

**SUN VALLEY WATER & SEWER DISTRICT  
REGULAR MEETING  
AGENDA IN THE COUNCIL CHAMBER OF THE SUN VALLEY CITY HALL  
8:30 A.M., Monday, December 18, 2023**

**access also via zoom: Join Mtg # 226 868 0475 passcode 202005**

**\* ALL ITEMS LISTED ON THIS AGENDA ARE POTENTIAL ACTION ITEMS AND VOTES MAY BE TAKEN ON ANY ITEM LISTED\***

- **CALL TO ORDER**

- **APPROVAL OF MINUTES**      Regular Meeting of November 20, 2023

- **FINANCIAL REPORT**

- **APPROVAL CHECK VOUCHERS AND PAYROLL**

1. Payment Approval Report Unpaid over \$5,000 excluding recurring 11/20/23 - 12/18/23:	\$ 804,623.94
2. Paid Invoice Report 11/20/23 - 12/18/23*:	\$ 113,706.62
3. Payroll 10/23/23 - 11/05/23:	\$ 15,544.98
4. Payroll 11/06/23 - 11/19/23:	\$ 14,670.07
5. Well Fargo Credit Card Statement:	\$ 6,520.62
6. New Vendors: EC Concrete, Work-Line	

- **WATER PUMPED ( November 2023 ):**      46,189,200 [ReUse = zero]

- **SEWER FLOWS ( November 2023 )**

<i>ELKHORN</i>	<i>5,793,000</i>	
<i>SUN VALLEY</i>	<u><i>7,254,000</i></u>	
TOTAL ( SV )	13,047,000	(48.08%)
KETCHUM	14,090,000	(51.92%)

- **KSTP REPORT**

- **REVIEW - HDR TASK ORDER #3**

- **ENGINEERING - Update from HDR, Jacobs**

- **OTHER CAPITAL & MAJOR PROJECT Updates**

- **Other Updates**

- **LEGAL**

- **PUBLIC COMMENT**

- **EXECUTIVE SESSION**

Pursuant to, and subject to the limitation of, Idaho Code § 74-206, the Board of Directors may hold an executive session, upon the adoption, by roll call vote, of a motion to do so which includes a description of the exact purpose for which it is being held.

- **ADJOURNMENT**

Any person needing special accommodations to participate in the above noticed meeting should contact the Sun Valley Water & Sewer District prior to the meeting at (208) 622-7610.

**SUN VALLEY WATER AND SEWER DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
IN THE COUNCIL CHAMBERS OF THE SUN VALLEY CITY HALL and via conference call  
Monday, November 20, 2023 - 8:30 a.m.**

**PRESENT**

Jim Loyd, Chair  
Rick Webking, Director  
Peter Hendricks, Director

**ALSO PRESENT**

Patrick McMahon, General Manager  
Evan Robertson, Counsel  
Mick Mummert, KSTP  
Jeanene Parker, Treasurer  
Marybeth Collins, Office Manager  
Chase Gourley (BYLA) – for a Bitterroot Owner  
Chris Helgeson (Lloyd Construction) – also for Bitterroot Owner

**CALL TO ORDER**

Chairman Loyd called the Regular Meeting to order at 8:35 a.m., with quorum being established.

**APPROVAL OF MINUTES**

Director Hendricks motioned to approve the minutes of October 16<sup>th</sup>, as presented. Director Hendricks seconded, and the motion carried unanimously by those present.

**FINANCIAL REPORT AND APPROVAL**

Treasurer Parker provided regular reporting to the Board

Director Hendricks inquired about the income percentage to date, and the treasurer provided update on quarterly irrigation billing. Discussion of how many accounts were within the District (+/- 1200), a variety of nuances including water only, and going through to update each to a monthly process. Some concern was expressed related to lack of confidence in the information group update, so Jeanene has been updating each account individually. He also inquired about the interest level of the LGIP accounts, asking if the accurate percentage for District funds is 5.3%, and Jeanene confirmed this rate. Discussion of a reduction in funds was directly tied to the capital project expenses underway.

Director Webking motioned to approve the items one (1) through six (6), as reflected on the agenda as well as a legal invoice received but was not included in the totals:

- (1) Approval Report Unpaid over \$5,000 excluding recurring for the period 10/16/23 – 11/19/23 for \$371,130.06;
- (2) the Paid Invoice Report for the period 10/16/23 – 11/19/23 for \$580,372.49;
- (3) the Payroll Report for the period 09/25/23 – 10/08/23 for \$15,605.81;

- (4) the Payroll Report for the period 10/09/23 – 10/22/23 for \$15,307.98;
- (5) the Wells Fargo Credit Card Statement in the amount of \$4,043.48
- (6) New Vendors: AC Electric (a motor-rebuild shop in TF)
- (7) Robertson & Slette invoice for \$19,145.00

Director Hendricks seconded the motion. The motion passed unanimously by those present.

Jeanene gave notice, affirming her last day was December 4<sup>th</sup>. The Board thanked her for her work and efforts and wished her well in her upcoming endeavors.

## **KSTP**

Mick reported the plant continues to moving along well, with flows that reflect clearly a period of slack coupled with no snow. Mick spoke to a recent decision for the variable speed drive bidding process, and the series of unusual items which suggested that the bid package merited a considered review and rebid. So, all bids were refused, and HDR will be working through an updated spec and scope of bid, which will be forthcoming in the next month or so. HDR continues to work on various other items of the KSTP plan for design and bidding as well so progress continues. HDR meets at least monthly with the engineering team, KSTP ownership (Ketchum and District) and the like.

## **ENGINEERING**

Pat spoke to the progress of the WC Intertie project, with about 70% of the trenching on the Trail Creek side accomplished. The connection work at the corner of Sun Peak & Trail Creek has resulted in unmarked utilities repairs (fiber, cable, abandoned and undisclosed water test lines from initial development and supporting infrastructure for a possible future expansion of the golf course), so that the excavation at this corner is exceptionally deep and has impacted landscaping and the like for the neighboring HOA, included other vendors in the dig path, and others delays. The location at the top of Fairway is marked for locates and this portion of the project has been subcontracted out with the goal of project completion before winter sets in.

Discussion of trenchwork around the City parking area which supports the Hemingway Memorial visitation site as well as local hiking paths occurred, which included both design updates and location updates

## **WC INTERTIE EASEMENT**

Given the magnitude of the excavation trenching, the contractor suggested that a change in the originally proposed installation path became an operational discussion. Counsel and the General Manager negotiated approval from the Sun Valley Company, who owns the property where the pipeline is proposed to divert through. A draft of this easement agreement by SVCo for the benefit of SVWSD for purposes of fire line infrastructure was included for Board review, but there is some nominal finalization in the wording to be conducted.

Director Hendricks motioned to approve the agreement and authorize the board chairman to execute the finalized document which will have been reviewed and approved by the District attorney. Director Webking seconded the motion and the motion passed unanimously by those present.

## **OTHER CAPITAL & Operational**

Pat spoke to the Back Pay project, which will also include easement documentation. The goal is to get power to the reservoir prior to winter, to support the installation of a mixer which is intended to mitigate the freezing up / solidifying of water in this structure. Additionally, the driller has been contacted for an initial walk through for a well at a new location.

No operational updates.

## **232 BITTERROOT**

Chase Gouley, of BYLA and Chris Helgeson, of Lloyd Construction were in attendance at the meeting to address the Board related to hopes for a solution to a regular freeze up at this location. BYLA had initiated communication with the Mayor, who passed along this information to the District. Chase referenced the Owners' awareness of special conditions which were disclosed at purchase. The Owner has since initiated some updates, and the representatives suggested that the running water suggestion was lacking in modern solution. Pat referenced the historical components of Bitterroot residences, and what a possible solution, lowering the watermain for the benefit of multiple owners, might run. Pat provided that the District would offer to oversee the hose solution. Chase spoke widely of his personal experience with utility infrastructure, and discussed his conversations with three different local excavation contractors. Director Hendricks asked for clarity in unfreezing the waterline lateral. Lloyd Construction referenced interior damage from other efforts tried in order to maintain waterflow, concerns about peripheral interior structure systems (hvac, radiant flooring, etc.) and the extraordinary measures used in Winter 2023 to unfreeze the frozen plumbing. Director Hendricks suggested that a better idea in scope of work would be beneficial to review and understand prior to any decision. An improvement to freezing services lines in Bitterroot, at a \$250K possible expense, without clarity on genuine need was not immediately logical. The Owners Reps were provided direct guidance that the Board was willing to keep discussing this issue, and genuine information in the form of scope, timing, cost, would be useful to support such discussion.

## **97 ELKHORN**

The Owner of 97 Elkhorn communication to the Mayor, requesting efforts by the District to increase the water pressure to the property, as well as absolving the expenses related to an irrigation leak which occurred later in September in conjunction with construction at an adjacent property. Research provided that several factors contribute to a water pressure which benefitted from a booster pump, including location of property within envelope, historical break & timing, Elkhorn Road, DEQ standards, proximity & elevation of reservoir and possible irrigation consumption. Discussion explored several items including size of booster pump, age of booster, effort necessary for annual maintenance, existing mains and the accessing of these and impacts of same. As part of the review of the water pressure at the property, and the irrigation leak – a review was accomplished for the irrigation component. Data of 80+ days reflected that District policy was not reflected within the conduct of irrigation use. Further, Board request for date parameters was not part of reflected consumption. Question regarding the location of irrigation lines and property lines could not be confirmed.

The Board requested that staff provide written communication with the Homeowner occur, noting the irrigation consumption anomalies and noting that the District will review the existing booster layout and

provide professional input on any available solutions for increased water pressure given the location of the property & reservoir, etc.

**LEGAL**

Evan had no updates from items addressed in October.

**ADJOURNMENT**

Having no further business to conduct, Chairman Loyd declared the meeting adjourned at 9:48 a.m.

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Chairman, James Loyd

ATTEST:

\_\_\_\_\_  
Secretary, Peter Hendricks

DRAFT

## **SUN VALLEY WATER & SEWER DISTRICT**

TO: PAT MCMAHON AND THE BOARD OF DIRECTORS  
FROM: Treasurer  
DATE: December 18, 2023  
SUBJECT: TREASURER'S REPORT

1. Department Activities
  - Staffing changes
  - Monthly invoicing
  - Training
2. Financial Position
3. Financial Results
4. Financial Statements (via BS&A)
5. Director Monthly Reporting
6. Payment Approval Report-Invoice Register: Over 5,000 (and supporting)
7. Capital Projects Report (and supporting)
8. Paid Invoice Report (Custom Check Register)
9. Payroll Approval (2 cycles)
10. Wells Fargo Credit Card Statement
11. New Vendor(s) – Work-line; ERC Concrete

Sun Valley Water & Sewer District													
Fiscal Year Ending November 30, 2023													
Format Consistent with Approved Budget													
	11/30/2022	31-Dec-2022	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
		% Of Fiscal Year that has elapsed>>>											
<b>SUMMARY BALANCE SHEET</b>													
<b>ASSETS</b>													
Cash - Operating	255,489	291,870	249,236	173,056	258,906	202,495	92,199	288,724	425,085	263,894	242,430	217,796	231,726
Cash - Restricted	2,216	19,833	2,277	11,616	2,373	3,122	1,918	2,017	1,877	5,349	1,975	2,830	1,880
Investments	7,858,181	8,102,189	8,801,949	8,827,053	8,871,260	8,655,012	8,700,263	8,649,875	8,353,218	8,389,196	8,930,823	8,468,418	8,009,706
<b>TOTAL CASH &amp; EQUIVALENTS</b>	<b>8,115,886</b>	<b>8,413,892</b>	<b>9,053,461</b>	<b>9,011,724</b>	<b>9,132,539</b>	<b>8,660,530</b>	<b>8,794,400</b>	<b>8,940,616</b>	<b>8,780,180</b>	<b>8,658,439</b>	<b>9,175,228</b>	<b>8,689,044</b>	<b>8,243,312</b>
Taxes Receivable	1,439,347	1,362,679	548,288	513,993	493,255	485,705	470,540	404,407	29,838	17,076	11,363	9,086	5,222
Accounts Receivable	162,928	67,900	31,408	366,186	68,027	25,658	389,524	78,438	38,224	825,102	106,778	30,837	16,503
Other Current Assets	57,488	58,204	54,452	51,072	72,217	176,356	177,114	174,642	61,445	58,347	84,245	66,530	83,096
<b>TOTAL CURRENT ASSETS</b>	<b>9,775,648</b>	<b>9,902,675</b>	<b>9,687,609</b>	<b>9,942,976</b>	<b>9,766,038</b>	<b>9,548,349</b>	<b>9,831,577</b>	<b>9,898,104</b>	<b>8,909,687</b>	<b>9,558,963</b>	<b>9,377,615</b>	<b>8,815,497</b>	<b>8,348,133</b>
Property Plant & Equipment Net of Acc Depreciation	14,711,533	14,669,910	14,615,446	14,580,146	14,536,836	14,486,950	14,467,220	14,426,505	14,382,291	14,349,889	14,399,015	14,695,309	14,917,111
Deferred Charge, Net Amortization, KSTP Contributions Assets, net of accumulated amortization	5,218,586	5,196,681	5,174,777	5,152,872	5,130,968	5,109,064	5,087,159	5,065,255	5,043,350	5,021,446	4,999,542	4,977,637	4,955,733
<b>TOTAL ASSETS</b>	<b>29,705,767</b>	<b>29,769,266</b>	<b>29,477,832</b>	<b>29,675,994</b>	<b>29,433,842</b>	<b>29,144,362</b>	<b>29,385,956</b>	<b>29,089,863</b>	<b>28,335,328</b>	<b>28,930,298</b>	<b>28,776,171</b>	<b>28,488,444</b>	<b>28,220,977</b>
<b>LIABILITIES</b>													
Current Portion of Long Term Debt	308,113	308,113	308,113	308,113	308,113	308,113	308,113	308,113	243,564	243,564	243,564	243,564	243,564
Other Current Liabilities	270,285	273,820	204,172	235,876	234,673	193,226	282,829	354,143	235,090	262,145	331,953	257,371	134,139
<b>TOTAL CURRENT LIABILITIES</b>	<b>578,398</b>	<b>581,933</b>	<b>512,285</b>	<b>543,989</b>	<b>542,786</b>	<b>501,339</b>	<b>590,942</b>	<b>662,256</b>	<b>478,654</b>	<b>505,709</b>	<b>575,517</b>	<b>500,935</b>	<b>377,703</b>
Bonds Payable	297,902	297,902	297,902	297,902	297,902	291,497	281,497	291,497	47,933	47,933	47,933	47,933	47,933
<b>TOTAL LIABILITIES</b>	<b>876,300</b>	<b>879,835</b>	<b>810,187</b>	<b>841,891</b>	<b>840,688</b>	<b>792,836</b>	<b>882,439</b>	<b>953,753</b>	<b>526,587</b>	<b>553,642</b>	<b>623,449</b>	<b>548,868</b>	<b>425,636</b>
<b>NET POSITION</b>	<b>28,829,467</b>	<b>28,889,431</b>	<b>28,667,644</b>	<b>28,834,103</b>	<b>28,593,154</b>	<b>28,351,526</b>	<b>28,503,517</b>	<b>28,136,110</b>	<b>27,808,742</b>	<b>28,376,656</b>	<b>28,152,722</b>	<b>27,939,576</b>	<b>27,796,341</b>
Contributions from Developers	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493	4,770,493
Net Pension Liability	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735	349,735
Deferred Inflow - Taxes	1,437,426	1,317,840	1,198,253	1,078,666	959,079	839,493	719,906	600,319	480,732	361,146	241,559	121,972	2,385
Retained Earnings - Reserved & Unappropriated	22,341,147	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814	22,271,814
<b>BONDS OUTSTANDING</b>	<b>28,893,801</b>	<b>28,709,882</b>	<b>28,590,295</b>	<b>28,470,708</b>	<b>28,351,121</b>	<b>28,231,535</b>	<b>28,111,948</b>	<b>27,992,361</b>	<b>27,872,774</b>	<b>27,753,188</b>	<b>27,633,601</b>	<b>27,514,014</b>	<b>27,394,427</b>
2048 Bond, 4.200-4.50% due Aug 2024	551,675	551,675	551,675	551,675	551,675	551,675	551,675	551,675	243,562	243,562	243,562	243,562	243,562
2009 McHanville LID Bonds, 6.35% due 2029	54,340	54,340	54,340	54,340	54,340	54,340	54,340	54,340	47,935	47,935	47,935	47,935	47,935
Bonds Current Portion	(308,113)	(308,113)	(308,113)	(308,113)	(308,113)	(308,113)	(308,113)	(308,113)	(243,564)	(243,564)	(243,564)	(243,564)	(243,564)
<b>TOTAL BOND DEBT</b>	<b>297,902</b>	<b>297,902</b>	<b>297,902</b>	<b>297,902</b>	<b>297,902</b>	<b>297,902</b>	<b>291,497</b>	<b>291,497</b>	<b>47,933</b>	<b>47,933</b>	<b>47,933</b>	<b>47,933</b>	<b>47,933</b>

BALANCE SHEET REPORT FOR SUN VALLEY WATER & SEWER DISTRICT  
Balance As of 11/30/2023

YTD Balance

GL Number	Description	11/30/2023
<b>Fund: 1 WATER AND SEWER</b>		
<b>*** Assets ***</b>		
<b>Account Classification: CASH OPERATING</b>		
<b>Account Type: Cash</b>		
1-0-1-01-00	CASH - OPERATING CHECKING	213,726.12
	Cash	213,726.12
	CASH OPERATING	213,726.12
<b>Account Classification: CASH RESTRICTED</b>		
<b>Account Type: Cash</b>		
1-0-1-02-00	CASH - 2018 BOND FUND (2007)	501.09
1-0-1-05-00	CASH - '04 KSTP CONSTRUCT. FUND	505.42
1-0-1-05-01	CASH - '08 MCHANVILLE LID	873.82
	Cash	1,880.33
	CASH RESTRICTED	1,880.33
<b>Account Classification: Taxes Receivable</b>		
<b>Account Type: Accounts Receivable</b>		
1-0-1-06-00	TAXES RECEIVABLE - CURRENT	7,330.97
1-0-1-07-00	TAXES RECEIVABLE - DELINQUENT	(2,975.96)
1-0-1-09-00	TAXES RECEIVABLE-CURRENT-BOND	1,755.38
1-0-1-10-00	TAXES REC DELIQUENT-BOND	(888.32)
	Accounts Receivable	5,222.07
	Taxes Receivable	5,222.07
<b>Account Classification: Accounts Receivable</b>		
<b>Account Type: Accounts Receivable</b>		
1-0-1-15-00	ACCOUNTS RECEIVABLE - OTHER	258.83
1-0-1-16-00	ACCOUNTS RECEIVABLE METERED LO	12,555.41
1-0-1-17-00	ACCOUNTS RECEIVABLE W/S TRADE	3,688.97
	Accounts Receivable	16,503.21
	Accounts Receivable	16,503.21
<b>Account Classification: Other Current Assets</b>		
<b>Account Type: Other Assets</b>		
1-0-1-41-00	INVENTORY OF SUPPLIES	63,756.55
1-0-1-55-00	PREPAID EXPENSES	19,339.38
	Other Assets	83,095.93
	Other Current Assets	83,095.93
<b>Account Classification: Investments</b>		
<b>Account Type: Cash</b>		
1-0-1-52-00	SEWER REPLACEMENT/REPAIR FUND	455,513.79
	Cash	455,513.79
<b>Account Type: Investments</b>		
1-0-1-48-00	INVESTMENTS-2018 BOND RPAY FND	55,030.41
1-0-1-50-00	INVESTMENTS - GENERAL FUND	7,042,987.31
1-0-1-51-00	INVESTMENTS - CAP RESERVE FUND	107,677.68
1-0-1-54-00	INVESTMENTS-'04 KSTP CONST FND	2,131.60
1-0-1-54-01	INVESTMENTS-'08 MCHANVILLE LID	346,364.97
	Investments	7,554,191.97
	Investments	8,009,705.76
<b>Account Classification: PROPERTY PLANT &amp; EQUIP</b>		
<b>Account Type: Fixed Assets</b>		
1-0-1-61-00	FIXED ASSETS - LAND	668,769.88
1-0-1-62-00	FIXED ASSETS - BUILDINGS	564,919.11
1-0-1-63-00	FIXED ASSETS-IMPR NOT BLDG WTR	17,153,643.28
1-0-1-64-00	FIXED ASSETS-IMPR NOT BLDG SEW	4,088,030.93
1-0-1-65-00	FIXED ASSETS - MACH/EQ - WATER	452,242.61
1-0-1-66-00	FIXED ASSETS - MACH/EQ - SEWER	554,358.40
1-0-1-67-00	FIXED ASSETS - OFFICE EQUIPMNT	116,165.19
1-0-1-68-00	FIXED ASSETS - W.I.P. - WATER	863,280.87
1-0-1-69-00	FIXED ASSETS - W.I.P. - SEWER	242,193.34
1-0-1-69-50	FIXED ASSETS - REUSE	4,613,070.63
	Fixed Assets	29,316,674.24
<b>Account Type: Other Assets</b>		



