for suggested changes. They will then have a hearing and forward their recommendations back to the council for possible hearing and adoption. The P&Z has brought on Mr. Dennis Nau (local pilot) as a volunteer consultant. The P&Z has for a draft overlay onto our current zoning map. Mr. Nau will begin working with Crestline to develop the draft, while I work on the ordinance wording.
- b. There have been a few suggested changes to portions of the New Meadows Zoning Code that could be incorporated at the same time. I will report more on this issue as we receive additional public suggestions or from the Planning & Zoning.
- c. I have been approached by two separate potential housing developers that want to build affordable housing. Nothing is in writing as of yet, but hope to have some progress in coming months.

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Attachment B (City Clerk / Treasurer Report page 2)

Clerk / Treasurer Report for January 12, 2015

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**3. Employee Issues**

- a. The III-A has changed the health insurance management company from Meritain Health to Blue Cross / Blue Shield effective January 1. New insurance cards were issued to employees on the program.

**4. Training / Out of Office / Important Dates**

- a. City Hall will be closed on Idaho Human Rights Day (January 19, 2015)
- b. January 23, 2015 (3:30pm at the Library) is a Ripple Mapping Session with the University of Idaho as part of the Community Review we had a few years back. Ripple Mapping helps communities recognize the positive work that has been accomplished since the Community Review and encourages the continued progress.
- c. I will be out of the office from January 31 to February 10<sup>th</sup>. This will be the first city council meeting I have ever missed since I began my employment with the city. I will work with Kim to get her up to speed on entering some of the claims. I should be back in the office on 10<sup>th</sup>, but am giving myself a little leeway in case of a delayed flight.
- d. I will have a day by the end of the month that I will need to take off for a medical appointment.

**5. City Hall**

- a. I have been training Kim on more in-depth procedures within our system. She in turn is training Tony.
- b. I was invited to be on the radio (Jan 8) to help promote Meadows Valley. I hope you listened! It was a very positive 15 minute segment.

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

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Attachment B (City Clerk / Treasurer Report page 3)



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued January 12, 2015

FY: October 1, 2014 - September 30, 2015

<b>Our Investments &amp; Cash</b>	
Balances as of December 31, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
December 31, 2014	\$80,137.49
December 31, 2013	\$86,858.00
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
December 31, 2014	\$38,012.95
December 31, 2013	\$47,154.20
<u>Water Fund</u>	
<u>Fund # 60</u>	
December 31, 2014	\$117,408.82
December 31, 2013	\$102,766.68
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
December 31, 2014	\$82,518.70
December 31, 2013	\$69,791.08
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
December 31, 2014	\$91,259.03
December 31, 2013	\$83,203.89
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
December 31, 2014	-\$31,266.84
December 31, 2013	-\$16,012.37

<b>Our Cash Flows.... (End of period)</b>		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$27,893.02	8%
Expenditures	\$62,214.92	18%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$4,752.50	3%
<u>Water System Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$37,065.39	24%
Expenditures	\$39,543.02	25%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$5,569.36	22%
Expenditures	\$1,496.49	6%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$36,928.70	3%
Expenditures	\$45,308.02	4%

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

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Attachment B (City Clerk / Treasurer Report page 4)



City of New Meadows, Idaho  
Monthly Reporting Dashboard

Issued January 12, 2015

FY: October 1, 2014 - September 30, 2015

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY: October 1, 2014 - September 30, 2015		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
2030 Maturity (EST)	368412.61 (TBD)	5.13%	Fiscal Year 2015 Budget	\$148,413.00	100%
Annual Payment	\$32,995.00	9/15	Revenues to period end	\$7,279.10	4%
Reserve Required	\$32,995.00	Met	<b>State Shared Revenue Collections (Revenue, Liquor, Highway Users)</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	167420.22 (TBD)	5.75%	Revenues to period end	\$11,396.27	20%
Annual Payment	\$26,733.00	9/15	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$2,151.45	42%
2018 Maturity	\$213,863.00	3.30%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2015 Budget	\$17,500.00	100%
			Revenues to period end	\$3,765.63	22%
<b>Reinvest Rates ... October 2014</b>			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2015 Budget	\$7,500.00	100%
Local Gov. Investment		0.1323%	Revenues to period end	\$1,808.69	24%
Umpqua Bank		N/A			
Idaho First (2 year CD's)		0.8000%			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2014 / 2015		FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012	
	As of 12/31/14		As of 12/31/13		As of 12/31/12		As of 12/31/11	
<b>General Fund</b>	<b>\$342,100.00</b>	<b>100%</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>
Revenues	\$27,893.02	8%	\$42,944.22	14%	\$45,203.51	19%	\$27,943.67	9%
Expenditures	\$62,214.92	18%	\$75,372.45	24%	\$76,325.75	33%	\$55,456.19	18%
<b>Water Fund</b>	<b>\$157,658.00</b>	<b>100%</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>
Revenues	\$37,065.39	24%	\$38,845.37	9%	\$38,727.30	27%	\$37,983.03	26%
Expenditures	\$39,543.02	25%	\$40,556.66	10%	\$44,117.27	31%	\$45,708.69	31%
<b>Sewer Fund</b>	<b>\$1,218,326.00</b>	<b>100%</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>
Revenues	\$36,928.70	3%	\$39,968.05	2%	\$36,906.77	24%	\$37,570.05	24%
Expenditures	\$45,308.02	4%	\$42,695.23	3%	\$45,652.52	29%	\$41,914.51	20%
<b>Industrial Park</b>	<b>\$25,869.00</b>	<b>100%</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>
Revenues	\$5,569.36	3%	\$4,422.92	1%	\$4,875.93	1%	\$4,861.28	28%
Expenditures	\$1,496.49	4%	\$1,196.36	0%	\$21,317.07	4%	\$1,269.98	7%

