

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday, January 12, 2022

6:00 P.M.

City Hall, 511 Main Street, Idaho City, ID 83631

### Join Zoom Meeting

<https://us02web.zoom.us/j/81873169934>

Meeting ID: 818 7316 9934

#### CALL MEETING TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: December 22, 2021, and December 31, 2021, **ACTION ITEM**

~~B. IDAHO CITY EVENT CHECKLIST **ACTION ITEM**~~

C. BILLS/PAYABLES: December 23, 2021, through January 12, 2022, **ACTION ITEM**

#### II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. **ACTION ITEM**

#### III. INSTALLING NEWLY ELECTED OFFICIALS

1. CITY CLERK TO ADMINISTER OATH OF OFFICE FOR MAYOR
2. MAYOR TO ADMINISTER OATH OF OFFICE FOR COUNCILOR

#### IV. ENGINEER'S REPORT

1. TASK ORDER NO. 294-06 **ACTION ITEM**

#### V. OLD BUSINESS

#### VI. NEW BUSINESS

#### VII. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. **ACTION ITEM**

## VIII. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. **ACTION ITEM**

## IX. EMPLOYEE UPDATES

- A. PUBLIC WORKS
- B. LAW ENFORCEMENT
- C. CLERK/TREASURER'S OFFICE
- D. CITY ATTORNEY

## X. COUNCIL UPDATES

## XI. MAYOR UPDATES

## XII. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

## ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

Mayor:

Ken Everhart

Council members:

Tom Secor Jr

David Martin

Ashley M Elliott

Chief of Police:

Mark Otter

Public Works Director:

Tami Claus

Public Works:

Gene Bettys

Dominick Nalley

City Clerk-Treasurer:

Nancy L Ptak

Deputy Clerk:

Sue Robinson

Janitorial:

Dale Rutter

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

[4cityfolk@gmail.com](mailto:4cityfolk@gmail.com)

[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)

[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday, December 22, 2021

6:00 P.M

City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting

<https://us02web.zoom.us/j/86896505833?pwd=cy93MUR5bDJMbDkrR3hWcnpjZ3F5Zz09>

Meeting ID: 868 9650 5833

Passcode: 075882

## MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 6:03pm

ROLL CALL: Secor, Everhart and Martin present. Hillyard absent.

PLEDGE OF ALLEGIANCE: Mayor Canody led the pledge of allegiance.

### I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

- A. APPROVAL OF MINUTES: November 10, 2021, and November 24, 2021, and December 8, 2021, and December 15, 2021, **ACTION ITEM**

Martin made a motion to approve the minutes dated November 10, 2021, and November 24, 2021, December 8 and 15, 2021, seconded the Secor 10<sup>th</sup> and 24<sup>th</sup> of November 2021, Everhart seconded the 8<sup>th</sup> and 15<sup>th</sup> of December, Secor abstained from the 8<sup>th</sup> and 15<sup>th</sup> of December 2021, Everhart abstained from the 10<sup>th</sup> and 24<sup>th</sup> of November 2021, motion passed.

- B. ~~IDAHO CITY EVENT CHECKLIST:~~ **ACTION ITEM**

- C. BILLS/PAYABLES: December 9, 2021, through December 22, 2021, **ACTION ITEM**

Secor made a motion to approve the bills dated December 9, 2021, through December 22, 2021, in the amount of \$15949.66, seconded by Martin. 3 ayes.

### II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. **ACTION ITEM**

1. RESERVING FORGONE AMOUNT FOR FISCAL YEAR 2021/2022

Secor made a motion to open the public hearing for reserving forgone amount for fiscal year 2021/2022, seconded by Martin. 3 ayes. There was no one from the public to respond or comment. Secor made a motion to close the public hearing, seconded by Martin. 3 ayes.

### III. ENGINEER'S REPORT

### IV. OLD BUSINESS

1. MAILBOXES IN THE IDAHO CITY CITY LIMITS **ACTION ITEM**

Secor made a motion to adopt the Idaho City city limits mailbox policy, seconded by Martin. 3 ayes.

2. LOCAL OPTION TAXES **ACTION ITEM**

This item is still under review with no new information from attorney.

3. WATER LEAK FORGIVENESS PLOICY **ACTION ITEM**

This item is still under review.

4. PERSONELL POLICY **ACTION ITEM**

This item is still under review.

V. NEW BUSINESS

1. ALLOW MAYOR SIGNATURE ON PAY REQUEST NO 13 FOR WIN GRANT S658-00  
**ACTION ITEM**

Secor made a motion to allow for the mayor to sign the pay request 13 for the WIN Grant S658-00, seconded by Martin. 3 ayes.