BALANCE SHEET REPORT FOR SUN VALLEY WATER & SEWER DISTRICT  
Balance As of 11/30/2023

YTD Balance

GL Number	Description	11/30/2023
<b>Fund: 1 WATER AND SEWER</b>		
<b>*** Assets ***</b>		
<b>Account Classification: PROPERTY PLANT &amp; EQUIP</b>		
<b>Account Type: Other Assets</b>		
1-0-1-72-00	DEPRECIATION - BUILDINGS	(503,878.76)
1-0-1-73-00	DEPR - IMPR NOT BLDG - WATER	(9,385,979.06)
1-0-1-74-00	DEPR - IMPR NOT BLDG - SEWER	(2,642,840.08)
1-0-1-75-00	DEPR - MACH/EQUIP - WATER	(423,444.93)
1-0-1-76-00	DEPR - MACH/EQUIP - SEWER	(307,211.60)
1-0-1-77-00	DEPR - OFFICE EQUIPMENT	(114,512.42)
1-0-1-78-00	DEPR - REUSE	(1,021,696.69)
	Other Assets	(14,399,563.54)
	PROPERTY PLANT & EQUIP	14,917,110.70
<b>Account Classification: DEFERRED CHARGE, NET AMOR., KSTP CONT</b>		
<b>Account Type: Other Assets</b>		
1-0-1-96-00	CONTRIBUTION - KSTP (ASSET)	13,234,213.71
1-0-1-97-00	ACCUMULATED AMORTIZATION KSTP	(8,462,683.03)
1-0-1-99-00	DOF OF RES.-PENSION OBLIGATION	184,202.00
	Other Assets	4,955,732.68
	DEFERRED CHARGE, NET AMOR., KSTP CONT	4,955,732.68
	<b>Total Assets</b>	28,202,976.80
<b>*** Liabilities ***</b>		
<b>Account Classification: OTHER CURRENT LIABILITIES</b>		
<b>Account Type: Accounts Payable</b>		
1-0-2-01-00	ACCOUNTS PAYABLE	48,477.59
	Accounts Payable	48,477.59
<b>Account Type: Liabilities-ST</b>		
1-0-2-12-00	ACCR INT PAYABLE ON BONDS	3,669.76
1-0-2-16-00	SALARIES PAYABLE	4,588.79
1-0-2-21-00	INS - PAYROLL DEDUCT PAYABLE	6,376.29
1-0-2-24-00	DEF COMP - PAYROLL TAXES PAY	71,026.32
	Liabilities-ST	85,661.16
	OTHER CURRENT LIABILITIES	134,138.75
<b>Account Classification: CURRENT PORTION LTD</b>		
<b>Account Type: Liabilities-ST</b>		
1-0-2-11-00	CURRENT PORTION LONG TERM DEBT	243,564.00
	Liabilities-ST	243,564.00
	CURRENT PORTION LTD	243,564.00
<b>Account Classification: 2009 MCHANVILLE LID BONDS, 6.35% DUE2029</b>		
<b>Account Type: Liabilities-ST</b>		
1-0-2-38-00	2009 MCHANVILLE LID PRINCIPAL	47,934.55
	Liabilities-ST	47,934.55
	2009 MCHANVILLE LID BONDS, 6.35% DUE2029	47,934.55
<b>Account Classification: BONDS CURRENT PORTION</b>		
<b>Account Type: Liabilities-ST</b>		
1-0-2-39-00	BONDS CURRENT PORTION	(243,564.00)
	Liabilities-ST	(243,564.00)
	BONDS CURRENT PORTION	(243,564.00)
<b>Account Classification: 2018 BOND, 4.200-4.50% DUE AUG 2024</b>		
<b>Account Type: Liabilities-ST</b>		
1-0-2-40-00	2018 BONDS	243,562.00
	Liabilities-ST	243,562.00
	2018 BOND, 4.200-4.50% DUE AUG 2024	243,562.00
<b>Account Classification: DEFERRED INFLOW - TAXES</b>		
<b>Account Type: Liabilities-ST</b>		
1-0-2-69-00	DEFERRED INFLOW - TAXES	2,385.29
	Liabilities-ST	2,385.29
	DEFERRED INFLOW - TAXES	2,385.29

BALANCE SHEET REPORT FOR SUN VALLEY WATER & SEWER DISTRICT  
Balance As of 11/30/2023

GL Number	Description	YTD Balance 11/30/2023
<b>Fund: 1 WATER AND SEWER</b>		
<b>*** Liabilities ***</b>		
	<b>Total Liabilities</b>	428,020.59
<b>*** Fund Equity ***</b>		
<b>Account Classification: CONTRIBUTIONS FROM DEVELOPERS</b>		
<b>Account Type: Unassigned</b>		
1-0-2-63-00	CONTRIBUTIONS FROM DEVELOPERS	4,770,492.56
	Unassigned	4,770,492.56
	CONTRIBUTIONS FROM DEVELOPERS	4,770,492.56
<b>Account Classification: NET PENSION LIABILITY</b>		
<b>Account Type: Unassigned</b>		
1-0-2-65-00	NET PENSION LIABILITY	(11,285.00)
1-0-2-68-00	DIF OF RES-EMPLOYER PENS ASSUM	361,020.00
	Unassigned	349,735.00
	NET PENSION LIABILITY	349,735.00
<b>Account Classification: RETAINED EARNINGS</b>		
<b>Account Type: Unassigned</b>		
1-0-2-72-00	RETAINED EARNINGS - UNRESERVED	20,946,995.32
	Unassigned	20,946,995.32
	RETAINED EARNINGS	20,946,995.32
<b>Account Classification: Unclassified</b>		
<b>Account Type: Unassigned</b>		
1-0-2-73-00	RETAINED EARNINGS - RESERVED	1,324,818.74
	Unassigned	1,324,818.74
	Unclassified	1,324,818.74
	<b>Total Fund Equity</b>	27,392,041.62
<b>Total Fund 1:</b>		
<b>TOTAL ASSETS</b>		28,202,976.80
<b>BEG. FUND BALANCE</b>		27,392,041.62
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		382,914.59
<b>= ENDING FUND BALANCE</b>		27,774,956.21
<b>+ LIABILITIES</b>		428,020.59
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		28,202,976.80

12/15/2023

SVWSD REVENUE AND EXPENDITURE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

Balance As Of 11/30/2023

GL Number	Description	Activity For Month 11/30/2022	Activity For 11/30/2023	YTD Balance 11/30/2023	22-23 Amended Budget	% Bdgt Used
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Fund: 1 WATER AND SEWER

Account Category: Revenues

1-0-3-01-00	GENERAL PROPERTY TAXES	89,611.39	92,438.83	1,113,358.93	1,109,266.00	100.37
1-0-3-02-00	BOND PROPERTY TAXES	27,301.99	27,147.92	327,038.60	325,775.00	100.39
1-0-3-19-00	PENALTY/INTEREST ON DEL TAXES	52.13	667.53	6,097.95	-	100.00
1-0-3-34-00	STATE SALES TAX	22,159.52	-	64,561.01	65,000.00	99.32
1-0-3-38-00	WATER MO. CHGS - SV SIDE	20,973.06	-	356,676.65	425,500.00	83.83
1-0-3-39-00	WATER MO. CHGS - ELKHORN SIDE	368.02	-	363,171.04	415,000.00	87.51
1-0-3-40-00	SEWER MO. CHGS - SV SIDE	-	-	372,202.06	414,000.00	89.90
1-0-3-41-00	SEWER MO CHGS - ELKHORN SIDE	-	-	417,485.04	471,500.00	88.54
1-0-3-42-00	SUMMER SPRINKLING - SV SIDE	25,972.31	-	198,435.30	402,000.00	49.36
1-0-3-43-00	SUMMER SPRINKLING - ELKHORN	45,489.68	46.20	359,863.90	720,000.00	49.98
1-0-3-45-00	WATER CONNECTION FEE	150.00	-	1,125.00	1,500.00	75.00
1-0-3-46-00	SEWER CONNECTION FEE	150.00	-	1,462.50	1,500.00	97.50
1-0-3-47-00	CAPITAL IMPRV H/U FEES-SEWER	6,200.00	-	60,450.00	62,000.00	97.50
1-0-3-49-00	CAPITAL IMPROV H/U FEES-H2O	3,800.00	-	28,500.00	38,000.00	75.00
1-0-3-69-00	OTHER REVENUES	12.00	6.50	12,035.88	13,000.00	92.58
1-0-3-71-00	INTEREST REV - GENERAL FUND	17,548.41	35,310.31	347,415.29	50,000.00	694.83
1-0-3-72-00	INTEREST REV - CAPITAL RESERV	221.96	487.15	4,647.77	900.00	516.42
1-0-3-73-00	INT REV - SEWER REPL/REPAIR	-	1,906.64	7,158.95	2,500.00	286.36
1-0-3-75-00	INTEREST REV- '04 KSTP CONSTR.	4.63	10.08	96.70	400.00	24.18
1-0-3-76-00	INTEREST REV- 2018 BOND FUND	97.39	241.16	6,850.66	4,500.00	152.24
1-0-3-78-00	INTEREST REV- '08 LID MCHAN.	714.21	1,567.79	14,946.19	1,500.00	996.41
1-0-3-90-00	REIMBURSED PROJECT COSTS	-	-	9,855.55	9,856.00	100.00
Total Dept 0		260,826.70	159,830.11	4,073,434.97	4,533,697.00	89.85
Revenues		260,826.70	159,830.11	4,073,434.97	4,533,697.00	89.85

Account Category: Expenditures

Department: 0

1-0-4-01-11	SALARIES - BOARD	-	-	8,250.00	12,000.00	68.75
1-0-4-01-12	SALARIES - ADMINISTRATION	20,078.20	21,866.70	282,863.90	325,500.00	86.90
1-0-4-01-13	SALARIES - OPERATING	18,832.53	23,866.19	305,088.55	395,000.00	77.24
1-0-4-01-21	FICA EXPENSE	2,967.49	3,433.06	44,551.02	58,600.00	76.03

12/15/2023

SVWSD REVENUE AND EXPENDITURE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

Balance As Of 11/30/2023

GL Number	Description	Activity For Month 11/30/2022	Activity For 11/30/2023	YTD Balance 11/30/2023	22-23 Amended Budget	% Bdgt Used
<b>Fund: 1 WATER AND SEWER</b>						
<b>Account Category: Revenues</b>						
1-0-4-01-22	HEALTH INSURANCE EXPENSE	5,680.40	7,115.94	86,839.57	125,000.00	69.47
1-0-4-01-23	RETIREMENT EXPENSE	4,563.25	5,035.47	66,395.61	81,000.00	81.97
1-0-4-01-24	WORKERS' COMPENSATION EXPENSE	-	-	16,295.00	25,000.00	65.18
1-0-4-01-26	HSA Expense	-	461.52	5,384.40	-	100.00
1-0-4-02-30	SECURITY EQUIPMENT	-	-	855.66	40,000.00	2.14
1-0-4-02-31	OFFICE SUPPLIES	701.60	244.15	8,272.10	25,000.00	33.09
1-0-4-02-32	OPERATING SUPPLIES	12.23	5,006.29	11,863.53	15,000.00	79.09
1-0-4-02-34	MINOR EQUIPMENT	-	86.45	1,615.59	5,000.00	32.31
1-0-4-02-35	FUEL AND OIL	917.94	519.27	12,419.57	30,000.00	41.40
1-0-4-02-38	JANITORIAL SUPPLIES	-	-	683.67	2,000.00	34.18
1-0-4-03-40	KSTP OPERATIONS	55,137.30	-	528,326.05	850,000.00	62.16
1-0-4-03-41	CONSULTING - PROF FEES	10,944.92	-	123,143.52	100,000.00	123.14
1-0-4-03-42	AUDITING - PROF FEES	-	-	20,360.00	25,000.00	81.44
1-0-4-03-43	ATTORNEY'S FEES	5,915.00	-	26,775.00	150,000.00	17.85
1-0-4-03-44	ADVERTISING & LEGAL PUBLISH	-	-	3,535.19	10,000.00	35.35
1-0-4-03-45	BOND FEES	-	-	300.00	-	100.00
1-0-4-03-46	INSURANCE	4,029.00	4,834.83	49,959.66	60,000.00	83.27
1-0-4-03-47	TRAVEL, MEETING, ENTERTAINMENT	310.06	609.53	3,800.00	5,000.00	76.00
<b>Fund: 1 WATER AND SEWER</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 0</b>						
1-0-4-03-48	DUES, SUBSCRIPTIONS	1,650.07	325.99	45,508.05	50,000.00	91.02
1-0-4-03-49	PERSONNEL TRAINING	249.40	-	2,368.57	60,000.00	3.95
1-0-4-03-50	STUDIES	-	-	99,544.36	150,000.00	66.36
1-0-4-03-51	TELEPHONE	771.74	836.61	10,013.05	12,000.00	83.44
1-0-4-03-52	SYSTEM UTILITIES, ELEC/GAS	12,083.87	13,036.48	256,739.90	325,000.00	79.00
1-0-4-03-54	RENT - EQUIPMENT OFFICE	349.93	349.93	4,199.16	4,200.00	99.98
1-0-4-03-57	UTILITIES - MTC BLDG	526.00	483.80	6,890.90	8,500.00	81.07
1-0-4-03-58	R/M OFFICE EQ	-	-	914.75	1,000.00	91.48
1-0-4-03-59	R/M GROUNDS	-	-	14,380.05	35,000.00	41.09
1-0-4-03-60	R/M - BUILDINGS	659.98	148.67	3,329.05	50,000.00	6.66

12/15/2023

SVWSD REVENUE AND EXPENDITURE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

Balance As Of 11/30/2023

GL Number	Description	Activity For Month 11/30/2022	Activity For 11/30/2023	YTD Balance 11/30/2023	22-23 Amended Budget	% Bdgt Used
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Fund: 1 WATER AND SEWER

Account Category: Revenues

1-0-4-03-61	R/M - AUTO	1,609.87	241.66	2,300.36	10,000.00	23.00
1-0-4-03-62	R/M - WA EQUIPMENT	-	26,215.38	26,486.80	2,500.00	1,059.47
1-0-4-03-63	R/M - WATER SYSTEM	47,176.99	6,066.82	581,774.27	550,000.00	105.78
1-0-4-03-64	R/M - SEWER SYSTEM	23,760.26	956.84	18,650.12	400,000.00	4.66
1-0-4-03-65	R/M - WATER METERS	-	-	3,879.63	5,000.00	77.59
1-0-4-03-67	WATER TEST FEES	623.00	635.00	3,105.00	15,000.00	20.70
1-0-4-03-68	ELECTIONS	-	-	-	5,000.00	0.00
1-0-4-03-69	OTHER EXPENSES	-	171.37	3,567.14	37,500.00	9.51
1-0-4-03-70	R/M - REUSE SYSTEM	86.08	-	1,972.05	15,000.00	13.15
1-0-4-03-71	R/M SCADA	340.00	-	38,163.30	35,000.00	109.04
1-0-4-03-80	LOSS ON DISPOSAL OF ASSET	207,553.63	-	-	-	0.00
1-0-4-04-70	DEPRECIATION EXPENSE	59,446.47	57,200.27	686,403.24	900,000.00	76.27
1-0-4-04-73	AMORTIZ OF CONTRIBUTION - KSTP	21,904.42	21,904.42	262,853.04	350,000.00	75.10
1-0-4-05-81	INTEREST EXPENSE FOR BONDS	2,268.80	575.00	6,900.00	17,654.00	39.08
1-0-4-05-84	INTEREST EXPENSE- LID	319.42	250.00	3,000.00	3,451.00	86.93
Total Dept 0		511,469.85	202,477.64	3,690,520.38	5,380,905.00	68.59
Expenditures		511,469.85	202,477.64	3,690,520.38	5,380,905.00	68.59

Fund 1 - WATER AND SEWER:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES:

	260,826.70	159,830.11	4,073,434.97	4,533,697.00
	511,469.85	202,477.64	3,690,520.38	5,380,905.00
	(250,643.15)	(42,647.53)	382,914.59	(847,208.00)

SUN VALLEY WATER & SEWER DISTRICT COMPARISON NOVEMBER 2023

	DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY	
	2022	2021	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
WELL PRODUCTION	64,501	50,126	59,096	52,832	52,006	44,683	57,869	46,319	53,445	41,988	72,823	72,643
ELKHORN GOLF Domestic	0	0	0	0	0	0	0	0	0	0	0	0
ELKHORN GOLF Reuse	0	0	0	0	0	0	0	0	0	941	2,147	7,804
DOLLAR Snow making	11,226	10,243	1,988	19,072	0	2,526	0	76	0	0	0	0
KSTP Plant Total	34,963	33,746	35,744	35,452	32,969	36,206	35,993	36,972	47,261	32,117	98,773	40,891
Ketchum Total	20,548	16,465	19,955	17,216	18,264	19,002	19,094	17,435	26,148	15,046	70,234	19,639
SVWSD Total	14,415	17,281	15,789	18,236	14,705	17,204	16,899	19,537	21,113	17,071	28,539	21,252
SVWSD %	41.23%	51.21%	44.17%	51.44%	44.60%	47.52%	46.95%	52.84%	44.67%	53.15%	51.97%	51.97%
KSTP Operating Expense	39,901	32,929	40,681	42,296	28,534	44,427	59,668	51,205	38,130	56,159	61,446	53,205
System Utility	14,203	11,330	15,527	13,122	14,702	11,764	14,491	11,792	13,917	12,279	13,089	12,971
Property Tax	59,263	42,944	629,434	559,645	26,509	18,798	16,031	16,392	5,836	8,317	11,772	7,602
2007 Bond (Refin 2018)	17,405	13,570	184,958	170,623	7,785	5,727	4,708	4,994	1,714	2,534	3,443	2,316

	JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
WELL PRODUCTION	138,853	129,947	196,356	182,452	180,466	181,003	121,164	119,699	56,895	50,541	46,189	54,224
ELKHORN GOLF Domestic	0	0	0	4,362	0	0	0	0	0	0	0	0
ELKHORN GOLF Reuse	5,119	13,070	21,778	17,834	15,025	16,642	13,586	10,018	2,329	5,060	0	0
DOLLAR Snow making	93	48	0	162	0	0	0	0	2,248	707	7,577	12,172
KSTP Plant Total	73,132	52,682	43,323	44,262	41,913	34,671	32,921	29,833	30,970	28,919	27,137	26,937
Ketchum Total	47,645	30,097	21,805	23,165	21,345	15,948	15,258	14,336	15,657	14,574	14,090	13,995
SVWSD Total	25,487	22,585	21,518	21,097	20,568	18,723	17,663	15,497	15,313	14,345	13,047	12,942
SVWSD %	42.87%	42.87%	49.67%	47.66%	49.07%	54.00%	53.65%	51.95%	49.44%	49.60%	48.08%	48.05%
KSTP Operating Expense	33,128	40,119	43,109	43,878	65,232	59,863	63,571	113,885	54,927	61,034	48,394	55,137
System Utility	35,319	20,466	35,319	33,657	44,020	38,882	36,204	35,137	21,848	19,740	13,036	12,084
Property Tax 1-06	51,120	38,598	289,457	287,803	9,865	17,073	4,416	5,889	1,760	1,168	0	0
2018 Bond 1-09	15,013	11,760	85,021	87,800	2,897	5,202	1,297	1,797	517	356	0	0

Red denotes Adjusted Percentages (manual entry, not calculated) due to meter read errors

INVOICE REGISTER FOR SUN VALLEY WATER & SEWER DISTRICT

EXP CHECK RUN DATES 11/21/2023 - 12/18/2023

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Inv Ref #	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
<b>Vendor 000165</b>	<b>- BURKS EXCAVATION CORP OF IDAHO</b>						
00006798	BURKS EXCAVATION CORP OF IDAHO	12/15/2023	12/18/2023	714,871.80	714,871.80	Open	Y
Total Vendor 000165	- BURKS EXCAVATION CORP OF IDAHO			714,871.80	714,871.80		
<b>Vendor 000321</b>	<b>- GALENA GROUND WATER DISTRICT</b>						
00006732	GALENA GROUND WATER DISTRICT	12/01/2023	12/18/2023	5,017.50	5,017.50	Open	Y
00006793	GALENA GROUND WATER DISTRICT	12/01/2023	12/18/2023	10,125.00	10,125.00	Open	Y
Total Vendor 000321	- GALENA GROUND WATER DISTRICT			15,142.50	15,142.50		
<b>Vendor 000347</b>	<b>- Hawkins &amp; Company</b>						
00006742	Hawkins & Company	11/29/2023	12/18/2023	26,215.38	26,215.38	Open	Y
Total Vendor 000347	- Hawkins & Company			26,215.38	26,215.38		
<b>Vendor 000515</b>	<b>- Ketchum, City of</b>						
00006788	Ketchum, City of	12/13/2023	12/18/2023	48,394.26	48,394.26	Open	Y
Total Vendor 000515	- Ketchum, City of			48,394.26	48,394.26		

# of Invoices: 5 # Due: 5  
 # of Credit Memos: 0 # Due: 0  
 Net of Invoices and Credit Memos:

Totals: 804,623.94  
 Totals: 0.00  
 804,623.94

--- TOTALS BY FUND ---  
 5 1 WATER AND SEWER 804,623.94

--- TOTALS BY DEPT/ACTIVITY ---  
 0 804,623.94

**APPLICATION FOR PAYMENT**

OWNER: \_\_\_\_\_ APPLICATION NUMBER: 3  
Project: \_\_\_\_\_

PERIOD ENDING: 12/30/2023  
CONTRACT WORK:  
PROJECT NUMBER:

**GENERAL CONTRACTOR:**  
Burks Excavation Corp. of Idaho  
200 industrial park way  
Bellevue ID 83313

PERCENT COMPLETE 82.88%

PREPARED BY:

**APPLICATION FOR PAYMENT - SUMMARY**

**CONTRACTOR'S CERTIFICATION**

1. ORIGINAL CONTRACT SUM 1,502,310.00  
 2. NET CHANGES TO CONTRACT (\$91,410.58)  
 3. TOTAL CONTRACT AMOUNT \$1,410,899.42  
 4. TOTAL COMPLETED & STORED TO DATE 1,391,652.42  
 5. RETAINAGE  
     a. 5% of Completed Work \$69,582.62  
 TOTAL COMPLETED LESS RETAINAGE 1,322,069.80  
 LESS PREVIOUS APPLICATION 607,198.00  
 CURRENT PAYMENT DUE 714,871.80  
 BALANCE TO FINISH INCLUDING RETAINAGE 19,247.00

The Contractor declares the to the best of his, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid for him for Work for which previous Certificated for Payment were issued and payments received from the Owner, and that current payment shown herein is due.

CONTRACTOR: Burks Excavation Corporation Of Idaho

**CERTIFICATION:**

The General Contractor hereby confirms that based on site observation & to the best of his/her knowledge, this payment application accurately reflect the progression of work and that this work meet contact requirements sufficient enough to justify payment in the amount certified below:

EXTRA WORK SUMMARY	ADDITIONS	DELETIONS
Changes From Pre Application:	(91,410.58)	
Changes From This Application:		
Total	(91,410.58)	0.00
Net Changes		

AMOUNT: \_\_\_\_\_

Provide explanation below or attached if amount does not match this application amount. Initial all figures & markups to agree with certified amount  
 General Contr. \_\_\_\_\_ Date: \_\_\_\_\_

The Amount Certified is payable to the contractor listed above.