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 (Animal Control Officer Report)

Leonard Wallace  
Animal control officer/public works laborer  
Monthly report  
01-12-15  
(prepared 1/7/15)

December was an interesting month I have caught a couple dogs. I am also doing staggered patrols some days I will only work six or seven hours and come patrol in the evenings To get an even eight hours daily. The new system that we have created is working well if anyone has complaints I give them a form and return it to me or city hall I then pursue the complaint and give a thorough investigation and make the decision to Wright a citation or just issue a warning.

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Attachment D (Administrative Assistant Report)

Kim Jackson  
Administrative Assistant  
Monthly Staff Report  
01/12/2015

**City Hall**

1. Created Animal Control Files
2. Assisted with customer billing
3. Assisted with vendor billing
4. Created file cabinet labels
5. Ordered office supplies
6. Created labels for 2015 calendars for City Employees

**Planning & Zoning**

1. Attended monthly Planning and Zoning meetings and hearings.
2. Typed and submitted drafts of Planning and Zoning Meeting minutes to Mac for review

**City Council**

1. Attended monthly City Council Meetings.
2. Typed and submitted drafts of City Council Meeting minutes to Mac for review.

**Public Works**

1. Created shipping labels for sewer samples
2. Filing

**Important Dates**

1. City Hall will be closed on Martin Luther King Jr. Day – January 19.

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Attachment E (Engineer Report page 1)



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## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

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

**JOB NO.:** 13006

**DATE:** January 9, 2015

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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.

#### Action Items

1. None – To our best knowledge, the project is complete

### North Commercial Avenue

- As discussed in the past, this project has been put on hold indefinitely.
- We provided assistance to Mac in regards to turning in an STP Rural Application with LHTAC as a new funding source for the project. The application was delivered today. The proposed application originally included improvements to N. Commercial Ave., N. Heigho Ave., and McLain St. between the two streets. However, it was determined by the City to only turn in an application for N. Commercial Ave. as the deadline approached. If successful, the STP rural funding will require a 7.34%.
- We have a few loose ends to wrap up on the original N. Commercial Ave. project in regards to what we were working on and will get them taken care of after submittal of the STP Rural Application. Once complete we will stop work on the project until further notice.

#### 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. TBD is STP Rural Application is not successful
3. Follow up with Mac and determine the status of the remaining Cash for Towns money.

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Attachment E (Engineer Report page 2)

Project Status Report - City of New Meadows

January 9, 2015

**Gravel/Rock Source**

- We presented the Annexation Application for the White Property and the New Meadows Airport to the City Council last month and we believe that the annexation portion of our work is complete. Additionally, it is understanding that the development of the gravel/rock source is on hold indefinitely.

Action Items

1. None – To our best knowledge, the project is complete

**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.
- We will work with Doug during spring snowmelt and the summer as needed.

Action Items

1. None until spring snowmelt/runoff.

**Facility Plan/EID**

- We have received no updates and/or a completion time frame from J-U-B on finishing up the EID document. We contacted Matt Uranga and have yet to receive a response. We will give him until the first part of next week and then follow up over the phone.

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**

- We did not receive any follow up coordination or correspondence from the Idaho Department of Water Resources (IDWR) as of the first of the year so we followed up with them earlier this week. Apparently there is some additional information that they are going to need and we will work on providing it to them over the next week or so.

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Attachment E (Engineer Report page 3)

Project Status Report - City of New Meadows

January 9, 2015

- City Staff continues to monitor ground water in the monitoring 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. Continue to follow up and work with the IDWR on finalizing 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.

Action Items

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

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
JANUARY 12, 2015 AT 5:15 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

Attachment E (Engineer Report page 4)

Project Status Report - City of New Meadows

January 9, 2015

**Wastewater Improvement Project Funding**

- We anticipate hearing the results of the Idaho Department of Commerce (IDOC) funding application sometime later this month or early in the month of February.
- Our Engineering Team continues to work with USDA-RD on funding for the remaining amount associated with the Wastewater Improvement Project. We have received some formal comments and will be working to address those. USDA-RD is waiting to hear the results ICOC Community Development Block Grant before they put together a formal funding package. We have been told that they plan on funding the project no matter what happens with the block grant.

**Action Items**

1. Continue to work with Mac, CEDA, USDA-RD, and the Idaho Department of Commerce as needed until they are ready to obligate funds.

**Other**

- Early last month, we helped Doug get the City's iPad up and running again after all information was lost. This included setting up the iPad CAD software, a Dropbox account and transferring the old CAD files we have of the City for use.
- Mac has asked us to possibly help with the development of an Airport Zone. We are awaiting additional information in regards to the project prior to proceeding.