

Water:

1. All water tests have come back great.
2. We did have some customers with frozen water lines due to the cold snap, but they were on the customer's side of the meter
3. We did have one meter freeze and break, we noticed the problem quickly, and replaced the meter.
4. I have met with our engineers, and gave them a tour of the water system, identifying upgrades I'd like to see and current problem that exist. This will assist in the completion of the Water Master Plan.
5. Fuel has been delivered to the backup generator and the Fire Pump.
6. A meter that had stopped reading was replaced.
7. I had a problem with a radio for the SCADA/Telemetry system again, but was able to get it working.

Sewer

1. Tests on the Sewer have come back good so far.
2. I have met with the engineers to go over some changes in the Sewer System Upgrade, I think we can save a lot of money as well as putting a lot more money towards the I and I problems.
3. With the recent rain, (I&I) Inflow and Infiltration has been causing a lot of problems at the sewer plant, we have overflowed the auger a couple times, as well as testing problems, and using above average amounts of chlorine to disinfect the wastewater.
4. Large amounts of Grease have been plugging up the system, I'm not sure where it's coming from, but it has been a major problem.
5. The lift Station has been cleaned for the winter months.

Streets

1. We have plowed snow 1 time so far this year
2. The recent melting of the ice layer and the heavy amount of rain has created some very poor street conditions; we are doing our best to keep on the problem areas.
3. I had a meeting with McCall's Road Supervisor, and got some new ideas for our road oil, he also helped confirm a few things I have told the council in the past. I have placed a call to a different supplier for mag chloride, as well as a consultation with him and also a "Gravel Roads" class.

Storm Drains

1. With the cold snap, drains froze over, with the rain we are having to expose every one of them.
2. Frozen Drain pipes and Ice covered roads continue to be a problem as well.
3. Upon request we are digging the ice out of the Wiley ditch, to try and prevent an over flow.

Equipment

1. All the equipment has been maintained for the winter months, Oil, Filters ect.
2. All the snow plowing equipment has been maintained and installed on the equipment
3. Tire chains have also been maintained and installed
4. The water truck and jetter have been winterized.

Park & Restrooms

1. Normal cleaning and repairs continue at the restrooms.
2. We've snow blown the sidewalk in front of the park, a handful of times now

Industrial Park

1. The exterior light at the industrial park has been repaired

Misc.

1. If there are any questions, comments, or concerns please let me know.

Leonard Wallace
Animal control officer/public works laborer
Monthly report
12-8-15

Animal control: I've been patrolling during my daily rounds I haven't seen a lot of dogs that are loose.

Water: I past my operator in training tests now with in a year's time I will acquire 1600 hours I will apply and receive my water distribution license.

Sewer: we started discharging. We have been having some difficulty with grease backing up in the auger room it is a daily task to check and run the grease through it.

Streets: I did the all of the maintence on the equipment changed all the oil and filters and made sure they had power service in them to prevent gelling of the fuel.

Sidewalks: I have been trying to keep up with the snow blowing at the park. But I have been in the shop not really seeing the outside world much.

Park/Restrooms: with the holiday season upon us its nearly impossible to keep up with the restrooms as soon as they are clean people track nasty stuff right back in the door.

Kim Jackson
Administrative Assistant
Monthly Staff Report
12/14/2015

City Hall

1. Day to Day Operations

a. Filing

i. I have been completing filing daily.

b. Weekly cleaning of City Hall

c. Payments

i. Approximately 192 Payments were received for November.

d. Incoming / Outgoing Calls

i. Approximately 82 Calls were made / received in November.

e. Office move

i. I assisted in the moving / cleaning of the City Hall during the office move.

Planning & Zoning

1. Planning & Zoning Meeting

a. I attended the November 2, 2015 Meeting.

b. I completed / submitted the Draft of the November 2, 2015 Planning & Zoning Meeting Minutes to Mac for review.

City Council

1. City Council Meeting

a. I attended the November 9, 2015 City Council Meeting.

b. I completed / submitted the November 9, 2015 City Council Meeting Minutes to Mac for further review.

