

**SUN VALLEY WATER & SEWER DISTRICT
REGULAR MEETING
AGENDA IN THE COUNCIL CHAMBER OF THE SUN VALLEY CITY HALL
8:30 A.M., Monday, December 21, 2020
access also via zoom app: Join Mtg # 226 868 0475 passcode 202005
<https://us02web.zoom.us/j/2268680475> 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 16, 2020
- **FINANCIAL REPORT**
- **APPROVAL CHECK VOUCHERS AND PAYROLL**
 1. Payment Approval Report Unpaid over \$5,000 excluding recurring
11/16/20 – 12/20/20: \$ 96,734.32
 2. Paid Invoice Report 11/16/20 – 12/20/20: \$ 96,039.34
 3. Payroll 10/26/20-11/08/20: \$ 13,275.86
 4. Payroll 11/09/20-11/22/20: \$ 12,632.14
 5. Well Fargo Credit Card Statement: \$ 657.32
 6. Vendor List Modifications: none
- **SEWER FLOWS FOR October 2020**

ELKHORN	3,087,000	
SUN VALLEY	<u>8,791,000</u>	
TOTAL (SV)	11,878,000	42.09%
KETCHUM	16,340,000	57.91%
- **KSTP REPORT**
- **WELL 14: Test Drilling Update**
- **City of Sun Valley – Roads**
- **COVID & SVWSD Associates – Employee Service Manual (pg 13)**
- **WATER DISTRICT 37 – Sept 2020 minutes**
- **BIG WOOD GROUNDWATER MANAGEMENT COMMITTEE - Update**
- **Discussion of WINTER & EMERGENCY MEASURES**
- **2021 BOARD ELECTIONS**
- **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 zoom
Monday, November 16, 2020 - 8:30 a.m.**

PRESENT

Jim Loyd, Chairman *(via zoom)*
Doug Brown, Secretary
Joe Humphrey Director
Jim Lake, Director
Rick Webking, Director *(via zoom)*

ALSO PRESENT

Patrick McMahon, General Manager
Jeanene Parker, Treasurer
Marybeth Collins, Office Manager
Mick Mummert, Wastewater Treatment Plant Superintendent
Evan Robertson, Counsel

CALL TO ORDER

Chairman Loyd called the Regular Meeting to order at 8:32 a.m., with quorum being established.

APPROVAL OF MINUTES

Director Brown motioned that the minutes be approved

Director Webking seconded the motion. All present were in favor.

FINANCIAL REPORT AND APPROVAL

Director Lake, Director Webking, General Manager McMahon and Marybeth discussed a few aspects of the financials as distributed including historical incomes for monthly accounts related to snowmaking, bond levels & recent paydown, staffing levels, a capital reimbursement amount which represents payment information for McHanville LID, and County funded revenues related to delinquent accounts.

Director Webking moved to approve the items one (1) through six (6) on the agenda as follows:

- (1) Approval Report Unpaid over \$5000 excluding recurring for the period 10.19.20 – 11.15.20 for \$62,120.46;
- (2) the Paid Invoice Report for the period 10.19.20 – 11.15.20 for \$178,043.65;
- (3) the Payroll Report for the period 09.28.20 – 10.11.20 for \$13,300.42,
- (4) the Payroll Report for the period 10.12.20 – 10.25.20 for \$13,268.49; and
- (5) the Wells Fargo Credit Card Statement in the amount of \$895.13

(6) approval of new vendors: Rob Beck Tree Service, Mountain Home Auto Ranch and Consolidated Electrical Distributors (CED).

Director Brown seconded the motion. All present were in favor.

WASTEWATER TREATMENT PLANT REPORT

Mick stated that, in fact, there was very little to report. The plant was in effect on cruise control, with everything functioning well – staff and equipment both. The plant facilities review (a comprehensive updated engineering study) is in the initial stages of project spec development. Director Webking inquired about any additional billing expected for substantially complete capital projects. Mick confirmed that to the best of his knowledge, invoicing for all past projects was substantially complete.

WELL 14

Well 14 has commenced, although the driller has experienced some equipment problems. Pat anticipates that the test well will be drilled to about 150ft by next week. The driller is in good communication with his surrounding neighbors, the cowboys at the SV Horsemen's Center and The Community School. Next steps in the process would include verifying water flow volumes into the test well, and checking for impacts to surrounding wells. The results of this will define future efforts.

SERVICE TRUCKS

Two (2) trucks approved in February have finally arrived in Mountain Home, and will be picked up by the end of the month. Director Lake inquired about the logic path for vehicle replacement and General Manager McMahon confirmed that 100,000 mile mark, increased repairs expenses and repair regularity were the gauges the District used to define consideration about asset replacement. Dependability, for access and for safety, is due diligence.

BIG WOOD GROUNDWATER MANAGEMENT COMMITTEE

General Manager Pat McMahon spoke to the SVWSD Board about the newly assembled Committee, assembled by the IDWR, which has been created for the purpose of reviewing long-standing issues of water rights between the north and the south, long-held ideas of priority date being the trump card to all other items, increased and changing conditions of use, climate conditions, peripheral assets, levels of water stress, etc. The Director of the IDWR has created a new committee with members from water districts, major right holders & various interested parties, 'a good group of people', with the goal of defining judicious solutions. Pat's own participation under the Galena Groundwater District, is based on the size of the GGWD as a tool of negotiation. This regular meeting will take place twice a month for the next several months. A hopeful endeavor.

CERTIFICATIONS

Andy Neuner has continued to pursue education and skill, and improved his certification level, moving from Water Operator 1 level to Water Operator 2. And, Andy also pursued wellhead protection planning certification on behalf of the District.

CONNECTION FEES

The District’s existing new connection billing is \$3,000, which has been attributed to the sewer line asset account for over a decade. Ketchum recently reviewed its connection fees, and shared this information with SVWSD as the sewer treatment plant is a mutual asset. Details, specific to the SVWSD financials was utilized to define, in similar logic, what more realistic connection fees might be for the District. This drafted information was reviewed by CH2M, logic tested against information sent to IDWR related to wells, etc. Review suggests that the District should be billing a minimum of \$1,900 for new water connections and \$3,100 for new sewer line connections. A more regular review of this connection fee should occur, as infrastructure is added within the District. A drafted resolution was included for Board review. Other administrative items, such as inspection fees, are not changed at this writing.

Director Webking moved to approve the drafted resolution #3, changing the new connection fees to \$1900 for water and \$3100 for sewer (separate from inspection fees) and making this change effective December 1, 2020. Director Lake seconded the motion. All present were in favor.

Some discussion on when a new construction project was subject to the rate change (if a project had already gone through planning and zoning, if a building permit had been issued, when ground is broken related to construction commencement.

GENERAL ADMIN DOCUMENT

The winter billing (December 2020) quarter is coming up and a draft of community communication was included for the Boards review. A significant number of new homeowners and full time residents provides that a little information about freeing pipe realities, and suggested preventative measures and protections would be helpful to both new locals and reminder for long term locals.

ADJOURNMENT

Having no further business to conduct, Chairman Loyd declared the meeting adjourned at 9:14 a.m.

Chairman, Jim Loyd

ATTEST:

Secretary, Doug Brown

SUN VALLEY WATER & SEWER DISTRICT

TO: PAT MCMAHON AND THE BOARD OF DIRECTORS
FROM: JEANENE PARKER
DATE: DECEMBER 21, 2020
SUBJECT: TREASURER'S REPORT

1. Department Activities – Quarterly Billing, year-end prep, property closings.
2. Financial Position
3. Financial Results
4. Financial Statements (Caselle)
5. Director Monthly Reporting
6. Payment Approval Report (Over 5,000) (with backup)
7. Capital Projects Report (with backup)
8. Paid Invoice Report
9. Payroll Approval (2 cycles)
10. Credit Card Approval

Sun Valley Water & Sewer District - Fiscal Year Ending November 30, 2020							
Format consistent with Approved Budget							
	10/31/2020	10/31/2019	11/30/2020	11/30/2019	FYTD	APPROVED BUDGET	PERCENT ACHIEVED
% Of Fiscal year that has elapsed>>>	92%		100%				
SUMMARY FINANCIAL DASHBOARD							
REVENUES							
Water & Sewer Charges	4,697	10,414	17,775	16,871	1,522,107	1,365,000	111.51%
Irrigation/Sprinkling Charges	160,657	120,000	154,944	10,623	1,004,939	760,000	132.23%
Property Taxes - General	80,486	79,437	80,974	79,038	970,094	963,126	100.72%
Property Taxes - Water & Sewer Bonds	26,228	54,618	26,493	54,207	316,914	313,744	101.01%
State Sales Tax and Other Revenues	12,283	12,406	19,884	138,129	187,046	205,500	91.02%
McHanville LID	155	609	156	595	4,328	9,856	148.92%
Capital Reimbursements					10,349		
Total Revenue	284,507	277,484	300,224	299,462	4,015,777	3,617,226	111.02%
Use of (Addition to) Unappropriated Funds	28016	-53746	23224	-150572	-110,665	1,787,816	-6.19%
Total Revenues	312,523	223,738	323,448	148,890	3,905,112	5,405,042	72.25%
EXPENDITURES							
Salaries and Related Expenses	55,432	45,790	52,596	19,425	716,297	786,770	91.04%
Operating Expenses	58,990	68,036	68,378	-21,873	787,330	1,042,800	75.50%
KSTP Expenses	45,873	29,256	36,234	56,695	432,771	702,000	61.65%
Depreciation & Amortization	82,501	80,026	82,501	109,775	979,578	1,090,000	89.87%
Non Operating Expenditures-Debt Service	63,633	630	63,633	-15,133	763,190	763,600	99.95%
Capital Improvements	6,093	645	20,105		225,947	1,019,872	22.15%
Total Monthly Expenditures	312,523	224,383	323,448	148,890	3,905,113	5,405,042	72.25%
Monthly Excess of Revenues over Expenditures	-28,016	53,101	-23,224	150,572	110,664		
Running Excess/Deficit of Revenues over Expenditures	133,888	512,215	110,664	662,787	110,664		
Net	0		0		-1	-	

Moved Water/Sewer Charges from Nov 30th billing to Dec FY20-21 totaling 356,466.23
 Sprinkling accrual account is clear

Received County quarterly Sales Tax in the amount of 16,586.21. Down for the year by 3,474.00

Sun Valley Water & Sewer District		Fiscal											
Year Ending November 30, 2020													
Format Consistent with Approved Budget		12/31/2019	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020
% Of Fiscal year that has elapsed>>>		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
SUMMARY BALANCE SHEET													
ASSETS													
Cash - Operating		194,639	225,730	161,273	273,078	187,473	81,343	312,835	264,680	97,687	182,029	118,345	156,291
Cash - Restricted		4,920	2,374	1,966	6,924	7,162	8,000	25,932	2,951	7,421	4,688	4,747	5,187
Investments		5,718,926	6,380,726	6,399,729	6,408,868	6,417,763	6,430,678	6,437,756	6,084,815	6,089,466	6,647,610	6,650,529	6,433,704
TOTAL CASH & EQUIVALENTS		5,918,485	6,608,830	6,562,968	6,688,870	6,612,398	6,520,021	6,776,523	6,352,446	6,194,574	6,834,327	6,773,621	6,595,181
Taxes Receivable		1,267,517	540,063	502,633	490,741	482,196	462,189	389,790	14,881	1,060	0	0	0
Accounts Receivable		129,758	28,311	370,405	119,614	122,651	583,392	289,891	310,552	737,538	43,284	79,427	235,573
Other Current Assets		89,674	86,300	82,926	99,796	96,422	94,374	95,287	93,405	90,031	107,285	105,586	107,363
TOTAL CURRENT ASSETS		7,405,433	7,263,503	7,518,931	7,399,021	7,313,668	7,659,976	7,551,490	6,771,284	7,023,203	6,984,896	6,958,635	6,938,118
Property Plant & Equipment Net of Acc Depreciation		16,119,660	16,064,817	16,008,952	15,983,678	15,949,714	15,915,429	15,885,775	15,862,509	15,841,798	15,797,131	15,746,602	15,763,615
Deferred Charge, Net Amortization, KSTP Contributions Assets, net of accumulated amortization		6,146,604	6,122,603	6,098,602	6,074,602	6,050,601	6,026,600	6,000,721	5,974,842	5,948,962	5,923,083	5,897,203	5,871,324
TOTAL ASSETS		29,671,697	29,450,924	29,626,486	29,457,300	29,313,982	29,602,005	29,437,986	28,608,634	28,813,964	28,705,110	28,602,441	28,573,057
LIABILITIES													
Current Portion of Long Term Debt		700,325	700,325	700,325	700,325	700,325	700,325	700,325	700,325	700,325	700,325	700,325	700,325
Other Current Liabilities		329,670	355,188	417,522	539,073	551,325	654,105	759,996	94,578	143,834	195,282	220,942	301,354
TOTAL CURRENT LIABILITIES		1,029,995	1,055,513	1,117,847	1,239,398	1,251,650	1,354,430	1,460,321	794,903	844,159	895,607	921,267	1,001,679
Bonds Payable		1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776
TOTAL LIABILITIES		2,236,771	2,262,289	2,324,623	2,446,174	2,458,426	2,561,206	2,667,097	2,001,679	2,050,935	2,102,383	2,128,043	1,508,130
NET POSITION		27,434,926	27,188,634	27,301,863	27,011,126	26,855,556	27,040,799	26,770,889	26,606,955	26,763,029	26,602,726	26,474,397	27,064,927
NET POSITION													
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
Net Pension Liability		213,403	213,403	213,403	213,403	213,403	213,403	213,403	213,403	213,403	213,403	213,403	213,403
Deferred Inflow - Taxes		1,170,464	1,064,058	957,653	851,247	744,841	638,435	532,029	425,623	319,218	212,812	106,406	0
Retained Earnings - Reserved & Unappropriated		21,280,566	21,140,680	21,360,315	21,175,983	21,126,820	21,418,468	21,254,964	21,197,436	21,459,915	21,406,019	21,384,096	21,380,706
		27,434,925	27,188,634	27,301,863	27,011,126	26,855,556	27,040,799	26,770,888	26,606,955	26,763,029	26,602,726	26,474,397	26,364,601
BONDS OUTSTANDING													
2018 Bond, 4.200-4.50% due Aug 2024		1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,835,751	1,140,751
2009 McHanville LID Bonds, 6.35% due 2029		71,350	71,350	71,350	71,350	71,350	71,350	71,350	71,350	71,350	71,350	71,350	66,025
Bonds Current Portion		(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)	(700,325)
		1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	1,206,776	506,451

SUN VALLEY WATER & SEWER DIST
BALANCE SHEET
NOVEMBER 30, 2020

<u>ASSETS</u>		
CURRENT ASSETS		
CASH		
1-01-00	CASH - OPERATING CHECKING	156,290.84
1-02-00	CASH - 07 BOND FUND (2018)	2,980.21
1-04-00	CASH - '04 BOND FUND	333.24
1-05-00	CASH -'04 KSTP CONSTRUCT. FUND	533.41
1-05-01	CASH -'08 MCHANVILLE LID	1,338.75
	<hr/>	
	TOTAL CASH	161,477.45
TAXES RECEIVABLE		
	<hr/>	
	TOTAL TAXES RECEIVABLE	.00
ACCOUNTS RECEIVABLE		
1-15-00	ACCOUNTS RECEIVABLE - OTHER	258.83
1-16-00	ACCOUNTS RECEIVABLE METERED LO	33,503.69
1-17-00	ACCOUNTS RECEIVABLE W/S TRADE	201,810.78
	<hr/>	
	TOTAL ACCOUNTS RECEIVABLE	235,573.30
1-41-00	INVENTORY OF SUPPLIES	93,829.37
1-48-00	INVESTMENTS-2018 BOND RPAY FND	35,773.21
1-50-00	INVESTMENTS - GENERAL FUND	5,519,244.75
1-51-00	INVESTMENTS - CAP RESERVE FUND	101,890.76
1-52-00	SEWER REPLACEMENT/REPAIR FUND	448,354.83
1-54-00	INVESTMENTS-'04 KSTP CONST FND	2,017.07
1-54-01	INVESTMENTS-'08 MCHANVILLE LID	326,423.42
1-55-00	PREPAID EXPENSES	13,533.64
	<hr/>	
	TOTAL	6,541,067.05
	TOTAL CURRENT ASSETS	6,938,117.80

SUN VALLEY WATER & SEWER DIST
BALANCE SHEET
NOVEMBER 30, 2020

FIXED ASSETS		
PROPERTY PLANT & EQUIPMENT		
1-61-00	FIXED ASSETS - LAND	668,769.88
1-62-00	FIXED ASSETS - BUILDINGS	564,919.11
1-63-00	FIXED ASSETS-IMPR NOT BLDG WTR	17,342,250.55
1-64-00	FIXED ASSETS-IMPR NOT BLDG SEW	4,062,172.44
1-65-00	FIXED ASSETS - MACH/EQ - WATER	452,208.52
1-66-00	FIXED ASSETS - MACH/EQ - SEWER	280,427.32
1-67-00	FIXED ASSETS - OFFICE EQUIPMNT	114,906.72
1-68-00	FIXED ASSETS - W.I.P. - WATER	223,656.91
1-69-00	FIXED ASSETS - W.I.P. - SEWER	39,332.68
1-69-50	FIXED ASSETS - REUSE	4,613,070.63
	TOTAL PROPERTY PLANT & EQUIPMENT	28,361,714.76
ACCUM DEPRECIATION		
1-72-00	DEPRECIATION - BUILDINGS	(496,952.60)
1-73-00	DEPR - IMPR NOT BLDG - WATER	(8,288,183.50)
1-74-00	DEPR - IMPR NOT BLDG - SEWER	(2,358,584.71)
1-75-00	DEPR - MACH/EQUIP - WATER	(377,244.23)
1-76-00	DEPR - MACH/EQUIP - SEWER	(279,849.27)
1-77-00	DEPR - OFFICE EQUIPMENT	(113,440.58)
1-78-00	DEPR - REUSE	(683,844.61)
	TOTAL ACCUM DEPRECIATION	(12,598,099.50)
DEFERRED CHARGES		
1-96-00	CONTRIBUTION - KSTP (ASSET)	13,448,652.63
1-97-00	ACCUMULATED AMORTIZATION KSTP	(7,646,948.73)
1-99-00	DOF OF RES.-PENSION OBLIGATION	69,620.00
	TOTAL DEFERRED CHARGES	5,871,323.90
	TOTAL FIXED ASSETS	21,634,939.16
	TOTAL ASSETS	28,573,056.96

SUN VALLEY WATER & SEWER DIST
BALANCE SHEET
NOVEMBER 30, 2020

LIABILITIES AND EQUITY

LIABILITIES

CURRENT LIABILITIES

2-01-00	ACCOUNTS PAYABLE	172,396.76
2-03-00	RETAINAGE PAYABLE	32,711.00
2-11-00	CURRENT PORTION LONG TERM DEBT	700,324.94
2-12-00	ACCR INT PAYABLE ON BONDS	14,872.54
2-16-00	SALARIES PAYABLE	4,586.79
2-21-00	INS - PAYROLL DEDUCT PAYABLE	5,487.42
2-24-00	DEF COMP - PAYROLL TAXES PAY	71,026.32

TOTAL CURRENT LIABILITIES 1,001,407.77

LONG TERM LIABILITIES

2-38-00	2009 MCHANVILLE LID PRINCIPAL	66,025.06
2-39-00	BONDS CURRENT PORTION	(700,324.94)
2-40-00	2018 BONDS	1,140,751.00

TOTAL LONG TERM LIABILITIES 506,451.12

TOTAL LIABILITIES 1,507,858.89

FUND EQUITY

2-63-00	CONTRIBUTIONS FROM DEVELOPERS	4,770,492.56
2-65-00	NET PENSION LIABILITY	146,314.00
2-68-00	DIF OF RES-EMPLOYER PENS ASSUM	67,089.00
2-73-00	RETAINED EARNINGS - RESERVED	1,324,818.74

UNAPPROPRIATED FUND BALANCE:

2-72-00	RETAINED EARNINGS - UNRESERVED	19,719,548.17
	REVENUE OVER EXPENDITURES - YTD	1,036,835.60

BALANCE - CURRENT DATE 20,756,483.77

TOTAL FUND EQUITY 27,065,198.07

TOTAL LIABILITIES AND EQUITY 28,573,056.96

SUN VALLEY WATER & SEWER DIST
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING NOVEMBER 30, 2020

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
WATER AND SEWER REVENUE					
OPERATING REVENUES					
3-38-00 WATER MO. CHGS - SV SIDE	17,043.95	370,502.30	267,000.00	(103,502.30)	138.8
3-39-00 WATER MO. CHGS - ELKHORN SIDE	730.82	371,956.41	389,000.00	17,043.59	95.6
3-40-00 SEWER MO. CHGS - SV SIDE	.00	359,525.78	265,000.00	(94,525.78)	135.7
3-41-00 SEWER MO CHGS - ELKHORN SIDE	.00	420,122.22	444,000.00	23,877.78	94.6
3-42-00 SUMMER SPRINKLING - SV SIDE	51,397.48	350,880.89	295,000.00	(55,880.89)	118.9
3-43-00 SUMMER SPRINKLING - ELKHORN	103,546.16	654,058.51	465,000.00	(189,058.51)	140.7
3-45-00 WATER CONNECTION FEE	.00	525.00	750.00	225.00	70.0
3-46-00 SEWER CONNECTION FEE	.00	525.00	750.00	225.00	70.0
TOTAL OPERATING REVENUES	172,718.41	2,528,096.11	2,126,500.00	(401,596.11)	118.9
NON-OPERATING REVENUES					
3-01-00 GENERAL PROPERTY TAXES	80,973.79	970,093.67	963,126.00	(6,967.67)	100.7
3-02-00 BOND PROPERTY TAXES	26,492.77	316,913.67	313,744.00	(3,169.67)	101.0
3-19-00 PENALTY/INTEREST ON DEL TAXES	248.42	4,826.84	5,000.00	173.16	96.5
3-34-00 STATE SALES TAX	16,586.21	56,417.39	45,000.00	(11,417.39)	125.4
3-47-00 CAPITAL IMPRV H/U FEES-SEWER	.00	21,000.00	30,000.00	9,000.00	70.0
3-69-00 OTHER REVENUES	.00	13,720.78	10,000.00	(3,720.78)	137.2
3-70-00 SALE OF ASSETS	.00	12,720.00	.00	(12,720.00)	.0
3-71-00 INTEREST REV - GENERAL FUND	2,982.25	69,285.54	80,000.00	10,714.46	86.6
3-72-00 INTEREST REV - CAPITAL RESERV	48.62	1,351.04	1,500.00	148.96	90.1
3-73-00 INT REV - SEWER REPL/REPAIR	.00	.00	8,000.00	8,000.00	.0
3-74-00 INTEREST REV - '04 BOND FUND	.00	.10	.00	(.10)	.0
3-75-00 INTEREST REV- '04 KSTP CONSTR.	96	26.48	1,000.00	973.52	2.7
3-76-00 INTEREST REV- '07 BOND FUND	17.09	6,647.47	22,800.00	16,152.53	29.2
3-78-00 INTEREST REV- '08 LID MCHAN.	155.76	4,328.40	700.00	(3,628.40)	618.3
3-90-00 REIMBURSED PROJECT COSTS	.00	10,349.43	9,856.00	(493.43)	105.0
TOTAL NON-OPERATING REVENUES	127,505.87	1,487,680.81	1,490,726.00	3,045.19	99.8
TOTAL REVENUE	300,224.28	4,015,776.92	3,617,226.00	(398,550.92)	111.0