**CITY OF KETCHUM**  
 P.O. Box 2315  
 Ketchum ID 83340  
 Phone: (208) 726-3841  
 Fax: (208) 727-5070

**INVOICE**

Date	Number	Page
12/13/2023	7498	1

**Bill To:** SUN VALLEY WATER & SEWER DISTRICT  
 PO BOX 2410  
 SUN VALLEY ID 83353

**Customer No.** 385  
**Project:**  
**Terms:** Open Terms  
**Invoice Due Date:** 12/14/2023

Quantity	Description	Unit Price	Net Amount
1	SUN VALLEY WA & SW DISTRICT CHARGE	48,394.26	48,394.26

Please remit payment via:  
<https://www.ketchumidaho.org/administration/page/online-payments>  
 OR  
 City of Ketchum  
 PO Box 2315  
 Ketchum, ID 83340

<b>Amount</b>	48,394.26
<b>Balance Due</b>	<u>48,394.26</u>



Galena Ground Water District

# Invoice

Post Office Box 2761  
Sun Valley, Idaho 83353

Date	Invoice #
12/1/2023	23736

<b>Bill To</b>
Sun Valley Water & Sewer Dist. (37-21465) PO Box 2410 Sun Valley, ID 83353

CFS ( Irrigation )	Prop Tax ID	WMMIS ID	Due Date	Terms
			12/1/2023	Due on receipt
Quantity	Description		Rate	Amount
111.5	Annual Assessment for calendar year 2024. This assessment is based on \$90.00 per .02 cfs for irrigation water. Per Idaho Statute (42) billing must be sent out by December 1st and is due December 31, 2023 - for use in calendar year: 2024.		90.00	10.035.00
	Should you have any questions, please contact us via galenagwd@gmail.com. Thank You!			
	Water Right Adjustments: municipal adjust (50%)		-5.017.50	-5.017.50

Happy Holidays and Thank You.

<b>Total</b>	\$5.017.50
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5.017.50
<b>Customer Total Balance</b>	\$5.017.50

E-mail
galenagwd@gmail.com

4.03.40

**received**  
11.30.23

Galena Ground Water District

# Invoice

Post Office Box 2761  
Sun Valley, Idaho 83353

Date	Invoice #
12/1/2023	23741

<b>Bill To</b>
Sun Valley Water & Sewer Dist. (37-7102) PO Box 2410 Sun Valley, ID 83353

CFS ( Irrigation )	Prop Tax ID	WMMIS ID	Due Date	Terms
			12/1/2023	Due on receipt

Quantity	Description	Rate	Amount
225	Annual Assessment for calendar year 2024. This assessment is based on \$90.00 per .02 cfs for irrigation water. Per Idaho Statute (42) billing must be sent out by December 1st and is due December 31, 2023 - for use in calendar year: 2024.  Should you have any questions, please contact us via galenagwd@gmail.com. Thank You!	90.00	20,250.00
	Water Right Adjustments - municipal	-10,125.00	-10,125.00

Happy Holidays and Thank You.

**Total** \$10,125.00

E-mail

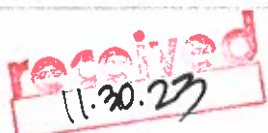
galenagwd@gmail.com

4,034.8

**Payments/Credits** \$0.00

**Balance Due** \$10,125.00

**Customer Total Balance** \$10,125.00



# INVOICE

**Hawkins & Company**  
4777 S Wallace Ln  
Salt Lake City, Utah 841176420  
United States

[jhawk182@msn.com](mailto:jhawk182@msn.com)

**BILL TO**

**Sun Valley Water and Sewer District**  
Anthony

208 622-7610  
[anthony@svwsd.com](mailto:anthony@svwsd.com)

**Invoice Number:** 119273

**Invoice Date:** November 29, 2023

**Payment Due:** December 29, 2023

**Amount Due (USD):** \$26,215.38

[Pay Securely Online](#)

Items	Quantity	Price	Amount
<b>CT-75 Complete</b> CT-75 Electrode and Acrylic, temp,level	1	\$26,215.38	\$26,215.38
<b>Subtotal:</b>			\$26,215.38
<b>Total:</b>			\$26,215.38
<b>Amount Due (USD):</b>			<b>\$26,215.38</b>

Pay Securely Online



[link.waveapps.com/6mrp52-8kueus](https://link.waveapps.com/6mrp52-8kueus)

**Notes / Terms**

Crating and Freight to 49 Larrys Lane included

4.03.62 water equip.

**received**  
11.30.23

CUSTOM PAYABLE INVOICE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

POST DATES 11/21/2023 - 12/18/2023

POSTED  
OPEN

Invoice Number	Description	Inv Amt
<b>Bank Account: GENCK CASH - OPERATING CHECKING</b>		
<b>Vendor Code: 000070 NOV 2023 SCADA SUPPORT; VFD FAN KIT</b>		
Banyan Technology Inc.		
21178	NOV 2023 SCADA SUPPORT; VFD	4,798.40
Total Banyan Technology Inc.:		4,798.40
Total Vendor Code 000070:		4,798.40
<b>Vendor Code: 000125 WC INTERTIE - PRINTS</b>		
Blue Printing		
16377	WC INTERTIE - PRINTS	119.70
Total Blue Printing:		119.70
Total Vendor Code 000125:		119.70
<b>Vendor Code: 000165 WC INTERTIE DRAW #3, SUBSTANTIAL COMPLETION, INCL MAJORITY OF RETENTION</b>		
BURKS EXCAVATION CORP OF IDAHO		
PE #3	WC INTERTIE DRAW #3, SUBSTAN	714,871.80
Total BURKS EXCAVATION CORP OF IDAHO:		714,871.80
Total Vendor Code 000165:		714,871.80
<b>Vendor Code: 000175 DEC 2023 SUBSCRIP</b>		
CASELLE INC.		
120123	DEC 2023 SUBSCRIP	250.00
Total CASELLE INC.:		250.00
Total Vendor Code 000175:		250.00
<b>Vendor Code: 000185 OPERATING SUPPLIES</b>		
Chateau Drug		
2781052	OPERATING SUPPLIES	25.71
Total Chateau Drug:		25.71
Total Vendor Code 000185:		25.71
<b>Vendor Code: 000190 NOV 2023 SERVICE</b>		
Clear Creek Disposal		
11101	NOV 2023 SERVICE	63.39
Total Clear Creek Disposal:		63.39
Total Vendor Code 000190:		63.39
<b>Vendor Code: 000205 MATERIALS</b>		
Color Haus		
112523	MATERIALS	86.37
Total Color Haus:		86.37
Total Vendor Code 000205:		86.37
<b>Vendor Code: 000270 NOV 2023 DIGLINE SUBSCRIPTION</b>		
Dig Line Inc		
0072907	NOV 2023 DIGLINE SUBSCRIPTIO	198.90
Total Dig Line Inc:		198.90
Total Vendor Code 000270:		198.90
<b>Vendor Code: 000297 WC INTERTIE FRWY BLUE PIPE</b>		
FERGUSON ENTERPRISES LLC #3007		
0874111	WC INTERTIE FRWY BLUE PIPE	251.60
0874080	WC INTERTIE SADDLES	1,225.22
0872683	8X24 ALL SS-REP Cmpl [2]	1,401.02
0873838	WC INTERTIE - SPACERS	145.02
0872682	6" ADJ PIPE SDL SUPP (STL IP	487.63
0872893	8"X12" CLMPS (2)	730.24
0872895	8" X 12" REPAIR CLAMPS (2)	730.24
0875828	3 FLANGE 90'S (8) - WC INTER	83.52
Total FERGUSON ENTERPRISES LLC #3007:		5,054.49
Total Vendor Code 000297:		5,054.49
<b>Vendor Code: 000321 2024 ANNUAL IRRIG #37-20900</b>		
GALENA GROUND WATER DISTRICT		
23734	2024 ANNUAL IRRIG #37-20900	450.00
23738	2024 ANN IRRIG #37-22445	585.00

CUSTOM PAYABLE INVOICE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

POST DATES 11/21/2023 - 12/18/2023

POSTED  
OPEN

Invoice Number	Description	Inv Amt
<b>Bank Account: GENCK CASH - OPERATING CHECKING</b>		
<b>Vendor Code: 000321 2024 ANN IRRIG #37-7147</b>		
GALENA GROUND WATER DISTRICT		
23742	2024 ANN IRRIG #37-7147	168.75
23737	2024 ANNUAL IRRIG #37-22444	348.75
23740	2024 ANNUAL IRRIG 37-2722	4,083.75
23736	2024 ANN IRRIG #37-21465	5,017.50
23739	2024 ANN IRRIG 37-22447	1,068.75
23743	2024 - ANNUAL IRRIGATION 37	663.75
23735	2024 ANNUAL IRRIG 37-21151	2,317.50
23741	GGWD - 2024 ASSESS MUNIC 50	10,125.00
Total GALENA GROUND WATER DISTRICT:		24,828.75
Total Vendor Code 000321:		24,828.75
<b>Vendor Code: 000347 CHLOR: CT75 ELECTRODE</b>		
Hawkins & Company		
119273	CHLOR: CT75 ELECTRODE	26,215.38
119268	WELL CHLOR - ONSITE REPAIR	4,161.00
Total Hawkins & Company:		30,376.38
Total Vendor Code 000347:		30,376.38
<b>Vendor Code: 000365 WC INTERTIE</b>		
Houston Lumber Co.		
2311668112	WC INTERTIE	75.68
2311.668873	FILLER MATERIAL	7.59
2311.669086	BLDG R+M	25.98
2311-671642	WV INTERTIE - CONCRETE	71.60
2311-672054	WC INTERTIE - CONCRETE	42.96
2312-677291	MATERIALS - WC INTERTIE	9.00
2312-677201	OEPRATING MATERIALS - MASTIK	34.96
2312-676929	OPER MATERIALS - FLOAT GAUGE	15.99
2312-679163	MATERIALS - FRWY ROAD	22.77
Total Houston Lumber Co.:		306.53
Total Vendor Code 000365:		306.53
<b>Vendor Code: 000409 2024: DRINKING WATER FEE ANN ASSESS</b>		
IDAHO DEQ		
CI5998	2024: DRINKING WATER FEE ANN	1,096.00
Total IDAHO DEQ:		1,096.00
Total Vendor Code 000409:		1,096.00
<b>Vendor Code: 000515 NOV 2023 - KSTP OPERATIONS [48.08], NO CAPEX</b>		
Ketchum, City of		
7498	NOV 2023 - KSTP OPERATIONS [	48,394.26
Total Ketchum, City of:		48,394.26
Total Vendor Code 000515:		48,394.26
<b>Vendor Code: 000575 NOV 2023 TESTING</b>		
Magic valley Labs, Inc		
29864	NOV 2023 TESTING	143.00
29143	REGULAR TESTING	492.00
Total Magic Valley Labs, Inc:		635.00
Total Vendor Code 000575:		635.00
<b>Vendor Code: 000710 DEC 2023 TELEPHONE</b>		
CENTURY LINK		
120123	DEC 2023 TELEPHONE	406.60
Total CENTURY LINK:		406.60
Total Vendor Code 000710:		406.60
<b>Vendor Code: 000915 GAS &amp; OIL EXPENSE THRU</b>		
Christensen Inc. dba United Oil		
1034593	GAS & OIL EXPENSE THRU	278.08
Total Christensen Inc. dba United Oil:		278.08
Total Vendor Code 000915:		278.08

CUSTOM PAYABLE INVOICE REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

POST DATES 11/21/2023 - 12/18/2023

POSTED  
OPEN

Invoice Number	Description	Inv Amt
<b>Bank Account: GENCK CASH - OPERATING CHECKING</b>		
<b>Vendor Code: 001022 COPIER LEASE: 11.28 - 12.27.23</b>		
WELLS FARGO FINANCIAL LEASING		
5027713470	COPIER LEASE: 11.28 - 12.27.	349.93
Total WELLS FARGO FINANCIAL LEASING:		349.93
Total Vendor Code 001022:		349.93
<b>Vendor Code: 001035 WF CC 11/14-12/13/23</b>		
Wells Fargo Payment Remittance Ctr		
121323.CC	WF CC 11/14-12/13/23	6,520.62
Total Wells Fargo Payment Remittance Ctr:		6,520.62
Total Vendor Code 001035:		6,520.62
<b>Vendor Code: 001037 WC GENERATOR</b>		
Western States Equipment		
IN002606544	WC GENERATOR	396.92
IN002606519	DOLLER - DIESEL GENERATOR	1,027.52
Total Western States Equipment:		1,424.44
Total Vendor Code 001037:		1,424.44
<b>Vendor Code: 001126 WC INTERTIE ENGINEER &amp; ONSITE; SOME MISC WELL 11 GEN PREP</b>		
JACOBS ENGINEERING GROUP INC		
D3535901-027	WC INTERTIE ENGINEER & ONSIT	1,321.71
D3535904.014	WC INTERTIE ENG & ONSITE	3,459.25
Total JACOBS ENGINEERING GROUP INC:		4,780.96
Total Vendor Code 001126:		4,780.96
<b>Vendor Code: 001143 WELL 10 NEW THERMOSTAT</b>		
ROBERTS ELECTRIC, INC.		
010180	WELL 10 NEW THERMOSTAT	168.81
010179	DLLR BOOSTER NEW THERM	115.10
Total ROBERTS ELECTRIC, INC.:		283.91
Total Vendor Code 001143:		283.91
<b>Vendor Code: 001151 BACKPAY RESV POWER - TOPO</b>		
GALENA-BENCHMARK ENGINEERING		
09252023	BACKPAY RESV POWER - TOPO	802.50
1123-068	BACKPAY RSVR POWER - STAKING	1,083.00
1123-069	WC INTERTIE - MARK, STAKE, C	4,057.50
1223-067	BCKPY RSVR PWR: SURVEY, DRAF	1,310.00
1223-068	WC INTERTIE FIELD SRVY, EASE	1,465.00
Total GALENA-BENCHMARK ENGINEERING:		8,718.00
Total Vendor Code 001151:		8,718.00
<b>Vendor Code: 001152 FALL CLEAN UP - VARIOUS AREAS</b>		
L&J SPROUTING, LLC LEONARDO ESCALERA		
1864	FALL CLEAN UP - VARIOUS AREA	3,455.00
Total L&J SPROUTING, LLC LEONARDO ESCALERA:		3,455.00
Total Vendor Code 001152:		3,455.00
<b>Vendor Code: 001159 FIRELINE WATERMAIN BREAK @ SVCO INN</b>		
WORK-LINE GROUND MAINTENANCE		
2292	FIRELINE WATERMAIN BREAK @ S	4,100.00
Total WORK-LINE GROUND MAINTENANCE:		4,100.00
Total Vendor Code 001159:		4,100.00
<b>Vendor Code: 001160 WC INTERTIE VAULT - ADAPT</b>		
EC CONCRETE TWIN FALLS		
01927	WC INTERTIE VAULT - ADAPT	625.00
Total EC CONCRETE TWIN FALLS:		625.00
Total Vendor Code 001160:		625.00
Total Bank Account GENCK:		862,048.22
Report Total:		862,048.22



CHECK DISBURSEMENT REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

CHECK DATE 11/21/2023 - 12/18/2023

Check Date	Bank Account	Check #	Payee	Description	Account	De pt	Amount
<b>Fund: 1 WATER AND SEWER</b>							
11/22/2023	GENCK	17759	Mission Square	Remittance	2-24-00	0	340.00
11/22/2023	GENCK	17760	Standard Insurance Co	Remittance	2-21-00	0	98.20
12/07/2023	GENCK	17761	Mission Square	Remittance	2-24-00	0	340.00
12/05/2023	GENCK	17762	Benson, Chris	TRAVEL, MEETING, ENTERTAINMENT	4-03-47	0	114.41
12/05/2023	GENCK	17763	NEUNER, ANDY	HEALTH INSURANCE EXPENSE	4-01-22	0	50.11
				OPERATING SUPPLIES	4-02-32	0	172.77
			Check GENCK 17763 Total for Fund 1 WATER AND SEWER				222.88
12/05/2023	GENCK	17764	COLLINS, MARYBETH	FIXED ASSETS - W.I.P. - WATER	1-68-00	0	22.00
11/22/2023	GENCK	20000089(E)	PacificSource Health Plans	Remittance	2-21-00	0	6,485.00
11/22/2023	GENCK	20000090(E)	Ameritas Life Insurance Corp.	Remittance	2-21-00	0	111.72
11/22/2023	GENCK	20000091(E)	well's Fargo HSA	Remittance	2-21-10	0	308.07
				Remittance	2-21-10	0	120.00
				Remittance	2-21-10	0	115.38
				Remittance	2-21-10	0	115.38
			Check GENCK 20000091(E) Total for Fund 1 WATER AND SEWER				658.83
11/22/2023	GENCK	20000092(E)	Public Employee Retirement Sys	Remittance	2-25-00	0	190.00
				Remittance	2-23-00	0	1,502.27
				Remittance	2-23-00	0	2,503.03
				Remittance	2-25-00	0	328.60
			Check GENCK 20000092(E) Total for Fund 1 WATER AND SEWER				4,523.90
11/22/2023	GENCK	20000093(E)	Idaho State Tax Commission	Remittance	2-17-00	0	899.00
				Remittance	2-17-00	0	842.00
			Check GENCK 20000093(E) Total for Fund 1 WATER AND SEWER				1,741.00
11/22/2023	GENCK	20000094(E)	EFTPS-941	Remittance	2-18-00	0	2,407.59
				Remittance	2-19-00	0	1,361.55
				Remittance	2-19-00	0	1,361.55
				Remittance	2-19-00	0	318.44
				Remittance	2-19-00	0	318.44
			Check GENCK 20000094(E) Total for Fund 1 WATER AND SEWER				5,767.57
11/21/2023	GENCK	20000095(E)	well's Fargo Payment	TRAVEL, MEETING, ENTERTAINMENT	4-03-47	0	460.96
				MINOR EQUIPMENT	4-02-34	0	24.99
				OFFICE SUPPLIES	4-02-31	0	244.15
				DUES, SUBSCRIPTIONS	4-03-48	0	75.99
				R/M - AUTO	4-03-61	0	205.05
				R/M - WATER SYSTEM	4-03-63	0	29.98
				OPERATING SUPPLIES - ARC GIS	4-02-32	0	4,894.21
			Check GENCK 20000095(E) Total for Fund 1 WATER AND SEWER				5,935.33
11/28/2023	GENCK	20000096(E)	COX BUSINESS SERVICES	TELEPHONE	4-03-51	0	119.00
12/07/2023	GENCK	20000097(E)	DELTA DENTAL OF IDAHO	Remittance	2-21-00	0	452.07
12/07/2023	GENCK	20000098(E)	well's Fargo HSA	Remittance	2-21-10	0	308.07
				Remittance	2-21-10	0	120.00
				Remittance	2-21-10	0	115.38

CHECK DISBURSEMENT REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

CHECK DATE 11/21/2023 - 12/18/2023

Check Date	Bank Account	Check #	Payee	Description	Account	De pt	Amount
<b>Fund: 1 WATER AND SEWER</b>							
				Remittance	2-21-10	0	115.38
	Check GENCK 20000098(E)	Total for Fund 1 WATER AND SEWER					658.83
12/07/2023	GENCK	20000099(E)	Public Employee Retirement Sys	Remittance	2-25-00	0	190.00
				Remittance	2-23-00	0	1,586.26
				Remittance	2-23-00	0	2,642.96
				Remittance	2-25-00	0	308.60
	Check GENCK 20000099(E)	Total for Fund 1 WATER AND SEWER					4,727.82
12/07/2023	GENCK	20000100(E)	EFTPS-941	Remittance	2-18-00	0	2,699.18
				Remittance	2-19-00	0	1,482.11
				Remittance	2-19-00	0	1,482.11
				Remittance	2-19-00	0	346.61
	Check GENCK 20000100(E)	Total for Fund 1 WATER AND SEWER					6,356.62
12/14/2023	GENCK	20000101(E)	Idaho Power	SYSTEM UTILITIES-WHITE CLOUD BOOSTER PUM	4-03-52	0	1,140.79
				SYSTEM UTILITIES-BACKPAY RESERVOIR RTU	4-03-52	0	10.13
				SYSTEM UTILITIES-LOT 13 IRRIGATION	4-03-52	0	5.54
				SYSTEM UTILITIES-SAGEWILLOW BOOSTER PUMP	4-03-52	0	132.25
				SYSTEM UTILITIES-WELL #12	4-03-52	0	1,496.81
				SYSTEM UTILITIES-SAGECREEK RESERVOIR RTU	4-03-52	0	9.87
				SYSTEM UTILITIES-SKYLINE RESERVOIR RTU	4-03-52	0	9.72
				SYSTEM UTILITIES-ELKHORN SEWER METER	4-03-52	0	11.91
				SYSTEM UTILITIES-REUSE PUMP STATION	4-03-52	0	409.08
				SYSTEM UTILITIES-WELL #10	4-03-52	0	404.55
				SYSTEM UTILITIES-WELL # 11	4-03-52	0	2,380.17
				SYSTEM UTILITIES-WELL #7	4-03-52	0	1,105.65
				SYSTEM UTILITIES-WELL #8	4-03-52	0	175.94
				SYSTEM UTILITIES-MCHANNVILLE LIFT STATIO	4-03-52	0	121.70
				SYSTEM UTILITIES-ST. LUKES LIFT	4-03-52	0	80.54
				SYSTEM UTILITIES-LANE RANCH LIFT STATION	4-03-52	0	119.06
				SYSTEM UTILITIES-WELL 13	4-03-52	0	727.53
				SYSTEM UTILITIES-DOLLAR RESERVOIR RTU	4-03-52	0	9.47
				SYSTEM UTILITIES-WHITE CLOUD RESERVOIR	4-03-52	0	7.93
				SYSTEM UTILITIES-SKYLINE BOOSTER PUMP	4-03-52	0	43.84
				SYSTEM UTILITIES-DOLLAR BOOSTER PUMP	4-03-52	0	1,407.96
				SYSTEM UTILITIES-HEADQUARTERS	4-03-57	0	264.56
				SYSTEM UTILITIES-SUN VALLEY SEWER METER	4-03-52	0	26.03
				SYSTEM UTILITIES-SAGE CREEK BOOSTER PUMP	4-03-52	0	418.62
				SYSTEM UTILITIES-WELL #5	4-03-52	0	1,082.33
				SYSTEM UTILITIES-WELL #3	4-03-52	0	146.70
				SYSTEM UTILITIES-WELL #1 480/277	4-03-52	0	704.58
				SYSTEM UTILITIES-WELL #1	4-03-52	0	11.03
				SYSTEM UTILITIES-WELL #2	4-03-52	0	564.79
				SYSTEM UTILITIES-WELL #4A	4-03-52	0	53.93
				SYSTEM UTILITIES-BACKPAY BOOSTER PUMP	4-03-52	0	18.45
				SYSTEM UTILITIES-SUN VALLEY RESERVOIR RTU	4-03-52	0	7.80
	Check GENCK 20000101(E)	Total for Fund 1 WATER AND SEWER					13,109.26
12/14/2023	GENCK	20000102(E)	Intermountain Gas Co	SYSTEM UTILITIES-WELL 13	4-03-52	0	16.32
				SYSTEM UTILITIES-SAGEWILLOW BOOSTER	4-03-52	0	20.18
				SYSTEM UTILITIES-49 LARRYS LN	4-03-57	0	155.85