Important Dates

1. City Hall will be closed December 25, 2015.

Executive Assistant Report for December 14, 2015

1. Office Duties

- a. I helped move Mac's office from the front of City Hall, into the back office as well as moving Tony into the front office. This also included moving all of the file cabinets from their current locations into Mac's new office.
- b. I have been working on box inventory as well. Having gone through thirteen boxes and written down each item they contained, I then typed those written lists into a document to be reviewed.
- c. I have been filing, creating files, and helping Mac by putting documents into their correct locations.
- d. I am learning how to put together committee packets and then delivering those packets to each individual for their meeting(s).
- e. I continue to learn front desk duties as well as covering for Kim when needed. I feel very comfortable taking cash and credit card payments, answering the phone, and being able to answer customer questions or directing them to the proper person who can do so.

2. Training/ Out of Office

- a. Mac and I attended the District 3 City Clerk/Treasurers Meeting on December 3rd in New Plymouth. The meeting was very informative and allowed me to see firsthand some of the daily tasks that go into keeping a city functioning. I learned valuable information regarding organization and found it very interesting to hear how cities of different sizes operate. I found this meeting to be extremely interesting and would love to be able to attend them in the future.

I am enjoying the time I put in at City Hall and am looking forward to continuing to learn. Every day brings something new and I am so grateful for the opportunity to be a part of the staff. I would love to have the chance to attend trainings and continue to learn more daily tasks in order to take on more responsibility.

Thank you- Andrea Scrogam

City Attorney Report – for December 14, 2015

- The City of New Meadows has been experiencing problems from irrigation canals and ditches, and is having our firm analyze the ability of the City to recoup expenses for maintenance of the canals and ditches. We expect to have this analysis to the City soon, with a recommendation on how to proceed to obtain cooperation from the owners of the canals and ditches.
- In the lawsuit brought by the City of New Meadows against the Adams County Prosecutor for interfering with the City's right to conduct its own prosecution of misdemeanors and infractions committed within the City, we are waiting for a decision by the Judge concerning Motions for Preliminary Injunction filed by both parties. The Adams County Prosecutor has scheduled a hearing for December 17 on a Motion to Stay Proceedings and a Motion to Change Venue to Adams County, despite the fact that the Prosecutor previously stipulated to venue in Ada County. We expect both motions to be denied. The Prosecutor also filed a Petition for Alternative Writ of Prohibition in the Idaho Supreme Court. We filed a Motion to Dismiss, which the Supreme Court granted, dismissing the Petition.
- The City will resume prosecution of its infraction and misdemeanor cases December 17. Pending resolution of the lawsuit brought by the City, the cases will be prosecuted jointly by the City Attorney and the Adams County Prosecutor.

Sent electronically

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PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: December 9, 2015

Mayor Koberstein, City Council and Staff,

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

Virginia Street Stormwater System

- We have received email correspondence from our new contact Juan Balderas from ITD on this project and they are putting the finishing touches on the preliminary drainage design plans and will be sending them to us in the near future for review.
- According to Juan, the project is still on schedule for construction summer 2016.

Action Items

1. Follow up with Juan if we don't receive the preliminary design plans before the holidays.
2. Forward plans to the City for review and start to initiation additional conversations.

Facility Plan/EID

- This project should now be complete and the only outstanding items are final payment to J-U-B and closeout of the funding with IDEQ.

Action Items

1. Confirm with Mac and verify that everything is complete and the project can be closed out.

2015 Wastewater Improvement Project

- Project work continues in regards to the Study & Report Phase and our team is transitioning into preliminary design, the wetland delineation is complete and is awaiting approval/comments from the US Army Corps of Engineers, updates to wastewater collection mapping wrapping up, and different options to accommodate the reuse components of the project are being included in our preliminary engineering report that we anticipate submitting to IDEQ in the near future.

- We have wrapped up the initial evaluation of our limited Infiltration & Inflow (I/I) study based upon the available information at this time and review of all accessible manholes that are not covered with gravel/dirt. We have also reviewed all available CCTV. Should there be additional budget available to complete further I/I evaluations next spring, we are still planning to do so when groundwater levels are at their highest.