SUN VALLEY WATER & SEWER DIST
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING NOVEMBER 30, 2020

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER AND SEWER EXPENSE					
SALARIES & RELATED EXPENSES					
4-01-11 SALARIES - BOARD	.00	4,700.00	8,000.00	3,300.00	58.8
4-01-12 SALARIES - ADMINISTRATION	17,690.88	226,689.93	228,000.00	1,310.07	99.4
4-01-13 SALARIES - OPERATING	20,638.52	274,358.68	300,000.00	25,641.32	91.5
4-01-21 FICA EXPENSE	2,932.24	38,690.15	40,000.00	1,309.85	96.7
4-01-22 HEALTH INSURANCE EXPENSE	6,757.51	103,991.08	138,060.00	34,068.92	75.3
4-01-23 RETIREMENT EXPENSE	4,576.52	58,234.95	63,350.00	5,115.05	91.9
4-01-24 WORKERS' COMPENSATION EXPENSE	.00	9,632.00	9,360.00	(272.00)	102.9
TOTAL SALARIES & RELATED EXP	52,595.67	716,296.79	786,770.00	70,473.21	91.0
SUPPLIES					
4-02-31 OFFICE SUPPLIES	84.00	7,987.15	8,000.00	12.85	99.8
4-02-32 OPERATING SUPPLIES	(102.87)	9,230.15	10,000.00	769.85	92.3
4-02-34 MINOR EQUIPMENT	.00	4,239.64	2,500.00	(1,739.64)	169.6
4-02-35 FUEL AND OIL	503.23	7,310.97	10,000.00	2,689.03	73.1
4-02-38 JANITORIAL SUPPLIES	174.80	772.91	1,000.00	227.09	77.3
TOTAL SUPPLIES	659.26	29,540.82	31,500.00	1,959.18	93.8
OTHER EXPENSES					
4-03-40 KSTP OPERATIONS	36,234.33	432,771.07	702,000.00	269,228.93	61.7
4-03-41 CONSULTING - PROF FEES	3,059.55	34,634.08	50,000.00	15,365.92	69.3
4-03-42 AUDITING - PROF FEES	.00	16,875.00	23,000.00	6,125.00	73.4
4-03-43 ATTORNEY'S FEES	.00	44,047.50	140,000.00	95,952.50	31.5
4-03-44 ADVERTISING & LEGAL PUBLISH	.00	490.24	1,000.00	509.76	49.0
4-03-45 BOND FEES	300.00	300.00	300.00	.00	100.0
4-03-46 INSURANCE	3,383.41	40,506.82	40,500.00	(6.82)	100.0
4-03-47 TRAVEL, MEETING, ENTERTAINMENT	345.94	2,468.38	5,000.00	2,531.62	49.4
4-03-48 DUES, SUBSCRIPTIONS	1,726.58	25,798.83	27,000.00	1,201.17	95.6
4-03-49 PERSONNEL TRAINING	148.75	1,963.74	6,000.00	4,036.26	32.7
4-03-50 STUDIES	.00	.00	60,000.00	60,000.00	.0
4-03-51 TELEPHONE	777.39	9,664.12	12,000.00	2,335.88	80.5
4-03-52 SYSTEM UTILITIES, ELEC/GAS	11,972.43	229,352.00	250,000.00	20,648.00	91.7
4-03-54 RENT - EQUIPMENT OFFICE	239.93	4,094.89	4,000.00	(94.89)	102.4
4-03-57 UTILITIES - MTC BLDG	380.05	4,609.17	6,000.00	1,390.83	76.8
4-03-58 R/M OFFICE EQ	.00	150.00	1,000.00	850.00	15.0
4-03-59 R/M GROUNDS	4,585.00	22,518.13	25,000.00	2,481.87	90.1
4-03-60 R/M - BUILDINGS	13.77	13,191.98	50,000.00	36,808.02	26.4
4-03-61 R/M - AUTO	55.98	4,700.95	20,000.00	15,299.05	23.5
4-03-62 R/M - WA EQUIPMENT	.00	169.95	2,500.00	2,330.05	6.8
4-03-63 R/M - WATER SYSTEM	33,024.38	237,193.34	180,000.00	(57,193.34)	131.8
4-03-64 R/M - SEWER SYSTEM	7,350.00	55,635.40	60,000.00	4,364.60	92.7
4-03-65 R/M - WATER METERS	.00	164.90	23,000.00	22,835.10	.7
4-03-67 WATER TEST FEES	231.00	1,821.30	5,000.00	3,178.70	36.4
4-03-68 ELECTIONS	.00	282.78	.00	(282.78)	.0
4-03-69 OTHER EXPENSES	124.95	5,041.19	5,000.00	(41.19)	100.8
4-03-70 R/M - REUSE SYSTEM	.00	2,114.88	15,000.00	12,885.12	14.1
TOTAL OTHER EXPENSES	103,953.44	1,190,560.64	1,713,300.00	522,739.36	69.5

SUN VALLEY WATER & SEWER DIST
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING NOVEMBER 30, 2020

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
CAPITAL					
4-04-70 DEPRECIATION EXPENSE	56,621.93	680,297.08	800,000.00	119,702.92	85.0
4-04-73 AMORTIZ OF CONTRIBUTION - KSTP	25,879.40	299,280.78	290,000.00	(9,280.78)	103.2
TOTAL CAPITAL	82,501.33	979,577.86	1,090,000.00	110,422.14	89.9
DEBT SERVICE					
4-05-81 INTEREST EXPENSE FOR BONDS	(641,222.22)	58,334.49	58,744.00	409.51	99.3
4-05-84 INTEREST EXPENSE- LID	4,530.72	4,530.72	4,531.00	.28	100.0
TOTAL DEBT SERVICE	(636,691.50)	62,865.21	63,275.00	409.79	99.4
TOTAL DEPARTMENT EXPENSE	(398,981.80)	2,978,841.32	3,684,845.00	706,003.68	80.8
NET REVENUE OVER EXPENDITURES	897,206.08	1,036,935.60	(67,619.00)	(1,104,554.60)	1533.5

SUN VALLEY WATER & SEWER DISTRICT COMPARISON OCTOBER 2020

	DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY	
	2019	2018	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
WELL PRODUCTION	56,983	54,555	52,314	41,336	45,534	36,466	44,099	41,416	46,120	40,012	121,700	79,527
ELKHORN GOLF Domestic	0	0	0	0	0	0	0	0	0	0	1,626	0
ELKHORN GOLF Reuse	0	0	0	0	0	0	0	0	2,720	429	10,296	5,761
DOLLAR Snowmaking	10,286	13,843	4,906	1,220	0	3,060	0	81	0	0	0	0
KSTP Plant Total	35,182	36,679	35,418	35,648	34,018	32,337	34,457	37,011	30,020	67,405	39,156	54,527
Ketchum Total	19,357	19,582	19,118	18,750	18,387	17,674	18,471	19,871	16,253	37,659	21,241	31,930
SVWSD Total	15,825	17,097	16,300	16,898	15,631	14,663	15,986	17,140	13,767	29,746	17,915	22,597
SVWSD %	44.98%	46.61%	46.02%	47.40%	45.95%	45.34%	46.39%	46.31%	45.86%	44.13%	45.75%	44.44%
KSTP Operating Expense	28,465	26,417	38,114	36,849	33,670	32,998	32,682	36,260	30,309	52,502	29,817	32,221
System Utility	10,805	11,705	14,439	12,131	12,382	11,831	11,331	12,426	10,309	11,189	14,662	23,972
Property Tax	8,034	65,683	547,498	510,088	28,145	35,453	8,948	6,120	6,394	9,334	15,093	10,535
2004 Bond (Refin 2013)	0	21,827	0	169,522	0	6,686	0	2,034	0	3,102	0	3,501
2007 Bond (Refin 2018)	2,647	23,334	178,598	181,220	9,169	7,148	2,944	2,174	2,151	3,316	4,916	3,742
	JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
WELL PRODUCTION	158,778	154,125	177,815	184,780	192,048	187,036	133,676	135,196	67,986	52,323	44,216	47,144
ELKHORN GOLF Domestic	0	2,845	0	1,428	6,000	0	0	0	0	0	0	0
ELKHORN GOLF Reuse	15,536	10,981	20,017	19,105	19,672	18,532	14,872	13,710	3,730	1,772	0	0
DOLLAR Snowmaking	0	0	0	0	0	0	0	330	0	3,296,000	9,800,000	8,050,000
KSTP Plant Total	44,671	62,548	42,009	53,630	36,619	41,430	32,173	32,995	31,443	32,558	28,218	29,369
Ketchum Total	23,726	39,673	22,697	29,373	20,847	21,260	18,646	17,106	18,040	17,286	16,340	15,797
SVWSD Total	20,945	22,875	19,312	23,757	15,772	20,170	13,527	15,889	13,403	15,272	11,878	13,572
SVWSD %	46.89%	36.57%	45.97%	44.19%	43.07%	48.68%	42.04%	48.16%	42.63%	46.91%	42.09%	46.21%
KSTP Operating Expense	33,161	20,245	43,352	28,326	29,666	44,503	51,427	49,971	45,873	29,256	36,234	56,695
System Utility	24,249	20,760	29,860	29,055	34,531	32,491	33,311	28,777	23,443	18,245	11,931	10,331
Property Tax 1-06	54,610	43,404	282,707	274,023	10,425	10,577	5,537	3,276	201	604	402	404
2004 Bond (Refin 2013) 1-09	0	14,423	0	90,983	0	3,515	0	1,238	0	201	0	134
2007 Bond (Refin 2018) 1-09	17,789	15,419	92,203	97,262	3,396	3,757	1,804	1,323	66	215	131	144

Sun Valley Water Capital Projects

2020 Fiscal Year	Beginning Balance FROM 11/30/19	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YEAR END ADDITIONS 13TH MONTH	Ending Balance	
Capital Water Projects																
2005 Well #14/Trail Creek	\$183,088.39		\$1,102.50				\$90.00		\$4,499.26	\$806.97	\$4,115.06	\$2,228.04	\$5,210.43		\$201,140.65	2005 Well #14/Trail Creek
2019 Well #3	\$24,175.09									\$6,032.67			\$40.98		\$30,248.74	2019 Well #3
2010 Meter	\$9,204.35						\$21,586.34	\$26,790.87	\$27,106.38	\$29,014.44	\$553.60	\$318.57	\$11,581.48		\$128,156.03	2010 Meter/CLOSE-REOPEN
SV ROAD & PATHWAY	\$60,672.75				\$29,409.50										\$90,082.25	
SVCO EQ	45,131.80														\$45,131.80	White Clouds
Skyline Booster Station Project																
Trail Creek Waterline/Fireline Extension Project																
Mapping												\$3,272.35			\$3,272.35	
Auditors JE															\$0.00	
Total	2,167,264.89	\$0.00	1,102.50	0.00	29,409.50	0.00	21,676.34	26,790.87	31,605.64	35,854.08	4,868.86	5,818.96	16,832.89	0.00	2,341,024.33	
GL Acct 1.68																
2019/20 CUMULATIVE WATER TOTAL		\$0.00	\$1,102.50	\$1,102.50	\$30,512.00	\$30,512.00	\$52,188.34	\$78,979.21	\$110,584.85	\$146,438.93	\$151,107.59	\$156,926.55	\$173,759.44	\$173,759.44	\$173,759.44	YTD TOTAL FOR 2018/19
KSTP-ASSETS 1.96	11,800,798.23														11,800,798.23	YTD TOTAL FOR 2018/19
Capital Sewer Projects																
KSTP Headworks/Screen Project	\$1,626,303.41	\$28,243.33	\$80.00	\$160.00	\$1,341.56							\$7,027.65	\$136.44		1,663,292.39	KSTP Headworks/Screen Project
SVWSD Access Rd						\$55.00	\$28.75	\$28.75	\$1,750.00	\$57.50	\$258.75				2,178.75	SVWSD Access Rd
Energy Efficiency Project (EEP) Acct 7809												\$137.53				
Total	\$1,626,303.41	\$28,243.33	\$80.00	\$160.00	\$1,341.56	\$55.00	\$28.75	\$28.75	\$1,750.00	\$57.50	\$7,286.40	\$273.97	\$0.00	\$0.00	\$1,665,471.14	
GL Acct 1.69																
2019/20 CUMULATIVE SEWER TOTAL		\$28,243.33	\$28,323.33	\$28,483.33	\$29,824.89	\$29,879.89	\$29,908.64	\$29,937.39	\$31,687.39	\$31,744.89	\$39,031.29	\$39,305.26	\$39,305.26	\$39,305.26	\$39,305.26	
Monthly Total	3,793,568.30	28,243.33	1,182.50	160.00	30,751.06	55.00	21,705.09	26,819.62	33,355.64	35,911.58	11,955.06	6,092.93	16,832.89	0.00	\$4,006,633.00	
Cumulative Total		\$28,243.33	\$29,425.83	\$29,585.83	\$60,336.89	\$60,391.89	\$82,096.98	\$108,916.60	\$142,272.24	\$178,183.82	\$190,138.88	\$196,231.81	\$213,064.70			

Report Criteria:

Detail report.

Invoices with totals above \$5000.00 included.

Only unpaid invoices included.

Vendor Name = (NOT LIKE) "IDAHO POWER","INTERMOUNTAIN GAS","CASELLE INC.,""CENTURY LINK","COX BUSINESS SERVICES","IDAHO DEQ","Verizon Wireless","WELLS FARGO FINANCIAL LEASING","Wells Fargo Payment Remittance Ctr","AA TANKS CO"

GL Acct No	Vendor Name	Description	Net Invoice Amount
180			
1-68-00 FIXED ASSETS - W.I.P. - WATER			
	CH2M Hill Inc.	WELL#14 NOV	5,078.96
4-03-41 CONSULTING - PROF FEES			
	CH2M Hill Inc.	ADMIN GENERAL CONSULTING-EQUIVALENT CONNECTIONS	1,570.80
Total 180:			6,649.76
215			
1-68-00 FIXED ASSETS - W.I.P. - WATER			
	Consolidated Supply Co.	METER PROJECT - 1-1/2" HERSEY (20)	11,581.48
Total 215:			11,581.48
321			
4-03-48 DUES, SUBSCRIPTIONS			
	GALENA GROUND WATER DIST	2021 ASSESSMENT (37-7102)	6,750.00
Total 321:			6,750.00
490			
4-03-63 R/M - WATER SYSTEM			
	Joe's Backhoe Service, Inc.	H2O R/M- REPAIR WATERLINE AT PAINTBRUSH	6,248.75
Total 490:			6,248.75
515			
4-03-40 KSTP OPERATIONS			
	Ketchum, City of	KSTP OPERATINGS/NOV 2020	36,234.33
Total 515:			36,234.33
540			
4-03-63 R/M - WATER SYSTEM			
	Layne Pumps Inc	WATER R/M WELL 11	7,488.00
	Layne Pumps Inc	WATER R/M WELL 12	14,434.00
Total 540:			21,920.00
1101			
4-03-64 R/M - SEWER SYSTEM			
	INTEGRITY INSPECTION SOLU	SEWER R/M - MANHOLE REPAIR (5), FLOW METER BASE COAT, HYDRO CLE	7,350.00
Total 1101:			7,350.00
Grand Totals:			96,734.32



154047CH024
 Boise, ID 83702
 Phone No. 208 345-5310
 FAX No. 208 345-5315

Remit To: CH2M Inc.
 P.O. BOX 200991
 Dallas, TX 75320-0991

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

Date: 3-Dec-20
 Project No.: 154047
 Client Ref. No.: 865
 Invoice No.: 154047CH024

INVOICE

For services from October 31, 2020 through November 27, 2020, for Sun Valley Water & Sewer District Engineering Services.

Professional Services:

Employee Name	Hours	Rate	Amount
Boggs, Kevin	12.00	\$189.75	\$2,277.00
Wiskus, John E	19.50	\$209.44	\$4,084.08
Taggart, Donna	0.75	\$137.65	\$103.24
	32.25		\$6,464.32

Expenses:


Computers	\$185.44
	\$185.44

AMOUNT DUE FOR CURRENT BILLING

\$6,649.76

DUE AND PAYABLE ON RECEIPT OF INVOICE. FINANCE CHARGES WILL BE ASSESSED AT 1 1/2 PERCENT PER MONTH (OR MAXIMUM PERMISSIBLE UNDER STATE LAW) ON ALL ACCOUNTS OVERDUE UNLESS STATED OTHERWISE IN OUR CONTRACT. CH2MHILL IS INCORPORATED.

4-03-41 - 1466.08
 1-68-00 - 5183.68

APPROVED 
 PAID _____

Sun Valley Water & Sewer District

Invoice #: 154047CH024

PM: John Wiskus
Project # 154047
12/3/2020

Project Description	Labor	Expense	Total
Admin and General Consulting	6,464.32	\$185.44	\$6,649.76
Total	\$6,464.32	\$185.44	\$6,649.76

CH2MHILL Engineering Support Services Summary

November 2020

TO: Patrick McMahon, General Manager

FROM: John Wiskus, P.E.

DATE: December 2, 2020

PROJECT NUMBER: 154047.A0.60

The following is a summary of our activities for the period noted above.

Admin and General Consulting

Activities include:

Project management and administration; general communication/coordination with staff and District Staff; final review and coordination conference call with District Staff regarding the District's proposed connection fee assessment development; review of proposed test well site plan and proposed test well construction detail, previous driller's log for test well located next to SVCo Employee Housing, and results of previous test well pumping test; coordination with Clinton Barnes/IDWR regarding test well drilling and driller; communication with Nicholas Waters/TFRO regarding status of pump-to-waste proposal and State response; coordination with District Staff regarding current IDEQ position on pump-to-waste proposal for both the test well and final production well for future Well 14; coordination on level probe instruments needed for upcoming test well pump test with In-Situ and Brett Van Wagoner; coordination with driller on move in and sampling requirements; review of the drillers log and day to day drilling progress with the driller and the District; and review of other test well sites previously considered by the District.



Consolidated Supply Co.
P.O. Box 5788
Portland, OR 97228

INVOICE

INVOICE DATE	INVOICE NUMBER
11/30/20	S009835789.003
PLEASE REMIT PAYMENT TO:	
CONSOLIDATED SUPPLY PO BOX 5788 PORTLAND OR 97228-5788	

QUESTIONS ON THIS INVOICE
208-463-9909

8647 1 AB 0.419 E0095X I0132 D6901647725 S2 P7872229 0001:0001



SUN VALLEY WATER & SEWER DISTRICT
PO BOX 2410
SUN VALLEY ID 83353-2410

SHIP TO:

SUN VALLEY WATER & SEWER DISTRICT
49 LARRYS LN
SUN VALLEY ID 83353

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	SALESPERSON	HOME BRANCH	
276945	METERS, REGISTER	CHRIS BENSON	Peter Mohr - Tigard	7	
ORDER WRITER	SHIP VIA	SHIP DATE	ORDER DATE	SHIP BRANCH	
Peter Mohr - Tigard	OAK HARBOR	11/30/20	07/01/20	7	
DESCRIPTION	ITEM NUMBER	SHIP QTY	U/M	NET UNIT PRC	NET AMOUNT
HERSEY SSM 1-1/2" US GAL FLG WATER METER SOLID STATE W/ 18" NICOR MUELLER HERSEY S0620EN OLD S0620SN ** This is a special order item ** **Tagged Item**	1497387	20	ea	573.75	11475.00
FREIGHT CHARGE*	1186262	1	FC	106.48	106.48

1-68-00
K

Invoice is due by 12/31/20.

SUBTOTAL	11581.48
FREIGHT	
SALES TAX	0.00
AMOUNT DUE	11581.48

Galena Ground Water District

PO Box 2761
Sun Valley, ID 83353

Invoice

Date	Invoice #
12/1/2020	2198

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2021 Assessment based on \$30.00 per .02 cfs. Due December 31, 2020. For questions about your invoice contact GGWD accountant Lisa Davitt at lisadavitt@hotmail.com or (208)622-5516. <i>4-03-APB</i> <i>JK</i>	6,750.00	6,750.00
Total			\$6,750.00

Invoice

Joe's Backhoe Service, Inc.
P.O. Box 54
Richfield, ID 83349

Date	Invoice #
11/11/2020	238529

Bill To
Sun Valley Water & Sewer* P.O. Box 2410 Sun Valley, ID 83353

digger1@filertel.com

Phone #	Fax #	PROJECT	Terms
(208) 309-1587	(208) 487-3191	PAINT BRUSH	Due on receipt

DATE	HOURS/QTY	EQUIPMENT	RATE	AMOUNT
10/13/2020	8.5	WATERLINE REPAIR MED. EXCAVATOR	125.00	1,062.50
	8.5	LABOR	60.00	510.00
	8.5	DUMP TRUCK	95.00	807.50
10/14/2020	60	60 YARDS OF DIRT - DUMP FEE	2.00	120.00
	7	MED. EXCAVATOR	125.00	875.00
	7	LABOR	60.00	420.00
	45	45'- 1 1/4" POLY PIPE	1.75	78.75
	1	1- 2" X 1 1/4" BRASS REDUCER	16.00	16.00
	1	1- 1 1/4" CORP STOP	312.00	312.00
	3	3- 1 1/4" BRASS 90'S	24.00	72.00
	2	2- 1 1/4" BRASS NIPPLES	19.00	38.00
	1	1- 1 1/4" BRASS TEE	28.00	28.00
	2	2- 1 1/4" X 1" BRASS KING NIPPLE	14.00	28.00
	2	2- 1 1/4" X 1" BRASS REDUCERS	14.00	28.00
	2	2- 1" CURB STOPS	159.00	318.00
	4	4- 1" BRASS KING NIPPLES	12.00	48.00
	10	10'- 1" POLY PIPE	1.00	10.00
			ASPHALT SAW CUT	200.00
		2 LOADS OF 1" CRUSHED ROCK	290.00	580.00
		1 LOAD OF TOPSOIL	220.00	220.00
		2 YARDS OF 3/4" ROAD MLX	140.00	140.00
		1 LOAD OF PEA GRAVEL	337.00	337.00

4-03-23
✓

WE APPRECIATE YOUR BUSINESS! Thanks for choosing Joe's Backhoe Service!
Please note this invoice number with your payment to ensure proper credit. Thank You!