2. 102 COTTONWOOD ASKING FOR VACANCY RATE ON WATER AND SEWER  
**ACTION ITEM**

Tim Hurlbut has asked the city for a vacancy rate on his three water accounts until they are hooked back up to the new buildings/structures. Council denied request after reviewing city ordinance and consulting with city attorney.

3. ALLOW CLERK TO UTILIZE T1 AMERICAN RESCUE PLAN ACT OF 2021 **ACTION ITEM**

Clerk Ptak has been in contact with Traditional Electric-Emmet Bushman and Northwest Power Systems to get information on generators for city hall and the RO System and would like to use the American Rescue Plan Act of 2021 T1 grant funds to do so. She is asking the council for permission to gather more information and prices for these items. Secor made a motion to allow the clerk to continue to utilize the funds, seconded by Martin. 3 ayes.

VI. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. **ACTION ITEM**

1. RESOLUTION 2021-03 RESERVING FORGONE AMOUNT FOR FISCAL YEAR  
2021/2022

Secor made a motion to pass amended Resolution 2021-03 Reserving Forgone amount of \$1021 for fiscal year 2021/2022, seconded by Martin. 3 ayes.

VII. COMMITTEE REPORTS

- A. PARKS & RECREATION COMMISSION
- B. HISTORIC PRESERVATION COMMISSION
- C. PLANNING & ZONING COMMISSION
- D. IDAHO CITY CHAMBER OF COMMERCE

No updates currently.

VIII. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. **ACTION ITEM**

IX. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works director Tami Claus has been out sick and had to cancel the DEQ meeting until the first of the year.

B. LAW ENFORCEMENT

Chief Otter has been working on vehicles.

C. CLERK/TREASURER'S OFFICE

Clerk Ptak has been waiting to hear back from the county regarding the election canvas and has been working on the grants. She will put together one more special meeting for the year to finish up anything that needs finalized before year end.

1. BUDGET UPDATE

Nothing currently.

2. WATER SEWER ACCOUNT UPDATES

Nothing currently.

D. CITY ATTORNEY

Nothing currently.

X. COUNCIL UPDATES

All wished everyone a Merry Christmas.

**XI. MAYOR UPDATES**

Wished everyone a Merry Christmas.

**XII. CITIZEN COMMENTS**

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

**ADJOURNMENT 6:40 pm**

**ATTEST:**

Date approved: January 12, 2022

\_\_\_\_\_  
Nancy L Ptak, City Clerk-Treasurer

\_\_\_\_\_  
Phillip Canody, Mayor

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

Mayor:

Phillip J Canody

Council members:

Tom Secor Jr

Ken Everhart

HD Hillyard

David Martin

Chief of Police:

Mark Otter

Public Works Director:

Tami Claus

Public Works:

Gene Bettys

Dominick Nalley

City Clerk-Treasurer:

Nancy L Ptak

Deputy Clerk:

Sue Robinson

Janitorial:

Dale Rutter

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

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[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)

[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)

# CITY OF IDAHO CITY



**Rescheduled SPECIAL CITY COUNCIL MEETING**  
December 31, 2021  
1pm  
City Hall, 511 Main Street, Idaho City, ID 83631

## MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 1:03pm  
ROLL Call: Secor, Everhart and Martin present. Hillyard absent.  
PLEDGE OF ALLEGIANCE: Mayor Canody led the pledge of allegiance.

### I. NEW BUSINESS

1. CANVASS OF NOVEMBER 2, 2021 ELECTION RESULTS FOR THE CITY OF IDAHO CITY  
**ACTION ITEM**

Secor made a motion to approve the county election canvas results for the November 2, 2021 election of Mayor, stating Ken Everhart will reside, seconded by Martin, 3 ayes.

2. APPROVE THE PROPOSAL FROM TRADITIONAL ELECTRIC INC, WORKING WITH NORTHWEST POWER SYSTEMS INC. AND ALLOW FOR WORK TO COMMENCE IMMEDIATELY ON THE BACK UP GENERATOR AT THE LOCATION OF 511 MAIN STREET, IDAHO CITY, IDAHO. USING THE STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) PROGRAM, AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT T1 FUNDS GRANTED IDAHO CITY TO BE SPENT ON WATER AND SEWER RELATED INFRASTRUCTURE **ACTION ITEM**

Secor made a motion to approve in the amount of \$15495 to commence immediately the work to be done to install a back up generator at city hall using the SLFRF, seconded by Martin. 3 ayes.