CHECK DISBURSEMENT REPORT FOR SUN VALLEY WATER & SEWER DISTRICT

CHECK DATE 11/21/2023 - 12/18/2023

Check Date	Bank Account	Check #	Payee	Description	Account	De pt	Amount
<b>Fund: 1 WATER AND SEWER</b>							
				SYSTEM UTILITIES-WHITE CLOUD BOOSTER	4-03-52	0	18.83
				SYSTEM UTILITIES-WELL 10	4-03-52	0	16.32
				SYSTEM UTILITIES-WELL 12	4-03-52	0	20.86
				SYSTEM UTILITIES-MCHANVILLE LIFT STATION	4-03-52	0	15.65
				SYSTEM UTILITIES-LANE RANCH LIFT STATION	4-03-52	0	17.48
				SYSTEM UTILITIES-REUSE PUMP STATION	4-03-52	0	66.14
							<u>347.63</u>
12/14/2023	GENCK	20000103(E)	verizon wireless	TELEPHONE	4-03-51	0	71.61
12/14/2023	GENCK	20000104(E)	AT&T MOBILITY	R/M SCADA	4-03-71	0	1,420.32
				R/M SCADA	4-03-71	0	1,420.32
				R/M SCADA	4-03-71	0	1,420.32
							<u>4,260.96</u>
							<u>56,464.64</u>
							<u>56,464.64</u>
Total For Fund: 1							
Report Total:							

Sun Valley Water & Sewer  
2022-2023 Fiscal Year

CAPITAL: WATER Projects	Current Fiscal Year - - ->												YTD Total	Project Total to date		
	11.30.22	12.31.22	01.31.23	02.28.23	03.31.23	04.30.23	05.31.23	06.30.23	07.31.23	08.31.23	09.30.23	10.31.23			11.30.23	
Forest Service Building - Waterline Meter: 2023	-	11,700.00	-	-	-	-	13,979.10	595.00	-	-	-	-	-	-	14,574.10	14,574.10
Back Up Generator: Well 11	6,387.49	-	-	-	-	-	-	3,876.47	-	-	-	-	-	-	15,576.47	15,576.47
White Cloud - Intertie	13,210.46	-	2,736.40	10,225.22	5,893.88	6,707.30	4,094.63	2,250.41	10,592.39	8,760.06	2,829.20	307,440.64	290,106.26	-	651,636.39	664,846.85
Back Pay Reservoir - Improvements	145,800.00	-	-	-	-	-	-	-	2,393.94	-	6,395.36	9,420.50	3,195.50	-	21,405.30	167,205.30
Well 14: Location at SC	-	-	-	-	-	-	-	880.96	-	-	-	-	-	-	880.96	880.96
<b>Total</b>	<b>165,397.95</b>	<b>177,097.95</b>	<b>179,834.35</b>	<b>190,059.57</b>	<b>195,953.45</b>	<b>202,660.75</b>	<b>220,734.48</b>	<b>228,337.32</b>	<b>241,323.65</b>	<b>250,083.71</b>	<b>259,308.27</b>	<b>576,169.41</b>	<b>869,471.17</b>	<b>1,573,544.39</b>	<b>2,443,015.56</b>	

CAPITAL: KSTP	Current Fiscal Year - - ->												YTD Total	Project Total		
	11.30.22	12.31.22	01.31.23	02.28.23	03.31.23	04.30.23	05.31.23	06.30.23	07.31.23	08.31.23	09.30.23	10.31.23			11.30.23	
Efficiency Projects (annual) Bower (Task #4)	-	-	-	-	-	1,213.47	-	-	-	-	-	-	-	-	1,213.47	1,213.47
Solids Handling (Task #15)	-	-	-	21,899.95	7,996.97	-	8,944.81	-	-	-	-	-	-	-	38,841.73	38,841.73
Aeration Bldg (Task #1) Paving	-	-	-	-	-	-	10,451.71	3,170.71	-	6,316.55	18,566.37	5,746.68	-	-	44,252.02	44,252.02
Equipment (Bobcat)	21,751.87	-	-	-	-	-	-	5,711.65	-	9,721.83	87,759.69	21,665.13	-	-	124,858.30	124,858.30
<b>Total</b>	<b>31,687.30</b>	<b>3,109.28</b>	<b>3,109.28</b>	<b>21,899.95</b>	<b>7,996.97</b>	<b>1,213.47</b>	<b>19,396.52</b>	<b>8,882.36</b>	<b>16,038.38</b>	<b>27,411.81</b>	<b>106,326.06</b>	<b>27,411.81</b>	<b>212,274.80</b>	<b>212,274.80</b>	<b>265,713.97</b>	<b>265,713.97</b>

Cummulative Total for Water, Sewer	Current Fiscal Year - - ->												YTD Total	Project Total		
	11.30.22	12.31.22	01.31.23	02.28.23	03.31.23	04.30.23	05.31.23	06.30.23	07.31.23	08.31.23	09.30.23	10.31.23			11.30.23	
<b>Total</b>	<b>218,837.12</b>	<b>233,646.40</b>	<b>236,382.80</b>	<b>268,507.97</b>	<b>282,398.82</b>	<b>290,319.59</b>	<b>327,789.84</b>	<b>344,275.04</b>	<b>357,261.37</b>	<b>382,059.81</b>	<b>497,610.43</b>	<b>841,883.38</b>	<b>1,135,185.14</b>	<b>2,051,533.16</b>	<b>2,443,015.56</b>	

Note:  
SYWSD - no 'collections' capex items as of 11.30.23



**AC HOUSTON**  
LUMBER COMPANY  
"Lumbermen Since 1884"

A.C. Houston Lumber  
PO Box 2236  
320 N. Lewis Drive  
Ketchum ID 83340  
208-726-5616  
Fax: 208-726-5673

**CUSTOMER COPY**



**INVOICE**

2311-671642 PAGE 1 OF 1

SOLD TO
SUN VALLEY WATER & SEWER DIST P.O. BOX 2410 SUN VALLEY ID 83353

JOB ADDRESS
SHOP & MISC DISTRICT P.O. BOX 2410 SUN VALLEY ID 83353 208-622-7610

ACCOUNT	JOB
11000547	1
SOLD ON	11/30/2023 8:32:06 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	A16
CASHIER	511
SALESPERSON	
ORDER ENTRY	

Thank you we appreciate your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
10	EACH	705005	80# CONCRETE DRY MIX 2/3 CB FT		Y	7.1600	EACH	71.60
			<i>WC Intertec</i>					
			<i>1-68-00</i>					
			<i>W</i>					

Payment Method(s) Buyer: CHANCE LARKIN

Charge to Acct 71.60

Ketchum 8.00% EXE: 4	SubTotal	71.60
	Sales Tax	0.00
	Deposit	
<b>Please Pay This Amount</b>		<b>71.60</b>

Terms: A Finance Charge of 1.5% per month (18% annual) will be applied to past due balances.

Signature CHANCE LARKIN

**BLUEPRINTING** inc.  
P.O. Box 6295 Ketchum, Idaho 83340  
208.726.5493

**Invoice**

Date	Invoice #
11/25/2023	16377

Bill To
Sun Valley Water & Sewer

P.O. No.	Terms	Project

Date	Item	Description	Rate	Quantity	Amount
10/31/2023	11x17 Color Single Sided	Trail Creek Water Line - 2 sets	0.49	30	14.70
10/31/2023	Color Scan	Trail Creek Water Line	7.00	15	105.00
		1-6B-00 ✓			

Total	\$119.70
Credits Applied	\$0.00

WC INTERTE

**received**  
11.22.23



Boise Office  
 999 W. Main Street, Suite 1200  
 Boise, ID 83702  
 Tel (208) 345-5310

**REMIT TO:**  
 Jacobs Engineering Group Inc  
 c/o Bank of America  
 800 Market Street  
 Lockbox 18713  
 P.O. Box 5018713, St. Louis, MO 63150-8713

ACH or Wire Transfer:  
 ABA Routing Number: 111000012  
 Bank Account Number: 3750916030

Sun Valley Water & Sewer District  
**Attention: Pat McMahon, General Manager**  
 P.O. Box 2410  
 Sun Valley ID 83353

Date: 12/11/2023  
 Project No.: D3535901  
 Client No.: 865  
 Invoice No.: D3535901-027

**INVOICE**

For services from October 28, 2023 through November 24, 2023, for Sun Valley Water & Sewer District Engineering Services.

**LABOR**

Employee Name	Hours	Bill Rate	Amount
Glassey, Corey Lewis	6.75	\$102.90	\$694.58
Tolman, Alyce Danielle	2.50	\$167.61	\$419.03
<b>Total Labor</b>	<b>9.25</b>		<b>\$1,113.61</b>

**EXPENSES**

Travel-Snacks	\$5.70
Travel-Mileage Qty	\$202.40
<b>Total Expenses</b>	<b>\$208.10</b>
<b>Total Amount Due</b>	<b>\$1,321.71</b>

<b>Current Amount</b>	<b>\$1,321.71</b>
<b>Previously Invoiced</b>	<b>\$132,529.22</b>
<b>Total Invoiced</b>	<b>\$133,850.93</b>

W

1. LABOUR  
 will ensure given paper



Boise Office  
 999 W. Main Street, Suite 1200  
 Boise, ID 83702  
 Tel (208) 345-5310

**REMIT TO:**  
 Jacobs Engineering Group Inc  
 c/o Bank of America  
 800 Market Street  
 Lockbox 18713  
 P.O. Box 5018713, St. Louis, MO 63150-8713

ACH or Wire Transfer:  
 ABA Routing Number: 111000012  
 Bank Account Number: 3750916030

Sun Valley Water & Sewer District  
**Attention: Pat McMahon, General Manager**  
 P.O. Box 2410  
 Sun Valley ID 83353

Date: 12/11/2023  
 Project No.: D3535904  
 Client No.: 865  
 Invoice No.: D3535904-014

**INVOICE**

For services from October 28, 2023 through November 24, 2023, for Sun Valley Water & Sewer District Engineering Services.

White Clouds Intertie

**LABOR**

Employee Name	Hours	Bill Rate	Amount
Glassey, Corey Lewis	10.00	\$102.89	\$1,028.90
Tolman, Alyce Danielle	14.50	\$167.61	\$2,430.35
<b>Total Labor</b>	<b>24.50</b>		<b>\$3,459.25</b>
<b>Total Amount Due</b>			<b>\$3,459.25</b>

Current Amount	\$3,459.25
Previously Invoiced	\$66,223.10
<b>Total Invoiced</b>	<b>\$69,682.35</b>

*W*

*1.6800 uc intertie*



**GALENA-BENCHMARK ENGINEERING**

100 Bell Drive, PO Box 733  
 Ketchum, ID 83340  
 208.726.9512  
 roy@galena-benchmark.com  
 www.galena-benchmark.com

**Invoice**



**BILL TO**  
 Sun Valley Water & Sewer District  
 P.O. Box 2410  
 Project #:23112  
 Sun Valley, ID 83353

<b>INVOICE #</b>	<b>DATE</b>	<b>TOTAL DUE</b>	<b>ENCLOSED</b>
1023-135	09/25/2023	\$802.50	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
08/28/2023	<b>DWS Labor</b>	Draft map	180.00
08/29/2023	<b>DWS Labor</b>	Draft map	120.00
09/25/2023	<b>HDB Labor</b>	Drafting	343.75
09/26/2023	<b>HDB Labor</b>	Drafting. Compile for PLS review	93.75
09/26/2023	<b>RAM Labor</b>	Admin Support	65.00
Sun Valley Water & Sewer District/GLM:23112 - Topo & Floodplain		<b>BALANCE DUE</b>	<b>\$802.50</b>

*[Handwritten signature]*  
 1.6800  
 [Handwritten signature]

Invoices are due upon receipt. A finance charge may be imposed on the previous month's balance which is not paid within 30 days of the invoice date. The finance charge is a period rate of 1.5% per month, 18% annual percentage rate with interest compounded monthly.

**GALENA-BENCHMARK ENGINEERING**  
 100 Bell Drive, PO Box 733  
 Ketchum, ID 83340  
 208.726.9512  
 roy@galena-benchmark.com  
 www.galena-benchmark.com

# Invoice



**BILL TO**  
 Sun Valley Water & Sewer District  
 P.O. Box 2410  
 Project #:23111  
 Sun Valley, ID 83353

<b>INVOICE #</b>	<b>DATE</b>	<b>TOTAL DUE</b>	<b>ENCLOSED</b>
1123-068	10/25/2023	\$1,083.00	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
10/09/2023	<b>HDB Labor</b>	Compile data & maps for field survey crew (setting property corners & tying proposed easement paint)	31.25
10/10/2023	<b>48" Lath, Painted</b>	48" painted lath	4.00
10/10/2023	<b>1/2x24 Rebar Stakes</b>	Rebar Stakes	5.00
10/10/2023	<b>GPS</b>	GPS INSTRUMENT	240.00
10/10/2023	<b>TNR Labor</b>	set final mons. and topo paint for power easement.	494.00
10/18/2023	<b>HDB Labor</b>	ROS drafting. Draft easement linework (proposed Idaho Power easement) from field survey data	193.75
10/18/2023	<b>CAT Labor</b>	Help Henry develop smooth easement line.	40.00
10/25/2023	<b>RAM Labor</b>	Admin Support	75.00
		<b>BALANCE DUE</b>	<b>\$1,083.00</b>

Sun Valley Water & Sewer District  
 Project :23111 -  
 \* Back Pay Way, Lot 1A, Sun Valley

*N*

*1,6800 Capex*

Invoices are due upon receipt. A finance charge may be imposed on the previous month's balance which is not paid within 30 days of the invoice date. The finance charge is a period rate of 1.5% per month, 18% annual percentage rate with interest compounded monthly.

**GALENA-BENCHMARK ENGINEERING**  
 100 Bell Drive, PO Box 733  
 Ketchum, ID 83340  
 208.726.9512  
 roy@galena-benchmark.com  
 www.galena-benchmark.com

# Invoice



**BILL TO**  
 Sun Valley Water & Sewer District  
 P.O. Box 2410  
 Project #:23310  
 Sun Valley, ID 83353

<b>INVOICE #</b>	<b>DATE</b>	<b>TOTAL DUE</b>	<b>ENCLOSED</b>
1123-069	10/25/2023	\$4,057.50	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
10/18/2023	<b>HDB Labor</b>	Project setup. Communications w/ excavator, schedule and coordinate field survey crew. Compile DWG for stakeout calcs	155.00
10/18/2023	<b>CAT Labor</b>	Develop Calc sheet for water main stakeout.	640.00
10/18/2023	<b>NJL Labor</b>	project setup	57.50
10/19/2023	<b>CAT Labor</b>	Develop Calc sheet for water main stakeout.	160.00
10/20/2023	<b>24" Lath, Painted</b>	24" painted lath	105.00
10/20/2023	<b>48" Lath, Painted</b>	48" painted lath	140.00
10/20/2023	<b>6" Hubs</b>	6" hubs	70.00
10/20/2023	<b>Field Supplies</b>	Roll of flags	10.00
10/20/2023	<b>GPS</b>	GPS INSTRUMENT	420.00
10/20/2023	<b>Field Supplies</b>	Spray paint	20.00
10/20/2023	<b>HDB Labor</b>	Stake waterline w/ offsets beginning to end. Compile survey control data & maps and send to contractor	1,085.00
10/20/2023	<b>DWS Labor</b>	Download/compile field data, Stake water line and offsets.	1,120.00
10/20/2023	<b>DWS Labor</b>	Download/compile field data, Stake water line and offsets.	0.00
10/25/2023	<b>RAM Labor</b>	Admin Support	75.00

Sun Valley Water & Sewer District  
 Project :23310 - White Cloud Intertie

**BALANCE DUE**

**\$4,057.50**

*W*

*1.6800 CapEx*

Invoices are due upon receipt. A finance charge may be imposed on the previous month's balance which is not paid within 30 days of the invoice date. The finance charge is a period rate of 1.5% per month, 18% annual percentage rate with interest compounded monthly.

**GALENA-BENCHMARK ENGINEERING**  
 100 Bell Drive, PO Box 733  
 Ketchum, ID 83340  
 208.726.9512  
 roy@galena-benchmark.com  
 www.galena-benchmark.com

# Invoice



**BILL TO**  
 Sun Valley Water & Sewer District  
 P.O. Box 2410  
 Project #:23111  
 Sun Valley, ID 83353

<b>INVOICE #</b>	<b>DATE</b>	<b>TOTAL DUE</b>	<b>ENCLOSED</b>
1223-067	11/25/2023	\$1,310.00	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
11/08/2023	<b>HDB Labor</b>	Compose legal description for power easement (pg 1 of 2). Draft exhibit to accompany legal description (pg 2 of 2)	465.00
11/09/2023	<b>HDB Labor</b>	Drafting edits to legal description and exhibit for power easement	116.25
11/14/2023	<b>ROB Labor</b>	Survey and legal description QA/QC check, stamp and send	190.00
11/20/2023	<b>HDB Labor</b>	Draft edits to Legal Description and Easement (Per Brian Manning @ Idaho Power)	271.25
11/21/2023	<b>ROB Labor</b>	Survey and legal description review, stamp and send description	190.00
11/21/2023	<b>HDB Labor</b>	Drafting edits & compile for PLS review/stamp. Send final copy of revised Legal and Exhibit to Idaho Power	77.50
		<b>BALANCE DUE</b>	<b>\$1,310.00</b>

Job 23111  
 Sun Valley Water & Sewer District  
 Project :23111 -  
 Back Pay Way, Lot 1A, Sun Valley

*[Handwritten signature]*  
 1-6800 Capital

Invoices are due upon receipt. A finance charge may be imposed on the previous month's balance which is not paid within 30 days of the invoice date. The finance charge is a period rate of 1.5% per month, 18% annual percentage rate with interest compounded monthly.

**GALENA-BENCHMARK ENGINEERING**

100 Bell Drive, PO Box 733  
Ketchum, ID 83340  
208.726.9512  
roy@galena-benchmark.com  
www.galena-benchmark.com

**Invoice**



**BILL TO**  
Sun Valley Water & Sewer District  
P.O. Box 2410  
Project #:23310  
Sun Valley, ID 83353

INVOICE #	DATE	TOTAL DUE	ENCLOSED
1223-068	11/25/2023	\$1,465.00	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
10/23/2023	<b>DWS Labor</b>	Add stationing to lath	70.00
11/01/2023	<b>HDB Labor</b>	Survey spray paint for new water alignment near hemingway memorial. For easement legal description outside of ROW	193.75
11/02/2023	<b>HDB Labor</b>	Field survey ROW monuments for easement near Hemingway memorial. Compile data and linework drafting/review for legal description.	736.25
11/02/2023	<b>SWS Labor</b>	calcs and prepare preliminary easement for waterline out Trail Creek Road	200.00
11/14/2023	<b>ROB Labor</b>	Survey and legal description QA/QC check, stamp and send	190.00
11/25/2023	<b>RAM Labor</b>	Admin Support	75.00
Sun Valley Water & Sewer District		<b>BALANCE DUE</b>	<b>\$1,465.00</b>
Project :23310 - White Cloud Intertie			

*(Handwritten signature and amount)*  
✓  
1,465.00

Invoices are due upon receipt. A finance charge may be imposed on the previous month's balance which is not paid within 30 days of the invoice date. The finance charge is a period rate of 1.5% per month, 18% annual percentage rate with interest compounded monthly.