Total \$6,248.75

SUN VALLEY WATER AND SEWER DISTRICT
SEWER TREATMENT PLANT OPERATIONAL EXPENSES

MONTH ENDING: November 2020

CHECK #	IN FAVOR OF:	DATE	STP CHARGE	SUN VALLEY 42.09%	DESCRIPTION
	SEE ATTACHED	11/30	\$ 30,111.66	\$ 12,674.00	
	Payroll	11/30	\$ 30,923.02	\$ 13,015.50	
	Retirement	11/30	\$ 3,692.21	\$ 1,554.05	
	FICA	11/30	\$ 2,365.61	\$ 995.69	
	Health Insurance	11/30	\$ 17,177.02	\$ 7,229.81	
	Dental Insurance	11/30	\$ 414.31	\$ 174.38	
	Long Term Disability	11/30	\$ 139.54	\$ 58.73	
	NBS - HRA Admin Fees	11/30	\$ 29.94	\$ 12.60	
	Insurance Admin Fees	11/30	\$ 59.63	\$ 25.10	
	NBS - HRA for 2020	11/30	\$ 536.81	\$ 225.94	
	NBS - Vision HRA for 2020	11/30	\$ 181.23	\$ 76.28	
**	Worker's Compensation	11/30	\$ 456.76	\$ 192.25	
TOTALS			\$ 86,087.74	\$ 36,234.33	

KETCHUM PERCENT	57.91%
KETCHUM DOLLAR SHARE	\$ 49,853.41
SUN VALLEY PERCENT	42.09%
SUN VALLEY DOLLAR SHARE	\$ 36,234.33

TOTAL DUE \$ 36,234.33

Capital Expense 50%

Actual Total Due \$36,234.33

4-03-20 - 36,234.33

[Handwritten signature]

Report Criteria:

Report type: GL detail

Vendor Name = (NOT LIKE) "DIG LINE"

Invoice Detail, GL Account = "6543507500"- "6543508300", "6743506900"- "6743508300"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Check Amount
Grand Totals:						<u>.00</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
Grand Totals:	<u>.00</u>	<u>.00</u>	<u>.00</u>

M = Manual Check, V = Void Check

LAYNE PUMPS, INC.
P.O. BOX 640
TWIN FALLS, ID 83303-0640



INVOICE

Invoice Number: 26275
Invoice Date: Nov 5, 2020

Voice: 208-733-3284
Fax: 208-423-5137
Email: laynepumpsinc@gmail.com

Bill To:
SUN VALLEY WATER & SEWER
P O BOX 2410
SUN VALLEY, ID 83353

FOR: WELL #12
75 HP US JPCO LP-18070
775 GPM @ 312' TDH

Customer ID	Customer PO	Due Date	Payment Terms	1-1/2% INTEREST CHARGE
SUNV01		12/5/20	NET 30	AFTER 30 DAYS

Quan.	Description	Unit Price	Amount
12.00	HRS HYDROCRANE/ LABOR TO PULL & SET DWT PUMP & MOTOR	200.00	2,400.00
1.00	1-1/2 X 2 X 3" STUFFING BOX BUSHING AND REPACK	139.00	139.00
1.00	1-1/2 X 89 X 1-1/2" MOTOR DRIVE SHAFT .416	376.00	376.00
1.00	1-1/2" HEAD SHAFT COUPLING 10 TPI	28.00	28.00
3.00	1-1/2" X 120" X 1-1/2" LINE SHAFT .416 SS (REPLACE BAD)	445.00	1,335.00
3.00	1-1/2" SHAFT COUPLINGS 10 TPI	28.00	84.00
9.00	1-1/2 X FSB W/L SPIDER INSERTS	20.00	180.00
1.00	11CHC 5 STAGE GOULDS BOWL ASSEMBLY (NEW) 775 GPM @ 312' TDH, 72.2 HP, 84.7% EFFICIENCY	7,990.00	7,990.00
1.00	8" CONE STRAINER - TR	360.00	360.00
1.00	75 HP U.S. VHS MOTOR - WASH & RE-INSULATE *6211 CERAMIC BEARING *7220 THRUST BEARING	1,542.00	1,542.00

Thank you!
Zach

4-03-63
APPROVED ✓
PAID _____

**SIGN UP TO RECEIVE
INVOICES VIA EMAIL**
LAYNEPUMPSINC@GMAIL.COM

Subtotal	14,434.00
Sales Tax	
Total Invoice Amount	14,434.00
Payment/Credit Applied	
TOTAL	14,434.00

Checks/Cash are accepted for payment.

A 3% SURCHARGE WILL BE APPLIED TO ALL PAYMENTS MADE WITH A CREDIT CARD.

ITEMS LEFT IN OUR POSSESSION FOR MORE THAN 60 DAYS AFTER INVOICE
DATE WILL BE CONSIDERED ABANDONED

LAYNE PUMPS, INC.

P.O. BOX 640

TWIN FALLS, ID 83303-0640

Voice: 208-733-3284
 Fax: 208-423-5137
 Email: laynepumpsinc@gmail.com



INVOICE

Invoice Number: 26274
 Invoice Date: Nov 5, 2020

Bill To:
 SUN VALLEY WATER & SEWER
 P O BOX 2410
 SUN VALLEY, ID 83353

FOR: WELL #11
 300 HP US PEERLESS F21780
 2000 GPM @ 462' TDH

Customer ID	Customer PO	Due Date	Payment Terms	1-1/2% INTEREST CHARGE
SUNV01		12/5/20	NET 30	AFTER 30 DAYS

Quan.	Description	Unit Price	Amount
12.00	HRS HYDROCRANE/ PULL & SET DWT PUMP & MOTOR	200.00	2,400.00
1.00	TAPE KIT FOR MOTOR LEADS	54.00	54.00
1.00	REPLACE STUFFING BOX BUSHING AND REPACK	129.00	129.00
1.00	1-15/16 X 97-1/2 X 1-15/16 MOTOR DRIVE SHAFT .416 SS	618.00	618.00
1.00	1-15/16 SHAFT COUPLING 10 TPI	50.00	50.00
3.00	1-15/16 FSC W/L SPIDER INSERTS	23.00	69.00
1.00	1-15/16 X 112-1/4 X 1-15/16 IMPELLER SHAFT. 416 SS	675.00	675.00
3.00	HRS SHOP LABOR/ DISASSEMBLE/ ASSEMBLE 12HD 7 STAGE	85.00	255.00
1.00	RECONDITION 300 HP U.S. VHS MOTOR	3,236.00	3,236.00
	* DIP & BAKE		
	*MACHINE END BELL FOR COUPLER FIT TO MINIMIZE OIL SEEPAGE		
	*REPLACE 6219 BEARING		

4-03-63
 APPROVED _____
 PAID _____

Subtotal	7,486.00
Sales Tax	
Total Invoice Amount	7,486.00
Payment/Credit Applied	
TOTAL	7,486.00

**SIGN UP TO RECEIVE
 INVOICES VIA EMAIL
 LAYNEPUMPSINC@GMAIL.COM**

Checks/Cash are accepted for payment.
 A 3% SURCHARGE WILL BE APPLIED TO ALL PAYMENTS MADE WITH A CREDIT CARD.
 ITEMS LEFT IN OUR POSSESSION FOR MORE THAN 60 DAYS AFTER INVOICE
 DATE WILL BE CONSIDERED ABANDONED



Integrity Inspection Solutions, Inc.

204 S Dudley Ln
Nampa, ID 83687

Phone (208) 442-4470
Fax (844) 351-6902

Invoice

Date	Invoice #
11/19/2020	Y20M11-1293

Account #
20-0590

Bill To

Sun Valley Water & Sewer District
Attn: Chris Benson
PO Box 2410
Sun Valley, ID 83353

Payment Terms	Project
*Net 30	Manhole Repair - 11/17/20

Service Date	Description	Quantity	Unit Price	Amount
11/17/2020	Manhole base builds	5	350.00	1,750.00
	Flow Meter base coating	1	1,800	1,800.00
	Hydro Cleaner bypass	1	1,800	1,800.00
	Mob	1	2,000	2,000.00
			Total	\$7,350.00

4-03-64 - Sewer R/M

APPROVES 

Thank you for your business!

*1.50% finance charge on balances over payment terms

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
25	Analytical Laboratories,inc.	76782	FLOW METER CALIBRATI	1	10/31/2020	937.00	.00	937.00	16353	11/16/2020
Total 25:						937.00	.00	937.00		
30	Anderson Asphalt Paving	132	ASPHALT PATCH- PAINTB	1	11/04/2020	950.00	.00	950.00	16354	11/16/2020
Total 30:						950.00	.00	950.00		
70	Banyan Technology Inc.	20745	WATER R/M - IDAHO PO	1	11/03/2020	935.46	.00	935.46	16355	11/16/2020
Total 70:						935.46	.00	935.46		
111	BLAINE COUNTY	370	MAPPING PROJECT - MAI	1	11/03/2020	3,272.35	.00	3,272.35	16356	11/16/2020
Total 111:						3,272.35	.00	3,272.35		
127	BOLEN'S CONTROL HOU	S1311038.00	H2O R/M-WELL 20 - 12 VO	1	10/28/2020	98.10	.00	98.10	16357	11/16/2020
		S1311038.00	H2O R/M-SHIPPING FOR	2	10/28/2020	10.45	.00	10.45	16381	11/16/2020
Total 127:						108.55	.00	108.55		
175	CASELLE INC.	105604	CONTRACT SUPPORT-12	1	11/01/2020	611.00	.00	611.00	11162001	11/16/2020
Total 175:						611.00	.00	611.00		
180	CH2M Hill Inc.	154047CH02	WELL#14 OCT	1	11/05/2020	2,228.04	.00	2,228.04	16359	11/16/2020
		154047CH02	ADMIN GENERAL CONSU	2	11/05/2020	2,827.44	.00	2,827.44	16359	11/16/2020
Total 180:						5,055.48	.00	5,055.48		
190	Clear Creek Disposal	0001359226	ON CALL SVC 10/15/20	1	10/28/2020	41.81	.00	41.81	16360	11/16/2020
Total 190:						41.81	.00	41.81		
205	Color Haus	240506	OP SUP- MAG L-GLOVE;	1	11/05/2020	32.56	.00	32.56	16361	11/16/2020
Total 205:						32.56	.00	32.56		
220	COX BUSINESS SERVICE	111320	INTERNET SERVICE- NO	1	11/13/2020	119.00	.00	119.00	16382	11/24/2020
Total 220:						119.00	.00	119.00		
270	Dig Line Inc	0064428-IN	DUES & SUBSCRIPTIONS	1	10/31/2020	282.78	.00	282.78	16362	11/16/2020
Total 270:						282.78	.00	282.78		
297	FERGUSON ENTERPRIS	0760543	INVENTORY - VALVES, A	1	10/07/2020	1,685.19	.00	1,685.19	16363	11/16/2020
Total 297:						1,685.19	.00	1,685.19		
365	Houston Lumber Co.	2010-697317	WATER R/M - HYDRANT	1	10/27/2020	20.38	.00	20.38	16366	11/16/2020
		2010-697769	OP SUP- GLOVES & EAR	1	10/28/2020	52.97	.00	52.97	16366	11/16/2020
		2011-699684	WELL 14 - BARRIER FEN	1	11/02/2020	73.89	.00	73.89	16366	11/16/2020
		2011-700404	OP SUP- KNEE PADS/SH	1	11/03/2020	36.58	.00	36.58	16366	11/16/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		2011-700405	WELL 14 - BARRIER FEN	1	11/03/2020	57.58	.00	57.58	16366	11/16/2020
Total 385:						241.40	.00	241.40		
390	Glenn Hunter	8345	GRNDS R/M-BITTERROO	1	11/10/2020	365.00	.00	365.00	16364	11/16/2020
		8345	GRNDS R/M-ELKHORN -	2	11/10/2020	325.00	.00	325.00	16364	11/16/2020
		8345	GRNDS R/M-LOT 13 IRRI	3	11/10/2020	1,730.00	.00	1,730.00	16364	11/16/2020
		8345	GRNDS R/M-REUSE BOO	4	11/10/2020	585.00	.00	585.00	16364	11/16/2020
		8345	GRNDS R/M-RIVER RANC	5	11/10/2020	1,215.00	.00	1,215.00	16364	11/16/2020
		8345	GRNDS R/M-SAGEWILLO	6	11/10/2020	365.00	.00	365.00	16364	11/16/2020
Total 390:						4,585.00	.00	4,585.00		
420	Idaho Lumber	150432	SEWER R/M - WELL 2	1	11/12/2020	99.99	.00	.00	16367	Multiple
		150432	SEWER R/M - WELL 2	2	11/12/2020	99.99	.00	.00		
Total 420:						.00	.00	.00		
430	Idaho Power	112420	SYSTEM UTILITIES-WHIT	1	11/24/2020	609.29	.00	609.29	12092001	12/09/2020
		112420	SYSTEM UTILITIES-BACK	2	11/24/2020	9.08	.00	9.08	12092001	12/09/2020
		112420	SYSTEM UTILITIES-LOT 1	3	11/24/2020	5.70	.00	5.70	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SAGE	4	11/24/2020	140.36	.00	140.36	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	5	11/24/2020	763.40	.00	763.40	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SAGE	6	11/24/2020	9.88	.00	9.88	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SKYL	7	11/24/2020	8.97	.00	8.97	12092001	12/09/2020
		112420	SYSTEM UTILITIES-ELKH	8	11/24/2020	29.98	.00	29.98	12092001	12/09/2020
		112420	SYSTEM UTILITIES-REUS	9	11/24/2020	445.72	.00	445.72	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	10	11/24/2020	356.54	.00	356.54	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	11	11/24/2020	1,279.51	.00	1,279.51	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	12	11/24/2020	1,999.17	.00	1,999.17	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	13	11/24/2020	752.81	.00	752.81	12092001	12/09/2020
		112420	SYSTEM UTILITIES-MCH	14	11/24/2020	168.97	.00	168.97	12092001	12/09/2020
		112420	SYSTEM UTILITIES-ST LU	15	11/24/2020	86.96	.00	86.96	12092001	12/09/2020
		112420	SYSTEM UTILITIES-LANE	16	11/24/2020	90.77	.00	90.77	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	17	11/24/2020	762.32	.00	762.32	12092001	12/09/2020
		112420	SYSTEM UTILITIES-DOLL	18	11/24/2020	9.53	.00	9.53	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WHIT	19	11/24/2020	7.02	.00	7.02	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SKYL	20	11/24/2020	94.12	.00	94.12	12092001	12/09/2020
		112420	SYSTEM UTILITIES-DOLL	21	11/24/2020	848.65	.00	848.65	12092001	12/09/2020
		112420	SYSTEM UTILITIES-HEAD	22	11/24/2020	224.03	.00	224.03	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SUN	23	11/24/2020	35.82	.00	35.82	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SAGE	24	11/24/2020	1,077.71	.00	1,077.71	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	25	11/24/2020	949.02	.00	949.02	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	26	11/24/2020	87.61	.00	87.61	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	27	11/24/2020	518.48	.00	518.48	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	28	11/24/2020	9.64	.00	9.64	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	29	11/24/2020	443.02	.00	443.02	12092001	12/09/2020
		112420	SYSTEM UTILITIES-WELL	30	11/24/2020	48.19	.00	48.19	12092001	12/09/2020
		112420	SYSTEM UTILITIES-BACK	31	11/24/2020	151.46	.00	151.46	12092001	12/09/2020
		112420	SYSTEM UTILITIES-SUN	32	11/24/2020	6.91	.00	6.91	12092001	12/09/2020
Total 430:						12,030.64	.00	12,030.64		
451	INDEPENDENT AUTOMO	21202	AUTO R/M - 2008 GMC SI	1	11/02/2020	88.39	.00	88.39	16368	11/16/2020
		21207	AUTO R/M - SPARK PLUG	1	11/02/2020	366.17	.00	366.17	16368	11/16/2020
		21244	AUTO R/M - LOF 2008 GM	1	11/02/2020	145.89	.00	145.89	16368	11/16/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 451:						600.45	.00	600.45		
460	Intermountain Gas Co	112320	SYSTEM UTILITIES-WELL	1	11/23/2020	23.03	.00	23.03	12092002	12/09/2020
		112320	SYSTEM UTILITIES-SAGE	2	11/23/2020	10.33	.00	10.33	12092002	12/09/2020
		112320	SYSTEM UTILITIES - HQ	3	11/23/2020	156.02	.00	156.02	12092002	12/09/2020
		112320	SYSTEM UTILITIES-WHIT	4	11/23/2020	12.55	.00	12.55	12092002	12/09/2020
		112320	SYSTEM UTILITIES-WELL	5	11/23/2020	10.57	.00	10.57	12092002	12/09/2020
		112320	SYSTEM UTILITIES-WELL	6	11/23/2020	13.65	.00	13.65	12092002	12/09/2020
		112320	SYSTEM UTILITIES-MCH	7	11/23/2020	10.57	.00	10.57	12092002	12/09/2020
		112320	SYSTEM UTILITIES-LANE	8	11/23/2020	9.79	.00	9.79	12092002	12/09/2020
		112320	SYSTEM UTILITIES - REU	9	11/23/2020	33.52	.00	33.52	12092002	12/09/2020
Total 460:						280.03	.00	280.03		
490	Joe's Backhoe Service, Inc	238588	H2O R/M- CHATEAU CT -	1	11/03/2020	125.00	.00	125.00	16370	11/16/2020
		238621	H2O R/M- REPAIR WATER	1	11/07/2020	5,758.00	.00	5,758.00	16370	11/16/2020
Total 490:						5,883.00	.00	5,883.00		
515	Ketchum, City of	103120	KSTP OPERATINGS/OCT	1	10/31/2020	45,873.01	.00	45,873.01	16371	11/16/2020
		103120	CAPITAL EXP-HEADWOR	2	10/31/2020	273.97	.00	273.97	16371	11/16/2020
Total 515:						46,146.98	.00	46,146.98		
575	Magic Valley Labs, Inc	18174	H2O TEST FEES/NOV	1	10/30/2020	127.00	.00	127.00	16388	11/24/2020
Total 575:						127.00	.00	127.00		
624	H D. FOWLER COMPANY	06825681	INVENTORY OF SUPPLIE	1	11/05/2020	5,160.00	.00	5,160.00	16365	11/16/2020
Total 624:						5,160.00	.00	5,160.00		
670	Pipco Inc	S3962190.00	H2O R/M-POLY PIPE, COU	1	10/28/2020	6.43	.00	6.43	16372	11/16/2020
		S3971567.00	OP SUP - BROOM, ALUM	1	11/09/2020	90.24	.00	90.24	16372	11/16/2020
Total 670:						96.67	.00	96.67		
677	PLATT ELECTRIC SUPPL	OX43601	WELL 3 - FLOW METER	1	11/04/2020	40.98	.00	40.98	16373	11/16/2020
Total 677:						40.98	.00	40.98		
710	CENTURY LINK	110120	TELEPHONE EXP/OCT	1	11/01/2020	357.32	.00	357.32	16358	11/16/2020
		120120	TELEPHONE EXP/NOV	1	12/01/2020	346.74	.00	346.74	16392	12/15/2020
Total 710:						704.06	.00	704.06		
735	River Run Auto Parts	6538-158929	AUTO R/M- HALOGEN HE	1	10/20/2020	32.98	.00	32.98	16374	11/16/2020
		6538-159128	OP SUP - SUPER LUB	1	10/26/2020	13.95	.00	13.95	16374	11/16/2020
Total 735:						46.93	.00	46.93		
741	J. EVAN ROBERTSON P.A	11935	ATTORNEY'S FEES - SEP	1	09/30/2020	2,870.00	.00	2,870.00	16369	11/16/2020
Total 741:						2,870.00	.00	2,870.00		
816	STANDARD PLUMBING S	LVJ644	H2O R/M-WELL 11 REPAIR	1	11/06/2020	61.09	.00	61.09	16375	11/16/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 816:						61.09	.00	61.09		
915	United Oil	393804	GAS & OIL EXPENSE-DO	1	10/21/2020	198.86	.00	198.86	16376	11/16/2020
		952029	GAS & OIL EXPENSE-TH	1	10/31/2020	302.41	.00	302.41	16376	11/16/2020
Total 915:						501.27	.00	501.27		
975	Verizon Wireless	9867489838	CELL PHONES-OCT 22- N	1	11/21/2020	71.65	.00	71.65	12092003	12/09/2020
Total 975:						71.65	.00	71.65		
1005	Walton, Douglas	10/26/20	TEST 15 BACKFLOW PR	1	10/26/2020	458.00	.00	458.00	16378	11/16/2020
		10/26/20	WINTERIZE DISTRICT OF	2	10/26/2020	45.00	.00	45.00	16378	11/16/2020
		10/26/20	WINTERIZE WELLFIELD	3	10/26/2020	90.00	.00	90.00	16378	11/16/2020
		10/26/20	WINTERIZE LOT 13 SYS	4	10/26/2020	60.00	.00	60.00	16378	11/16/2020
		10/26/20	WINTERIZE WELL 12 SYS	5	10/26/2020	65.00	.00	65.00	16378	11/16/2020
		10/26/20	WINTERIZE SAGE WILLO	6	10/26/2020	30.00	.00	30.00	16378	11/16/2020
		10/26/20	WINTERIZE MCHANVILLE	7	10/26/2020	25.00	.00	25.00	16378	11/16/2020
		10/26/20	WINTERIZE CROWN RAN	8	10/26/2020	35.00	.00	35.00	16378	11/16/2020
		10/26/20	WINTERIZE LANE RANC	9	10/26/2020	45.00	.00	45.00	16378	11/16/2020
		10/26/20	WINTERIZE REUSE BOO	10	10/26/2020	40.00	.00	40.00	16378	11/16/2020
Total 1005:						893.00	.00	893.00		
1022	WELLS FARGO FINANCIA	5012671600	COPIER LEASE- 11/5/20-1	1	11/09/2020	239.93	.00	239.93	16383	11/24/2020
Total 1022:						239.93	.00	239.93		
1035	Wells Fargo Payment Remi	111220	PERS TRANING - CEU - A	1	11/12/2020	123.75	.00	123.75	16384	11/24/2020
		111220	DUES/SUBSCRIPTIONS -	2	11/12/2020	89.86	.00	89.86	16384	11/24/2020
		111220	OFC SUPP - STAMPS	3	11/12/2020	84.00	.00	84.00	16384	11/24/2020
		111220	SM MT PIZ, VELTEX, STA	4	11/12/2020	345.94	.00	345.94	16384	11/24/2020
		111220	BLDG R/M - LRN BOOSTE	5	11/12/2020	13.77	.00	13.77	16384	11/24/2020
Total 1035:						657.32	.00	657.32		
1037	Western States Equipment	IN001462482	TROUBLESHOOT AND R	1	10/28/2020	199.56	.00	199.56	16379	11/16/2020
Total 1037:						199.56	.00	199.56		
1083	ZIONS BANK	7924134-3	PAYING AGENT FEE 2018	1	10/28/2020	300.00	.00	300.00	16380	11/16/2020
Total 1083:						300.00	.00	300.00		
1111	VALLEY WIDE COOPERA	44594	OP SUP - XTRA COARSE	1	10/14/2020	271.20	.00	271.20	16377	11/16/2020
Total 1111:						271.20	.00	271.20		
Grand Totals:						96,039.34	.00	96,039.34		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
------------------	------	-------------------	-------------	-----	-----------------	-------------------	--------------------	-----------------	-----------------	---------------------

Report Criteria:
Detail report type printed

Report Criteria:

Deposit date: 11/12/2020
ACH file created: C:\Users\Joanne\Desktop\PAYROLL DIRECT DEPOSIT\ACHFILE111220.ach
Organization's offset record not included
Ordered by employee number

Employee Number	Name	Routing Number	Account Number	Type	Amount	Net Amount	Prenotice
3	Anderson, Anthony F.			Checking Deposit	1,926.54	1,926.54	
4	Benson, Christopher N.			Checking Deposit	2,110.45	2,110.45	
5	Neuner, Andrew J.			Checking Deposit	1,677.85	1,677.85	
7	McMahon, Patrick J.			Checking Deposit	2,650.03	2,650.03	
8	JADE ERICKSON			Checking Deposit	1,571.99	1,571.99	
46	Parker, Jeanene			Checking Deposit	300.00	.00	
46	Parker, Jeanene			Savings Deposit	25.00	.00	
46	Parker, Jeanene			Checking Deposit	1,301.14	1,626.14	
48	MARY ELIZABETH COLLINS			Checking Deposit	1,712.86	1,712.86	
Total:						<u>13,275.86-</u>	

Transaction count: 9
Debit total: .00
Credit total: 13,275.86-

APPROVED *W*

Report Criteria:

Deposit date: 11/25/2020

ACH file created: C:\Users\Joanne\Desktop\PAYROLL DIRECT DEPOSIT\ACHFILE112520.ach

Organization's offset record not included

Ordered by employee number

Employee Number	Name	Routing Number	Account Number	Type	Amount	Net Amount	Prenotice
3	Anderson, Anthony F.			Checking Deposit	1,595.61	1,595.61	
4	Benson, Christopher N.			Checking Deposit	1,635.61	1,635.61	
5	Neuner, Andrew J.			Checking Deposit	1,671.87	1,671.87	
7	McMahon, Patrick J.			Checking Deposit	2,734.39	2,734.39	
8	JADE ERICKSON			Checking Deposit	1,735.66	1,735.66	
46	Parker, Jeanene			Checking Deposit	300.00	.00	
46	Parker, Jeanene			Savings Deposit	25.00	.00	
46	Parker, Jeanene			Checking Deposit	1,261.14	1,586.14	
48	MARY ELIZABETH COLLINS			Checking Deposit	1,672.86	1,672.86	
Total:						12,632.14-	

Transaction count: 9
Debit total: .00
Credit total: 12,632.14-

PAYMENT 2/14/08/24
PW

Prepared For	SUN VALLEY WATER PJ MCMAHON
Account Number	
Statement Closing Date	11/12/20
Days in Billing Cycle	30
Next Statement Date	12/13/20
Credit Line	\$9,000
Available Credit	\$7,392

For Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Payment Information

New Balance	\$657.32
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	12/07/20

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance	\$895.13	
Credits	\$0.00	
Payments	\$895.13	
Purchases & Other Charges	+	\$657.32
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$657.32

4-0348 - 89.96
 4-0349 - 123.75
 4-0347 - 345.94
 4-0231 24.00
 4-0260 13.77

[Handwritten signature]
 AMP

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	18.240%	.04997%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
10/12	10/14	2444500MF8PSEFZEY	HIGH COUNTRY NEWS 970-527-4898 CO		37.00
10/12	10/14	2444500MF8PSEFZQA	HIGH COUNTRY NEWS 970-527-4898 CO		10.00
10/14	10/14	2401339MG01WHVW05	SMOKY MOUNTAIN PIZZA & PA KETCHUM ID		122.49
10/14	10/14	2480197MHRDQ8Y042	VELTEX MARKET KETCHUM ID		12.85
10/19	10/19	2471705MN4PR525Z4	STARBUCKS KETCHUM ID		16.63
10/27	10/27	2432743MXL86DJG2E	WOOD RIVER LOCK LLC KETCHUM ID		13.77
10/28	10/28	2469216MY2XJF8SJY	SQ *JOHNNY G'S SUBSHACK KETCHUM ID		74.21

See reverse side for important information.