3. APPROVE THE PROPOSAL FROM TRADITIONAL ELECTRIC INC, WORKING WITH NORTHWEST POWER SYSTEMS INC. AND ALLOW FOR WORK TO COMMENCE IMMEDIATELY ON THE BACK UP GENERATOR AT THE LOCATION OF 3861 HIGHWAY 21, IDAHO CITY, IDAHO. USING THE STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) PROGRAM, AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT T1 FUNDS GRANTED IDAHO CITY TO BE SPENT ON WATER AND SEWER RELATED INFRASTRUCTURE **ACTION ITEM**

Secor made a motion to use the remaining \$34, 505 funds to go towards the backup power generator at the city RO site to be installed using the SLFRF, seconded by Martin. 3 ayes.

ADJOURNMENT 1:22pm

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

ATTEST:

Date approved: January 12, 2022

Nancy L Ptak, City Clerk-Treasurer

Phillip Canody, Mayor

Mayor:  
Phillip J Canody  
Council members:  
Tom Secor Jr  
Ken Everhart  
HD Hillyard  
David Martin

Chief of Police:  
Mark Otter  
Deputy officers:  
Mathew Archuleta  
Mark Brunell  
Janitor/part time office:  
Dale Rutter

Public Works:  
Tami Franklin  
Gene Bettys  
City Clerk-Treasurer:  
Nancy Ptak  
Deputy Clerk:  
Sue Robinson

511 Main Street  
PO Box 130  
Idaho City, ID 83631  
(208)392-4584  
[4cityfolk@gmail.com](mailto:4cityfolk@gmail.com)  
[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)  
[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)



# OATH OF OFFICE

## OFFICIAL OATH

STATE OF IDAHO,

)SS

County of Boise

I, Ken Everhart, do solemnly swear (or affirm, as the case may be) that I will support the

Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of

Mayor, of the City of Idaho City, according to the best of my ability.

Signature

Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

City Clerk

Signature: \_\_\_\_\_



# OATH OF OFFICE

## OFFICIAL OATH

STATE OF IDAHO

}SS

County of Bose

I, Dave Marton

, do solemnly swear (or affirm, as the case may be) that I will support the

Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of

councilor, of the City of Idaho City

, according to the best of my ability.

Signature

Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

City Clerk

Signature: \_\_\_\_\_





# OATH OF OFFICE

## OFFICIAL OATH

STATE OF IDAHO,

)SS

County of Boise

I, Ashley M. Elliott do solemnly swear (or affirm, as the case may be) that I will support the

Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of

Councilor, of the City of Idaho City, according to the best of my ability.

Signature

Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

City Clerk

Signature: \_\_\_\_\_

This email will provide City Clerks with helpful information for wrapping up the 2021 general city election and swearing-in the recently elected officials.

By Friday, November 12, each city should receive the official abstract of election results from the November 2 general city election from the County Clerk. The City Council must approve a motion to accept these official election results at a meeting in November or December (meaning it must be listed on the agenda as an action item). The election results (including results for mayor and council, as well as any ballot questions like bonds, levies, or initiative/referendum) are included in the meeting minutes, listed by precinct if the city has multiple voting precincts.

Mayors and Councilors elected or re-elected at the November 2, 2021 election are sworn-in and seated at the first Council meeting in January 2022. This process is discussed in detail below.

Included with this email are the blank form for the oath of office and fillable documents for the Certificate of Election and Certificate of Appointment. We recommend using gold foil certificate paper to provide a nice-looking certificate.

For technical assistance on installing elected officials or other issues, don't hesitate to call AIC at (208) 344-8594 or (800) 344-8594.

### **Procedure for Installing Elected Officials**

The following procedure for installing elected officials at the first Council meeting in January is taken from Idaho Code 50-702, 50-601, and 50-415. The text of the oath of office is taken from Idaho Code 59-401. The power to administer oaths is taken from Idaho Code 50-607 and 50-207.

#### **1. Incumbents Convene Council Meeting, Approve Minutes and Payment of Bills.**

The incumbent Mayor and Councilors convene the Council meeting, approve the minutes of any prior meetings, and approve payment of the bills (items on the consent agenda or consent calendar, which many cities use to handle multiple routine items with a single motion to approve).

## 2. Officials Subscribe to the Oath of Office.

All those elected or re-elected at the November 2, 2021 general city election must be sworn-in at the first Council meeting in January. Normally the City Clerk administers the oath of office; however, the Mayor may administer the oath of office for Councilors. **If the Mayor was elected or re-elected at the November 2, 2021 general city election, he/she must take the oath of office before swearing-in Councilors.**

There are two alternative methods for administering the oath.