# Invoice

Invoice No: 01927  
 Invoice Date: 6 Dec 2023  
 PO No.:  
 Ordered By: Chris Benson

EC Concrete Twin Falls  
 588 Buckingham Dr  
 Twin Falls, ID 83301

Job Name:  
 Site Address: 723 fairway rd  
 sun valley, ID 83353

(208) 821-4592 Phone

Terms:

Bill To: Sun Valley Water and Sewer

Qty	Dt of Srv WO No.	Item Ref. Number	Description
1.00	12/06/2023 002445	C/D Core Drill	Diameter: 5" Depth: 6" Material: Concrete Wall

Invoice Total: 625.00



1.6800 WC Vault adjustment

Payroll ID: 00014  
 Pay Period End Date: 11/19/2023 Check Post Date: 11/22/2023 Bank ID: GENCK  
 \* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Department: Adm

Employee: COLLINS, MARY ELIZABETH Employee Code: 48 Check Number: DD997 Check Date: 11/22/2023  
 Gross Pay This Period 3,286.00 Deduction Refund 0.00 Net Pay This Period 1,928.18 Gross Pay YTD 75,012.75 Dir. Dep. Expense This Period 1,327.14

Employee: McMahon, Patrick J. Employee Code: 7 Check Number: DD999 Check Date: 11/22/2023  
 Gross Pay This Period 4,712.00 Deduction Refund 0.00 Net Pay This Period 3,058.65 Gross Pay YTD 120,857.70 Dir. Dep. Expense This Period 926.84

Employee: Parker, Jeanene Employee Code: 46 Check Number: DD1001 Check Date: 11/22/2023  
 Gross Pay This Period 2,764.00 Deduction Refund 0.00 Net Pay This Period 1,774.56 Gross Pay YTD 66,776.00 Dir. Dep. Expense This Period 1,231.20

Totals for Department: Adm



Gross Pay This Period 10,762.00 Deduction Refund 0.00 Net Pay This Period 6,761.39 Gross Pay YTD 262,646.45 Dir. Dep. Expense This Period 3,485.18

Department: Ope

Employee: Anderson, Anthony F. Employee Code: 3 Check Number: DD995 Check Date: 11/22/2023  
 Gross Pay This Period 3,086.00 Deduction Refund 0.00 Net Pay This Period 2,277.61 Gross Pay YTD 84,774.68 Dir. Dep. Expense This Period 1,959.93

Employee: Benson, Christopher N. Employee Code: 4 Check Number: DD996 Check Date: 11/22/2023  
 Gross Pay This Period 3,480.99 Deduction Refund 0.00 Net Pay This Period 2,182.96 Gross Pay YTD 83,452.33 Dir. Dep. Expense This Period 2,633.25

Employee: Larkin, Chance M. Employee Code: 9 Check Number: DD998 Check Date: 11/22/2023  
 Gross Pay This Period 2,450.00 Deduction Refund 0.00 Net Pay This Period 1,712.21 Gross Pay YTD 51,790.00 Dir. Dep. Expense This Period 1,166.24

Employee: Neuner, Andrew J. Employee Code: 5 Check Number: DD1000 Check Date: 11/22/2023  
 Gross Pay This Period 2,609.60 Deduction Refund 0.00 Net Pay This Period 1,735.90 Gross Pay YTD 67,466.87 Dir. Dep. Expense This Period 1,864.10

Pay Period End Date: 11/19/2023    Check Post Date: 11/22/2023    Bank ID: GENCK  
Payroll ID: 00014  
\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Department: Ope  
Employee: Neuner, Andrew J.    Employee Code: 5    Check Number: DD1000    Check Date: 11/22/2023

Totals for Department: Ope

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
11,626.59	0.00	3,717.91	7,908.68	287,483.88	7,908.68	7,623.52



Pay Period End Date: 11/19/2023    Check Post Date: 11/22/2023    Bank ID: GENCK  
Payroll ID: 00014  
\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
22,388.59	0.00	7,718.52	14,670.07	550,130.33	14,670.07	11,108.70

Payroll ID: 00013  
 Pay Period End Date: 11/05/2023 Check Post Date: 11/09/2023 Bank ID: GENCK  
 \* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Department: Adm

Employee: COLLINS, MARY ELIZABETH Employee Code: 48 Check Number: DD990 Check Date: 11/09/2023  
 Gross Pay This Period 2,976.00 Deduction Refund 0.00 Net Pay This Period 1,191.43 Gross Pay YTD 71,726.75 Dir. Dep. Expense This Period 1,784.57 619.90

Employee: McMahon, Patrick J. Employee Code: 7 Check Number: DD992 Check Date: 11/09/2023  
 Gross Pay This Period 5,404.70 Deduction Refund 0.00 Net Pay This Period 1,912.58 Gross Pay YTD 116,145.70 Dir. Dep. Expense This Period 3,492.12 980.34

Employee: Parker, Jeanene Employee Code: 46 Check Number: DD994 Check Date: 11/09/2023  
 Gross Pay This Period 2,804.00 Deduction Refund 0.00 Net Pay This Period 989.45 Gross Pay YTD 64,012.00 Dir. Dep. Expense This Period 1,814.55 587.68

Totals for Department: Adm

Gross Pay This Period 11,184.70 Deduction Refund 0.00 Net Pay This Period 7,091.24 Gross Pay YTD 251,884.45 Dir. Dep. Expense This Period 7,091.24 2,187.92

Department: Ope

Employee: Anderson, Anthony F. Employee Code: 3 Check Number: DD988 Check Date: 11/09/2023  
 Gross Pay This Period 3,666.40 Deduction Refund 0.00 Net Pay This Period 975.49 Gross Pay YTD 81,688.68 Dir. Dep. Expense This Period 2,690.91 801.47

Employee: Benson, Christopher N. Employee Code: 4 Check Number: DD989 Check Date: 11/09/2023  
 Gross Pay This Period 3,193.60 Deduction Refund 0.00 Net Pay This Period 1,197.36 Gross Pay YTD 79,971.34 Dir. Dep. Expense This Period 1,996.24 756.05

Employee: Larkin, Chance M. Employee Code: 9 Check Number: DD991 Check Date: 11/09/2023  
 Gross Pay This Period 2,690.00 Deduction Refund 0.00 Net Pay This Period 818.56 Gross Pay YTD 49,340.00 Dir. Dep. Expense This Period 1,871.44 576.77

Employee: Neuner, Andrew J. Employee Code: 5 Check Number: DD993 Check Date: 11/09/2023  
 Gross Pay This Period 2,849.60 Deduction Refund 0.00 Net Pay This Period 954.45 Gross Pay YTD 64,857.27 Dir. Dep. Expense This Period 1,895.15 646.13

Pay Period End Date: 11/05/2023    Check Post Date: 11/09/2023    Bank ID: GENCK  
Payroll ID: 00013  
\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Department: Ope -----

Employee: Neuner, Andrew J.    Employee Code: 5    Check Number: DD993    Check Date: 11/09/2023

Totals for Department: Ope -----

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
12,399.60	0.00	3,945.86	8,453.74	275,857.29	8,453.74	2,780.42

Pay Period End Date: 11/05/2023    Check Post Date: 11/09/2023    Bank ID: GENCK  
Payroll ID: 00013  
\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Gross Pay This Period	23,584.30	Deduction Refund	0.00	Ded. This Period	8,039.32	Net Pay This Period	15,544.98	Gross Pay YTD	527,741.74	Dir. Dep.	15,544.98	Expense This Period	4,968.34
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# Basic Banking

## Account Details

Print ▼

Account

CC XXXX-XXXX-XXXX-5313 USD

## Balances

Credit Line	9,000.00 USD
Outstanding Balance	6,520.62 USD
Last Statement Amount	6,520.62 USD On 12/13/2023
Beginning Available Credit	2,479.00 USD
Available Credit	2,479.00 USD
Payment Amount	130.00 USD due on Sun Jan 7 00:00:00 PT 2024

## Account Activity



Filters Applied

All Transactions; Custom Date Range; 11/01/2023 - 12/14/2023

1 to 35  
of 35



Date	Description	Amount USD
12/12/2023	IDAHO LUMBER & HARDWAR HAILEY ID	93.00
12/11/2023	IDAHO LUMBER & HARDWAR HAILEY ID	93.00
12/11/2023	SHELL OIL10013599013 KETCHUM ID	66.32
12/08/2023	GRUMPYS KETCHUM ID	175.00
12/05/2023	EXXON SALMON RIVER QUI SALMON ID	25.55
12/04/2023	SHELL OIL10013599013 KETCHUM ID	23.02
12/04/2023	BUSINESS AS USUAL KETCHUM ID	926.50
12/01/2023	MAMA INEZ BELLEVUE ID	70.44
12/01/2023	GOOGLE *GSUITE_SVWSD.O 650-253-0000 CA	60.00
12/01/2023	SHELL OIL10013599013 KETCHUM ID	68.77
11/30/2023	WISEGUY PIZZA PIE - KE KETCHUM ID	104.58
11/30/2023	ATKINSONS MARKET INC KETCHUM ID	15.82
11/30/2023	ZOOM.US 888-799-9666 SAN JOSE CA	15.99
11/29/2023	IDAHO.GOV BOISE ID	30.00
11/29/2023	IDAHO.GOV BOISE ID	30.00

Download ▼

↓

11/28/2023	IDAHO.GOV BOISE ID	30.00
11/28/2023	IDAHO.GOV BOISE ID	30.00
11/28/2023	IDAHO.GOV BOISE ID	30.00
11/27/2023	USPS.COM STAMP FLMNT S 800-7826724 MO	3,975.30
11/23/2023	SHELL OIL10007546012 HAILEY ID	71.11
11/22/2023	CHEVRON 0073204 HAILEY ID	62.30
11/21/2023	GRUMPYS KETCHUM ID	162.25
11/20/2023	IDAHO.GOV BOISE ID	30.00
11/20/2023	IDAHO.GOV BOISE ID	30.00
11/20/2023	SUN VALLEY FOOD & BEV SUN VALLEY ID	24.36
11/20/2023	CEUPLAN SPRING HILL FL	117.40
11/20/2023	CEUPLAN SPRING HILL FL	124.40
11/20/2023	ONLINE PAYMENT	(5,935.33)
11/17/2023	CHEVRON 0374417 BOISE ID	35.51
11/10/2023	MAMA INEZ BELLEVUE ID	35.73
11/08/2023	ALLTERRA CENTRAL, INC. 512-2824099 TX	4,894.21
11/03/2023	MAMA INEZ BELLEVUE ID	74.80
11/01/2023	GOOGLE GSUITE_svwsd.org 650-2530000 CA	60.00
11/01/2023	BUSINESS AS USUAL KETCHUM ID	244.15
11/01/2023	ONLINE PAYMENT	(4,031.48)



Pending transactions may not be included in Available Balance.

If transactions for the entire date range selected do not appear, please further expand date range to see all transactions.

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**CLOSING DATE 12/13/2023**

DATE	AMT	ACCT	SVWSD WELLS FARGO VISA STATEMENT
12-Dec	93.00	Operations supplies	Idaho Lumber
11-Dec	93.00	Operation supplies	Idaho Lumber
11-Dec	66.32	Fuel	Shell
8-Dec	175.00	Travel, Meals, Entertainment	Grumpys
5-Dec	25.55	Fuel	Exxon
4-Dec	23.02	Fuel	Shell
4-Dec	926.50	Office Supplies - Billing paper	Business As Usual
1-Dec	70.44	Travel, Meals, Entertainment	Mama Inez
1-Dec	60.00	Dues & Subscriptions	Google G Suite
1-Dec	68.77	Fuel	Shell
30-Nov	104.58	Travel, Meals, Entertainment	WiseGuy
30-Nov	15.82	Travel, Meals, Entertainment	Atkinsons
30-Nov	15.99	Dues & Subscriptions	Zoom
29-Nov	30.00	Personnel Training -	Idaho.gov
29-Nov	30.00	Personnel Training - PM	Idaho.gov
29-Nov	30.00	Personnel Training - PM	Idaho.gov
29-Nov	30.00	Personnel Training - an-dw	Idaho.gov
29-Nov	30.00	Personnel Training - an - ww	Idaho.gov
27-Nov	3,975.30	Office Supplies - Billing Envelopes	USPS.com
23-Nov	71.11	Fuel	Shell
22-Nov	62.30	Fuel	Chevron
21-Nov	162.25	TM&E	Grumpy's
20-Nov	30.00	Personnel Training - aa ww	Idaho.gov
20-Nov	30.00	Personnel Training - aa dw	Idaho.gov
20-Nov	24.36	TM&E	SV Food & Bev
20-Nov	117.40	Personnel Training - AA-IDD WD2-12310	CEU Plan
20-Nov	124.40	Personnel Training - AA - IDWWC2-13770	CEU Plan
17-Nov	35.51	Fuel	Chevron - Pat - Boise
<b>TOTAL</b>	<b>6,520.62</b>		
	6,520.62		
	-		
4.03.48	75.99	Dues	
4.02.35	175.58	Fuel adj	
4.02.31	4,901.80	Supplies - office	
4.02.32	186.00	Supplies - operating	
4.03.49	628.80	Training - adj	
4.02.31	552.45	Meals	
	6,520.62		

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**WORK-LINE GROUND MAINTENANCE**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**PO BOX 4307**

**6** City, state, and ZIP code  
**HAILEY , ID 83333**

**7** List account number(s) here (optional)

Requester's name and address (optional)  
**SUN VALLEY WATER SEWER DISRICT  
SUN VALLEY IDAHO**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

8	8	-	1	9	0	5	3	0	2
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶    Date ▶ 11-15-2023

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sun Valley Insurance P.O. Box 5808  Ketchum ID 83340	<b>CONTACT NAME:</b> Dave Klermer	<b>PHONE (A/C. No. Ext):</b> (208) 725-0977	<b>FAX (A/C. No.):</b> (208) 725-0978
	<b>E-MAIL ADDRESS:</b> dave@svins.net		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURED  Work-Line Ground Maintenance PO Box 4307  Hailey ID 83333	INSURER A : Travelers		25674
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			004T937792	05/03/2023	05/03/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Sun Valley Water Sewer District  Sun Valley ID 83353	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  
---	---

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. EC Concrete Cutting, LLC	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S</u> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions. PO Box 2052	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code Idaho Falls, ID 83403	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>OR</b>									
<b>Employer identification number</b>									
4	6		5	4	9	9	4	6	0

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

1/16/2023

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Archibald Ins Center 2058 Jennie Lee Drive  Idaho Falls ID 83404	<b>CONTACT NAME:</b> Amanda Williams <b>PHONE (A/C No. Ext):</b> (208) 522-2582 <b>E-MAIL ADDRESS:</b> amanda@insurealta.com	<b>FAX (A/C No):</b> (208) 538-0033
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Ec Concrete Cutting LLC 4345 E Sundance Cir  Ammon ID 83406	<b>INSURER A:</b> Acuity	<b>NAIC #</b> 14184
	<b>INSURER B:</b> Idaho State Insurance Fund	<b>NAIC #</b> 36129
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 23/24 GL, EX, WC

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			234025	11/24/2023	11/24/2024	EACH OCCURRENCE	\$ 1,000,000	
								DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 3,000,000	
							PRODUCTS - COMP/OP AGG	\$ 3,000,000	
							NEWSD	\$	
							COMBINED SINGLE LIMIT (Ea accident)	\$	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			234025	11/24/2023	11/24/2024	EACH OCCURRENCE	\$ 5,000,000	
								AGGREGATE	\$ 5,000,000
								\$	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	645753	6/12/2023	6/12/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER		
								E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

office@eccutting.com

Sun Valley Water & Sewer District  
 PO Box 2410  
 Sun Valley, ID 83353

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

A Williams/AMWILL

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## City of Ketchum

December 18, 2023

General Manager and Board of Directors  
Sun Valley Water and Sewer District  
Sun Valley, Idaho

General Manager and Members of the Board:

### **Recommendation to Approve Task Order #3 with HDR Engineering, Inc. for Aeration Upgrades – Construction Services at the Ketchum/Sun Valley Water Sewer District Wastewater Treatment Plant**

#### Recommendation and Summary

Staff is recommending the Board approve Task Order #3, Aeration Upgrades: Services During Construction at the City of Ketchum and Sun Valley Water & Sewer District (SVWSD) Wastewater Treatment Plant and adopt the following motion:

*"I move to approve Task Order No. 3 to the Master Services Agreement with HDR Engineering, Inc. for services during construction of the activated sludge aeration system upgrades at the Ketchum/SVWSD Wastewater Treatment Plant with a not to exceed amount of \$343,900.00."*

The reasons for the recommendation are as follows:

- HDR Engineering has been the design engineering firm for the wastewater treatment plant and has a Multiple Project Agreement for Professional Services with the District.
- Issued for review plans and specifications have been completed and submitted to IDEQ for approval.
- HDR Engineering will provide bidding and construction engineering functions to the District through this task order.

#### Analysis

The Ketchum/Sun Valley Water Sewer District (SVWSD) Wastewater Treatment Facility is in the process of upgrading the current facility as part of the near-term improvements identified in a 2022 Facilities Planning Study. HDR Engineering will be providing these services under a Master Services Agreement. This task order would authorize HDR Engineering to provide construction administration, construction engineering, system commissioning, and project closeout functions as a technical services supplement to the Master Services Agreement.

Sustainability

The recommended action will enhance energy efficiency and sustainability at the treatment plant in the following ways:

- Modern, energy efficient equipment will be specified to reduce energy consumption.
- Natural and biological removal processes will be designed into the treatment process further reducing the energy necessary for proper treatment.

Financial Impact

The FY24 budget includes funds for Wastewater Capital Improvement Projects. This is a capital improvement expense which will be shared equally with the City of Ketchum.

Sincerely,

A handwritten signature in black ink, appearing to read "Mick Mummert", with a stylized star-like flourish at the end.

Mick Mummert  
Wastewater Division Supervisor

Attachments:

HDR Task Order #3 Scope of Services



## EXHIBIT A

### TASK ORDER NO. 3

#### **SERVICES DURING CONSTRUCTION (SDC) FOR AERATION UPGRADES PROJECT FOR CITY OF KETCHUM AND SUN VALLEY WATER & SEWER DISTRICT**

This Task Order pertains to the Master Services Agreement by and between City of Ketchum, ID / Sun Valley Water & Sewer District, Sun Valley, ID (“OWNERS”), and HDR Engineering, Inc. (“ENGINEER”), dated May 1, 2023, (“AGREEMENT”). Engineer shall perform services on the project described below as provided herein and in the MSA. This Task Order shall not be binding until it has been properly signed by all parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

## Scope of Services

### **Task 1 - Construction Administration**

Assist OWNER in administering the construction of the Aeration Upgrades project.

#### **Subtask 1.1 Project Management**

##### **Objective**

Provide scope, schedule, and cost control services of ENGINEER’s contract during the construction phase of the project.

##### **Approach**

- Communicate scope, schedule, and budget status with OWNER and the project team through project management plan, telephone calls, and e-mail communications.
- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Prepare and submit monthly progress reports and invoices to OWNER. The monthly progress report will include work performed within invoiced period, tracking of ENGINEER contract changes and the cumulative effect of changes on ENGINEER contract budget.
- Provide review of approach and resources being applied to the services in this task order by ENGINEER’s wastewater construction technical director or designee.
- ENGINEER will develop a Safety and Health Plan for ENGINEER staff.

##### **Assumptions**

- This task is for the management of ENGINEER’s contract.
- This Scope of Services assumes a single construction contract between the OWNER and General Contractor (GC) will be executed for the project.
- OWNER and Contractor are completely responsible for safety on this project, including the safety of OWNER personnel and the public.



- ENGINEER shall not be responsible for the health and safety of OWNER or Contractor, their employees, subcontractors, or agents on site or in any way arising from the work on this project.
- ENGINEER will manage ENGINEER staff and sub-consultants.
- Costs for this contract will be tracked at the task level.
- Budget may be transferred between tasks and from sub-consultant to ENGINEER without an amendment to the Agreement, unless such transfers also require a change in total fee.
- Invoice and progress report format will follow ENGINEER standard format.
- OWNER agrees to include a provision in the construction contract that requires Contractor to list ENGINEER and each Sub-Consultant as an additional insured on Contractor's commercial general liability insurance.
- One progress report and invoice will be submitted to OWNER each month.
- Direct expenses for travel, subsistence, and printing will be billed to OWNER for all tasks and subtasks with a 10 percent markup.

#### **Deliverables**

- Monthly progress reports and invoices transmitted to OWNER via e-mail in .pdf format.

### **Subtask 1.2 Document Management System**

#### **Objective**

Maintain an electronic Document Management System (DMS) for managing project electronic files.

#### **Approach**

- Maintain electronic files in the DMS, including but not limited to shop drawing transmittals, requests for information, change proposal requests, change orders, field reports of project activities, digital photographs, audio recordings of meetings and conferences, material testing logs, work deficiency checklists, contractor payment certifications and correspondence between ENGINEER, Contractor, utility companies/agencies, other parties, and OWNER.
- Provide logs for shop drawing transmittals, requests for information, field orders, change proposal requests, change orders, and work deficiency lists to OWNER and Contractor on a monthly basis.
- Coordinate logs once per month with Contractor and resolve discrepancies.

#### **Assumptions**

- ENGINEER will use ENGINEER's purchased software, Proforma Construction Administration, for shop drawing submittals and RFI's. DMS for other construction related information will be filed on HDR's ProjectWise.
- OWNER and Contractor will have access to Proforma project information but not access to HDR's ProjectWise.
- ENGINEER will not maintain a hard copy of documentation in addition to the DMS.



#### **Deliverables**

- Tracking logs for shop drawing transmittals and requests for information will be available for OWNER and contractor to access on Proforma. Other documents such as field orders, change proposal requests, change orders, and work deficiency checklists will be transmitted to OWNER and Contractor via e-mail in .pdf format.

## **Task 2 - Construction Engineering**

### **Subtask 2.1 Bidding Period Services**

Perform engineering services related to finishing the VFD equipment procurement bidding/award and the General Contractor (GC) installation contract bidding. The GC bidding period is expected to occur in January and February 2024.

### **Subtask 2.2 Pre-construction Conference**

#### **Objective**

Conduct a pre-construction conference with potential bidders to establish basic project protocols and procedures. This applies to the general contract for installation of Owner Furnished Equipment (OFE) and other construction work associated with the Aeration Upgrades project.

#### **Approach**

- Identify with OWNER and Contractor the parties to be included in the conference.
- Notify parties as to the time and place of the meeting. Include in the notification a preliminary agenda for comment and identification of specific items they may want addressed during the conference.
- Distribute final agenda and provide hard copies for participants.
- Conduct the pre-construction conference, including site walk-thru, with OWNER, construction contractor and their sub-contractors and suppliers, agency officials, and ENGINEER construction administration team.
- Distribute meeting notes to persons in attendance, parties notified of conference but not in attendance, and the DMS.

#### **Assumptions**

- Pre-construction conference will occur at the wastewater treatment plant on February 1, 2024 (tentative scheduled date) will involve up to two (2) ENGINEER team members and electrical subconsultant and will last up to two (2) hours, plus travel time for on-site ENGINEER team members.
- Up to ten (10) hard copies of conference agenda will be furnished by ENGINEER.
- Direct expenses for travel and travel related expenses will be billed to OWNER.