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
10/31	10/31	2449215N1JJ1923EJ	ZOOM.US 888-799-9666 WWW.ZOOM.US CA		14.99
11/01	11/01	2469216N22XB333K7	GOOGLE *GSUITE_svwsd o cc@google.com CA		27.87
11/02	11/02	2413746N4014VPJX7	USPS PO 1587500353 SUN VALLEY ID		84.00
11/03	11/03	2401339N400QNHWG5	SMOKY MOUNTAIN PIZZA & PA KETCHUM ID		91.55
11/03	11/03	2413746N52XB2RNXA	BASE CAMP WARM SPRINGS KETCHUM ID		15.27
11/03	11/03	7485620N426RZB3V6	PAYMENT THANK YOU	895.13	
11/06	11/06	2442733N7LYRBHBA6	ATKINSONS MARKET IN KETCHUM ID		12.94
11/09	11/09	2421073NA602655H4	CEUPLAN 352-754-1259 FL		123.75

0-1-15

Wells Fargo News

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

**Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.*

CLOSING DATE 11/12/2020

DATE	AMT	ACCT
14-Oct	47.00	DUES/SUBSCRIPTION
28-Oct	74.21	TRAVEL MEALS ENTER
3-Nov	15.27	TRAVEL MEALS ENTER
27-Oct	13.77	BUILDING R/M
19-Oct	16.63	TRAVEL MEALS ENTER
6-Nov	12.94	TRAVEL MEALS ENTER
3-Nov	91.55	TRAVEL MEALS ENTER
14-Oct	122.49	TRAVEL MEALS ENTER
31-Oct	14.99	DUES/SUBSCRIPTION
1-Nov	27.87	DUES/SUBSCRIPTION
14-Oct	12.85	TRAVEL MEALS ENTER
2-Nov	84.00	OFC SUPPLIES
9-Nov	123.75	CEU PLAN
TOTAL	657.32	

SVWSD WELLS FARGO VISA STATEMENT
HIGH COUNTRY NEWS
JOHNNY G'S SUBSHACK
BASE CAMP WARM SPRINGS-CREW LUNCH
WOOD RIVER LOCK
STARBUCKS COFFEE W/EVAN
ATKINSONS
SMOKEY MOUNTAIN PIZZA - CREW LUNCH
SMOKY MOUNTAIN PIZZA - CREW LUNCH
ZOOM
GOOGLE G SUITE - OFFICE NETWORK SHARING
VELTEX - CREW LUNCH
USPS
EMPLOYEE EDUCATION

Marybeth Collins

From: Mick Mummert <MMummert@ketchumidaho.org>
Sent: Thursday, December 17, 2020 11:17 AM
To: Pat McMahon (pat@swwsd.com)
Cc: Marybeth Collins
Subject: Facility Plan Staff Report
Attachments: Staff Report Facilities Plan_SVWSD 20201221.pdf

I would like to get the attached request for approval on the next board meeting agenda if possible.

Thanks,
Mick

MICK MUMMERT | CITY OF KETCHUM

Utilities Department, Wastewater Division Supervisor
P.O. Box 2315 | 110 River Ranch Road | Ketchum, ID 83340
o: 208.726.7825 | f: 208.726.7827

mmummert@ketchumidaho.org | www.ketchumidaho.org

Please note: All email correspondence with the City is subject to the Idaho Public Writings Act.



City of Ketchum

December 21, 2020

General Manager and District Board Members
Sun Valley Water and Sewer District
Sun Valley, Idaho

General Manager and Directors:

Recommendation to Approve HDR Task Order No. 13 - Engineering Services, Wastewater Facility Planning Study, City of Ketchum and Sun Valley Water & Sewer District, Ketchum-Sun Valley, Idaho

Recommendation and Summary

I recommend the Directors approve HDR Task Order No. 13 - Engineering Services, Wastewater Facility Planning Study, City of Ketchum and Sun Valley Water & Sewer District, Ketchum-Sun Valley, Idaho and adopt the following motion:

"I move to approve HDR Task Order No. 13 - Engineering Services, Wastewater Facility Planning Study, City of Ketchum and Sun Valley Water & Sewer District, Ketchum-Sun Valley, Idaho, with a not-to-exceed cost of \$144,800.00 and authorize the Board President to sign it."

Introduction and History

The City of Ketchum/Sun Valley Water and Sewer District Wastewater Treatment Plant is continually modifying and upgrading its current infrastructure and operations to meet regulatory requirements and keep up with the growth of the population it serves. Idaho Department of Environmental Quality Rule 58.01.16 Section 410 requires municipal wastewater treatment facilities undergoing material modification or expansion to have a current facility plan. The purpose of the plan is to document the upgrades and expansions expected or needed by the treatment plant. The current facilities plan being used was developed in 2009. Since then, regulatory requirements and technologies have changed sufficiently that an updated facilities plan is necessary. The new facility plan will be the basis for identifying and scheduling future capital improvement projects.

Analysis

This task order would authorize HDR Engineering to prepare a facility plan to assist with options for handling wastewater at the treatment plant.

- This project will satisfy IDEQ wastewater treatment facility planning document requirements.
- HDR Engineering has a Master Services Agreement with the City of Ketchum and the Sun Valley Water and Sewer District for projects related to the wastewater treatment facility.
- The project manager for this task order is very familiar with the wastewater treatment facility and managed many of the treatment plant's recent upgrades.

Sustainability

The recommended action will further the goals of the 2020 Ketchum Sustainability Action Plan and improve the energy efficiency of the treatment plant in the following ways:

- HDR Engineering will be provided a copy of the Ketchum Sustainability Action Plan and be instructed to use it in making energy efficiency and sustainability a key focus in their evaluation of necessary modifications.
- Natural and biological removal processes will be given priority in the development of this facility plan.

Financial Impact

HDR Engineering estimates a not to exceed professional services fee of \$144,800.00. The cost for this contract will be divided equally with the City of Ketchum as this is a capital improvement project. Funding for the task order will come from the FY 20/21 Wastewater Capital Improvement Fund.

Sincerely,



Mick Mummert
Wastewater Dept. Supervisor

Attachment(s):

HDR Task Order No. 13 - Engineering Services, Wastewater Facility Planning Study, City of Ketchum and Sun Valley Water & Sewer District, Ketchum-Sun Valley, Idaho
Multiple Project Agreement with HDR Engineering, Inc.



TASK ORDER NO. 13

**ENGINEERING SERVICES
WASTEWATER FACILITY PLANNING STUDY
CITY OF KETCHUM AND SUN VALLEY WATER & SEWER DISTRICT
KETCHUM-SUN VALLEY IDAHO**

This Task Order pertains to a Master Services Agreement by and between City of Ketchum and Sun Valley Water & Sewer District (SVWSD), Ketchum-Sun Valley, Idaho ("Ketchum-SVWSD"), and HDR Engineering, Inc. ("HDR"), dated January 21, 2014 ("the Agreement"). HDR shall perform services on the project described below and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties (EXHIBIT A). Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

Wastewater Facility Planning Study

Scope of Work

100 – Project Management

Project management is required for efficient implementation of project tasks and business related work. The subtasks below define the efforts required to execute the contract and produce the final deliverable for the project, a wastewater facility planning study approved by the Idaho Department of Environmental Quality (IDEQ).

Sub Tasks

101 – Meetings with staff

This task includes regular meetings with key members of the HDR team to review the status of the work and coordinate work activities, document meeting decisions and action items, assign activities to team members, and follow up for timely resolution. In person meetings with Ketchum-SVWSD staff will be limited to the initial project kick-off meeting and the final presentation of the draft FPS. Workshops shall be conducted using internet-based meeting platforms capable of media presentation.

102 – Project management

The ongoing project management activities will include:

- **Budget Status Monitoring:** Monitor the project work remaining to complete the overall Project, the budget expended, the estimated cost of the work remaining, and the estimated cost at completion. Inform Ketchum-SVWSD of budget status through the monthly invoices, invoice progress reports and monthly progress conference calls. Manage activities within overall total Project budget.
- **Schedule Status Monitoring:** Monitor progress of work tasks and compare progress to overall Project Schedule. Estimate the time to complete remaining work tasks and update the Project Schedule. Inform Ketchum-SVWSD of schedule status through the monthly progress conference calls. Manage activities within overall Project Schedule.



- Change Management - Monitor project activities for potential changes, anticipate changes when possible, and with Ketchum-SVWSD approval, modify project tasks, and approach to keep the overall project within budget and on schedule.
- Invoicing - Prepare and submit a monthly invoice and progress report.
- Develop and Execute the Quality Assurance/Quality Control (QA/QC) Plan: Manage the quality review of all work activities and project deliverables by developing and distributing a QA/QC plan to the Project staff that outlines the QA/QC review process for the Project. Manage the quality control review of all work activities and project deliverables. Identify senior technical reviewers for the various technical disciplines and oversee the adherence to the plan during the execution of all Tasks. Draft and final deliverables are reviewed according to the QA/QC Plan prior to submittal to Ketchum-SVWSD for review.

Assumptions

- Budget status monitoring is a monthly activity for the duration of the project, 12 months.
- Schedule status monitoring is a monthly activity for the duration of the project, 12 months.
- Project coordination meetings for key internal staff are conducted bi-monthly for 12 months
- 12 monthly invoices and progress reports will be prepared
- Execution of the QA/QC Plan will be completed under the appropriate tasks.
- Ketchum-SVWSD will develop a workshop team to be involved in all three workshop sessions for continuity. The workshop shall conclude with a consensus of action items and changes.

Deliverables

- Monthly invoices and progress reports that include budget and schedule updates, as well as change management summary.

200 - Initial Technical Analyses; Planning Criteria, Development of Flows and Loads, and Current Treatment Capacity. Workshop #1

The Task 200 work develops the first three chapters of the Facilities Planning Study (FPS). The chapters are:

- Chapter 1 - Planning Criteria: Service Area, Population Projections and Effluent Criteria
- Chapter 2 - Wastewater Flows / Loads (Current and Future) and Effluent Criteria
- Chapter 3 - Current Plant Capacity and Performance

Sub Tasks

201 – Planning criteria

HDR will develop a data and information request and submit it to Ketchum-SVWSD. Once the data are received, HDR will compile and review the data and documents in order to:

- Describe the local conditions
- Define the planning area and impact areas
- Review of existing data and facility information
- Determine critical data gaps/needs



- Recommend additional wastewater characterization/sampling to be conducted by Ketchum-SVWSD
- Review socioeconomic profile and population statistics
- Review Ketchum-SVWSD's Comprehensive Plans

202 – Wastewater characterization, current flows and loads, residential and commercial sources and permit requirements

HDR will characterize the current wastewater and influent flows and loads as follows:

- Review basic wastewater historical data collected since the previous FPS (2010 – present) with emphasis on last three years. The data review parameters will be for: flow, BOD, TSS, TKN, NH₃-N, and TP. The current design basis will be developed from the most recent years for both concentration and mass.
- Review treatment plant recent process monitoring data (last 3 years or 2018 to present) to establish historical influent wastewater characteristics and trends including the parameters above and others such as temperature and alkalinity.
- Merge data from different sources or periods and clean text entries, error messages, or notes from source data.
- Calculate mass loadings and moving averages.
- Estimate the probability of occurrence of peak influent loads using Microsoft Excel.
- Estimate relationships between maximum month, maximum week, maximum day, and annual average conditions using a statistical analysis method. The following percentiles apply to select the loading conditions:
 - Annual average = 50th percentile
 - Maximum month = 91.7th percentile (11/12th percentile)
 - Maximum week = 98.1st percentile (51/52nd percentile)
 - Maximum day = 99.7th percentile (364/365th percentile)
- In some instances, the design flows and loads will be augmented using a moving average method.
- If treatment plant process monitoring data are not available for key constituent loads (e.g., monitoring has not yet been established for a constituent), reference values will be used from comparable facilities, HDR's internal best practice guidelines, or published references, as determined by HDR.
- Compile historical treatment plant process monitoring data for use in calibrating mass balance model.
- Develop the transitory population impact by pillow counts of 2nd homes, hotels, vacation rentals.
- Major commercial source loads (if any) will be based on pretreatment program or other applicable data provided by Ketchum-SVWSD.
- Review of Total Maximum Daily Load (TMDL) information for the discharge into the Big Wood River. The existing temperature data collected by Ketchum-SVWSD will be reviewed and compared to anticipated temperature criteria. The implications of temperature on the treatment process will be considered in the alternative analysis.
- Review Idaho Pollutant Discharge Elimination System (IPDES) requirements and discuss any trends in future water quality criteria that might impact facility processes such as TMDL related items or other state-wide (or Federal) initiatives.
- Review of current City-wide Class A permit and the water quality for such use.

203 - Review of existing process performance

This subtask provides the evaluation of Ketchum-SVWSD's existing treatment facility and associated programs. Information developed in this task will define the existing facility



configuration and operating conditions from which all follow-on treatment alternative configurations are based and developed. HDR will review available data provided by Ketchum-SVWSD regarding the performance of key unit treatment processes and overall plant performance. This evaluation will be used to develop the treatment process model and inform the development of treatment alternatives in later tasks.

204 – BioWin model and Hydraulic Analysis

HDR will set up a BioWin model for the Ketchum-SVWSD Wastewater Treatment Plant (WWTP). The BioWin model will be calibrated using available treatment process data provided by Ketchum-SVWSD and HDR's professional experience. The model will include existing treatment biological and chemical treatment processes and associated solids generation, treatment and handling facilities. Special emphasis will be on the biological impact of an anoxic basin and basin recycle incorporated into the activated sludge process model for improved total nitrogen removal and promoting biological phosphorus.

The plant hydraulics will be modeled to review the existing hydraulic profile. A survey of the plant control by local survey crew will provide the basis for the model as well as drawings from past projects. The model will be set up based on WWTP drawings and other hydraulic profile information provided by Ketchum-SVWSD. The model will include existing treatment processes and be important in evaluating the system under future flow conditions.

205 – Population and land use forecasts

Population estimates and land use forecasts will be evaluated using information from current and past planning documents and recent trends in growth. The population trends will be analyzed and an agreed upon growth rate established based upon projected land use and impact areas.

206 – Project future flows and loads

HDR will project future flows and loads as follows:

- Project future average loads for BOD, TSS, NH₃-N (and TKN if data are available), and TP for the following time periods:
 - Near-term (5-year, to 2026)
 - Long-term (both 10-year to 2031, and 20-year to 2041)
- Base flow projections on future population estimates from Task 205 and expected future flows from domestic sources. HDR will also review flow projections developed from past studies and planning documents.
- Consider recorded growth trends, service area build out, changes to service area zoning, planned annexations, and anticipated commercial growth.
 - Use the historical flow and load analysis to establish historical peaking factors for the existing service area.
 - Based on historical flows and loads, calculate the per capita average flow and load for the existing service area.
 - If no changes in land use are anticipated for the existing or future service area, then load projections will be proportional to flow increases.
 - Commercial loads will be accounted for separately from the per capita loads.
 - If changes are anticipated in the land use for the future service area, estimate the per capita average flow and loads for the future service area.
 - Apply the per capita flows and loads to the population projection for the design year to establish average flows and loads at the design year.



- o Multiply the annual average flows and loads by the peaking factors to establish maximum month, maximum day, maximum week, and peak hour for the design period.

207 – Develop draft design treatment criteria

Level of treatment criteria will be identified for key parameters. Critical existing permit limitations for TSS and TP will provide the basis for these criteria. Other parameters may be considered in relation to water quality driven issues in the future such as subsequent phases of the TMDLs, specifically temperature and ammonia nitrogen. Task 300 will define the treatment levels, if any, appropriate to consider for these parameters.

208 – Draft Facility Plan Chapters 1, 2 and 3

Draft of Facility Plan chapters 1, 2 and 3 will be made available for Ketchum-SVWSD review and comment including the sections covered in Task 200. This will include relevant items from sections A, B, and C as identified in the IDEQ's Form 5-A which are: Introduction, Existing Conditions, and Future Conditions respectively.

209 – Workshop #1

Anticipated topics for this workshop are:

- Review of planning criteria
- Population and land use forecasts
- Review non-economic criteria
- Watershed and water quality
- Assessment of current WW treatment asset conditions (Ketchum-SVWSD-led)
- Review existing process performance
- Effluent requirements
- Future regulatory considerations
- Wastewater characterization
- Flows and loads
- BioWin and hydraulic modeling for current system
- Design criteria
- Biosolids treatment, handling and disposal
- Cost basis (e.g., capital, O&M and net present value)

Task 200 Assumptions

- Ketchum-SVWSD will provide facility influent, effluent, commercial or industrial pretreatment (if any), and process performance data in electronic format (Excel) within two (2) weeks of request from HDR.
- One draft of FP chapters 1, 2 and 3 will be prepared for Ketchum-SVWSD's review and comment.
- Ketchum-SVWSD will review the draft chapters with the objective of producing one (1) consolidated set of comments for HDR to consider after a review period of no more than two (2) weeks.
- Flow and load projections will be based on a review of treatment plant data.
- Three years of historical data will be used to complete the flow and load analysis.
- Ketchum-SVWSD will provide the numbers of residential, commercial and industrial connections for each of the past three years



- Maximum flows and loads will be used as the basis of design for process sizing of the wastewater treatment facilities components per design guidelines from EPA, IDEQ, Metcalf & Eddy's textbook *Wastewater Engineering*, Water Environment Federation Manual of Practice No. 8, or Recommended Standards for Wastewater Facilities (Ten States Standards).
- Ketchum-SVWSD will provide historical flows and loads and anticipated flows and loads from non-domestic sources, such as commercial and industrial users. If data are not available, HDR will assume typical values based on published references.
- Topographic survey of the plant is by others and not included in this scope of services.
- The workshop will be held via web-based conferencing after HDR has had a minimum of one (1) week to address Ketchum-SVWSD review comments of the written draft chapters.
- The workshop duration will be no more than three (3) hours.
- Any changes resulting from the workshop will be reflected in meeting notes and incorporated into the final version, to be delivered with Workshop #3 (draft final document).

Task 200 Deliverables

- Draft Facility Plan chapters 1, 2 and 3 (PDF)
- Workshop #1
 - Agenda
 - Key information presentation in electronic format (PDF)
 - Summary workshop meeting minutes in electronic format (PDF)

Task 300 - Initial Treatment Alternatives and Workshop #2

Task 300 of the Facility Planning Study addresses chapters 4, 5 and 6 with the following titles:

- Chapter 4 – Treatment Upgrades Alternatives for Liquids and Solids Streams
- Chapter 5 – Sustainability: Water Reuse and Energy Conservation
- Chapter 6 - Support facilities

The objective of this task is to identify an array of initial treatment alternatives that address near-term and long-term facilities needs for both regulatory and capacity triggered facility improvements. It is anticipated that alternatives will be considered to address flows and loads identified in Task 200. The alternatives will focus on deficiencies of existing treatment to meet the near-term (5 year) and long-term (10 and 20 year) planning period criteria (flows, load or regulatory criteria).

Each area of the plant shall be examined including:

1. Primary Treatment (Headworks): screening, pumping, grit removal, and odor control.
2. Secondary Treatment (Biological): aeration basins, blowers, diffusers, and clarifiers; biological and chemical phosphorus removal.
3. Tertiary Treatment: final pumping and filtration
4. Disinfection: UV disinfection for direct discharge or reuse; reuse pump station and associated distribution to Weyakkin and Elkhorn Golf Course.



5. Sludge Handling: aerobic digestion, thickening, dewatering (drying beds), and biosolids disposal.

301 – Develop alternatives for each area of the treatment process

Review of each area of treatment will be based upon the following criteria:

- Older equipment replacement
- Existing hydraulic bottleneck
- Redundancy
- Operability
- Capacity
- Sustainability

Some options may be more pertinent for the near-term time frame (i.e., the next 5 years), while others may be more pertinent for the long-term horizon (10 or 20 years). This array of options will be combined into high-level alternatives or hybrid alternatives, and some options may be subject to a more confined or narrow decision/evaluation.

Certain areas of the plant have been substantially upgraded during the last 20 years. This includes screening (2018), effluent reuse (2013), aeration basins (2008), filtration (2007), disinfection (2003), and clarifiers (2000 and 2004). Other areas that have not been addressed and require specific attention are related to the solids handling. These components include aerobic digester, thickening, dewatering and final biosolids disposal. The areas needing more immediate attention will be detailed more thoroughly.

The alternatives will consider sustainability issues such as energy usage, recycled water and beneficial use of biosolids.

The workshop at the conclusion of Task 300 will serve to narrow the alternatives that will be further developed and evaluated in subsequent tasks.

302 – Develop PFDs for each major alternative

HDR will develop simplified process flow diagrams (PFDs) for each of the major alternatives or alternatives packages.

303 – Modeling to develop sizes and configurations of each major alternative

Each of the major alternatives or alternatives packages will be evaluated with respect to process performance goals (BOD₅, TSS, ammonia, total phosphorus, temperature, disinfection). This evaluation will be completed by HDR using the BioWin process model. The modeling will be used as a tool to assist with developing rough estimates of major equipment sizing and help define configurations to be used for cost estimating.