Action Items

1. City Staff to continue monitoring groundwater wells until it is determined to be no longer necessary.
2. Follow up on Wetland Delineation Report
3. Continue with project preliminary design.
4. Finalize and submit IDEQ Preliminary Engineering Report and Recycled Water Reuse Permit Application

Water System Facility Plan (FP) and EID

- A project kickoff meeting with Doug and out Mountain Waterworks (MWW) Team was held on November 16th. The meeting was followed by a site visit to the water storage tank/booster station, Well No. 4, and Well No. 3. MWW will prepare a majority of the text for the FP and EID and our office will support with project management and coordination with the City as well as prepare the necessary drawings/figures for the two documents.
- MWW has prepared a list of data/information that they will need for completing the FP. We will get that list to the Doug and Mac in the near future for a response.

Action Items

1. Get list of requested information from MWW to City Staff and help gather information where needed.
2. Continue work on the FP and EID documents.

Roadway Management

- On November 18th, Doug and I met with Cris Malvich who is the Streets Superintendent for the City of McCall. Over the last several months we have attended several meetings learning of the ways used by the City of McCall and Valley County have maintained gravel roads in a successful manner. During our meeting we learned of McCall's supplier for magnesium chloride, application techniques as well as how they use recycled asphalt millings to develop a relatively stable and inexpensive surface for improving gravel roads. If anything, Doug has a new resource to bounce ideas off of and possibly learn from as he works to maintain the City's streets.
- Knowing that roadway stabilization and dust abatement are hot topics in New Meadows we plan to spend a little time of our own and a small portion of our monthly General Engineering budget if available to come up with various alternatives that could help the City with their Streets.
- Another item that the City needs to look into is starting to attend trainings offered by LHTAC's Local Technical Assistance Program. The importance of these trainings lies more in the fact that they benefit communities by providing points when applying for grant funding.

Additionally, City Staff may gain some additional/useful knowledge for various roadway maintenance and improvements.

1. Treasurer / Clerk Reports

- a. Please review & initial the following reports:
 - i. Treasurer Dashboard – November
 - ii. Financial Statements (Cash Report & Expenditure and Revenue Report)
 - iii. Bank Statements (including reconciliation of each)
 - iv. November 2015 Payroll Summary

2. Planning & Zoning

- a. The P&Z Commission continued their review of the Zoning Code for suggested changes. They reviewed Section 3 & 4 at their meeting on December 7 and had very few changes. They will review the sections R-1, R-2 & R-3 at their next meeting(s).

3. Airport Commission

- a. The Airport Commission will hold a meeting December 21, 2015 at 5:30 pm.

4. Developments & Permits

- a. Nothing new to report

5. Training / Out of Office / Important Dates

- a. City Hall will close on Christmas Day and New Year's Day. We will close by 3pm on the preceding days.

6. Dorsey Warr Memorial Park

- a. The Park Amenities is on your agenda as a reminder for possibly setting up stand-alone BBQ pits.

7. City Hall Day to Day Operations

- a. As has been widely publicized my office has moved to the rear of the building. I have been able to get more accomplished with this move in just the short time. Staff has been a great help.
- b. We are in the process of installing a network (upgrade) that will allow for better flow of work and shared responsibilities. I have a conference install meeting with Blake Baxter the week of Christmas.
- c. I will meet with The Industrial Fund (Work Comp) this week.

8. Team Goals

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| a. Minutes (City Council & Planning & Zoning) | e. Newsletter |
| b. W/S Billing | f. Cleaning |
| c. Filing | g. Kiosk Panels |
| d. Training | h. Packet Delivery |
| | i. Industrial Park Sign |

9. Sewer Grant

- a. (IDC / USDA) The third disbursement of funds went and is due to arrive shortly.
- b. (DEQ) The EID/WWTPA Grant paperwork will be completed upon your approval of JUB's final bill. We will receive 50% of the amount we spent on the project once the paperwork is completed and submitted. A resolution authorizing the mayor to sign these documents is included on the agenda.