**Option 1: Mayor or Clerk Reads the Oath.** The easiest method is for the Mayor or Clerk to read the oath in its entirety and at the end the elected official states “I do,” or “I will.”

The elected official stands, raises their right hand, and listens as the oath of office is read by the Mayor or Clerk.

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States, and the Constitution of the State of Idaho, and that you will faithfully discharge the duties of (Councilor or Mayor) of the City of \_\_\_\_\_ according to the best of your ability?”

At the end of the oath, the elected official responds, “I do” or “I will.”

**Option 2: Elected Official Recites the Oath.** This method requires the elected official to recite the oath as it is read by the Mayor or Clerk. The elected official stands and raises their right hand. The Mayor or Clerk pauses after several words to allow the elected official to recite that portion of the oath.

“I, \_\_\_\_\_ (Name of Elected Official) do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of (Councilor or Mayor) of the City of \_\_\_\_\_ according to the best of my ability.”

The text of the oath of office is set by state law, so there should be no deviation from the text that we have provided.

At their option, the elected official may choose to bring a Bible or other religious or secular text for the swearing-in ceremony. The official being sworn-in places their left hand on the book and raises their right hand during the oath. If an official chooses to be sworn using a book it is customary to have a spouse or other person on hand to hold it during the ceremony.

After orally swearing to the oath of office, each official must sign a paper copy of the oath of office, which is countersigned by the City Clerk and kept by the city as an official record.

### **3. Present Certificates of Election.**

The sworn-in officials each receive a Certificate of Election signed by the Mayor, and by the City Clerk, and imprinted with the city seal. If a new Mayor was elected, the Mayor who was in office at the time of the election should sign the Certificates of Election. A fillable form for the Certificate of Election is attached to this email.

### **4. Elect President of the Council.**

After the sworn-in officials take their seats, the Council may then proceed with other business on the agenda. At some point during the meeting the Council needs to elect one of its members to serve as Council President.

### **5. Filling Vacant Offices.**

If any Mayoral or Council vacancies exist because of offices that failed to attract any candidates at the election, these may be filled by the normal process of appointment.

- ✓ A Mayoral vacancy is filled by the Council, by the vote of a majority of members present and voting. The appointee serves until the next general city election—November 2023—at which point the office is up for election to a four-year term.
- ✓ For Council vacancies, the position is filled by Mayoral appointment, subject to confirmation by a majority of Councilors present and voting. The appointee serves until the next general city election—November 2023—at which point the office is up for election as follows.
  - If the normal four-year term of office for the position expires at the end of 2023, the position is up for election to a four-year term in November 2023.

- If the normal four-year term of office expires at the end of 2025, the position is up for election for the remaining two-years of the term at the 2023 general city election. The position is then up for election to a four-year term in November 2025.
- If the Council does not have enough members to constitute a quorum (three Councilors for a four-member Council or four Councilors for a six-member Council), then the Governor must appoint enough Councilors to restore a quorum and the remaining positions are filled by the normal process of appointment (see previous bullets).

Individuals appointed to fill vacancies are sworn-in by the City Clerk, sign the oath of office and each receive a Certificate of Appointment (a fillable form is included as an attachment to this email).

**6. Swearing-In Officials Unable to Attend First Meeting in January.**

Officials unable to attend the first Council meeting in January can take the oath of office at city hall whenever the elected official is available to do so. As outlined above, the official swears to the oath orally and signs the written oath. If the swearing-in occurs outside of a Council meeting, it should be observed by witnesses and the name of the official, the date of the swearing-in, and the names of the witnesses should be recorded in the minutes of the following Council meeting. It is important to activate the public service of each newly elected official as soon as possible. If the official desires to have family or friends attend a ceremonial swearing-in, this can take place at a subsequent Council meeting.