304 – Water Reuse, Sludge Disposal and Energy Efficiency

Ultra-low TSS mass loadings will pose a problem with compliance as flows increase. Fortunately, the mass TSS loading limits are applied on an annual basis and this provides incentive for treated water reuse during irrigation months. This reduces TSS discharge to the



river in the summer to irrigated turf and allows additional effluent TSS discharge during the high-water flows in the fall, winter and spring.

The Cities of Ketchum and Sun Valley operate under a City-wide Class A reuse permit. This provides many outlets for reuse water throughout the community. Reuse is so popular in the Ketchum/Sun Valley area that reuse water is split between Ketchum and SVWSD and all available water is used during the irrigation season. But when supplies increase with flow, other reuse outlets may be possible. A list of possible alternative reuse locations will be identified.

The remaining outlet for reuse is winter snow-making but the only outlet for such reuse water is through the Sun Valley Company and there is no current economic drivers to encourage reuse water snow-making. The reuse section will address the potential for non-economic drivers in an effort to promote winter reuse.

Dewatered sludge is currently disposed into drying beds at the Ohio Gulch transfer station. This is currently the most economical method of disposal. The agreement for use of the drying beds expired in 2019. This subtask will evaluate the renewal of the agreement, the alternatives for sludge disposal including land application, composting, and landfilling. Composting pilot study planning is currently underway for the municipalities sharing the Ohio Gulch Transfer Station drying beds. The compost related information from this pilot study will be included in this section with features specific to the Ketchum-SVWSD plant.

Energy efficiency is an important aspect of wastewater treatment and Ketchum-SVWSD has been at the forefront of energy conservation. The largest part of energy usage is in the aerobic biological process consisting of blowers and diffusers. About 15 years ago new aeration basins were constructed with new fine bubble diffusers and about 10 years ago the plant installed cutting edge energy efficient turbo blowers. One area that will be explored within the alternatives chapters will be denitrification and the benefit for oxygen recovery from converting nitrate-nitrogen to nitrogen gas. This simple process can be accommodated by implementing an anoxic step in the activated sludge process along with an internal mixed liquor recycle system. The logistics of adding this step will be an important part of the energy efficiency section. Other energy savings measures will also be explored.

305 – Support Facilities

This task will evaluate the existing and future needs for support facilities. Support facilities include space for operations staff, laboratory, and maintenance. The current wastewater facility site houses the Ketchum Water Department in a separate building, the wastewater department operations/lab staff in a separate building, and a joint administrative building for both Water and Wastewater Superintendents. The wastewater areas will be evaluated to determine if additional space is required. It is understood that any new structures proposed for the site be constructed meeting the criteria of the local neighborhood association agreement.

Future facilities may include space for any additional operations/maintenance staff, space for additional solids handling equipment/vehicles, space for an environmental center (educational center and/or public awareness) and perhaps space for a small employee fitness area.



Other support areas include; existing electrical facilities by Idaho Power, standby electrical power, and spare diesel fuel supply.

306 – Draft Facility Plan Chapters 4, 5 and 6

Draft of Facility Plan chapters 4, 5 and 6 for Ketchum-SVWSD review and comment will include the sections covered in this task. This will include item D as identified in the IDEQ's Form 5-A which is Development and Initial Screening of Alternatives.

307 – Workshop #2: Treatment Process Analysis/Results

This workshop will be focused on:

- Reviewing process model results and calibration
- Identifying bottlenecks with operations staff
- Water reuse considerations and opportunities
- Sludge disposal alternatives
- Energy conservation and sustainability
- Support facilities options
- Identifying alternatives to eliminate
- Screening the list of alternatives identified in Sub-tasks into a short-list of viable alternatives for further consideration and final decision-making in Task 400
- Optimizing primary treatment, secondary treatment, disinfection, side-stream management, and biosolids management.

Task 300 Assumptions

- No more than four (4) BioWin simulations will be run, all at steady-state conditions.
- One draft of chapters 4, 5 and 6 will be prepared for Ketchum-SVWSD's review and comment.
- Ketchum-SVWSD will review the draft chapters with the objective of producing one (1) consolidated set of applicable comments for HDR to consider after a review period of no more than two (2) weeks.
- The workshop will be attended by web-based conference call by up to two (2) HDR staff, with up to two (2) additional HDR staff joining remotely by videoconference. The workshop duration will be no more than three (3) hours long. The workshop will conclude with a consensus of action items and changes.
- Ketchum-SVWSD's attendees at the workshop will be the same as those who attended Workshop #1 for consistency and continuity.
- At the conclusion of the workshop, the alternatives will be short-listed to no more than two (2) upgrade improvement alternatives per segment of treatment process (headworks, secondary, tertiary, disinfection and sludge handling).
- Changes resulting from the workshop will be reflected in meeting notes and incorporated into final FPS version, to be delivered with Workshop #3 (draft final document).

Task 300 Deliverables

- Draft Facility Plan chapters 4, 5 and 6 (PDF)
- Workshop #2
 - Agenda
 - Key information presentation in electronic format (Powerpoint or PDF)



- o Summary workshop meeting minutes in electronic format (PDF)

Task 400 - Development of Final Alternatives, Opinion of Probable Construction Cost, Implementation Schedule and Workshop #3

The objective of this task is further refinement and evaluation of the short-list of viable alternatives agreed to at the conclusion of Workshop #2.

Task 400 of the Facility Planning Study addresses chapters 7 and 8 with the following titles:

- Chapter 7 – Final Alternative
- Chapter 8 – Implementation Plan

Chapter 7 provides a Detailed Evaluation of the Final Alternatives and includes opinion of probable construction cost (OPCC), operation and maintenance (O&M) costs, and a present worth (or annualized) cost comparison. Along with non-economic criteria, the improvements can then be selected for implementation (with concurrence from Ketchum-SVWSD).

Chapter 8 provides the Implementation Plan that takes the costs from chapters 4, 5, 6 and 7 to develop an estimate of the additional annual review required to improve the system based on the implementation plan. The costs and implementation schedule combine into a capital improvement plan (CIP). Assumptions will be made regarding loan rates for projects financing, the value of money with time (inflation) along with escalation of sewer rates to provide a balance in revenue with spending. This is not a comprehensive rate study which is outside the scope of a wastewater facility planning study. It merely provides an initial basis for a more detailed future study on how best to successfully implement the upgrade projects over the course of the 20-year planning period.

This task includes a workshop at which decisions will be made to select the preferred alternative for treatment processes based on economic and non-economic factors and production of the final draft of the facility plan and subsequent submission to IDEQ for review and comment.

Sub Tasks

401 - Refine PFDs, sizing and configurations for final alternatives

The PFDs, sizing and configurations will be refined based on the outcome of Task 300. Additional BioWin simulations will be performed, as constrained under the Assumptions section of this Task below.

402 – Provide cost estimates for final alternatives

Cost estimates (opinion of probable construction cost or OPCC) for the short-list of final alternatives will be prepared. Total life-cycle costs will be used, incorporating total capital and annual operation and maintenance costs. Where appropriate, this cost-estimating will be supplemented with vendor quotes or similar cost estimating information.



During future design phases, contractor markups and contingencies can be refined and reduced as additional design details become available which are captured in the cost estimate detail. These estimates allow comparison of initial conceptual alternatives to short-list the alternatives to a single alternative, or in some cases two alternatives.

This estimating effort adopts the classification of estimates as defined by the Association for the Advancement of Cost Engineering (AACE). The industry classification system is Recommended Practice-17R-97: "Cost Estimate Classification System" and 18R-97: "Cost Estimating Classification System as Applied in Engineering, Procurement, and Construction for the Process Industries."

The capital costs for this report are defined as order-of-magnitude-level (Class 4) estimate as defined in the AACE International Recommended Practice No. 18R-97, *Cost Estimate Classification System As Applied in Engineering, Procurement, and Construction for the Process Industries*. The level of project definition for a Class 4 opinion is 1 percent to 15 percent. An estimate of this type is typically expected to be within +40 percent or -20 percent of the actual construction cost. The final cost of the projects will depend on actual labor and materials costs, actual site conditions, productivity, competitive market conditions, bid dates, seasonal fluctuations, final project scope, final project schedule, and other variables. As a result, the final project costs will vary from the estimates presented in this report.

The objective of the life-cycle cost evaluation (annualized capital cost plus annual operating cost) is to provide a comparison between the alternatives. This comparison can be presented as either present worth or annualized cost. Given the conceptual level of the alternative evaluation, the cost opinion includes contingencies and markups for each alternative.

403 – Provide decision matrix for final alternatives

Using the information on construction and operations cost opinions for the preferred alternative, a decision matrix will be generated for treatment processes. This will include both economic and non-economic factors. A pair-wise evaluation will compare the alternatives based on non-monetary factors. This evaluation allows judgment in terms of risk to be evaluated for each alternative.

404 – Examine the implementation plan for selected alternatives

The selected alternatives will be based on both near-term and long-term needs based on the age of equipment, reliability, redundancy or capacity. When all things are considered, the near-term and long-term improvements can be placed on a 20-year calendar. Once these improvements are placed into the implementation schedule along with capital cost opinions, increased customer revenue scenarios can be developed by City staff, HDR, or other consultants.

The estimated annual revenue to construct the improvements over the planning period will be based on the growth rate established in Task 200. Capital projects for wastewater treatment upgrades typically are funded with revenue based upon monthly charges for residential and commercial customers. Other tools at the disposal of the City include impact and/or connection fees. Setting of rates can be a complex matrix of fees and charges. Our efforts will focus on a



simplified approach using future residential connections numbers and increases in annual cost required to support the improvements over time.

405 – Facility Plan Final Draft Preparation

A draft of Facility Plan chapters 7 and 8 for Ketchum-SVWSD review and comment will be provided, as well as the previous six chapters from Tasks 200 and 300. The chapter 7 and 8 work includes the addition of items E., F., and H. as identified in the IDEQ's Form 5-A which are: final Screening of Principal Alternatives and Facility Plan Adoption, Recommended Alternative Description and Implementation Arrangements, and Appendices.

406 – Workshop #3 Final Draft Facility Plan Review

Anticipated workshop agenda topics include:

- Review final alternatives
- Develop and reach consensus for each alternative's economic and non-economic values
- Review cost estimates
- Select preferred treatment alternative
- Implementation schedule and capital investment plan
- Review draft report

407 – Final Facility Plan Review with City Staff

After incorporating the comments from the final workshop meeting, a final version of the FPS will be provided to Ketchum-SVWSD City staff members by electronic format (PDF). After a review period of approximately three (3) weeks, a final PowerPoint presentation will be given at a council meeting. Notice of the meeting for public comment will be provided by Ketchum-SVWSD staff. The publicly noticed meeting will be an opportunity for public comment before official adoption by the Ketchum SVWSD.

Upon Ketchum-SVWSD review/comment of the draft Facility Plan after workshop #3 a final copy will be submitted to IDEQ for approval.

408 – Respond to DEQ Comments and Address Changes

IDEQ review of FPS studies results in a review letter with questions, comments, and concerns. This task will officially respond to the questions and resolve concerns to allow DEQ to approve the FPS document. An approval letter from DEQ officially concludes the FPS scope of work.

409 – Environmental Information Document

An Environmental Information Document (EID) is not included in this scope of work. Even though the environmental impacts are anticipated to be minor and potentially addressed by Categorical Exclusion, the extent of this document is difficult to judge until the alternatives analysis is complete. In addition, it is only necessary if imminent project work is pending. Therefore, we propose to delay preparation of the EID until further project definition so an accurate scope and fee can be developed.

Assumptions for Task 400

- The workshop will be held at Ketchum-SVWSD City Hall.



- The workshop will be attended in person by up to two (2) HDR staff, with up to two (2) additional HDR staff by phone or videoconference. The workshop duration will be no more than three (3) hours long plus travel. If state, county, city, or HDR guidance or rules do not allow in-person meetings due to Covid-19 the workshop will be held virtually.
- Ketchum-SVWSD's attendees at the workshop will be the same as those who attended Workshops #1 and #2 for consistency and continuity.
- One draft Facility Planning Study report will be prepared for Ketchum-SVWSD's review and comment.
- -SVWSD review is assumed to be completed in two (2) weeks.
- Ketchum-SVWSD will review the draft report with the objective of producing one (1) consolidated set of applicable Ketchum-SVWSD comments for HDR to consider.
- A final FPS presentation by HDR to both the Ketchum City Council and SVWSD Board will be made formally to request approval of Facility Plan submittal to IDEQ.
- Response to IDEQ review will be by phone and letter. A face to face visit with the IDEQ reviewer will not be required.
- EID preparation will be completed at a later date (not included in this scope) and submitted as an amendment to the completed FPS.

Deliverables

- Electronic Microsoft Word file and PDF of the draft FPS for Ketchum-SVWSD's review e-mailed to Ketchum-SVWSD's project manager.
- Workshop #3
 - Agenda
 - Key information presentation in electronic format (PDF)
 - Summary workshop meeting minutes in electronic format (PDF)
- Two copies of the Final FPS (after workshop #3) delivered to the Public Works Director and Wastewater Superintendent. The FPS will also be delivered in PDF format for distribution electronically to Ketchum-SVWSD City Council.
- After authorization to submit to IDEQ, a final FPS will be submitted on behalf of Ketchum-SVWSD to IDEQ (as PDF).
- Response to IDEQ comments.
- Final corrected copies to IDEQ for final approval.

Project Schedule

See attached Project schedule.

The project schedule for performing the task order is as follows:

Task	Schedule (weeks after NTP)
Task 100 – Project Management	Continuous
Task 200 – FPS Chapters 1, 2, and 3	16
Task 300 – FPS Chapters 4, 5, and 6	40
Task 400 – FPS Chapters 7 and 8	52



Compensation

The estimated cost to complete this Scope of Services is presented in the table below.

Task	Budget
Project Management	\$20,800
FPS Chapters 1, 2, and 3	\$38,800
FPS Chapters 4, 5, and 6	\$51,100
FPS Chapters 7 and 8	\$34,100
TOTAL	\$144,800



EXHIBIT A

TASK ORDER NO. 13

This Task Order pertains to an Agreement by and between City of Ketchum-SVWSD, (“KETCHUM-SVWSD”), and HDR Engineering, Inc. (“HDR”), dated January 21, 2014, (“the Agreement”). HDR shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 13

PROJECT NAME: Ketchum-SVWSD Wastewater Facility Planning Study

PART 1.0 PROJECT DESCRIPTION:

A Wastewater Facility Planning Study (FPS) will be prepared following the guidelines of Idaho DEQ. The FPS will assist Ketchum-SVWSD in meeting the water quality objectives of the Clean Water Act by providing information regarding system improvements. The plan will consider equipment age, system capacity, system redundancy, and sustainability. The comprehensive solutions will assist Ketchum-SVWSD in prioritizing capital investments.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY HDR ON THE PROJECT:

The FPS scope of services is fully described in Exhibit A to this Task Order. The work is summarized below in four tasks;

Tasks

Task 100 – Project Management

- Budget Monitoring
- Schedule Monitoring
- Change Management
- Invoicing
- Quality Control

Task 200 – FPS Chapters 1-3

- Chapter 1 – Planning Criteria
- Chapter 2 – Wastewater Flows/Loads (Current and Future) and Effluent Criteria
- Chapter 3 – Current Plant Capacity and Performance
- Workshop #1 – Review of chapters 1 – 3

Task 300 – FPS Chapters 4 – 6

- Chapter 4 – Treatment Upgrade Alternatives for Liquids and Solids Streams
- Chapter 5 – Sustainability: Reuse and Energy Conservation
- Chapter 6 – Support Facilities
- Workshop #2 – Review of chapters 4 – 6



Task 400 – FPS Chapters 7 and 8

- Chapter 7 – Summary of Final Alternative(s)
- Chapter 8 – Implementation Plan
- Workshop #3
 - Review of chapters 7 and 8
 - Review of draft FPS document
- Presentation to Ketchum City Council (and public) and Sun Valley Water & Sewer District Board (and public)
- Addressing DEQ review
- Submittal of Final FPS to City and District

Task Budget Breakdown

Task	Budget
Task 100 – Project Management	\$20,800
Task 200 – FPS Chapters 1, 2, and 3	\$38,800
Task 300 – FPS Chapters 4, 5, and 6	\$51,100
Task 400 – FPS Chapters 7 and 8	\$34,100
TOTAL	\$144,800

PART 3.0 OWNER’S RESPONSIBILITIES:

1. Provide access to plant site, files, lab SOP, lab equipment and system controls.
2. Provide information on planning area, projected growth rates, I/I flows, and commercial/industrial customer information.
3. Provide information on previous planning studies, previous design documents, O&M manuals, etc.
4. Provide document reviews in timely manner (to maintain project schedule)
5. Assign a review team for workshop consistency and continuity.

PART 4.0 PERIODS OF SERVICE:

January 4, 2021 to December 31, 2021.

PART 5.0 PAYMENTS TO HDR:

Tasks 100 – 400: Time and expenses, not to exceed \$144,800 without written authorization.

PART 6.0 OTHER: NA

This Task Order is executed this _____ day of _____, 2020.



CITY OF KETCHUM, IDAHO

“KETCHUM”

BY: _____

NAME: _____

TITLE: Mayor

ADDRESS: City of Ketchum-
Ketchum, ID

SUN VALLEY WATER & SEWER
DISTRICT

“SVWSD”

BY: _____

NAME: _____

TITLE: President

ADDRESS: Sun Valley Water & Sewer
District
Sun Valley, ID

HDR ENGINEERING, INC.

“HDR”

BY: 

NAME: Kate Eldridge

Vice President

HDR Engineering, Inc.
412 E Parkcenter Blvd,
Suite 100
Boise, ID 83706

End of Task Order

MULTIPLE PROJECT AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of this 21 day of January, 2014, between City of Ketchum and Sun Valley Water & Sewer District (SVWSD), hereinafter referred to as "OWNER", and HDR Engineering, Inc., hereinafter referred to as "ENGINEER," for engineering services as described in this Agreement.

WHEREAS, OWNER desires to retain ENGINEER, a professional engineering firm, to provide professional engineering, consulting and related services ("Services") on one or more projects in which the OWNER is involved; and

WHEREAS, ENGINEER desires to provide such services on such projects as may be agreed, from time to time, by the parties;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION I. PROJECT TASK ORDER

- 1.1 This Agreement shall apply to as many projects as OWNER and ENGINEER agree will be performed under the terms and conditions of this Agreement. Each project ENGINEER performs for OWNER hereunder shall be designated by a "Task Order." A sample Task Order is attached to this Agreement and marked as Exhibit "A". No Task Order shall be binding or enforceable unless and until it has been properly executed by both OWNER and ENGINEER. Each properly executed Task Order shall become a separate supplemental agreement to this Agreement.
- 1.2 In resolving potential conflicts between this Agreement and the Task Order pertaining to a specific project, the terms of the Task Order shall control.
- 1.3 ENGINEER will provide the Scope of Services as set forth in Part 2 of each Task Order.

SECTION II. RESPONSIBILITIES OF OWNER

In addition to the responsibilities described in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services," OWNER shall have the responsibilities described in Part 3 of each Task Order.

SECTION III. COMPENSATION

Compensation for ENGINEER's Services shall be in accordance with Part 5 of each Task Order, and in accordance with paragraph 11 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services."

SECTION IV. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The "HDR Engineering, Inc. Terms and Conditions for Professional Services," which are attached hereto, are incorporated into this Agreement by this reference.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

City of Ketchum	Sun Valley Water & Sewer District (SVWSD)
_____ "OWNER"	_____ "OWNER"
BY: <u><i>[Signature]</i></u>	BY: <u><i>[Signature]</i></u>
NAME: <u>N JONAS</u>	NAME: <u>JAMES L O'D</u>
TITLE: <u>MAYOR</u>	TITLE: <u>CHAIRMAN</u>
ADDRESS: <u>PO Box 2315</u> <u>Ketchum, ID 83340</u>	ADDR ESS: <u>PO Box 2410</u> <u>Sun Valley ID 83353</u>

HDR ENGINEERING, INC.
"ENGINEER"
BY: *[Signature]*
NAME: Karen M. Doherty
TITLE: Vice President
ADDR 412 E. Parkcenter Blvd., Suite
ESS: 100
Boise, ID 83706-6659

EXHIBIT A
TASK ORDER

This Task Order pertains to an Agreement by and between _____, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated _____, 20____, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:
PROJECT NAME:

- PART 1.0 PROJECT DESCRIPTION:
- PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:
- PART 3.0 OWNER'S RESPONSIBILITIES:
- PART 4.0 PERIODS OF SERVICE:
- PART 5.0 PAYMENTS TO ENGINEER:
- PART 6.0 OTHER:

This Task Order is executed this _____ day of _____, 20____.

_____ "OWNER" BY: _____ NAME: _____ TITLE: _____ ADDRESS: _____ _____	HDR ENGINEERING, INC. "ENGINEER" BY: _____ NAME: _____ TITLE: _____ ADDRESS: _____ _____
---	--

CH2MHILL Engineering Support Services Summary**November 2020****TO:** Patrick McMahon, General Manager**FROM:** John Wiskus, P.E.**DATE:** December 2, 2020**PROJECT
NUMBER:** 154047.A0.60

The following is a summary of our activities for the period noted above.

Admin and General Consulting

Activities include:

Project management and administration; general communication/coordination with staff and District Staff; final review and coordination conference call with District Staff regarding the District's proposed connection fee assessment development; review of proposed test well site plan and proposed test well construction detail, previous driller's log for test well located next to SVCo Employee Housing, and results of previous test well pumping test; coordination with Clinton Barnes/IDWR regarding test well drilling and driller; communication with Nicholas Waters/TFRO regarding status of pump-to-waste proposal and State response; coordination with District Staff regarding current IDEQ position on pump-to-waste proposal for both the test well and final production well for future Well 14; coordination on level probe instruments needed for upcoming test well pump test with In-Situ and Brett Van Wagoner; coordination with driller on move in and sampling requirements; review of the drillers log and day to day drilling progress with the driller and the District; and review of other test well sites previously considered by the District.