#### **Deliverables**

- Draft conference agenda will be transmitted to OWNER via e-mail in .pdf format.
- Final conference agenda in hard copy will be delivered at conference.
- Meeting notes transmitted to OWNER and Contractors via e-mail in .pdf format.





## **Subtask 2.3 OWNER Coordination Conference Calls**

### **Objective**

Conduct conference call meetings with OWNER twice monthly to discuss project progress and OWNER concerns.

### **Approach**

- Utilize draft agendas for the construction progress meetings as the agenda for OWNER coordination meetings.
- Conduct coordination meetings twice monthly with OWNER to review progress, issues, and concerns prior to construction progress meetings.
- Additional participants in the meeting may include utility agencies and companies, and/or permitting agencies depending upon what is being discussed.
- Meeting notes will be incorporated into the final agenda for the construction progress meetings (see Subtask 2.4 Construction Progress Meetings).

### **Assumptions**

- Coordination conference calls will occur twice monthly. Attendance of up to two (2) ENGINEER team members, the on-site construction observation person and electrical team member (only as needed). The calls will last between 30 minutes and one (1) hour each. Meetings will begin in April 2024 and end in May 2025.
- Meeting notes will be transmitted electronically to the Owner.
- Up to twenty-eight (28) coordination meetings are included in this sub-task.

### **Deliverables**

- Meeting agenda transmitted to OWNER via e-mail in .pdf format.
- Meeting notes incorporated into final agenda for construction progress meetings (electronic) and sent to OWNER via e-mail in pdf format.

## **Subtask 2.4 Construction Progress Meetings**

### **Objective**

Conduct monthly meetings. Meeting will be web-based meeting with OWNER, ENGINEER, and CONTRACTOR to discuss project progress. ENGINEER will attend the meeting on-site every other month to observe construction first-hand. Construction progress meeting schedule assumes contract award in April 2023 and active construction beginning in May 2024, with construction through May 2025. Progress meeting will coincide with the active construction period.

### **Approach**

- Prepare an agenda for the construction progress meetings incorporating OWNER topics (see Subtask 2.3 OWNER Coordination Conference Calls) and known issues. Other agenda items will include, but will not be limited to, project progress and schedule updates, review of shop drawing submittal and requests for information responses, review of known project issues, scheduled OWNER training sessions, start-up and commissioning activities.



- Additional participants in the meeting may include utility agencies and companies, and/or permitting agencies depending upon what is being discussed.
- Distribute meeting notes as .pdf by e-mail to persons in attendance and others on OWNER's and CONTRACTOR's distribution list, and the DMS.

#### **Assumptions**

- ENGINEER will prepare an agenda for the first construction progress meeting. Notes from the first meeting will be used as the agenda for subsequent meetings updated with current issues or concerns.
- Agendas will include current logs of outstanding shop drawing submittals and requests for information responses.
- Hard copies of meeting agendas, including logs, will be furnished by ENGINEER for each meeting.
- Construction progress meetings will occur at the wastewater treatment plant and via conference call for those team members not in physical attendance, will involve up to two (2) ENGINEER construction administration team members as appropriate, and will last up to two (2) hours each. Meetings will begin in May 2024 and end in May 2025 with site-visits beginning in May 2024 (7 on-trips). The on-site meetings with travel are expected to require a full 8-hour billable trip per ENGINEER. On-site time will vary from 4 - 6 hours.
- Up to thirteen (13) construction progress meetings are included in this sub-task.
- Direct expenses for travel and related travel expenses will be billed to OWNER.
- Expenses for subconsultants (electrical) will be billed to OWNER with a 10 percent markup. This applies to all tasks requiring subconsultant role.

#### **Deliverables**

- Meeting agendas transmitted to OWNER and Contractor via e-mail in .pdf format prior to progress meetings and hard copies delivered at meetings.
- Meeting notes posted to Project Tracker site in .pdf format for OWNER and Contractor review.

### **Subtask 2.5 Contractors' Payment Administration**

#### **Objective**

Coordinate timely and equitable payment to Contractor in accordance with Contract provisions.

#### **Approach**

- Review and approval of Schedule of Values:
  - Review Contractor's Schedule of Values (cost breakdown) by comparison to Engineer's Opinion of Probable Construction Cost to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments.
  - Transmit comments to OWNER and Contractor.
  - Discuss with OWNER and Contractor at regular meetings (Task 2.4) to reconcile disputed areas of apparent unbalanced costs and document reconciliation of disputed items.



- Notify Contractor of approval after reconciliation of costs.
- Review Contractor's Applications for Payment
  - Review draft application for payment in comparison to progress of the work. Make notations of deficient work not recommended for payment until corrected; deletion of payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; and reduction of value for partially completed items claimed as complete.
  - Conduct review of storage areas and verify existence of invoiced materials/equipment and proper storage.
  - Return a copy of the reviewed draft application to Contractor.
  - Meet with Contractor to reconcile discrepancies.
  - Review revised application for payment and, if acceptable, advise Contractor to submit the required number of copies.
- Process Payment Application:
  - Execute completed application for payment indicating amount recommended for payment and transmit to OWNER for processing of payment.
  - Monitor total payments to adjust retainage amounts as specified in the Contract Documents.
  - At substantial completion, and at OWNER's direction, adjust retainage from fixed percent to enough to provide for work completion.

#### **Assumptions**

- The draft and final payment application requests will be submitted by Contractor each month on days agreed upon to meet OWNER's processing schedule requirements.
- ENGINEER's recommendations for payment can be modified by the OWNER.
- OWNER is responsible for approving and authorizing payment submittals.
- Up to sixteen (16) payment applications will be reviewed by ENGINEER. Review time is assumed to be 1 hour per application.

#### **Deliverables**

- Written comments on Schedule of Values transmitted to OWNER and Contractor via e-mail in .pdf format.
- Documentation of reconciliation of disputed items in Schedule of Values transmitted to OWNER and Contractor via e-mail in .pdf format.
- Contractor's Payment Application Requests transmitted to OWNER via e-mail in .pdf format with appropriate attachments.

### **Subtask 2.6 Shop Drawing Submittal Review and Tracking Objective**

Facilitate the achievement of substantial conformance to the design intent through technical review by Designers or Engineer of Record of Contractor's shop drawings.

#### **Approach**

- Review Shop Drawing Submittal Schedule, including:



- Ascertain that, in Engineer's opinion, necessary submittals are accounted for, that submittals are coordinated with the sequence of construction activities relying on them, that adequate and reasonable turn-around times for review are provided for, and that shop drawings can be submitted and approved prior to 50 percent completion of the construction.
- Notify Contractor with either acceptance or rejection noting deficiencies and requesting correction of them and re-submittal.
- Distribute copies of approved shop drawing submittal schedule to OWNER and design team members responsible for shop drawing reviews.
- Administer shop drawing and other submittal requirements for substantial compliance with the intent of the Contract requirements, including:
  - Receive, log, and maintain shop drawing submittal documents in the DMS.
  - Conduct review of shop drawing submittals to confirm Contractor's compliance with administrative requirements and distribute to appropriate design team member(s) for review.
  - Review submittals for compliance with the specifications and provide written comments to Contractor.
  - Receive and collate comments on submittal reviews performed by others, including OWNER.
  - Establish organized storage for samples and a tracking log for samples.
- Review Shop Drawing Schedule status, including:
  - Review weekly the approved submittal schedule and the actual shop drawing log for comparison.
  - Review shop drawing submittal log in regard to requirements that shop drawings must be submitted and approved prior to 50 percent completion.
  - Provide written reminders or notice to Contractor when a submittal is overdue.
  - Address general status of shop drawings at construction progress meetings.
  - Utilize shop drawing submittal schedule as a checklist item for application for payment.

#### **Assumptions**

- Contractor will prepare a listing of submittals and dates of expected submittal, coordinated with supply contract schedules to allow ENGINEER review time (as defined in the Contract Documents) and resubmittal review time (if necessary) to meet the construction schedule. If Contractor fails to provide the submittal schedule and/or does not provide documents in accordance with the schedule, ENGINEER will be provided with additional time to review the submittal.
- ENGINEER will not review and comment on submittals related to temporary items and construction aides such as shoring and formwork. Receipt of these submittals is to confirm compliance with the contract requirements for submittal only and ENGINEER will not review. ENGINEER is not responsible for the content of the submittal.
- ENGINEER has not included staff or sub-consultants to review geotechnical and hazardous material issues that arise during construction. If these issues arise, we have



assumed the subcontractor hired by the OWNER for materials testing will provide recommendations.

- ENGINEER will use its standard Construction Contract Administration forms for shop drawing process. The review time for shop drawings is generally between two and four weeks, depending on the complexity.
- Reviews of requests for substitution are not included in this scope. If submitted by Contractor, the request will be sent to OWNER for approval to proceed with review. ENGINEER time to process, review, and respond to request will be billed to OWNER as a separate, out-of-scope activity.
- The fee for this sub-task is based upon an average amount of time for each submittal with an assumption of one-hundred (100) submittals and twenty-five (25) resubmittals. It is estimated that each submittal will take 2.5 hours of ENGINEER team member time to review and process and 0.5 hour for administration. Each re-submittal is assumed to take 1.5 hours of construction team members' time to review and 0.5 hour administration time to process. If Contractor submittals are incomplete or take longer to review than anticipated for reasons beyond the control of ENGINEER, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor through a construction contract change when appropriate.
- Submittal reviews following one (1) re-submittal will be billed to OWNER as a separate, out-of-scope activity from which OWNER can, at its discretion, deduct the amount from Contractor's payment application(s).

#### **Deliverables**

- Contractor's approved Shop Drawing Submittal Schedule transmitted to OWNER and design team members via e-mail in .pdf format.
- Assembled comment sheets in each submittal file in the DMS.
- Shop drawing responses transmitted to Contractor and OWNER via DMS in .pdf format.

### **Subtask 2.7 Request for Information Review and Tracking**

#### **Objective**

Facilitate timely responses to requests for information (RFIs) to provide Contractor with clear and certain direction for the efficient execution of the Work.

#### **Approach**

- Receive, log, and maintain RFI documents in the DMS.
- Distribute RFIs to appropriate design team members for review.
- Provide draft RFI responses to OWNER for review, unless directed otherwise by OWNER.
- Return final RFI responses to Contractor with copies to OWNER and appropriate design team members.
- If the response to an RFI results in a change, then ENGINEER will prepare and issue field orders or change proposal requests, as appropriate.



### Assumptions

- ENGINEER review of RFIs regarding the design will be advisory and complementary to the design intent.
- ENGINEER will use its standard Construction Contract Administration forms for documenting contract interpretations. The review time for RFIs is generally between two and four weeks, depending on the complexity.
- The fee for this sub-task is based upon receiving and responding to an assumed fifty (50) RFIs based on past project experience. Actual response time may vary depending upon clarity and complexity of the RFI. On average, it is estimated that it will take 3.5 hours of ENGINEER team member time to review and 0.5 hour administrative time to respond to each RFI. If Contractor RFIs are incomplete or take longer to respond to than anticipated for reasons beyond the control of ENGINEER, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor through a construction contract change when appropriate.
- Additional time required for excessive RFIs will be billed to OWNER as a separate, additional fee activity.

### Deliverables

- Response supporting information filed in the DMS.
- Draft RFI responses transmitted to OWNER via e-mail in .pdf format.
- Final RFI responses transmitted to Contractor, OWNER, and ENGINEER's construction administration team members via e-mail in .pdf format to DMS system.

## Subtask 2.8 Field Orders and Change Proposal Requests. Generation and Tracking Objective

Provide coordination and review to identify the need for changes in the Work consistent with the design intent, and issue Field Orders (FOs) to communicate the details of the changes involving no change in Contract Time or Contract Price. Change Proposal Requests (CPRs) consistent modifications to the design that involve changes in contract price and/or time and details the changes and request pricing from Contractor.

### Approach

- Assemble documentation from the Contract Documents and/or field conditions related to the proposed minor change (Field Order) and furnish to the designer for evaluation of conformance with the design intent or more significant change (Change Proposal Request) involving modification of contract costs and/or time.
- Coordinate the preparation of technical descriptions of FOs and provide draft FO to OWNER for review, unless directed otherwise by OWNER.
  - If FO is the result of a response to an RFI, the draft FO will be included when the draft RFI response is sent to OWNER for review.
- Coordinate the preparation of the technical description of the CPR and assemble necessary graphic details and specifications.
- Review costs presented by Contractor for each CPR and conduct negotiation of pricing as necessary.



- Issue final FO or CPR to Contractor with copies to OWNER and appropriate design team members.
- Log FOs and CPR, including supporting information and OWNER comments, in the DMS.
- Review negotiated CPR costs with OWNER for OWNER's approval.
- Assemble approved CPRs into Change Orders quarterly.
- Track and report the status of CPRs using logs that track the dates of:
  - Return from Contractor with pricing.
  - Contract Administrator's review and recommendation of pricing.
  - OWNER's acceptance.
- Obtain from Contractor signed copies acknowledging Contractor's receipt of the FO or CPR and route copies to the appropriate project files.

#### **Assumptions**

- Field Orders may be generated from responses to RFIs, design changes, Contractor initiated changes, Owner initiated changes, or unanticipated conditions.
- ENGINEER will use its standard Construction Contract Administration forms for documenting contract modification activities. The processing time for either FOs or CPRs is generally between two and four weeks, depending on the complexity.
- The fee for this sub-task is based upon preparing and processing an assumed fifteen (15) FOs. The fee for this sub-task is based upon preparing and processing five (5) CPRs. Actual preparation and processing time may vary depending upon the complexity of the FO and CPR. On average, it is estimated that it will take 4 hours of project team time to prepare and process each FO and CPR. If FOs or CPR take longer to prepare and process than anticipated for reasons beyond the control of ENGINEER, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor through a construction contract change when appropriate.
- Additional time required for excessive FOs and CPRs will be billed to OWNER as a separate, additional fee activity.
- Negotiations between ENGINEER and Contractor for CPRs are not binding until accepted by OWNER.

#### **Deliverables**

- Supporting information filed in the DMS.
- Draft FOs and CPRs transmitted to OWNER via e-mail in .pdf format.
- Final CPRs transmitted to Contractor for pricing via e-mail in .pdf format.
- Final FOs and CPRs transmitted to Contractor, OWNER, and ENGINEER's construction administration team members via e-mail in .pdf format.



## **Subtask 2.9 Construction Change Orders and Tracking**

### **Objective**

Coordinate the combining of change documentation into Change Orders for execution by Contractor and OWNER.

### **Approach**

- Identify with OWNER the strategy for combining CPRs and the timing of Change Orders.
- Evaluate the project to determine when proposed changes need to be finalized to avoid or minimize adverse impact on on-going construction activity.
- Combine Change Proposal Requests and Field Orders into Change Orders.
- Assemble the necessary documentation and prepare the Change Order package for circulation to OWNER and Contractor for execution.
- Update Change Order logs and provide status reports tracking the execution of Change Orders.
- Track Change Orders through Contractor's signature, ENGINEER's signature recommending acceptance, and OWNER executive action.
- Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete.

### **Assumptions**

- OWNER has the sole responsibility to authorize changes to the construction contract.
- ENGINEER will use its standard Construction Contract Administration forms for documenting contract modification activities.
- The fee for this sub-task is based upon preparing and processing five (5) Change Orders - one every quarter over the construction period. Actual preparation and processing response time may vary depending upon the complexity of the change order. On average, it is estimated that it will take 6 hours of ENGINEER's construction administration team member time to prepare and process each Change Order. If Change Orders take longer to prepare and process than anticipated for reasons beyond the control of ENGINEER, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor through a construction contract change when appropriate.
- Additional time required for excessive Change Orders will be billed to OWNER as a separate, additional fee activity.
- CPR and Change Order logs will be updated once a month.
- OWNER will provide ENGINEER with copies of the fully executed change orders after signed by OWNER and Contractor.

### **Deliverables**

- Change Order supporting information filed in the DMS.
- Change Orders, including supporting information for each Change Order via e-mail in .pdf format.





## **Subtask 2.10 OWNER Furnished Equipment (OFE) Supplier Coordination**

### **Objective**

Provide coordination between Contractor and OWNER Furnished, Contractor Installed equipment suppliers; including blowers and VFDs.

### **Approach**

- Coordinate RFIs from Contractor related to OFE systems with equipment suppliers.
- Based on contract agreement between the OWNER and equipment supplier, coordinate shipping times and unloading requirements between equipment suppliers, Contractor, and OWNER.
- Resident Project Representative (RPR) or OWNER will check OFE deliveries against shipping labels and bills of materials (BOMs) and inspect equipment for damage. Report any missing or damaged equipment to OWNER-ENGINEER or directly to OFE equipment supplier.
- Coordinate storage requirements of OFE equipment with OWNER.
- Assist OFE equipment suppliers with coordination of equipment installation and acceptance including equipment startup, commissioning and operations and maintenance training.

### **Assumptions**

- Reviews of blowers and VFDs shop drawings and operations and maintenance manuals.
- ENGINEER will process RFIs in accordance with Subtask 2.7 Request for Information Review and Tracking (Subtask 2.7).
- Budget assumes Resident Project Representative provided by OWNER is already on-site and does not include additional time or expenses for ENGINEERING.

### **Deliverables**

- Shop drawing review comments to equipment SELLER. The review time for shop drawings is generally between two and four weeks, depending on the complexity.
- List of missing or damaged OFE equipment transmitted by OWNER to ENGINEER, and/or directly to OFE equipment supplier (at OWNER's direction), via e-mail in .pdf format.

## **Subtask 2.11 Coordination of ENGINEER with OWNER's Resident Project Representative (RPR) (Not Included in ENGINEER'S Scope)**

### **Objective**

*Provide coordination between OWNER'S Resident Project Representative (RPR) and ENGINEER. Expectations of the OWNER'S RPR are described below in Task 3 – Field Services. Once RPR is defined, hours will be budgeted for this task. The ENGINEER's level of effort depends heavily on the experience level of the RPR.*

### **Approach**

- *Daily contact with RPR to address any design questions.*



#### **Assumptions**

- *OWNER RPR may be City's contract engineer or other City staff assigned regular daily observation duties.*
- *Direct expenses will be billed to OWNER.*

#### **Deliverables**

- *Notes on daily discussion will be in ENGINEER'S personal journal and RPR's project journal.*

### **Task 3 - Field Services (Not Included in ENGINEER'S Scope)**

*This section is supplied to OWNER to define typical expectations of Field Services work. Close coordination of OWNER'S Field Observations with ENGINEER is expected.*

#### **Subtask 3.1 Field Observations (by OWNER)**

##### **Objective**

*Determine general conformance of the completed construction with the requirements of the Contract Documents through observation of the Work. A Resident Project Representative (RPR) provided by OWNER shall relay information from the field to the ENGINEER. Actions taken by RPR shall be in conformance with ENGINEER direction.*

##### **Subtasks**

- *Provide general observation including:*
  - *Observe, record, and report Contractor's daily work progress to determine the Work observed is in general conformance with the requirements of the Contract Documents.*
  - *Document activities observed making note of deficiencies and issues requiring resolution. Maintain work deficiency log in the DMS.*
  - *Create daily field reports defining specified work completed, discussions with the Contractor, direction given to Contractor, Contractor work force figures, progress made on the controlling activity established by the approved construction schedule, job site visitors, and weather conditions.*
  - *Review ENGINEER approved shop drawings, samples, and other submittals and apply them to the conducting of observations.*
  - *Photograph record construction to document progress or deficiencies, and label and log photos in the DMS.*
  - *Conduct, or coordinate the conduct of, specified inspections and testing and document results.*
- *Maintain copies of permits and summary of their conditions on site.*
- *Maintain hard copies or electronic copies of correspondence, meeting minutes, original Contract Documents including Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, shop drawing and sample submittals, and other Project-related documents.*



- *Monitor Contractor's compliance with permit conditions and Contractor's endeavor to resolve known violations of local ordinance and other specific permit conditions.*
- *Coordinate with the Materials Testing sub-consultant and notify Contractor when written verification from the Materials Testing sub-consultant representative has been obtained stating that acceptable subgrade preparation is provided for structures and ready to receive concrete for foundations and structural slabs on grade.*
- *Monitor the prequalification of soils and concrete materials, and coordinate in-place moisture and density testing and the sampling and testing of concrete.*
- *Observe and document pressure testing of interior and exterior piping systems.*
- *Review stored materials and/or equipment for quantity determination for Contractor payment and document the Contractor's methods for protecting equipment and/or materials prior to installation. Notify Contractor if additional measures are required to protect the equipment.*
- *Coordinate with ENGINEER Project Manager during site visitations by design team member(s) as defined in ENGINEER's scope of work.*
  - *Follow up on deficiencies noted by design team members by either requiring immediate correction by the Contractor or adding items to a progressive work deficiency list.*
- *Develop and provide to Contractor an ongoing list of items requiring correction of noted construction deficiencies if it is believed that such Work does not conform generally to the Contract Documents.*
- *As deficiencies are corrected, revise the list by indicating corrected status.*
- *Issue Non-Conformance Reports twice per month for deficiencies not being acknowledged or addressed by Contractor with corrective measures or corrective action plans.*
- *On a monthly basis, prior to ENGINEER signing off on the monthly payment request, review Contractor's record drawings to verify the Contract Drawings are up-to-date with contract modifications and annotated to reflect actual construction. Review the Contractor's payment applications and make a recommendation to ENGINEER regarding payment.*
- *Review tagging of equipment for conformance with approved registers for equipment, valves, and other items designated to be tagged by the Contract Documents.*
- *Document observations made of property damage or personal injury accidents within the project construction limit lines, and provide a written report to notify the ENGINEER and the OWNER.*
- *RPR will attend and participate in the pre-construction conference to be led by ENGINEER.*
- *RPR will attend and participate in coordination conference call meetings and the construction progress meetings to be led by ENGINEER.*
- *Recommend to ENGINEER necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the*



*Contract Documents. Based on these recommendations, ENGINEER may issue Field Orders, Work Change Directives, or Change Orders.*

- *The RPR shall not:*
  - *Authorize deviations from the Contract Documents or substitution of materials or equipment (including “or-equal” items).*
  - *Exceed limitation of ENGINEER’s authority as set forth in the professional services agreement with the OWNER.*
  - *Undertake the responsibility of Contractor, subcontractors, suppliers, or contractor’s superintendent.*
  - *Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized.*