## **TASK ORDER NO. 294-06**

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

**CITY OF IDAHO CITY (OWNER) AND MOUNTAIN WATERWORKS, INC (ENGINEER)**

This Task Order is made this \_\_\_\_ day of \_\_\_\_\_, 2021 and entered into by and between the City of Idaho City, Idaho a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as City, and accepted by Mountain Waterworks, Inc., hereinafter referred to as "Engineer" pursuant to the mutual promises, covenant, and conditions contained in the Master Agreement between the above mentioned parties dated June 24<sup>th</sup>, 2020. The Project Name for this Task Order No. 294-06 is as follows:

### ***WATER AND WASTEWATER MISCELLANEOUS SERVICES***

#### **PROJECT UNDERSTANDING**

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This task order covers work to be completed that is related to the following four items or projects:

- Wastewater Reuse Permit Regulatory Coordination
- Wastewater Reuse Permit Annual Report
- Drinking Water Reverse Osmosis Project—Well Development and Sand Production Evaluation

## **SCOPE OF WORK**

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The Engineer's scope of services, time of completion and compensation shall be as set forth herein. The Scope of Work is as follows:

### **Task 01: Wastewater Reuse Permit—Regulatory Coordination**

Task 01 include development of written or verbal responses to Idaho Department of Environmental Quality (IDEQ) questions, requests for clarifications, requests for additional information, or other miscellaneous information requests related to the City's application for renewal of its Wastewater Reuse Permit that was developed by Engineer and submitted to IDEQ in 2021.

#### *Deliverables*

- Written correspondence and/or verbal communication with IDEQ representatives as required to address IDEQ requests for information.

### **Task 02: Wastewater Reuse Permit—Annual Report**

Task 02 consists of development of the Wastewater Reuse Annual Report required by the City's Wastewater Reuse Permit. The annual report will include the following:

- A brief interpretive discussion of all required monitoring data.
- Results of required monitoring as outlined in the Permit.
- Status of the compliance activities as outlined in the Permit.
- A summary of all noncompliance events that occurred during the reporting year.
- Submittal of calculations for hydraulic loading rates and constituent loading rates as required by the Permit.
- Submittal of all available laboratory analytical reports, chain of custody forms, and flow data.
- Discussion of major maintenance activities such as equipment replacement and facility maintenance that took place during the 2021 reporting period.

#### *Deliverables*

- 2021 Reuse Annual Report and submittal to IDEQ and City.

### **Task 03: Well Development and Sand Production Evaluation**

During initial startup of the City's Well No. 2 and reverse osmosis treatment system, the well was observed to produce excessive quantities of sand that caused fouling of the reverse osmosis system pre-filter and delayed full startup of the system. Task 03 includes work completed by Engineer to:

- Install sand production monitoring equipment in the well discharge piping
- Conduct operation and development of the well following initial startup to quantify the rate of sand production
- Supervise further development of the well to reduce sand production in coordination with City operations staff
- Develop equipment and operational alternatives to minimize the impact of sand production on operation of the reverse osmosis equipment, including budgetary pricing and sizing of sand separation equipment
- Work with Kurita America to evaluate the potential for alternative prefilter media to provide operational cost savings
- Coordinate revision of the startup schedule with Kurita America

#### *Deliverables*

- Equipment cut sheets and budgetary costs for sand separator systems.
- Data related to well sand production.
- Development of revised startup schedule for Well No. 2 and reverse osmosis system.

### **ASSUMPTIONS & EXCLUSIONS**

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The following tasks are not included within the scope of work:

- Engineer will rely on laboratory data, in-house testing results, operator logs, maintenance records, and other information provided by City to complete the Reuse Annual Report.
- Engineer will incorporate applicable permit data into the Reuse Annual Report, but Consultant is not responsible for the accuracy or completeness of data collected by others.
- Design services related to installation of sand separation equipment are excluded.



**TIME OF COMPLETION & COMPENSATION SCHEDULE**

Compensation and time of completion for the work included in this task order are as follows:

<b>COMPLETION &amp; COMPENSATION SCHEDULE</b>			
<b>Task</b>	<b>Description</b>	<b>Due Date</b>	<b>Compensation</b>
<b>1</b>	Wastewater Reuse Permit Application—Regulatory Coordination	Ongoing	\$3,000, Not-to-Exceed
<b>2</b>	Wastewater Reuse Permit—Annual Report	January 31, 2022	\$6,000, Lump Sum
<b>3</b>	Well Development and Sand Production Evaluation/Startup Assistance	Ongoing	\$15,000, Not-to-Exceed
<b>TASK ORDER TOTAL:</b>			<b>\$24,000, Not-to-Exceed</b>

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 294-06 is \$24,000. No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City in the form of a Change Order. The hourly rates for services and direct expenses are per the Master Agreement (by this reference made a part hereof) and will be the basis for any additions and/or deletions in services rendered.

**CITY OF IDAHO CITY, IDAHO**

**MOUNTAIN WATERWORKS, INC**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Phillip Canody, Mayor

Stuart Hurley, P.E., President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_