IDAHO DEPARTMENT OF WATER RESOURCES WELL DRILLER'S REPORT

1. WELL TAG NO. D 00 85969
Drilling Permit No. 896601

Water right or injection well # _____
2. OWNER: Sun Valley Water & Sewer

Name Sun Valley Water & Sewer
Address P.O. Box 2410
City Sun Valley State Id Zip 83353

3. WELL LOCATION:
Twp. 4 North or South Rge. 18 East or West
Sec. 7 1/4 SW 1/4 SE 1/4

Gov't Lot _____ County Blaine
Lat. 43 ° 41 ' 379 (Deg. and Decimal minutes)
Long. 114 ° 21 ' 084 (Deg. and Decimal minutes)
Address of Well Site # 9 Horseman Center Road
City Sun Valley

(Give at least name of road • Distance to Road or Landmark)
Lot _____ Blk. _____ Sub. Name _____

4. USE:
 Domestic Municipal Monitor Irrigation Thermal Injection
 Other TEST

5. TYPE OF WORK:
 New well Replacement well Modify existing well
 Abandonment Other _____

6. DRILL METHOD:
 Air Rotary Mud Rotary Cable Other _____

7. SEALING PROCEDURES:

Seal material	From (ft)	To (ft)	Quantity (lbs or ft ³)	Placement method/procedure
Bentonite Chips	0	18	2000 lbs	Dry Pour

8. CASING/LINER:

Diameter (nominal)	From (ft)	To (ft)	Gauge/Schedule	Material	Casing	Threaded	Welded
8"	+ 3	89	250	Steel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Was drive shoe used? Y N Shoe Depth(s) 89 ft

9. PERFORATIONS/SCREENS:
Perforations Y N Method _____
Manufactured screen Y N Type _____
Method of installation _____

From (ft)	To (ft)	Slot size	Number/ft	Diameter (nominal)	Material	Gauge or Schedule

Length of Headpipe _____ Length of Tailpipe _____

Packer Y N Type _____

10. FILTER PACK:

Filter Material	From (ft)	To (ft)	Quantity (lbs or ft ³)	Placement method

11. FLOWING ARTESIAN:
Flowing Artesian? Y N Artesian Pressure (PSIG) _____
Describe control device _____

12. STATIC WATER LEVEL and WELL TESTS:
Depth first water encountered (ft) 66 ft Static water level (ft) 0
Water temp. (°F) Cold Bottom hole temp. (°F) Cold
Describe access port Well Cap

Well test:

Drawdown (feet)	Discharge or yield (gpm)	Test duration (minutes)	Pump	Ball	Air	Flowing artesian
	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water quality test or comments: _____

13. LITHOLOGIC LOG and/or repairs or abandonment:

Bore Dia. (in)	From (ft)	To (ft)	Remarks, lithology or description of repairs or abandonment, water temp.	Water	
				Y	N
12	0	12	Top Soil		X
12	12	18	Gravel & Clay		X
8	18	32	Gravel		X
8	32	37	Gravel & Clay		X
8	37	48	Gravel		X
8	48	53	Gravel & Clay		X
8	53	60	Gravel & Boulders		X
8	60	66	Brown Clay & Gravel	X	
8	66	78	Larger Gravels (50 gpm)	X	
8	78	84	Brown Clay		X
8	84	89	Brown Subsoil 7 Broken Limestone		X
8	89	90	Limestone		X
6	90	96	Brown Subsoil & Clay & Soft Granite		X
6	96	106	Gray Sand & Soft Granite		X
6	106	160	Soft Black Granite		X

Completed Depth (Measurable): 160 ft
Date Started: 11/02/2020 Date Completed: 11/25/2020

14. DRILLER'S CERTIFICATION:
I/We certify that all minimum well construction standards were complied with at the time the rig was removed.

Company Name Dirt Works Co. No. 652

*Principal Driller Rico McDaniel Date 11/30/2020

*Driller _____ Date _____

*Operator II _____ Date _____

Operator I _____ Date _____

* Signature of Principal Driller and rig operator are required.

Marybeth Collins

From: Wiskus, John/BOI <John.Wiskus@jacobs.com>
Sent: Tuesday, December 08, 2020 12:23 PM
To: pat@svwsd.com
Cc: Marybeth Collins
Subject: FW: [EXTERNAL] Re: SVWSD Test Well Decommissioning

One of two for your files.

From: Bill McHargue <dirtworksconstruction@yahoo.com>
Sent: Tuesday, December 8, 2020 10:06 AM
To: Wiskus, John/BOI <John.Wiskus@jacobs.com>
Subject: Re: [EXTERNAL] Re: SVWSD Test Well Decommissioning

Thanks for the reply John,
I am going to file for the well abandonment today with friday the 11th as the day to do the abandonment. This hinges on IDWR's approval too.
Thanks
Bill

On Monday, December 7, 2020, 10:40:53 AM MST, Wiskus, John/BOI <john.wiskus@jacobs.com> wrote:

Bill,

Thank you for your email today regarding decommissioning of the test well.

I spoke with the District this morning and they would like you to decommission the test well in your standard fashion with the well casing 3-foot above ground with the necessary seal material and cap per IDWR requirements.

Once you complete the decommissioning activities assume you will be closing out the project on your end and invoicing the District.

Please don't hesitate to call with questions.

Thank you,

John

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

RECEIVED

Form 238(4)-2 02/2014
Page 1 of 2

DEC 08 2020

ID NUMBER 895995

DEPT OF WATER RESOURCES
State of Idaho Department of Water Resources
AUTHORIZATION TO ABANDON (DECOMMISSION) A WELL

DS

1. WELL OWNER INFORMATION: (The well owner is the person who legally owns the property.)

Name: Sun Valley Water & Sewer
Current Mailing Address: P.O. Box 2410
City: Sun Valley State: Id Zip Code: 83353
Telephone: (208) 622-7610

2. WELL LOCATION: (GPS required in Degrees Decimal Minutes.)

Twp. 4n, Rge. 18e, Sec. 7, 1/4 SW 1/4 SE 1/4
Gov't Lot No. _____ County Blaire Lat. 43 41 .379 Long. 114 21 .084
Street Address of Well Location: No 9 Horseman Center Road
City: Sun Valley Lot, block and subdivision: _____

3. TYPE OF WELL:

DOMESTIC MONITORING IRRIGATION OTHER Test (Describe)

4. WELL INFORMATION: (*Casing size, well depth & static water level data are required.)

Well Tag Number: D 0085969 Previous Drilling Permit Number: _____
Water Right Number: _____
Well Log on File? (Provide if available) Yes No Temperature: less than 85°F greater than 85°F
*Casing Size: 8" *Material: Steel *Well Depth: 160 ft (measured)
*Current Static Water Level: Dry (measured) Flowing Artesian? Yes No

5. REASON FOR ABANDONMENT OF WELL:

Finished with testing

6. PROPOSED METHOD OF ABANDONMENT: (Must be consistent with IDAPA 37.03.09. This Application must be reviewed prior to commencement of abandonment.)

Four benetic chips in the top of the well in the bottom. Filling it up to ground level with benetic chips. Weld a plate over the top of the 8" casing

7. Drilling company name: Dirt Works company lic. No. 652

8. Date of abandonment: 12/11/2020

9. Applicants signature: [Signature]

10. Title: Driller date: 12/08/2020

ACTION OF THE DEPARTMENT OF WATER RESOURCES

This application for abandonment has been reviewed by IDWR on 12, 8, 20

This review does not constitute an endorsement by IDWR of the proper abandonment of this well. Pursuant to Section 42-238(12), Idaho Code, all abandonments must meet the requirements of the Administrative Rules for Well Construction Standards. Abandonment of this well will require the services of a well driller licensed in the State of Idaho unless a waiver has been granted.

[Signature]
Signature of Authorized Department Representative

[Signature]
Title



TO: Pat McMahon

FROM: Betsy Roberts, PE

SUBJECT: 2020 Road and Pathway Improvements
Manhole and Water Valve Adjustment Reimbursement

DATE: December 8, 2020

Construction for the third year of the Bond Program Road and Pathway Improvements Project has completed. Prior to the start of the 2019 Road and Path Project, the Sun Valley Water and Sewer District (SVWSD) and the City of Sun Valley (City) agreed upon specific cost allocations regarding manholes and water valves located in construction areas. Similar agreements have occurred for the past 15 to 20 years for roadway construction in Sun Valley and in December of 2018, the District and City developed a Memorandum of Understanding (MOU) to better memorialize the process of cost allocation.

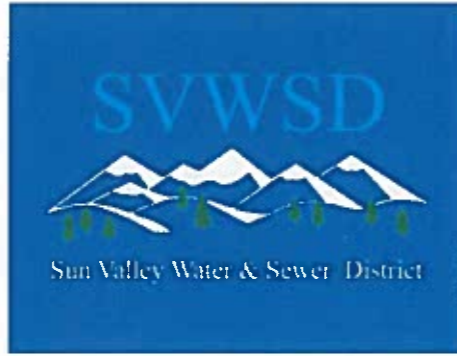
Costs to be borne by the City of Sun Valley include whirly gigs, barrel sections, and concrete collars while SVWSD will reimburse the cost for manhole frames and covers when new ones are purchased. Construction for the third year of the Bond program was limited to whirly gigs and concrete collars, therefore, there are no reimbursable costs for SVWSD to pay.

The City of Sun Valley appreciates the valuable services SVWSD provides to our community and looks forward to coordinating on next year's construction projects. If you have any questions, please don't hesitate to contact me at 208.867.1486.

Sincerely,

Betsy Roberts, PE
Sun Valley City Engineer

CC: Bill Whitesell
Wendy Crosby
Alyce Tolman



Sun Valley Water & Sewer District Personnel Policy

Approved by the Sun Valley Water and Sewer District Board of Directors 12.16.19

Date:

Sun Valley Water & Sewer District PERSONNEL POLICY

This policy establishes a safe, efficient and cooperative working environment, establishes the responsibilities and level of performance expected of all Sun Valley Water and Sewer District (District) employees and explains benefits provided to District employees.

The policies and benefit offerings outlined in this policy are subject to change at any time, without prior notice to, and consent of, District employees. Changes may be made at the sole discretion of the Sun Valley Water and Sewer District Board of Directors (Board).

All employees of the District are at-will and are employed at the discretion of the Board. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Board. This personnel policy is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. All provisions of this policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized and signed by the Board can alter the at-will nature of employment by the District, notwithstanding anything said by an Elected Official or supervisor.

TABLE OF CONTENTS

I. GENERAL POLICIES.....	1
A. THE ORGANIZATION IN WHICH YOU WORK.....	1
B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.....	1
C. VETERAN'S PREFERENCE AND RIGHTS	1
D. NEPOTISM / HIRING OF RELATIVE	2
E. PREFERENCE FOR HIRING FROM WITHIN	2
II. EMPLOYMENT START-UP	3
A. EMPLOYMENT FORMS TO BE COMPLETED	3
B. EMPLOYEE PERSONNEL FILES.....	3
III. RULES OF EMPLOYEE CONDUCT.....	4
A. PERSONAL CONDUCT.....	4
B. RELATIONSHIP POLICY.....	7
C. PHONE AND VEHICLE POLICY.....	7
IV. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS.....	9
A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES	9
B. COMPENSATION POLICIES.....	10
C. EMPLOYEE BENEFITS.....	12
V. EMPLOYEE PERFORMANCE AND DISCIPLINE	15
A. PURPOSE OF DISCIPLINE / PERFORMANCE POLICY	15
B. DISCIPLINARY / PERFORMANCE SYSTEM FRAMEWORK.....	15
C. DISCIPLINARY ACTIONS AVAILABLE.....	15
D. OPPORTUNITY TO BE HEARD – ASSERTIONS OF DISCRIMINATION AND RETALIATION AND NAME-CLEARING HEARING.....	15
VI. WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE	17
A. PURPOSE.....	17
B. POLICY	17

C. RESPONSIBILITIES..... 17

D. DEFINITIONS..... 18

E. COMPLAINT PROCEDURES..... 19

F. DISCIPLINARY ACTION.....20

G. RETALIATION21

H. CONFIDENTIALITY21

I. FALSE COMPLAINTS.....21

VII. SEPARATION FROM EMPLOYMENT22

 A. REDUCTIONS IN FORCE (RIF).....22

 B. EXIT INTERVIEW22

 C. RESIGNATION POLICY22

APPENDIX "A"24

I. GENERAL POLICIES

A. THE ORGANIZATION IN WHICH YOU WORK

The District is a political subdivision of the state of Idaho, though it is not a part of state government. The Board of Directors (Board) serves as the governing body of the District, carrying out local legislative duties and fulfilling other obligations as provided by law. The Board is the general policymaker for the District, and has primary authority to establish terms and conditions of employment with the District. As with all elected public officials, the Board is ultimately responsible to the voters of the District.

Each employee should recognize that although he/she may serve as an employee supervised by another staff member, he/she remains an employee of the District, and not of the person who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other person's pledge, without the express written agreement of the Board. That is particularly true for terms or conditions that would establish a current or future financial obligation for the District.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, sexual orientation, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification. All objections to hiring or other employment practices must be brought to the attention of the Board or supervisor, or in the case of objection to actions undertaken by that person, to legal counsel for the District.

C. VETERAN'S PREFERENCE AND RIGHTS

The District will accord a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5 (Rights and Privileges of Veterans). In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 (Reemployment and leave of absence) will not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she will be restored to his/her position without loss of seniority, status or pay.

D. NEPOTISM / HIRING OF RELATIVE

No person will be employed by the District when the employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code. § 59-701 (Ethics in Government) et seq., Idaho Code §18-1359 (Using public position for personal gain), and their successors. Any such employment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited:

1. No Board member or other public servant, including employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree (brother, sister, spouse, parent, child, grandparent, grandchild) to any compensated office, position, employment, or duty. That means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.
2. An employee whose relative is subsequently elected as a Board member may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5)(a).

E. PREFERENCE FOR HIRING FROM WITHIN

Qualified District employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

II. EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following forms must be completed before the employee begins work for the District:

1. Employment application form.
2. Insurance forms (if coverage is available to and selected by the employee).
3. Immigration form (I-9).
4. Any other benefit forms necessary for employee information.

B. EMPLOYEE PERSONNEL FILES

1. Personnel Records

The official employee records for the District will be kept by the District Treasurer. The personnel files will contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the District. The Board, the employee's supervisor and the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

2. Access to Personnel Files

Only the employee's supervisors, the Board when acting in the course of its official business, attorneys for the District and the employee him/herself are authorized to view materials in a personnel file. Access of others to such files will be allowed only with authorization of the General Manager after consultation with legal counsel for the District. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the District, or pursuant to a Court order or a proper subpoena. The District reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

3. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the General Manager, after consultation with legal counsel for the District, any offending material may be removed upon a finding by the District that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

III. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below in this Article III will be grounds for disciplinary action including possible dismissal from employment. However, this list is illustrative and not all-inclusive and other behaviors and acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of the employee's employment with the District or limit the reasons for which the employee may be disciplined, including termination of the employment. The most important of these rules are those addressing attitude and cooperative behavior.

A. PERSONAL CONDUCT

Each employee is expected to conduct himself/herself in a manner that is helpful and productive and that does not reflect adversely upon the District. Public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the District and its officials. In order to accomplish this, each employee must:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. **THIS IS THE FIRST PRIORITY FOR ALL EMPLOYEES.**
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with whatever dress standards may be established by the District. In the absence of any such dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
5. Not engage in conduct away from work that, although not criminal, may reflect adversely upon the District or its officials or otherwise impair the employee's ability to perform.
6. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the District and related agencies.
7. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50), Idaho Code §59-701 et seq. (Ethics in Government Act), Idaho Code §59-201 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).

8. Not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.
9. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Board.
10. Give his/her best efforts to accomplish the work of the District for public benefit in accordance with policies and procedures adopted by the Board and displaying an attitude of cooperation and constructive participation.
11. Be subject to the administrative authority of the officials who supervise the employee.
12. Abide by all District rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state or nation.
13. Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
14. Not sleep or be absent from the employee's work station when on duty. Employees must be attentive to their work at all times.
15. Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output or encourage others to do the same.
16. Not harass a fellow worker employee or member of the public, as outlined in Article VI below.
17. Not discriminate in the treatment of fellow employees or members of the public on the basis of race, religion, gender, age, disability, sexual orientation, or national origin.
18. Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud, threatening or harassing speech.
19. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
20. Not use any lawful or unlawful substances that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.

21. Follow the rules regarding the reporting of work hours and comply with the District's procedures for approval of time-keeping records.
22. Follow rules and schedules for breaks and lunch periods.
23. Report all accidents that occur or are observed on the job, or are on or involve District property, and cooperate as requested in the reconstruction of any such accident.
24. Follow all workplace safety rules, whether established by the District or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
25. Maintain a current appropriate driver's license when work for the District requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.
26. Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
27. Not have non-District employment that conflicts with duties performed for the District in any meaningful way. The District may determine permissible examples of outside employment.
28. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record, after consulting with legal counsel for the District or without an order from a court or public agency of competent jurisdiction.
29. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
30. Not use work time for personal business, including the selling of goods or services to the general public.
31. Adhere to any code of ethics in his/her profession.
32. Not engage in political activities while on duty.
33. Not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
34. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the District (Idaho Code § 18-3201 and 18-3202).
35. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace activities.

36. Not abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with District policy.
37. Not violate rules concerning absence from the workplace without proper authorization.
38. Not engage in prolonged visits with co-workers, children, friends or family members that interfere with work in the department in which the employee serves.
39. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.

B. RELATIONSHIP POLICY

Personal relationships are a vital part of most people's lives. When personal relationships intersect with employment, an employer may become entangled with the consequences of the choices that employees make. The District has no desire to become involved in such matters. Accordingly, these rules serve as a basic guide to family and romantic relationships in the District's workplace:

1. No employee of the District will hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor by blood or marriage within the second degree
2. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the District to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

C. PHONE AND VEHICLE POLICY

1. District Provided Cell Phones

The District may issue cellular telephones to employees when necessary for the efficient conduct of business. These devices are provided to improve communication and efficiency. Personal use should be kept to a minimum.

2. District Owned Vehicles

Operators of District-owned vehicles must abide by the following requirements:

- a. Possess and have available a valid drivers license.
- b. Operate the vehicle in a safe, courteous, and lawful manner.
- c. Limit incidental personal use of the vehicle.
- d. Ensure that the vehicle is maintained in proper working order.
- e. Not operate the vehicle while under the influence of drugs, alcohol, or controlled substances.

- f. Notify the General Manager of any accidents, and complete any required paperwork.

IV. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

For varied reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The District will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. Employment Status

All employees of the District, including part-time and temporary employees, are AT-WILL EMPLOYEES, except as otherwise required by law or pursuant to a written contract approved by the Board.

2. Employed Attorneys and Other Legal Counsel.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the District are considered to be at-will employees, and serve at the pleasure of the Board, and can be appointed or removed at their pleasure.

3. Employee Classification for Benefit Purposes

The classification of the position an employee holds with the District may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

a. Elected Officials

Elected Officials are not considered regular employees.

b. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the District.

c. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 30 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the Board and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may

not be available because qualifying thresholds have not been reached.

d. Temporary Employees

Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board.

B. COMPENSATION POLICIES

1. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Board as annual budgets are set and are subject to increase, reduction, or status quo maintenance for any time period. The General Manager may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the Board.

2. Compliance with State and Federal Pay Acts

The District will comply with all state and federal pay acts governing compensation of its employees.

3. Right to Change Compensation and Benefits

The District may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change.

4. Overtime/Compensatory Time Policy

- a. In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt (salaried) or nonexempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime compensation. Employees should contact their supervisor for further clarification of the employee's FLSA status.
- b. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor or when absolutely necessary in an emergency. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay as established by policy adopted by the Board. Compensatory time or overtime pay for work in excess of 40 hours per week will be computed at 1½ hours for each additional hour worked.
- c. Compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the District to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

5. Reporting and Verifying Time Records

- a. Each hourly employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the Board and the payroll office. Each report of non-exempt employees must be signed manually or electronically by both the supervisor and the employee, and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Exempt employees may be required to document time worked or benefits used for accountability purposes.
- b. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.

6. Work Periods

The workweek for all non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Monday of each week and concludes at 11:59 p.m. of the succeeding Sunday.

7. Payroll Procedures and Paydays

- a. Employees are paid every two weeks throughout the year. Paychecks are issued on every other Thursday. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
- b. Each employee must monitor the accuracy of compensation received. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the District. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board, the policy will prevail. Employees are obligated to call to the District's attention any errors, whether to the advantage or disadvantage of the employee.

8. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to District operations or called to serve on jury duty.

9. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

10. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code §45-609).

11. Travel Expense Reimbursement

An employee on approved District business will be reimbursed for expenses incurred in completing his/her assignment. Each employee is responsible for providing receipts for any expenses for which reimbursement is requested.

12. On-the-Job Injuries

Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the Board or supervisor for review.

C. EMPLOYEE BENEFITS

The District offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the Board. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board.

1. Vacation Leave

- a. Full-time Regular Employees with less than two years of service earn paid vacation at the rate of 5/6 day per month or 10 days per year.
- b. From three to five years of service, employees earn paid vacation at the rate of 1.25 days per month or a maximum of 15 days per year.
- c. From six to nine years of service, employees earn paid vacation at the rate of 1.456 days per month or a maximum of 17.5 days per year.
- d. From ten to fifteen years of service, employees earn paid vacation at the rate of 1.67 days per month or a maximum of 20 days per year.
- e. From sixteen years and on of service, employees earn paid vacation at the rate of 2.08 days per month or a maximum of 25 days per year.
- f. Regular Part-time Employees will earn vacation days on a pro-rata basis.
- g. Vacation leave can only be accrued up to the maximum of 20 days. Once an employee reaches accruals of that amount, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.
- h. Vacation leave is to be scheduled with consent of the responsible supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the District. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.

2. Sick Leave

- a. Sick leave benefits are provided to regular full-time employees at the rate of 1 day per month or 12 days per year. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family.
- b. It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative for necessary care. Sick leave must be requested at least two hours before the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. The General Manager asked to approve use of sick leave may, at the District's expense, request an independent review of the reported illness at any time by a competent medical authority.
- c. Sick leave benefit recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.

3. Holidays

- a. Ten official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board.
- b. Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay within sixty (60) days of the date of the holiday they worked. Unscheduled emergency work on holidays by non-exempt employees will be compensated at a rate of one and one-half (1 ½) times the employee's regular rate of pay.
- c. Recognized Holidays:
 - New Year's Day
 - Martin Luther King, Jr. / Human Rights Day
 - Presidents' Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veteran's Day
 - Thanksgiving Day
 - Christmas Day

4. Bereavement Leave

Up to five days of paid leave of absence shall be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

5. Leaves of Absence

Up to thirty (30) days unpaid leave can be granted by the General Manager for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Chairman of the Board.

6. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including Worker's Compensation insurance. All other benefits are to be determined in the discretion of the Board.

7. Insurance Coverage Available to Employees

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the District's contract for such services. District management should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

8. Retirement Program Offering

The District participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the District to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. District management should be contacted for further information.

9. Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue when the employee transfers from one position to another within the District. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by similarly-situated employees.

10. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board that may be available to employees:

- a. Deferred compensation plans handled by payroll deduction.
- b. Credit union participation.
- c. Employee-requested deduction programs subject to District policy.
- d. Provision of uniforms, tools, equipment allowance, etc.
- e. Parking privileges, use of the lunchroom and kitchen facilities, and use of a locker.
- f. Further training and higher education reimbursement or tuition refund.

V. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE / PERFORMANCE POLICY

This discipline/performance policy of the District establishes a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY / PERFORMANCE SYSTEM FRAMEWORK

The following framework guides the processes to be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of the employment. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The District may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:
 - a. Oral warning
 - b. Written warning or reprimand
 - c. Suspension without pay
 - d. Demotion
 - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance / behavior issues, may be established in conjunction with any of these actions:

D. OPPORTUNITY TO BE HEARD – ASSERTIONS OF DISCRIMINATION AND RETALIATION AND NAME-CLEARING HEARING

1. All employees are AT-WILL employees. However, at-will employees may from time to time experience adverse consequences of discrimination or retaliation. In addition, a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.
2. Discrimination and retaliation address actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, sexual orientation, or disability that are not bona fide occupational qualifications. The District does not condone discrimination or retaliation on the basis of the foregoing unlawful categories.

Unlawful retaliation addresses actions that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.

3. Failure to pursue these opportunity to be heard or name-clearing hearing procedures constitutes a waiver of this opportunity.
4. Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality or criminal misconduct, are not the proper subject of this procedure and will not be heard.
5. The procedure for the opportunity to be heard or name-clearing hearing is as follows:
 - a. Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
 - b. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the Board. The hearing will not exceed one (1) hour in duration.
 - c. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - d. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The Board may require the employee's supervisor to participate in the hearing.
 - e. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - f. The Board may ask questions during this process.
 - g. The employee may question participants during this process.
 - h. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.
6. After the hearing, the Board will consider the information submitted, and such other information as might be in the District's records, to arrive at a decision concerning the employee's allegations. The decision will set forth in writing the reasons for the Board's determination.