**Assumptions**

- *RPR will provide the on-site construction observation lead.*
- *RPR on-site construction observer will have direct communication with the Contractor and with ENGINEER.*
- *ENGINEER will lead the issuing of substantial and final completion.*
- *ENGINEER will observe start-up and commissioning.*
- *ENGINEER’s observation or monitoring portions of the work performed under the construction contract shall not relieve Contractor from responsibility for performing work in accordance with applicable Contract Documents.*
- *ENGINEER will utilize the deficiencies list to aid in identifying appropriate retainage amounts near project completion. RPR will prepare the deficiency list and coordinate with ENGINEER to maintain and update the work deficiency list.*
- *ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.*
- *ENGINEER shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.*
- *Observations will be performed in accordance with industry-recognized standard practices.*
- *RPR will use ENGINEER’s standard Construction Contract Administration forms for documenting construction observation and inspection activities.*
- *Contractor is responsible for compliance with permit conditions; therefore ENGINEER cannot ensure Contractor’s compliance with the permit conditions. ENGINEER will only notify OWNER of observed conditions and violations.*
- *Responsibilities for jobsite safety are the sole responsibility of Contractor. The failure of ENGINEER to report on safety violations will neither relieve Contractor from their responsibility for safety on the project site nor shift this responsibility from Contractor to ENGINEER. Unsafe activity or activities shall be halted immediately until remedial actions take place. Contractor shall resume work only if Contractor deems jobsite conditions safe to work.*



- *It is anticipated that RPR onsite construction observer will be furnished with a computer, digital camera, cellular phone, and personal protective equipment.*
- *The OWNER will provide a workspace, including desk, table and chairs for meetings, and internet connection.*
- *Monitoring removal and/or disposal of contaminated materials is not included.*
- *This sub-task is based upon field observation from the RPR from May 2024 – June, 2025. On average, it is estimated that RPR field observation will occur four (4) hours per construction day. The total average of 20 hours per week can be applied as necessary to adequately monitor the work.*
- *Design team (ENGINEER) site visitations (on-site construction progress meetings) will occur when active construction begins.*
- *Normal working hours for RPR inspection staff and Contractor will coincide with normal treatment plant hours: Monday through Friday, 7:00 am to 4:00 pm.*
- *If Contractor schedule requires work outside of normal working hours (M-F), such as on Saturday, RPR will notify the ENGINEER that field observation may exceed ENGINEER's assumptions for field observation and may require adjustment. No work is allowed on Sundays and holidays.*

#### **Deliverables**

- *Inspector's Daily Reports transmitted to ENGINEER via e-mail in .pdf format weekly.*
- *Photographs logged and filed in the DMS.*
- *Reports of property damage or personal injury accidents transmitted to ENGINEER via e-mail in .pdf format.*
- *Maintain information in DMS, including work deficiency logs.*

#### **Subtask 3.2 Materials Testing and Special Inspection (Not Included in ENGINEER's Scope)**

##### **Objective**

*OWNER shall retain a construction materials testing and special inspections subcontractor. OWNER shall manage the subcontractor's inspections. OWNER services will generally include the following: scheduling appropriate field personnel and providing oversight, forwarding reports from subcontractor to ENGINEER for project mix designs, materials testing results and special inspections.*

##### **Approach**

- *Aeration Upgrades - The general Scope of Services includes; 1) concrete testing and inspection, and 2) structural steel welding inspection.*
- *Summary Inspection – This item, as required by the construction documents, is produced in accordance with the latest edition of the International Building Code requiring a final report documenting required special inspections and correction of discrepancies noted.*



### **Assumptions**

A detailed scope of work for OWNER to obtain bids for testing/inspection items for each phase of construction has been provided below:

- Concrete – “Special Inspection” of reinforcing steel and concrete is required. Please note testing of slump, air, and temperature are included by concrete supplier.
- Structural Steel – “Special Inspection” of welded pipe is recommended. Periodic visual welding inspection will be performed on field welds. The final inspection should be performed at the completion of welding to inspect the finished product.

### **Deliverables**

- Materials and Special Inspection Plan transmitted to ENGINEER via e-mail in .pdf format and one (1) hardcopy delivered to local building official.
- Weekly summaries of Inspector’s Daily Reports, materials testing information, and special inspections transmitted to ENGINEER via e-mail in .pdf format and one (1) hardcopy delivered to local building official.

## **Task 4 – System Commissioning**

### **Subtask 4.1 Operations and Maintenance Manual Review and Tracking (Contractor Supplied)**

#### **Objective**

Facilitate review of Contractor provided manufacturer operations and maintenance (O&M) manuals.

#### **Approach**

- Receive, log, and maintain O&M manual documents in the DMS.
- Conduct review of O&M manual transmittal form and manual contents to confirm Contractor's compliance with administrative requirements and distribute to appropriate design team member(s) for review.
- Review manuals for compliance with the specifications.
- Receive and collate comments on manual reviews performed by others, including OWNER.
- Provide written comments or approval to Contractor.
- Obtain from Contractor the required number of hard copies for distribution and project files.
- Coordinate training activities between Contractor and OWNER.
- Monitor vendor training for OWNER’s operations and maintenance personnel.

#### **Assumptions**

- ENGINEER will use its standard Construction Contract Administration forms for the O&M Manual review process.
- The fee for this sub-task is based upon receiving and reviewing ten (10) submittals and three (3) re-submittals. Actual review time may vary depending upon the complexity and



quality of the submittals. On average, it is estimated that each submittal will take 2 hours of construction administration team member time to review and process and each re-submittal will take 0.5 hours of construction administration team members' time to review and process. If Contractor submittals are incomplete or take longer to review than anticipated for reasons beyond the control of ENGINEER, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor through a construction contract change when appropriate.

- Submittal reviews following one (1) re-submittal will be billed to OWNER as a separate, out-of-scope activity from which OWNER can, at its discretion, deduct the amount from Contractor's payment application(s).
- Direct expenses for travel and other related expenses will be billed to OWNER.

#### **Deliverables**

- Assembled comment sheets in each manual file in the DMS.
- Operation and Maintenance Manual review responses transmitted to Contractor and OWNER via e-mail in .pdf format.

### **Subtask 4.2 Operation and Maintenance (O&M) Manual Update (for new Construction) Objective**

Assist the OWNER in meeting the NPDES permit requirement of maintaining updated Operations and Maintenance Manuals.

#### **Approach**

- Provide draft operation sections for inclusion in the OWNER's existing Operation and Maintenance Manual. Sections will include:
  - New blowers and control changes.
  - Anoxic mixers.
  - MLR pumps and operating logic.
  - MLE process description for activated sludge and specific control logic.
- Address OWNER comments.
- Incorporate final operation sections into the OWNER's existing Operation and Maintenance Manual.

#### **Assumptions**

- Existing sections of the Operation and Maintenance Manual will not be updated as part of this task.

#### **Deliverables**

- Draft Operation and Maintenance sections (electronic Word files)
- Final Operation and Maintenance manual (electronic Word file)



## Subtask 4.3 Facility Commissioning

### Objective

Assess overall performance of equipment and systems installed as part of this project.

### Approach

- Provide operational assistance to OWNER after system start-up by Contractor and OFE suppliers
- Provide pre-startup training to communicate to the plant operators the following:
  - Design criteria and process flow for each unit process.
  - Available field and SCADA equipment controls.
- Provide startup coordination between Contractor, ENGINEER's construction administration team and OWNER plant staff during startup of the new equipment. The startup coordinator will allow the startup of new equipment to occur if, and only if, the equipment and ancillary subsystems are considered by both Contractor and ENGINEER to be ready for service and the manufacturer's O&M manuals are on-site and available for use by OWNER plant staff.
- Conduct startup service for each project element or unit. Startup means placing the equipment into operation for its intended purpose and using the intended process material. Startup services will include the following activities:
  - Review equipment supplier training agendas and training material outlines as provided by Contractor. Using discretion based on experience with vendor training, enforce contract provisions for vendor training duration.
  - Coordinate vendor training schedule with Contractor and plant staff for vendor training to occur on Wednesdays as a first choice, Tuesdays and Thursdays as second choice, and avoid Mondays and Fridays.
  - Prepare a startup plan that lists specific responsibilities for Contractor, construction administration staff, PLC/SCADA programmer(s) and plant staff.
  - Provide the written startup plan to Contractor, the construction administration staff, PLC/SCADA programmer(s) and the plant staff approximately one month before startup.
  - Schedule and conduct startup review meetings (as required) between Contractor, the construction management staff, PLC/SCADA programmer(s) and the plant staff approximately two weeks before startup.
  - Revise and reissue the startup plan and schedule as needed based on the review meeting.
  - Verify the manufacturer's field service forms have been completed for each piece of equipment.
  - Verify pipe pressure tests and concrete water tightness tests have been conducted.
  - Verify rotating equipment has been bumped to check for proper operation and rotation.
  - Verify instrument calibration and loop testing is complete.





- Coordinate with Contractor, ENGINEER's construction administration team, the PLC/SCADA programmer and OWNER plant staff for process material to be introduced to the process in such a way avoids or reduces the impact to the rest of the plant.
- Verify and document that the controls and alarms are working in conformance with the software pre-design report.
- Identify and document equipment or control deficiencies (i.e., punch list).
- Provide discipline-specific deficiency lists.
- Conduct operator training during the startup on an informal basis in the field. The purpose of this training is to provide an opportunity to answer operator questions, to demonstrate the transition from manual control to automatic control, and to demonstrate alternate modes of operation.

#### **Assumptions**

- Present the pre-startup training in a classroom setting using figures and graphics delivered via Microsoft PowerPoint.
- Include draft copies of the Operations Manual sections or ENGINEER developed process presentations in the training material for each specific session.
- The portion of each module pertaining to SCADA controls will be presented by SCADA programmer (hired by OWNER) who programmed that system. SCADA programmer will use actual SCADA screens for each equipment item discussed in the module. The SCADA presentation will cover manual starting, stopping and speed control of equipment, set-point adjustment, operating mode changes, alarms, data collection and trending.
- The fee for this sub-task is based upon commissioning services from a single operations specialist for up to two (2) site visits of up to two 8-hour days each. Actual commissioning time may vary depending upon the complexity of the systems being commissioned or unforeseen delays.
- Normal working hours for ENGINEER operations specialist, Contractor, and OFE suppliers will coincide with normal treatment plant hours: Monday through Friday, 7:00 am to 3:30 pm.
- Should Contractor or OFE suppliers elect to perform work outside of normal working hours, on Saturday, Sunday, or legal holiday, ENGINEER will require that OWNER authorize commissioning services prior to ENGINEER starting.
- Actual hours will be tracked and additional work will not be performed without prior approval from OWNER.
- If additional labor and expenses for performing commissioning services outside normal working hours or beyond estimate included in this sub-task are required due to delays from Contractor or OFE equipment suppliers, OWNER will increase the fee for this activity as a separate, additional fee activity which OWNER could recover from Contractor or OFE equipment supplier(s) through a construction contract change when appropriate.
- Direct expenses for travel and other related expenses will be billed to OWNER.



### Deliverables

- Startup checklists and training materials customized for this project (electronic format).
- On-site training sessions for each of the separate unit project elements or processes (may be consecutive or combined with other systems and held during the same period). Training personnel may vary, depending on the topic. In general, the following areas will be commissioned.
  - Blowers
  - Mixers
  - Mixed Liquor Recycle (MLR) pumps
  - Modified Ludzack Ettinger (MLE) process
  - Controls & SCADA
- Startup plans coordinated with the construction schedule.

## Task 5 – Project Close-out

### Subtask 5.1 Construction Contract Close-out Objective

Achieve an orderly, well-documented and complete closeout of the construction contract.

#### Approach

- Arc flash study/labeling
  - Prepare a Power System Study report per specification Section 26 05 73 – Electrical System Analysis consisting of arc flash, short circuit, and coordination studies for the new installed power system elements.
  - Assumes 28 electrical busses for SKM software modeling of the new electrical facilities based on Contractor provided information.
  - Includes providing arc flash stickers for installation by Contractor prior to Substantial Completion.
- Receive and review Contractor’s required substantial completion submittal, and determine if Project is ready for substantial completion inspection, including:
  - Develop substantial completion submittal checklist.
  - Verify submittal of required documents.
  - Review Contractor Record Drawings.
  - Review Contractor’s punch list and ENGINEER’s progressive list of incomplete and deficient items and determine if the substantial completion inspection is appropriate in accordance with Contract requirements.
  - Schedule substantial completion inspection, or notify Contractor that the Work has not progressed to point of substantial completion as defined by the Contract Documents.
- Coordinate, conduct and document the substantial completion inspection and issuance of the Certificate of Substantial Completion including:
  - Notify OWNER and design team members of date of substantial completion inspection.



- Prepare and distribute the punch list format to the parties conducting the inspection.
- Conduct the Substantial Completion Inspection.
- Compile the punch list and identify the tentative date of substantial completion, and prepare and issue tentative Certificate of Substantial Completion to OWNER for review and concurrence.
- If there are multiple portions of the Work with different substantial completion dates, prepare a summary of the dates of expiration of the various Correction Periods.
- Upon concurrence of OWNER, issue the definitive Certificate of Substantial Completion and punch list setting the date of Substantial Completion.
- Review progress of corrective action on punch list items and update and re-issue the punch list up to three times. Issue a Certificate of Substantial Completion for the entire or designated portions of the Work.
- Receive and review Contractor's required final completion submittal.
- Coordinate and attend the final inspection meeting and physical walk-through of the Project, including:
  - Schedule the final inspection date and notify Contractor, OWNER and Regulatory Agency.
  - Assemble the various final completion submittal documents, required by the Contract Documents, for the final inspection meeting and review them with the various parties.
  - Conduct, document and distribute the findings of the final inspection.
- Collect closeout documents required by the Contract Documents and forward the documents along with Contractors Final Application and Certificate for Payment to OWNER for processing by OWNER.
- Compile one set of construction project files (submittals, RFIs, change orders, record drawings, permits, written correspondence and documentation, digital photographs, test results, daily reports, work directives, warranties, operational manuals, etc.) and submit to OWNER (electronic).

#### **Assumptions**

- Project Closeout may start when Contractor is still on site, but Contractor will be offsite for majority of the closeout period.
- Direct expenses for travel and other related expenses will be billed to OWNER.

#### **Deliverables**

- Certificate(s) of Substantial Completion and punch list(s) transmitted to OWNER and Contractor via e-mail in .pdf format.
- Certificate of Final Completion with Contractors Final Application and Certificate for Payment transmitted to OWNER and Contractor via e-mail in .pdf format.
- One complete set of electronic construction project files delivered to OWNER on CD-ROM.



## **Subtask 5.2 Record Drawings**

### **Objective**

Prepare record drawings for project.

### **Approach**

- ENGINEER will monitor the status of Contractor's "as-built" drawings monthly at the Construction Progress Meetings. The Design Team will make changes to the contract documents showing field adjustments and changes at the end of the project.
- Prepare final record drawings.
- Provide OWNER with one (1) half-size hard copy set of record drawings (11 IN x 17 IN sheets).
- Provide record drawings in .pdf format for use in the existing Operations Manual (updated for new equipment).

### **Assumptions**

- Contractor will red-line a full size (22"x34") hard copy of the construction contract documents on a monthly basis to incorporate RFIs, field orders, change proposal requests, submittal data, and changes based on records received from both ENGINEER and OWNER.
- Record drawings will be based on construction records provided by Contractor, OWNER and on-site resident project representatives and will be completed within three (3) months of the date of receipt of the marked-up prints and other necessary data from Contractor.
- Direct expenses for travel and other related expenses will be billed to OWNER.

### **Deliverables**

- One (1) hard copy set of full size and half size record drawings delivered to OWNER.
- One (1) electronic copy of record drawings in .pdf format delivered to OWNER on CD-ROM.

## **Schedule**

Assuming this SDC engineering authorization will be issued December 18, 2023 with services beginning January 2024. The following schedule is anticipated:



<b>Task/Description</b>	<b>Schedule</b>
Task 1 - Construction Administration	January 2024 through May 2025
Task 2 - Construction Engineering	March 2024 through May 2025
Task 3 - Field Services	NA
Task 4 – System Commissioning	March – May 2025
Task 5 – Project Close-out	May – June 2025*

\* If the construction NTP occurs after the assumed date, the schedule will be moved by an equal number of days. Not including the one-year warranty inspection after final completion.

## Compensation

ENGINEER’s total compensation for professional services provided pursuant to this agreement, including labor and overhead costs and expenses, subconsultant compensation, subconsultant mark-up, is estimated to be \$343,900 (three hundred forty-three thousand, nine hundred dollars).

<b>Task/Description</b>	<b>Budget</b>
Task 1 - Construction Administration	\$38,400
Task 2 - Construction Engineering	\$227,500
Task 3 - Field Services*	-
Task 4 – System Commissioning	\$28,800
Task 5 – Project Close-out	\$49,200
<b>TOTAL</b>	<b>\$343,900</b>

\*To be determined at a later date.



ENGINEER shall invoice OWNER monthly for ENGINEER’s services. Invoices shall itemize costs incurred for each task identified in the scope of work.

This Task Order No.3 is executed by OWNER this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

City of Ketchum, Idaho  
\_\_\_\_\_  
“OWNER”

Sun Valley Water & Sewer District (SVWSD)  
\_\_\_\_\_  
“OWNER”

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

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

NAME: Neil Bradshaw  
\_\_\_\_\_

NAME: James Loyd  
\_\_\_\_\_

TITLE: Mayor  
\_\_\_\_\_

TITLE: SVWSD Board Chairman  
\_\_\_\_\_

ADDRESS: PO Box 2315  
191 5<sup>th</sup> St. W.  
\_\_\_\_\_  
Ketchum, ID 83340

ADDRESS: P.O. Box 2410  
\_\_\_\_\_  
Sun Valley, ID 83353

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

HDR ENGINEERING, INC.  
“ENGINEER”

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

NAME: Jon Osier  
\_\_\_\_\_

TITLE: Vice President  
\_\_\_\_\_

ADDRESS: 412 E. Parkcenter Blvd  
\_\_\_\_\_  
Boise, ID 83706

DATE: \_\_\_\_\_

## Jacobs Engineering Support Services Summary November 2023

<b>Attention:</b>	Pat McMahon, General Manager	<b>Jacobs Engineering Group, Inc</b>
<b>Company:</b>	Sun Valley Water and Sewer District	999 W. Main St
<b>Prepared by:</b>	Alyce Tolman, P.E.	Suite 1200
<b>Copies to:</b>	Marybeth Collins, Office Manager	Boise, ID 83702
<b>Date:</b>	December 11, 2023	United States
		T +1.208.383.6208

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The purpose of this memorandum is to provide the District with a summary of engineering activities for the period noted above.

### **Admin, General Consulting, and On-Call Engineering Services**

Activities include:

- General project management and administration.
- General communication/coordination with staff and District staff.
- Began development of a technical memorandum regarding the proposed location of the future Well 11 Backup Generator Building.

### **Altitude Valve Replacement – Phase 2 Services**

Activities include:

- No labor services billed this period.

### **White Clouds Waterline Intertie Services**

Activities include:

- Continued services during construction and general coordination with District and Contractor staff.
- Responded to general inquiries about field changes.
- Conducted site visit to monitor construction progress and activities.