VI. WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE

A. PURPOSE

1. This section establishes the District's commitment to provide a work environment free from discrimination, harassment and retaliation, and to set forth the procedures for investigating and resolving internal complaints of such behavior. This policy should be reviewed by each employee on a periodic basis.
2. It is important that all employees treat all other employees and members of the public with respect and in a lawful and civil manner. It is the responsibility of every employee, supervisor, department head and Elected Official to deter inappropriate behavior in the workplace. Discriminatory harassing behavior that impacts, or has the potential to impact, the workplace will not be tolerated.
3. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

B. POLICY

1. Discrimination or harassment of an applicant for employment, a member of the public or an employee by any employee of the District on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation or disability will not be tolerated by the District.
2. Employees found to be participating in any form of such employment-related discrimination or harassment, or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.

C. RESPONSIBILITIES

1. The District
 - a. It is the responsibility of the District to develop this policy, provide training on it, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.
 - b. The District designates the General Manager ("Designated Official") as the official who will be responsible for directing the procedures of this policy.
2. Supervisors
 - a. Supervisors enforce the policy, train new employees on it, regularly review it with all employees so that the employees know its provisions, and monitor the workplace for compliance.
 - b. If a supervisor observes that discrimination, harassment or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected

person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, harassing or retaliatory, consulting with the General Manager, and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he/she should notify the General Manager, who should then take prompt steps to address the allegation.

- c. If discrimination, harassment or retaliation is reported or alleged, it must be followed up by a supervisor. A complaining party is not allowed to retract an allegation of such actions without proving that it was made erroneously.

3. Employees

It is the responsibility of every employee to know this policy and to share the responsibility of understanding and preventing discrimination, harassment and retaliation. But satisfactory investigation or resolution of complaints cannot occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated, harassed or retaliated against have the primary obligation of informing their supervisor, General Manager, Human Resource Officer or legal counsel for the District of such actions, recounting specific actions or occurrences whenever possible.

D. DEFINITIONS

Unlawful harassment includes, but is not limited to, the following behaviors:

1. **Verbal Harassment** – Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, or disability, whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually-oriented comments about dress or physical features, sexual rumors, code words, race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” that is oriented towards a prohibited form of harassment.
2. **Physical Harassment** – Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. **Visual Harassment** – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, or disability. This applies to both posted material and material maintained in or on District equipment or personal property in the workplace.

4. **Sexual Harassment** – Any act that is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are basically two types of sexual harassment:

- a. "Quid pro quo" harassment, where employment decisions such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances/unlawful sexual harassment. Therefore, only someone in a supervisory capacity with the authority to grant any of such benefits can engage in quid pro quo harassment. Examples: a supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether they are supervisors, other employees or the public. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. A prohibited hostile work environment does not exist simply because a supervisor is rude, belittles the employee or requires work that the employee does not want to do. A prohibited hostile work environment is only present when it is based on the above factors.

E. COMPLAINT PROCEDURES

The following complaint procedure must be followed to address a complaint regarding discrimination, harassment or retaliation:

1. A person who believes he/she has been discriminated, harassed or retaliated against should report it to his/her supervisor, the General Manager or the legal counsel for the District. If a supervisor becomes aware of a complaint in any way that discrimination, harassment or retaliation is occurring in any District department, the supervisor should immediately report it to the Designated Official, unless the Designated Official is the focus of the complaint, in which case legal counsel for the District should be informed, and will have the responsibility to direct the investigation.
2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy or law has occurred.
4. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint and consult with legal counsel for the District.

5. The Designated Official, in consultation with legal counsel for the District, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party, but the Designated Official may serve as the investigator in appropriate circumstances.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. As soon as practicable, the investigator will conclude the investigation and submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. If it is determined that discrimination, harassment or retaliation has occurred, the appropriate official will recommend the course of action to be taken by the District. The action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;
 - b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses; and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
9. If the investigation is inconclusive or it is determined that there has been no discrimination, harassment or retaliation, but some potentially problematic conduct is revealed, corrective action may be taken.
10. Promptly after the investigation is concluded, the Designated Official and/or the appropriate supervisors and legal counsel for the District will separately meet with the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
11. The complainant and the person alleged to have committed the offenses may submit statements to the Designated Official and/or supervisor challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
12. Promptly after the Designated Official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel, a decision will be made as to what action, if any, should be taken by the Board or General Manager.

F. DISCIPLINARY ACTION

If discrimination, harassment or retaliation is determined to have occurred, the supervisor should take prompt and effective remedial action against the actor. The action should be commensurate with the severity of the offense, up to and including termination of employment.

G. RETALIATION

Retaliation in any manner against a person for filing or initiating in good faith a charge or complaint of discrimination or harassment, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The supervisor, department head and Board should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

H. CONFIDENTIALITY

Confidentiality should be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The District's insurer may also be engaged to assist in all phases of any proceeding or investigation.

I. FALSE COMPLAINTS

Discipline will result, up to and including termination, when it is conclusively determined that an employee made a complaint of discrimination, harassment or retaliation knowing it to be false and/or knowingly participated in the falsehood. This section is not intended to discourage employees from making complaints regarding unlawful employment-based behavior. An employee will not be disciplined for reporting actual behavior that in good faith the employee believed was prohibited employment-based behavior. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

VII. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, the District may reduce forces in such manner as it deems necessary to maintain the effective functioning of the District services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Board may make any changes in the work force or assignment of resources deemed to be in the District's best interests.

B. EXIT INTERVIEW

Each employee who terminates from employment is encouraged to participate in an exit interview with the Designated Representative of the District. In such interview, the District should notify the employee when certain benefits will terminate, when final pay will be issued. The employee should be invited to inform the interviewer about his/her impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel

C. RESIGNATION POLICY

1. Written and oral resignations are effective upon receipt by a supervisor or Board. Oral resignations should be documented by the supervisor after consultation with the General Manager or Board. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.
2. Employees who have an unexcused or unauthorized absence of three (3) working days or more may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of three (3) or more working days, the District will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED this ____ day of _____, 20____.

Board of Sun Valley Water & Sewer District

Chair

Date

Board Member

Board Member

Attest: Treasurer

APPENDIX "A"

**ACKNOWLEDGMENT OF RECEIPT OF THE SUN VALLEY WATER & SEWER DISTRICT
PERSONNEL POLICY**

I, _____ acknowledge receipt of the _____
Personnel Policy, adopted on _____.

- I understand that it is my responsibility to read and review this Policy.
- I understand that I am an at-will employee of the District, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy and any additional rules, regulations, policies or procedures imposed by the District whether or not I choose to read the new Policies or Procedures
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified, I will be provided with a copy of the modifications.
- I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20__.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the Sun Valley Water & Sewer District Personnel Policy, as adopted by the Board of Directors on _____ to _____, on this _____ day of _____, 20__.

(Name - Title - Department)

WATER DISTRICT 37 ADVISORY BOARD MEETING

Tuesday, September 15, 2020

1:30 PM

Lincoln County Community Center

Shoshone, Idaho

**** ALL ITEMS LISTED ON THIS AGENDA ARE POTENTIAL ACTION ITEMS AND VOTING MAY OCCUR ON ANY ITEM LISTED ****

Chairman Pat McMahon called the meeting to order at 1:30 pm on Tuesday, September 15, 2020 at the Lincoln County Community Center. In attendance was Sharon Lee, Dave Bell, Justin Stevenson, Mike Elliott, Bill Arkoosh and Nick Purdy, Carl Pendleton attended as Rod Hubsmith's alternate for the Canal Company. Watermaster Kevin Lakey and Sec/Treas. Cyndi McCowan. Also attending was Alan Hansten, Manager, North Side Canal Company. Advisory board members Butch Morris, Rod Hubsmith were unable to attend.

Approval of the April 14, 2020 minutes

Sharon Lee made a motion to approve the minutes of the April 14, 2020 meeting as presented. Nick Purdy seconded the motion. There was no discussion. The motion passed unopposed.

Cloud Seeding Cost Discussion

While discussing future cloud seeding funding within Water District 37 it was noted that there were three or four water districts in the state wide contributing to the funding within their areas, of those, Water District 37 paid substantially more than the other districts. The Idaho Water Resource Board was scheduled to hold a meeting on September 17, 2020 in which there would be a conversation on the potential amount of funding the resource board would be contributing to the cloud seeding program in all the areas of the state involved in cloud seeding which could potentially reduce the amount that Water District 37 would be paying towards the cloud seeding project in the year ahead.

Watermaster's Report

A long discussion ensued which included the same details and basic conversation from previous advisory board meetings concerning the legislation that North Side Canal Company was proposing, which would reduce the amount of assessment they were anticipated to pay to Water District 37.

After several attempts, Dave Bell made the motion that the Water District 37 advisory board supported sending proposed legislation 42-612 (4) (see attached) to the Idaho Water Users for their input and review at their annual meeting. Mike Elliott seconded the motion. Chairman McMahon called for a voice vote. Voting in favor: Dave Bell, Mike Elliott, Justin Stevenson. Voting in opposition: Sharon Lee, Nick Purdy, Bill Arkoosh. Chairman McMahon cast the tie-breaking vote, in favor. There was no discussion. The motion passed.

GW Deputy position and Preliminary Budget 2021

Watermaster Kevin Lakey said the district was not currently conjunctively managed. He said he wanted the water district to be in a position of preparedness with hard numbers if he was asked to do that. He was developing Surface and Ground Water accountability information. The WMIS / GPS position would be better funded in the proposed 2021 budget for the further development of the position for acquiring diversion data. This position was currently collecting and recording data that showed flowrates, meter information, the GPM (Gallons Per Minute) information and recorded diversions that were on or off per day.

The board reviewed the preliminary budget for 2021, after some discussion Sharon Lee suggested to add a 3% salary increase across the board for the Water District employees. Further information would be obtained for some line items, such as medical insurance, within the budget for the December advisory board meeting when the information was available.

Watermaster Kevin Lakey updated the group on the PivoTrac telemetry that had been installed at the Walker, Lower 75 and Browning divisions in 2020. Sharon Lee made the motion to provide the payment for those station from the funding available from a Bureau of Reclamation grant that was received in 2019. Justin Stevenson seconded the motion. The motion passed unopposed.


The amount of the funds received was \$6483.73, the amount to be paid to PivoTrac in 2020 was \$4425.00. The remaining funds of \$2058.73 will remain in the district's operating savings account held with the State Treasurer until another project is considered.

Adjourn

Justin Stevenson made the motion to adjourn the meeting. Sharon Lee seconded the motion. There was no discussion. The motion passed unopposed. The meeting adjourned at 3:12 pm.

Respectfully,

Pat McMahon 

Cyndi McCowan 

Chairman-Date 12-8-20

Sec/ Treas-Date 12-8-20

MEETING NOTICE

Big Wood River Ground Water Management Area Advisory Committee

DATE: Tuesday, December 15, 2020

TIME: 1:30 – 4:30 p.m.

LOCATION: Idaho Department of Water Resources, 322 E Front St., Suite 648, Boise, Id.

(See below for remote participation)

AGENDA

- 1) Introductions and Attendance
- 2) Old Business
- 3) Modeling Tools for Evaluating Ground Water and Surface Water Interactions in the BWR GWMA
(Jennifer Sukow, IDWR)
- 4) Excess Irrigation Acres (Tim Luke, IDWR)
- 5) Spill Water Out of System (Kevin Lakey)
- 6) Municipal Water Use (Chris Johnson/Pat McMahon)
- 7) Public Comment
- 8) Next Meeting, Topics for Discussion, and Assignments

REMOTE PARTICIPATION VIA ZOOM

<https://zoom.us/j/92696441515?pwd=ekZralZhVDBYOVJuNm9xSFNqRmhFUT09>

Meeting ID: 926 9644 1515

Passcode: 168843

Call in number: 253-215-8782 (use meeting ID and passcode above)

COVID-19 Considerations: Due to restrictions related to the COVID-19 pandemic, in-person space is limited. Please consider participating via Zoom or telephone. If you intend to participate in person, please RSVP to Caitlin McCoy, caitlin.mccoy@idwr.idaho.gov or 208-287-4803.

ADA Accommodations: If you require special accommodations to attend, participate in, or understand the meeting, please contact Caitlin McCoy at caitlin.mccoy@idwr.idaho.gov or 208-287-4803 at least 72 hours prior to the meeting.

System Name	People Served/Connections Approximate	Storage (Gallons)	Average Daily Demand	Max Daily Demand	Reported Sales 2018 (million)*	Reported Salaries 2018 (million)*
<i>BELLEVUE CITY OF</i>	2,287/943	1,000,000	750,000	2,300,000	\$80	\$41
<i>HAILEY WATER AND SEWER</i>	8,000/3238				\$291	\$216
<i>KETCHUM CITY OF</i>	3,800/1750	3,000,000	2,380,000	5,100,000	\$379	\$216
<i>SUN VALLEY WATER AND SEWER DIST</i>	3427/908	3,000,000	1,400,000	6,300,000	\$110	\$42

* <http://sunvalleyeconomy.com/wp-content/uploads/2019/09/Profiles-booklet-19-3.pdf>

Acre Feet Use by Year

Municipal	2016	2017	2018	2019
<i>Bellevue</i>	1448.67	1234.29*	1022.98	1231.21
<i>Hailey</i>	2820.43	2442.51	2911.54	2574.11
<i>Ketchum</i>	2830.10	3196.40	3176.86	2718.55
<i>Sun Valley</i>	3098.86	3176.91	3344.74	3241.83

* Meter failed in 2017 this is an average of the reported years

Blaine County has an estimated 50 Public Water Systems which are systems that serve at least 25 people or have at least 15 connections – HOA, Trailer Parks, Campgrounds, Churches, Summer Camps, Municipalities.

Economic Impact of Blaine County Jobs in Lincoln & Gooding Counties

Water Usage / GDP Comparison			
	Blaine	Lincoln	Gooding
2019 GDP (US BEA)	\$1,667,226	\$285,060	\$1,174,700
ratio	1	0.17	0.70
Domestic Water Usage	1	1	1
ratio	1	1.00	1.00

Wage Export / Economic Impact Estimate	
Blaine County Jobs filled by commuters*	1,973
Ave. Annual Blaine County Wage**	\$33,624
Ave. wage spent locally (National Assoc. of Homebuilders)	60%
Direct Economic Impact	\$39,804,091
Multiplier Effect***	1.5
Indirect Economic Impact	\$59,706,137
Total Economic Impact of Blaine County jobs in Lincoln and Gooding Counties:	\$99,510,228

*Idaho Dept. of Labor

**Accommodation & Food Service, Retail & Construction Industry weighted average (Idaho Dept of Labor & SVED)

***IMPLAN Labor Income Multiplier Effects range from 1.3 to 2.0 depending on industry

MEETING MINUTES
Big Wood River Ground Water Management Area Advisory Committee
IDWR State Office at Idaho Water Center, Boise, Idaho
December 2, 2020

The meeting started at approximately 1:30 p.m. Director Gary Spackman and IDWR staff members Shelley Keen and Tim Luke attended at the IDWR State Office in Boise. Other attendees participated via Zoom videoconferencing or telephone. See the attached list of attendees.

After a brief introduction and taking of attendance, Shelley Keen provided an update on progress relating to the group's web page, including a visual demonstration on where to access the page from IDWR's main website. Tim Luke gave an update on his Historical Review PowerPoint posted to the web page. Tim stated that two of his maps needed updating. Tim emphasized a significant number of activities were accomplished over the past nine years that are important to the management of water resources in the Big Wood River Ground Water Management Area (BWRGWMA).

Jim Bartolino of the United States Geological Survey (USGS) then gave a presentation titled "Wood River Valley Aquifer System Hydrologic Framework". The presentation gave an overview of the Wood River Valley aquifer system, including how ground water and surface water interact in the system. After Jim's presentation, advisory committee members and other asked questions that prompted discussion. Key points from the presentation and follow-up discussions included the following:

- The Big Wood River is a gaining reach upstream from Hailey, a losing reach downstream from Hailey, and a perched system in the Glendale area.
- The Timmerman and Picabo Hills are the southern boundary of the aquifer system, with some aquifer flow leaving to the southeast along Silver Creek and the southwest along the Big Wood River.
- Silver Creek is mostly connected to the upper, unconfined layer of the aquifer system.
- Ground water levels in wells within the aquifer show some correlation with seasonal and precipitation trends and perhaps some influence from irrigation practices.

Mike McVay of IDWR then gave a presentation titled "Hydrogeology of the Camas Prairie Aquifer System: Ground Water Level Trends for Wood River Valley and Camas Prairie Aquifers". The presentation provided an overview of the Camas Prairie aquifer system and ground water level information for wells in the Camas and Wood River Valley areas. Key points from Mike's presentation and follow-up discussion included the following:

- Most of the Camas Prairie Aquifer discharge is to Camas Creek on the east end of the valley.
- The Camas Prairie aquifer has no significant connection to the Wood River Valley aquifer system.
- Most wells in the confined Camas Prairie aquifer system exhibit statistically significant, long-term declining water level trends.

- Ground water levels appear to be responsive to climatic influences. Climatic changes may be impacting long-term water level trends.
- Leaky confining layers allow upward flow from the confined aquifer to the unconfined aquifer in the Camas Prairie.

The meeting was then opened up for public comments, questions and potential discussion topics for future meetings. Tim Luke said IDWR staff member Jennifer Sukow will present on the Wood River Valley Groundwater-Flow Model at the next meeting (about 1 hour with questions). Tim said he will present on excess irrigation acres. Water District 37 watermaster Kevin Lakey indicated he could present information relating to river systems spills that was requested at the last meeting. Chris Johnson confirmed he and Pat McMahon can provide information about municipal water use in the Wood River Valley.

The meeting adjourned at approximately 4:00 p.m.

Next Committee Meeting: December 15, 2020, 1:30 p.m., IDWR State Office at IDWR Water Center - Boise

**Big Wood River Ground Water Management Area Advisory Committee
December 2, 2020 Attendance**

Advisory Committee

Corey Allen
Cooper Brossy
Rod Hubsmith
Sharon Lee
Pat McMahon
Carl Pendleton
Pat Purdy
William Simon
Nick Westendorf
Brian Yeager

IDWR Staff

Shelley Keen
Tim Luke
Caitlin McCoy
Michael McVay
Alex Moody
Jennifer Sukow
Sean Vincent
Corey Skinner
Remington Buyer

Members of the Public

Jim Bartolino
Chris Bromley
Mary Beth Collins
Chris Johnson
Rusty Kramer
Kevin Lakey
Judd McMahan
Eric Miller
Heather O'Leary
Erika Philips
Larry Schoen
Dave Shaw
Jim Speck
Justin Stevenson

Date filed: NOVEMBER 23, 2020

LOCAL TAXING DISTRICT ELECTION INFORMATION
Due in the County Clerk's office on or before November 30

NAME AND ADDRESS OF DISTRICT:

SUN VALLEY WATER & SEWER DISTRICT
Name of taxing district
49 LARRY'S LANE, SUN VALLEY POST OFFICE BOX 2410 SUN VALLEY
Location of Office Mailing Address IDAHO 83353

NAME AND ADDRESS OF DISTRICT ELECTION OFFICIAL: (usually Secretary or Clerk)

MARYBETH COLLINS MARYBETH@SUVUSD.COM
Name Email Address
208.622.7610 x 100 POST OFFICE BOX 2410 SUN VALLEY IDAHO 83353
Phone Number Mailing Address

PLACE WHERE DECLARATION OF CANDIDACIES ARE AVAILABLE & FILED:

49 LARRY'S LANE SUN VALLEY IDAHO 83353

DATE OF NEXT ELECTION: MAY 2021

CURRENT OFFICEHOLDERS - SEAT/POSITION - TERM OF OFFICE - EXPIRATION
OF OFFICE: (If more space is required, please make note and put on back of page.)

Name	Seat/Position	Term of Office	Expiration of Office
<u>JAMES D. LOYD</u>	<u>CHAIRMAN</u>	<u>6 YRS</u>	<u>2021</u>
<u>JOSEPH K. HUMPHREY</u>	<u>DIRECTOR</u>	<u>6 YRS</u>	<u>2023</u>
<u>DOUGLAS P. BROWN</u>	<u>SECRETARY</u>	<u>6 YRS</u>	<u>2021</u>
<u>FREDERICK W. WEBBING</u>	<u>DIRECTOR</u>	<u>6 YRS</u>	<u>2025</u>
<u>JAMES A. LAKE</u>	<u>DIRECTOR</u>	<u>6 YRS</u>	<u>2021</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

MODE OF ELECTION: Zone or Subdistrict _____ District-wide *
(Are officials elected from a zone or subdistrict only or are they voted on by all electors district-wide?)

NO ELECTION OPTION:
Is an election held if only one candidate files for a position? YES * NO

I hereby certify that the above information is true and correct.
Marybeth Collins OFFICE MANAGER
Signature Title



JoLynn Drage
Blaine County Clerk, Auditor and Recorder
206 FIRST AVENUE SOUTH, SUITE 200
HAILEY, IDAHO 83333
(208) 788-5505
(208) 788-5501 FAX
jdrage@co.blaine.id.us

November 12, 2020

Taxing Districts:

Enclosed is the 2021 Election Calendar and the District Election Information Form. Please fill out the form listing all your officeholders, even if you do not have an election coming up for the new year, and return it to me no later than **November 30, 2020**, at the address listed above. You may also Fax or e-mail the information to me.

If you have any questions regarding the election calendar or form, please do not hesitate to call me or Leslie at 208-788-5505.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "JoLynn Drage".

JoLynn Drage

JD/II

Enclosures

CANDIDATE ELECTION DATES

Taxing District	Governed By	Consolidated Date	
		Month	Year
Airport	Title 21, Chapter 8	May	Even
Auditorium	Title 67, Chapter 49	May	Odd
Cemetery	Title 27, Chapter 1	Nov	Odd
City	Title 50, Chapter 4	Nov	Odd
Fire Protection	Title 31, Chapter 14	Nov	Odd
Ground Water	Title 42, Chapter 51 Title 42, Chapter 52 (Exempt)	Feb May/Nov	Odd/Even
Highway	Title 40, Chapter 13	May	Odd
Hospital	Title 39, Chapter 13	May	Odd
Irrigation	Title 43, Chapter 2 (Exempt)	May/Nov	Odd/Even
Junior College (Community College)	Title 33, Chapter 21	Nov	Even
Library	Title 33, Chapter 27	May	Odd
Port	Title 70, Chapter 12 (Lewiston Only)	May	Even
		(Moved to the General Election if more than two candidates have filed for the same commissioner dist.)	
Recreation	Title 31, Chapter 43	Nov	Odd
Recreational W & S	Title 42, Chapter 32 (Exempt)	May	Odd
School	Title 33, Chapter 5	Nov	Odd
Soil Conservation	Title 22, Chapter 27	Nov	Even
Water	Title 42, Chapter 6 (Exempt)	March	Odd/Even
		(Can be changed for district that are in four or more counties)	
Water & Sewer	Title 42, Chapter 32	May	Odd
Weather Modification	Title 22, Chapter 43	May	Odd

**ELECTION CONSOLIDATION
Schedule of Candidate Elections**

Even Years

May	November
County Primary Election Port District Primary Election Regional Airport Authorities	County General Election Community College Port District General Election Soil Conservation Districts

Odd Years

May	November
Auditorium Districts Highway Districts Hospital Boards Library Districts Water & Sewer Districts Weather Modification District Recreation Water & Sewer (Conducted by the district)	Cemetery Districts Cities Fire Protection Districts Municipal Recreation Districts School Districts

**ELECTION CONSOLIDATION
Schedule of Candidate Elections**

Even Years

May	November
County Primary Election Port District Primary Election Regional Airport Authorities	County General Election Community College Port District General Election Soil Conservation Districts

Odd Years

May	November
Auditorium Districts Highway Districts Hospital Boards Library Districts Water & Sewer Districts Weather Modification District Recreation Water & Sewer (Conducted by the district)	Cemetery Districts Cities Fire Protection Districts Municipal Recreation Districts School Districts

2021 ELECTION CONSOLIDATION CALENDAR

2021 Idaho Election Calendar

This edition of the 2021 Idaho Election Calendar is subject to amendatory changes during the 2021 session of the Idaho Legislature. If changes occur, an updated version will be published.