December 13, 2023

10:00 – 11:00 am

## **Aeration Upgrades – Issued for Review Meeting City of Ketchum and Sun Valley Water & Sewer District**

### Attendees:

Brad Bjerke, HDR  
Kody Thomas, HDR  
Lauren Stanford, HDR  
Calvin Burton, DC Engineering  
Mick Mummert, City of Ketchum  
Jeff Vert, City of Ketchum  
Ben Whipple, City of Ketchum  
Pat McMahon, SVWSD  
Marybeth Collins, SVWSD

### Agenda:

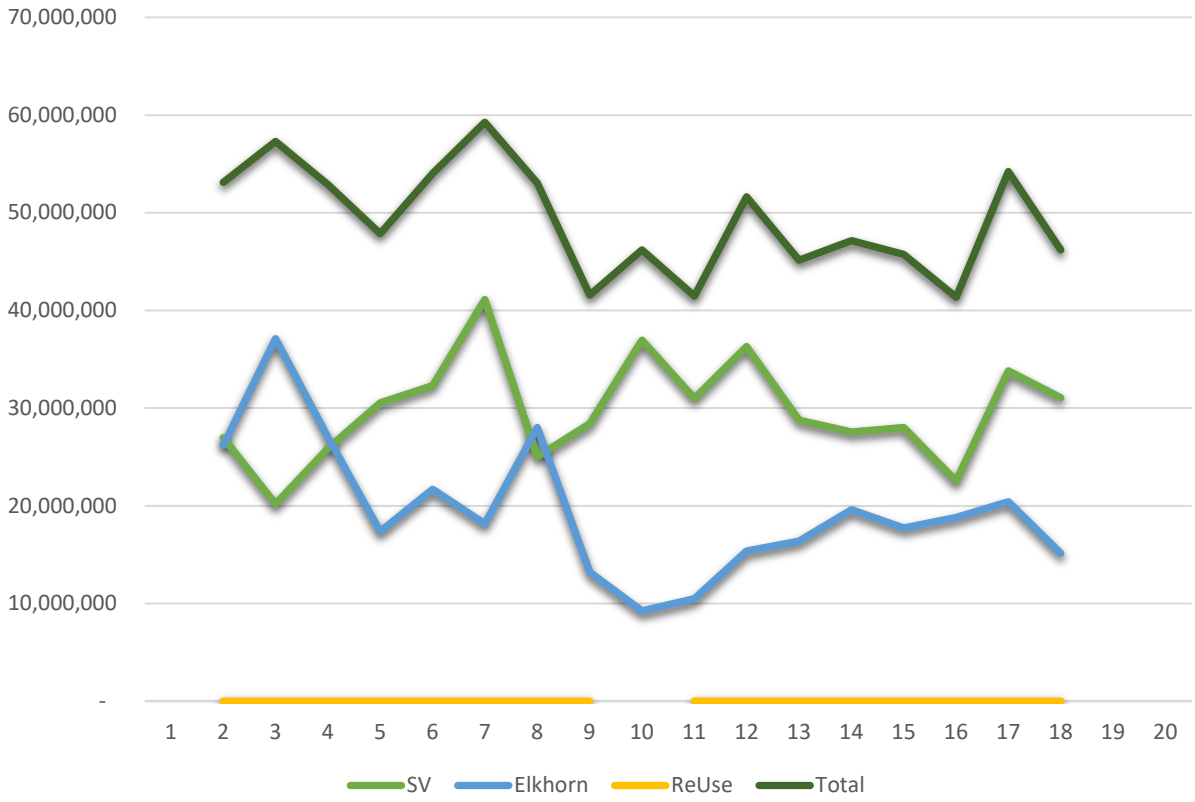
1. Review of Aeration Upgrades Issue for Review Design
  - a. Comments received from Mick and Jeff.
    - i. Walk through drawings and redlined updates to address comments.
  - b. Electrical confirmation questions regarding existing Panel CL .
    - i. Verify RAS pump seal water electrical requirements.
    - ii. Verify clarifier horn breaker status.
    - iii. Verify Linksys transmitter location.
    - iv. Verify meter cab above blower 5 breaker status.
  - c. Other review comments?
  - d. Schedule
    - i. DEQ P&S approval expected in early 2024.
    - ii. Advertise January 2024. Can be advertised without DEQ review finalized, changes (if any) can be addressed by addendum.
    - iii. Pre-bid walk-thru February 1<sup>st</sup>
    - iv. Bid date – February 14<sup>th</sup>
    - v. Award – early March
    - vi. Construction – beginning in April
2. Management Level Updates/Additional Comments & Questions
  - a. Rebid of VFDs – opened by Trent this afternoon.
  - b. Plant Operations Update – Mick & Jeff
  - c. City of Ketchum – Ben
  - d. SVWSD – Pat & Marybeth

### Notes:



	SV	Elkhorn	ReUse	Total
<b>2007</b>	26,953,200	26,163,000	-	53,116,200
<b>2008</b>	20,188,300	37,111,900	-	57,300,200
<b>2009</b>	25,878,200	26,991,300	-	52,869,500
<b>2010</b>	30,526,500	17,350,300	-	47,876,800
<b>2011</b>	32,319,100	21,698,400	-	54,017,500
<b>2012</b>	41,119,300	18,147,000	-	59,266,300
<b>2013</b>	25,040,700	28,010,000	-	53,050,700
<b>2014</b>	28,401,710	13,190,300	-	41,592,010
<b>2015</b>	36,957,000	9,242,200	-	46,199,200
<b>2016</b>	30,992,900	10,496,400	-	41,489,300
<b>2017</b>	36,286,500	15,361,000	-	51,647,500
<b>2018</b>	28,778,100	16,385,000	-	45,163,100
<b>2019</b>	27,543,000	19,601,400	-	47,144,400
<b>2020</b>	28,015,400	17,710,700	-	45,726,100
<b>2021</b>	22,533,000	18,820,000	-	41,353,000
<b>2022</b>	33,826,700	20,397,000	-	54,223,700
<b>2023</b>	31,060,900	15,128,300	-	46,189,200
<b>Avg</b>	<b>29,789,442</b>	<b>19,517,894</b>	<b>-</b>	<b>49,307,336</b>

### November Well Production - 17yr



**Sewer Flow Readings**

Month	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
<b>Elkhorn Side Sewer Reading</b>											
current meter reading*	665,456	671,025	678,138	687,934	699,929	711,396	719,781	727,530	735,244	742,267	748,060
previous meter	660,343	665,456	671,025	678,138	687,934	699,929	711,396	719,781	727,530	735,244	742,267
subtracted TOTAL	5,113	5,569	7,113	9,796	11,995	11,467	8,385	7,749	7,714	7,023	5,793
TOTAL Multiplied by 1000	<b>5,113,000</b>	<b>5,569,000</b>	<b>7,113,000</b>	<b>9,796,000</b>	<b>11,995,000</b>	<b>11,467,000</b>	<b>8,385,000</b>	<b>7,749,000</b>	<b>7,714,000</b>	<b>7,023,000</b>	<b>5,793,000</b>
<b>Sun Valley Side Sewer Reading</b>											
current meter reading*	275,729	284,865	294,651	305,968	322,512	336,532	349,665	362,484	372,433	380,723	387,977
previous meter	265,053	275,729	284,865	294,651	305,968	322,512	336,532	349,665	362,484	372,433	380,723
subtracted TOTAL	10,676	9,136	9,786	11,317	16,544	14,020	13,133	12,819	9,949	8,290	7,254
Total Multiplied by 1000	<b>10,676,000</b>	<b>9,136,000</b>	<b>9,786,000</b>	<b>11,317,000</b>	<b>16,544,000</b>	<b>14,020,000</b>	<b>13,133,000</b>	<b>12,819,000</b>	<b>9,949,000</b>	<b>8,290,000</b>	<b>7,254,000</b>
ELKHORN TOTAL	5,113,000	5,569,000	7,113,000	9,796,000	11,995,000	11,467,000	8,385,000	7,749,000	7,714,000	7,023,000	5,793,000
SUN VALLEY TOTAL	10,676,000	9,136,000	9,786,000	11,317,000	16,544,000	14,020,000	13,133,000	12,819,000	9,949,000	8,290,000	7,254,000
<b>SVM&amp;S TOTAL</b>	<b>15,789,000</b>	<b>14,705,000</b>	<b>16,899,000</b>	<b>21,113,000</b>	<b>28,539,000</b>	<b>25,487,000</b>	<b>21,518,000</b>	<b>20,568,000</b>	<b>17,663,000</b>	<b>15,313,000</b>	<b>13,047,000</b>
<b>KETCHUM TOTAL</b>	<b>19,955,000</b>	<b>18,264,000</b>	<b>19,094,000</b>	<b>26,148,000</b>	<b>70,234,000</b>	<b>47,645,000</b>	<b>21,805,000</b>	<b>21,345,000</b>	<b>15,258,000</b>	<b>15,657,000</b>	<b>14,090,000</b>
<b>PLANT TOTAL</b>	<b>35,744,000</b>	<b>32,969,000</b>	<b>35,993,000</b>	<b>47,261,000</b>	<b>98,773,000</b>	<b>73,132,000</b>	<b>43,323,000</b>	<b>41,913,000</b>	<b>32,921,000</b>	<b>30,970,000</b>	<b>27,137,000</b>
<b>SVM &amp; S PERCENTAGE</b>	<b>44.17%</b>	<b>44.60%</b>	<b>46.95%</b>	<b>44.67%</b>	<b>28.89%</b>	<b>34.85%</b>	<b>49.67%</b>	<b>49.07%</b>	<b>53.65%</b>	<b>49.44%</b>	<b>48.08%</b>
<b>KETCHUM PERCENTAGE</b>	<b>55.83%</b>	<b>55.40%</b>	<b>53.05%</b>	<b>55.33%</b>	<b>71.11%</b>	<b>65.15%</b>	<b>50.33%</b>	<b>50.93%</b>	<b>46.35%</b>	<b>50.56%</b>	<b>51.92%</b>
					<b>Used: 51.97</b>	<b>Used: 42.87%</b>					
					<b>48.03</b>	<b>57.13%</b>					
Ketchum											
<b>Influent Flow</b>											
current meter reading*	10,886,365	10,916,148	10,948,676	10,992,629	11,086,359	11,156,528	11,198,073	11,237,803	11,268,479	11,295,939	11,319,553
previous meter	10,854,096	10,886,365	10,916,148	10,948,676	10,992,629	11,086,359	11,156,528	11,198,073	11,237,803	11,268,479	11,295,939
subtracted TOTAL	32,269	29,783	32,528	43,953	93,730	70,169	41,545	39,730	30,676	27,460	23,614
TOTAL Multiplied by 1000	<b>32,269,000</b>	<b>29,783,000</b>	<b>32,528,000</b>	<b>43,953,000</b>	<b>93,730,000</b>	<b>70,169,000</b>	<b>41,545,000</b>	<b>39,730,000</b>	<b>30,676,000</b>	<b>27,460,000</b>	<b>23,614,000</b>
<b>Effluent Flow Meter Reading</b>											
current meter reading*	8,847,591	8,880,560	8,916,553	8,963,814	9,062,587	9,135,719	9,179,042	9,220,955	9,253,876	9,284,846	9,311,983
previous meter	8,811,847	8,847,591	8,880,560	8,916,553	8,963,814	9,062,587	9,135,719	9,179,042	9,220,955	9,253,876	9,284,846
subtracted TOTAL	35,744	32,969	35,993	47,261	98,773	73,132	43,323	41,913	32,921	30,970	27,137
Total Multiplied by 1000	<b>35,744,000</b>	<b>32,969,000</b>	<b>35,993,000</b>	<b>47,261,000</b>	<b>98,773,000</b>	<b>73,132,000</b>	<b>43,323,000</b>	<b>41,913,000</b>	<b>32,921,000</b>	<b>30,970,000</b>	<b>27,137,000</b>
<b>Reuse Flow Meter Reading</b>											
current meter reading*	719,541	719,541	719,541	719,541	719,541	725,007	752,913	774,003	788,484	791,596	791,596
previous meter	719,541	719,541	719,541	719,541	719,541	719,541	725,007	752,913	774,003	788,484	791,596
subtracted TOTAL	0	0	0	0	0	5,466	27,906	21,090	14,481	3,112	0
TOTAL Multiplied by 1000	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,466,000</b>	<b>27,906,000</b>	<b>21,090,000</b>	<b>14,481,000</b>	<b>3,112,000</b>	<b>0</b>
<b>Plant Water Meter Reading</b>											
current meter reading*	84,083	84,791	85,616	86,395	87,227	88,171	89,448	90,287	91,028	91,709	92,314
previous meter	83,510	84,083	84,791	85,616	86,395	87,227	88,171	89,448	90,287	91,028	91,709
subtracted TOTAL	573	708	825	779	832	944	1,277	839	741	681	605
Total Multiplied by 1000	<b>573,000</b>	<b>708,000</b>	<b>825,000</b>	<b>779,000</b>	<b>832,000</b>	<b>944,000</b>	<b>1,277,000</b>	<b>839,000</b>	<b>741,000</b>	<b>681,000</b>	<b>605,000</b>

avg for nov

Sewer Flow Readings	Nov-23	Nov-22	Nov-21	Nov-20	Nov-19	Nov-18	Nov-17	Nov-16	Nov-15	Total	Average
<b>Elkhorn Side Sewer Reading</b>											
current meter reading*	748,060	655,857	575,436	512,681	453,583	385,975	332,351	203,361	141,689		
previous meter	<u>742,267</u>	<u>650,759</u>	<u>565,131</u>	<u>509,594</u>	<u>449,998</u>	<u>382,651</u>	<u>328,469</u>	<u>198,771</u>	<u>138,570</u>		
subtracted TOTAL	5,793	5,098	10,305	3,087	3,585	3,324	3,882	4,590	3,129	42,793	4,755
TOTAL Multiplied by 1000	5,793,000	5,098,000	5,179,000	3,087,000	3,585,000	3,324,000	3,882,000	4,590,000	3,129,000	37,667,000	4,185,222
<b>Sun Valley Side Sewer Reading</b>											
current meter reading*	387,977	255,124	119,775	968,737	837,574	679,413	520,145	362,358	216,952		
previous meter	<u>380,723</u>	<u>247,280</u>	<u>110,846</u>	<u>959,946</u>	<u>827,587</u>	<u>668,841</u>	<u>511,808</u>	<u>353,646</u>	<u>208,788</u>		
subtracted TOTAL	7,254	7,844	8,929	8,791	9,987	10,572	8,337	8,712	8,164	78,590	8,732
Total Multiplied by 1000	7,254,000	7,844,000	8,929,000	8,791,000	9,987,000	10,572,000	8,337,000	8,712,000	8,164,000	78,590,000	8,732,222
<b>ELKHORN TOTAL</b>	5,793,000	5,098,000	5,179,000	3,087,000	3,585,000	3,324,000	3,882,000	4,590,000	3,129,000	37,667,000	4,185,222
<b>SUN VALLEY TOTAL</b>	7,254,000	7,844,000	8,929,000	8,791,000	9,987,000	10,572,000	8,337,000	8,712,000	8,164,000	78,590,000	8,732,222
<b>SWW&amp;S TOTAL</b>	13,047,000	12,942,000	14,108,000	11,878,000	13,572,000	13,896,000	12,219,000	13,302,000	11,293,000	116,257,000	12,917,444
<b>KETCHUM TOTAL</b>	14,090,000	13,995,000	13,589,000	16,340,000	15,797,000	13,764,000	14,749,000	13,704,000	12,281,000	128,309,000	14,256,556
<b>PLANT TOTAL</b>	27,137,000	26,937,000	27,697,000	28,218,000	29,389,000	27,660,000	26,968,000	27,006,000	23,574,000	244,566,000	27,174,000
<b>SWW&amp;S PERCENTAGE</b>	48.08%	48.05%	50.94%	42.09%	46.21%	50.24%	45.31%	49.26%	47.90%	428.07%	47.56%
<b>KETCHUM PERCENTAGE</b>	51.92%	51.95%	49.06%	57.91%	53.79%	49.76%	54.69%	50.74%	52.10%	471.93%	52.44%
<b>Influent Flow</b>											
current meter reading*	11,319,553	10,823,013	10,426,476	10,041,370	9,641,895	9,154,055	8,726,240	8,157,438	7,755,782		
previous meter	<u>11,295,939</u>	<u>10,799,817</u>	<u>10,402,086</u>	<u>10,015,959</u>	<u>9,615,900</u>	<u>9,130,037</u>	<u>8,702,103</u>	<u>8,131,784</u>	<u>7,732,784</u>		
subtracted TOTAL	23,614	23,196	24,390	25,411	25,995	24,018	24,137	25,654	22,998	219,413	24,379
TOTAL Multiplied by 1000	23,614,000	23,196,000	24,390,000	25,411,000	25,995,000	24,018,000	24,137,000	25,654,000	22,998,000	219,413,000	24,379,222
<b>Effluent Flow Meter Reading</b>											
current meter reading*	9,311,983	8,776,884	8,344,196	7,931,189	7,507,805	6,992,668	6,541,080	5,948,179	5,525,519		
previous meter	<u>9,284,846</u>	<u>8,749,947</u>	<u>8,316,499</u>	<u>7,902,971</u>	<u>7,478,436</u>	<u>6,965,008</u>	<u>6,514,112</u>	<u>5,921,173</u>	<u>5,501,945</u>		
subtracted TOTAL	27,137	26,937	27,697	28,218	29,369	27,660	26,968	27,006	23,574	244,566	27,174
Total Multiplied by 1000	27,137,000	26,937,000	27,697,000	28,218,000	29,369,000	27,660,000	26,968,000	27,006,000	23,574,000	244,566,000	27,174,000
<b>Reuse Flow Meter Reading</b>											
current meter reading*	791,596	719,541	618,615	727,201	597,679	494,678	394,894	305,918	206,906		
previous meter	<u>791,596</u>	<u>719,536</u>	<u>618,615</u>	<u>727,201</u>	<u>597,679</u>	<u>494,678</u>	<u>394,894</u>	<u>305,918</u>	<u>206,906</u>		
subtracted TOTAL	0	5	0	0	0	0	0	0	0	5	1
TOTAL Multiplied by 1000	0	5,000	0	0	0	0	0	0	0	5,000	556
<b>Plant Water Meter Reading</b>											
current meter reading*	92,314	82,981	76,350	71,527	66,924	61,570	56,611	52,102	47,577		
previous meter	<u>91,709</u>	<u>82,619</u>	<u>76,091</u>	<u>71,334</u>	<u>66,598</u>	<u>61,109</u>	<u>56,410</u>	<u>51,724</u>	<u>47,161</u>		
subtracted TOTAL	605	362	259,000	193	326	461	201	378	416	3,201	356
Total Multiplied by 1000	605,000	362,000	259,000	193,000	326,000	461,000	201,000	378,000	416,000	3,201,000	355,667

**From:** [Mike Obloy](#)  
**To:** [pat@svwsd.com](mailto:pat@svwsd.com); [marybeth@svwsd.com](mailto:marybeth@svwsd.com)  
**Cc:** [Drew Friestedt](#)  
**Subject:** 11785 State Highway 75  
**Date:** Sunday, December 3, 2023 12:11:41 PM  
**Attachments:** [Aerial Photo.pdf](#)  
[Plat.pdf](#)  
[GIS Map.pdf](#)

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Pat and Maybeth,

I was provided your contact information by Samantha Stahlnecker @ Opal Engineering. She is working with our team to evaluate the viability of a multifamily development project on this property. We would like to discuss this property with you to determine if Sun Valley Water & Sewer would be open to adding it to the district. We are looking to develop approximately 60 much needed apartments in this location and need water + sewer to make that happen.

Is this something you can help us with? If so, can we schedule time to review / discuss with you?

I look forward to hearing from you.

Best regards,

--

Michael Obloy  
Monroe Residential Partners LLC  
202 N. Justine  
Chicago, IL 60607  
312-585-1901 direct  
312-296-4855 cell

**From:** [info@sunvalley.govoffice.com](mailto:info@sunvalley.govoffice.com)  
**To:** [marybeth@svwsd.com](mailto:marybeth@svwsd.com)  
**Subject:** Temporary Speed Limit Change  
**Date:** Tuesday, December 12, 2023 11:19:04 AM

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Good morning, Sun Valley residents.

On December 7, the City Council voted to make a temporary speed limit change on Elkhorn Road. Please click on this [link](#) to view a map outlining the change.

Starting at the lower intersection of Village Way and Elkhorn Road, the speed limit has been reduced from 30 MPH to 25 MPH and continues at 25 MPH along Elkhorn Road until you get to Dollar Mountain, where the speed limit is set at 20. Updated speed limit signs have been placed accordingly.

Please make note of this change.

Thank you,

Nancy Flannigan,  
City Clerk/Assistant to the City Administrator

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or copy the following address and paste it into your browser:  
<http://sunvalley.govoffice.com/index.asp?type=UNSUBSCRIBE&SEC={CC545184-36E2-4F0D-826D-065CB66B8B88}&action=unsubscribe&emailaddress=marybeth@svwsd.com>

**From:** [Brooke Baird](#)  
**To:** [marybeth@svwsd.com](mailto:marybeth@svwsd.com)  
**Subject:** RE: ACH Deposit Authorization for monthly remittances  
**Date:** Thursday, November 30, 2023 9:28:41 AM  
**Attachments:** [image001.png](#)

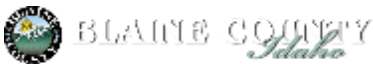
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Hi Marybeth-

Based on the info you have provided here, we would need two completed forms, one for each bank account. Somewhere on those forms, please indicate which one is for the bond and which one is for the other payments.

The back up documentation that will be sent will still be separate documents so you know exactly what you are getting funds for, but they will likely all be attached to the same email.

Brooke Baird  
Deputy Auditor  
206 S 1<sup>st</sup> Ave Ste 200  
Hailey, ID 83333



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**From:** [marybeth@svwsd.com](mailto:marybeth@svwsd.com) <[marybeth@svwsd.com](mailto:marybeth@svwsd.com)>  
**Sent:** Wednesday, November 29, 2023 3:49 PM  
**To:** Brooke Baird <[bbaird@co.blaine.id.us](mailto:bbaird@co.blaine.id.us)>  
**Subject:** RE: ACH Deposit Authorization for monthly remittances

**WARNING:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brooke!

May I pick your brain on a detail, regarding 'direct deposit'?

Galena Groundwater should be a pretty easy opportunity – one bank (Zions in Ketchum) and one bank account. This Board meets next week, and I should have some clarity on this item.

Sun Valley Water & Sewer, however – receives a few checks: sales, collections for utilities collected from property tax, and a bond. The bond has a separate account than the regular checking.

Would the County prefer two (2) or three (3) completed forms for each of the payments that SVWD might receive?

I value your thoughts and experience with a multi-issue / multi-banking account opportunity. Any insight would be greatly appreciated, the Board meets on the 18<sup>th</sup> and I am more likely to be successful when I can explain the mechanics with confidence.

Thanks Very Much.  
mb

Marybeth Collins  
*Office Manager*

[SUN VALLEY WATER & SEWER DISTRICT](#)

Phone: 208.622.7610 x100

Mobile: 208.720.6069

Post Office Box 2410 Sun Valley, Idaho 83353

Web: [www.svwsd.com](http://www.svwsd.com)

Email: [marybeth@svwsd.com](mailto:marybeth@svwsd.com)

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**From:** Brooke Baird <[bbaird@co.blaine.id.us](mailto:bbaird@co.blaine.id.us)>

**Sent:** Wednesday, November 22, 2023 9:41 AM

**To:** [marybeth@svwsd.com](mailto:marybeth@svwsd.com)

**Subject:** ACH Deposit Authorization for monthly remittances

Hi Mary Beth-

I have attached the form we discussed.

Once we have your completed form, I will make notes on my side and then send it to the Treasurer's Office. They will have to get it set up in our system. If I get your form(s) and cancelled check(s) soon enough, I think we will have plenty of time to get you set up before the December checks go out.

Please let me know if you have any questions.

Brooke Baird  
Deputy Auditor  
206 S 1<sup>st</sup> Ave Ste 200  
Hailey, ID 83333





BLAINE COUNTY  
*Idaho*

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# Recurring ACH Deposit Authorization

I, \_\_\_\_\_, authorized representative for \_\_\_\_\_

authorize BLAINE COUNTY to make recurring ACH deposits, into the Checking or Savings account listed below, for the remittance(s) checks payable to the above referenced Organization.

By signing this form you give BLAINE COUNTY permission to electronically deposit the remittance check(s). This authorization will remain in full force and effect until a written cancellation from the above referenced Organization is received by BLAINE COUNTY.

Signature of Authorized Signer: \_\_\_\_\_

Printed Name of Authorized Signer: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

Account Type: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

Please attached a Voided Check.

Email the Remittance Report: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Email address: \_\_\_\_\_

Date received By BLAINE COUNTY: \_\_\_\_\_

Date cancelled by BLAINE COUNTY: \_\_\_\_\_