- Jan. 4 **Election Register Examination:** Deadline for county clerks to examine the election register, from the Nov. 3 election, and note challenges. [Sec. 34-432(1), *Idaho Code*]
- Jan. 15 **Absentee Voter Report:** Deadline for county clerks to submit report on general election absentee voters to the secretary of state, as required by federal law. [§34-1002, *Idaho Code*]
- Jan. 18 **Ballot Question Submission Deadline:** School districts must supply ballot language (to the county clerk) for any bond or property tax levy questions — to be placed on the ballot — for the March 9 election. [§34-106(8), *Idaho Code*]
- Jan. 22 **Recall Notification Deadline:** Political subdivisions must notify the county clerk if a recall election is ordered — for the March 9 election. [§34-106(9), *Idaho Code*]
- Jan. 25 **Early Voting Security Plan:** Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing an early voting plan.) [§34-1013, *Idaho Code*]
- Jan. 28 **Voting Procedure Modifications:** Deadline for county clerks to submit their plans to the secretary of state if they want to modify voting procedures (for a political subdivision) — for the March 9 election. [§34-1413, *Idaho Code*]
- Jan. 28 **Print Absentee Ballots:** Last day for county clerk to print absentee ballots for the March 9 election. [Secretary of State Directive 2015-01]
- Feb. 7 **Designate Polling Places:** Deadline for county commissioners to designate polling places — for the March 9 election. [§34-302, *Idaho Code*]
- Feb. 8 **Mail Absentee Ballots:** County clerks must begin mailing absentee ballots — to voters who have requested absentee ballots — March 9 election. [Secretary of State Directive 2015-1]
- Feb. 12 **Preregistration Deadline:** Voter registrations must be received by the county clerk — for the March 9 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [§34-408, *Idaho Code*]
- Feb. 15 **Mail Ballot Precincts:** County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the March 9 election. [§34-308, *Idaho Code*]
- Feb. 22 **Early Voting Must Begin:** For the March 9 election in those counties that choose to conduct early voting. [§34-1012, *Idaho Code*]
- Feb. 23 **Mail Ballot Precincts:** Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the March 9 election. [§34-308, *Idaho Code*]
- Feb. 25 **Poll Watchers:** Deadline for pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the March 9 election. [§34-304, *Idaho Code*]
- Feb. 25 **Publish First Election Notification:** Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the March 9 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, *Idaho Code*]
- Feb. 26 **Absentee Ballot Application Deadline:** Applications must be received by the county clerk by 5 p.m. — for the March 9 election. [§34-1002(7), *Idaho Code*]
- March 3 **Voter Registration Cancellation:** Last day for county clerk to cancel registration of those electors who have not voted in any election in the last four years. [§34-435, *Idaho Code*]

2021 ELECTION CONSOLIDATION CALENDAR

- March 4 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election — along with a facsimile sample ballot — for the March 9 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- March 5 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the March 9 election. [§34-1002(7) and §34-1012, Idaho Code]
- March 5-12 **Publish Notification of Candidate Filing Deadline:** County clerk must publish a notification of the candidate filing deadline — for the May 18 primary — during this period. The notice should appear in the official newspaper(s) of the political subdivision. [§34-1405, Idaho Code]
- March 9 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [§34-1005, Idaho Code]
- March 9 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.-8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [§34-211, §34-408A, and §34-1101, Idaho Code]
- March 10 **Voter Registration Reopens** [§34-408, Idaho Code]
- March 19 **Nonpartisan Candidate Filing Deadline:** Petitions must be filed by 5 p.m. — with the clerk of the political subdivision — to nominate political subdivision candidates — for the May 18 primary. [§34-1404, Idaho Code]
- March 19 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the March 9 election. [§34-1205 and §34-1410, Idaho Code]
- March 19* **County Election Certification:** Deadline for county clerks to certify the results of the March 9 election to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the canvass.) [§34-1410, Idaho Code]
- March 26 **Nonpartisan Nominee Certification:** Deadline for the clerk of the political subdivision to certify nominees — to be placed on the ballot — for the May 18 primary. [§34-1404, Idaho Code]
- March 26 **Nonpartisan Write-In Candidates:** Deadline for write-in candidates to file a declaration of intent with the clerk of the political subdivision for the May 18 primary. [§34-1407, Idaho Code]
- March 29 **Ballot Question Submission Deadline:** Political subdivisions must submit ballot language (to the county clerk) for any bond, levy, initiative, referendum, or other question — to be placed on the ballot — for the May 18 primary [§34-106, Idaho Code]
- April 2 **Candidate Withdrawal Deadline:** Last day nonpartisan candidates can withdraw from the May 18 election. [§34-1405A, Idaho Code]
- April 2 **Recall Notification Deadline:** Political subdivisions must notify the county clerk if a recall election is ordered — for the May 18 primary. [§34-106(9), Idaho Code]
- April 5* **Early Voting Security Plan:** Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing an early voting plan.) [§34-1013, Idaho Code]
- April 8* **Recount Applications:** Deadline — for supporters or opponents of a ballot measure — to apply to the county clerk for a recount of the March 9 election. (*This date may vary; it must be done within 20 days of the canvass.) [§34-2301, Idaho Code]
- April 8* **Local Election Disputes:** Deadline for electors to contest the results — of the (March 9) local election results. (*This date may vary; complaints must be filed in the proper court within 20 days of the county canvass.) [§34-2008, Idaho Code]
- April 8 **Voting Procedure Modifications:** Deadline for county clerks to submit their plans to the secretary of state; if they want to modify voting procedures (for a political subdivision) — for the May 18 election. [§34-1413, Idaho Code]

2021 ELECTION CONSOLIDATION CALENDAR

- March 4 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election — along with a facsimile sample ballot — for the March 9 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, *Idaho Code*]
- March 5 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the March 9 election. [§34-1002(7) and §34-1012, *Idaho Code*]
- March 5-12 **Publish Notification of Candidate Filing Deadline:** County clerk must publish a notification of the candidate filing deadline — for the May 18 primary — during this period. The notice should appear in the official newspaper(s) of the political subdivision. [§34-1405, *Idaho Code*]
- March 9 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [§34-1005, *Idaho Code*]
- March 9 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.–8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [§34-211, §34-408A, and §34-1101, *Idaho Code*]
- March 10 **Voter Registration Reopens** [§34-408, *Idaho Code*]
- March 19 **Nonpartisan Candidate Filing Deadline:** Petitions must be filed by 5 p.m. — with the clerk of the political subdivision — to nominate political subdivision candidates — for the May 18 primary. [§34-1404, *Idaho Code*]
- March 19 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the March 9 election. [§34-1205 and §34-1410, *Idaho Code*]
- March 19* **County Election Certification:** Deadline for county clerks to certify the results of the March 9 election to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the canvass.) [§34-1410, *Idaho Code*]
- March 26 **Nonpartisan Nominee Certification:** Deadline for the clerk of the political subdivision to certify nominees — to be placed on the ballot — for the May 18 primary. [§34-1404, *Idaho Code*]
- March 26 **Nonpartisan Write-In Candidates:** Deadline for write-in candidates to file a declaration of intent with the clerk of the political subdivision for the May 18 primary. [§34-1407, *Idaho Code*]
- March 29 **Ballot Question Submission Deadline:** Political subdivisions must submit ballot language (to the county clerk) for any bond, levy, initiative, referendum, or other question — to be placed on the ballot — for the May 18 primary [§34-106, *Idaho Code*]
- April 2 **Candidate Withdrawal Deadline:** Last day nonpartisan candidates can withdraw from the May 18 election. [§34-1405A, *Idaho Code*]
- April 2 **Recall Notification Deadline:** Political subdivisions must notify the county clerk if a recall election is ordered — for the May 18 primary. [§34-106(9), *Idaho Code*]
- April 5* **Early Voting Security Plan:** Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing an early voting plan.) [§34-1013, *Idaho Code*]
- April 8* **Recount Applications:** Deadline — for supporters or opponents of a ballot measure — to apply to the county clerk for a recount of the March 9 election. (*This date may vary; it must be done within 20 days of the canvass). [§34-2301, *Idaho Code*]
- April 8* **Local Election Disputes:** Deadline for electors to contest the results — of the (March 9) local election results. (*This date may vary; complaints must be filed in the proper court within 20 days of the county canvass.) [§34-2008, *Idaho Code*]
- April 8 **Voting Procedure Modifications:** Deadline for county clerks to submit their plans to the secretary of state; if they want to modify voting procedures (for a political subdivision) — for the May 18 election. [§34-1413, *Idaho Code*]

2021 ELECTION CONSOLIDATION CALENDAR

- April 16 **Designate Polling Places:** Deadline for county commissioners to designate polling places — for the May 18 election. [§34-302, Idaho Code]
- April 19 **Mail Absentee Ballots:** County clerks must begin mailing absentee ballots — to voters who have requested absentee ballots — for the May 18 primary. [Secretary of State Directive 2015-1]
- April 23 **Preregistration Deadline:** Voter registrations must be received by the county clerk — for the May 18 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [§34-408, Idaho Code]
- April 26 **Mail Ballot Precincts:** County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the May 18 primary. [§34-308, Idaho Code]
- April 30* **Initiative Signature Deadline:** Last day to circulate initiative petitions for signatures. (*This date may vary; the deadline can't extend past the 18-month circulation period. [§34-1802(1), Idaho Code]
- May 1* **Initiative Submission Deadline:** Last day to submit signed petitions to the county clerk (by the close of business) for verification. (*This date may vary; the deadline can't extend past the 18-month circulation period. [§34-1802(2), Idaho Code]
- May 3 **Early Voting Must Begin:** For the May 18 election in those counties that choose to conduct early voting. [§34-1012, Idaho Code]
- May 4 **Mail Ballot Precincts:** Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the May 18 election. [§34-308, Idaho Code]
- May 6 **Publish First Election Notification:** Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the May 18 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- May 6 **Poll Watchers:** Deadline for candidates and pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the May 18 election. [§34-304, Idaho Code]
- May 7 **Election Register Examination:** Deadline for county clerks to examine the election register, from the March 9 election, and note challenges. [§34-432(1), Idaho Code]
- May 7 **Absentee Ballot Application Deadline:** Applications must be received by the county clerk by 5 p.m. — for the May 18 election. [§34-1002(7), Idaho Code]
- May 13 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election — along with a facsimile sample ballot — for the May 18 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- May 13 **Emergency Absentee Ballots:** County clerks may receive emergency absentee ballot applications from this date through 5 p.m. on May 18 from those who cannot be present for voting due to hospitalization if hospitalization began after 5 p.m. on May 7. [§34-1002A, Idaho Code]
- May 14 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the May 18 election. [§34-1002(7) and §34-1012, Idaho Code]
- May 18 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [§34-1005, Idaho Code]
- May 18 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.-8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [§34-211, §34-408A, and §34-1101, Idaho Code]
- May 19 **Voter Registration Reopens.** [§34-408, Idaho Code]
- May 28 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the May 18 primary. [§34-1410, Idaho Code]

2021 ELECTION CONSOLIDATION CALENDAR

May 28*	Election Certification: Deadline for county clerks to certify the results — of the May 18 election — to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the county canvass.) [§34-1410 , <i>Idaho Code</i> .]
May 28*	Election Certificates: Deadline for the clerk of the political subdivision to issue certificates of election. (*This date may vary; to be done immediately after the canvass, the deadline for which is May 28.)
June 17*	Recount Applications: Deadline — for candidates and supporters/opponents of a ballot measure, excluding county ballot measures — to apply to the county clerk for a recount of the May 18 election. Applications for a recount of county ballot measures must be filed with the Attorney General. (*This date may vary; it must be done within 20 days of the county canvass.) [§34-2301 , <i>Idaho Code</i>]
June 17*	Local Election Disputes: Deadline for electors to contest the political subdivision results — of the May 18 election. (*This date may vary; complaints must be filed in the proper court within 20 days of the county canvass.) [§34-2008 , <i>Idaho Code</i>]
July 12	Ballot Question Submission Deadline: School districts must supply ballot language (to the county clerk) for any bond or property tax levy questions — to be placed on the ballot — for the Aug. 31 election. [§34-106 , <i>Idaho Code</i>]
July 16	Election Register Examination: Deadline for county clerks to examine the election register, from the May 18 primary, and note challenges. [Sec. 34-432 (1), <i>Idaho Code</i>]
July 16	Recall Notification Deadline: Political subdivisions must notify the county clerk if a recall election is ordered — for the Aug. 31 election. [§34-106 (9), <i>Idaho Code</i>]
July 19*	Early Voting Security Plan: Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing an early voting plan.) [§34-1013 , <i>Idaho Code</i>]
July 22	Voting Procedure Modifications: Deadline for county clerks to submit their plans to the secretary of state; if they want to modify voting procedures (for a political subdivision) — for the Aug. 31 election. [§34-1413 , <i>Idaho Code</i>]
July 30	Designate Polling Places: Deadline for county commissioners to designate polling places — for the Aug. 31 election. [§34-302 , <i>Idaho Code</i>]
Aug. 2	Mail Absentee Ballots: County clerks to begin mailing absentee ballots — to voters who have requested absentee ballots — for the Aug. 31 election. [Secretary of State Directive 2015-1]
Aug. 6	Preregistration Deadline: Voter registrations must be received by the county clerk — for the Aug. 31 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [§34-408 , <i>Idaho Code</i>]
Aug. 9	Mail Ballot Precincts: County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the Aug. 31 election. [§34-308 , <i>Idaho Code</i>]
Aug. 16	Early Voting Must Begin: For the August 31 election in those counties that choose to conduct early voting. [§34-1012 , <i>Idaho Code</i>]
Aug. 17	Mail Ballot Precincts: Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the Aug. 31 election. [§34-308 , <i>Idaho Code</i>]
Aug. 19	Poll Watchers: Deadline for pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the Aug. 31 election. [§34-304 , <i>Idaho Code</i>]
Aug. 19	Publish First Election Notification: Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the Aug. 31 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406 , <i>Idaho Code</i>]
Aug. 20	Absentee Ballot Application Deadline: Applications must be received by the county clerk by 5 p.m. — for the Aug. 31 election. [§34-1002 (7), <i>Idaho Code</i>]

2021 ELECTION CONSOLIDATION CALENDAR

- May 28* **Election Certification:** Deadline for county clerks to certify the results — of the May 18 election — to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the county canvass.) [~~§34-1410~~, *Idaho Code*.]
- May 28* **Election Certificates:** Deadline for the clerk of the political subdivision to issue certificates of election. (*This date may vary; to be done immediately after the canvass, the deadline for which is May 28.)
- June 17* **Recount Applications:** Deadline — for candidates and supporters/opponents of a ballot measure, excluding county ballot measures — to apply to the county clerk for a recount of the May 18 election. Applications for a recount of county ballot measures must be filed with the Attorney General. (*This date may vary; it must be done within 20 days of the county canvass.) [~~§34-2301~~, *Idaho Code*]
- June 17* **Local Election Disputes:** Deadline for electors to contest the political subdivision results — of the May 18 election. (*This date may vary; complaints must be filed in the proper court within 20 days of the county canvass.) [~~§34-2008~~, *Idaho Code*]
- July 12 **Ballot Question Submission Deadline:** School districts must supply ballot language (to the county clerk) for any bond or property tax levy questions — to be placed on the ballot — for the Aug. 31 election. [~~§34-106~~, *Idaho Code*]
- July 16 **Election Register Examination:** Deadline for county clerks to examine the election register, from the May 18 primary, and note challenges. [Sec. ~~34-432(1)~~, *Idaho Code*]
- July 16 **Recall Notification Deadline:** Political subdivisions must notify the county clerk if a recall election is ordered — for the Aug. 31 election. [~~§34-106(9)~~, *Idaho Code*]
- July 19* **Early Voting Security Plan:** Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing an early voting plan.) [~~§34-1013~~, *Idaho Code*]
- July 22 **Voting Procedure Modifications:** Deadline for county clerks to submit their plans to the secretary of state; if they want to modify voting procedures (for a political subdivision) — for the Aug. 31 election. [~~§34-1413~~, *Idaho Code*]
- July 30 **Designate Polling Places:** Deadline for county commissioners to designate polling places — for the Aug. 31 election. [~~§34-302~~, *Idaho Code*]
- Aug. 2 **Mail Absentee Ballots:** County clerks to begin mailing absentee ballots — to voters who have requested absentee ballots — for the Aug. 31 election. [Secretary of State Directive 2015-1]
- Aug. 6 **Preregistration Deadline:** Voter registrations must be received by the county clerk — for the Aug. 31 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [~~§34-408~~, *Idaho Code*]
- Aug. 9 **Mail Ballot Precincts:** County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the Aug. 31 election. [~~§34-308~~, *Idaho Code*]
- Aug. 16 **Early Voting Must Begin:** For the August 31 election in those counties that choose to conduct early voting. [~~§34-1012~~, *Idaho Code*]
- Aug. 17 **Mail Ballot Precincts:** Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the Aug. 31 election. [~~§34-308~~, *Idaho Code*]
- Aug. 19 **Poll Watchers:** Deadline for pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the Aug. 31 election. [~~§34-304~~, *Idaho Code*]
- Aug. 19 **Publish First Election Notification:** Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the Aug. 31 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [~~§34-602~~ and ~~§34-1406~~, *Idaho Code*]
- Aug. 20 **Absentee Ballot Application Deadline:** Applications must be received by the county clerk by 5 p.m. — for the Aug. 31 election. [~~§34-1002(7)~~, *Idaho Code*]

2021 ELECTION CONSOLIDATION CALENDAR

- Aug. 20 - 27 **Publish Notification of Candidate Filing Deadline:** County clerk (and city clerk, for municipal offices) must publish a notification of the candidate filing deadline for all taxing districts for which officers will be elected in the (Nov. 2) General Election — during this period. The notice should appear in the official newspaper of the political subdivision. [~~§34-1405~~ and ~~§50-411~~, *Idaho Code*]
- Aug. 26 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election — along with a facsimile sample ballot — for the Aug. 31 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [~~§34-602~~ and ~~§34-1406~~, *Idaho Code*]
- Aug. 26 **Emergency Absentee Ballots:** County clerks may receive emergency absentee ballot applications from this time through 5 p.m. on August 30 from those who cannot be present for voting due to hospitalization if hospitalization began after 5 p.m. on August 20. [~~§34-1002A~~, *Idaho Code*]
- Aug. 27 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the Aug. 31 election. [~~§34-1002(7)~~ and ~~§34-1012~~, *Idaho Code*]
- Aug. 31 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [~~§34-1005~~, *Idaho Code*]
- Aug. 31 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.-8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [~~§34-211~~, ~~§34-408A~~, and ~~§34-1101~~, *Idaho Code*]
- Sept. 1 **Voter Registration Reopens** [~~§34-408~~, *Idaho Code*]
- Sept. 3 **Nonpartisan Candidate Filing Deadline:** Petitions must be filed by 5 p.m. — with the clerk of the political subdivision — to nominate political subdivision candidates — for the Nov. 2 election. [~~§34-1404~~, *Idaho Code*]
- Sept. 10 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the Aug. 31 election. [~~§34-1410~~, *Idaho Code*]
- Sept. 10* **County Election Certification:** Deadline for county clerks to certify the results — of the Aug. 31 election — to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the canvass.) [~~§34-1410~~, *Idaho Code*]
- Sept. 10 **Nonpartisan Nominee Certification:** Deadline for the clerk of the political subdivision to certify nominees — to be placed on the ballot — for the Nov. 2 election. [~~§34-1404~~, *Idaho Code*]
- Sept. 10 **Nonpartisan Write-In Candidates:** Deadline for write-in candidates to file a declaration of intent with clerk of the political subdivision for the Nov. 2 election. [~~§34-1407~~, *Idaho Code*]
- Sept. 13 **Ballot Question Submission Deadline:** Political subdivisions must submit ballot language (to the county clerk) for any bond, levy, initiative, referendum, or other question — to be placed on the ballot — for the Nov. 2 election. [~~§34-106~~, *Idaho Code*]
- Sept. 17 **Nonpartisan Candidate Withdrawal Deadline:** Last day nonpartisan candidates can withdraw from the Nov. 2 election. [~~§34-1405A~~, *Idaho Code*]
- Sept. 17 **Recall Notification Deadline:** Political subdivisions must notify the county clerk if a recall election is ordered — for the Nov. 2 election. [~~§34-106(9)~~, *Idaho Code*]
- Sept. 17 **Candidate Withdrawal Deadline:** Last day nonpartisan candidates can withdraw from the Nov. 2 election. [~~§34-1405A~~, *Idaho Code*]
- Sept. 20* **Early Voting Security Plan:** Deadline for county clerks to submit their ballot security plan to the secretary of state. (*NOTE: The Early Voting Security Plan must be submitted at least 30 days prior to implementing and early voting plan.) [~~§34-1013~~, *Idaho Code*]
- Sept. 23 **Voting Procedure Modifications:** Deadline for county clerks to submit their plans to the secretary of state; if they want to modify voting procedures (for a political subdivision) — for the Nov. 2 election. [~~§34- 1413~~, *Idaho Code*]

2021 ELECTION CONSOLIDATION CALENDAR

- Sept. 30* **Recount Applications:** Deadline — for supporters or opponents of a ballot measure — to apply to the county clerk for a recount of the Aug. 31 election. (*This date may vary; it must be done within 20 days of the canvass). [§34-2301, Idaho Code]
- Sept. 30* **Election Disputes:** Deadline for electors to contest the results — of the Aug. 31 election. (*This date may vary; complaints must be filed in the proper court within 20 days of the canvass.) [§34-2008, Idaho Code]
- Oct. 1 **Designate Polling Places:** Deadline for county commissioners to designate polling places — for the Nov. 2 election. [§34-302, Idaho Code]
- Oct. 4 **Mail Absentee Ballots:** County clerks must mail absentee ballots — to voters who have requested absentee ballots — for the (Nov. 2) General Election. [Secretary of State Directive 2015-1]
- Oct. 8 **Preregistration Deadline:** Voter registrations must be received by the county clerk — for the Nov. 2 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [§34-408, Idaho Code]
- Oct. 11 **Mail Ballot Precincts:** County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the Nov. 2 election. [§34-308, Idaho Code]
- Oct. 18 **Early Voting Must Begin:** For the Nov. 2 election in those counties that choose to conduct early voting. [§34-1012, Idaho Code]
- Oct. 19 **Mail Ballot Precincts:** Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the Nov. 2 election. [§34-308, Idaho Code]
- Oct. 21 **Poll Watchers:** Deadline for candidates or pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the Nov. 2 election. [§34-304, Idaho Code]
- Oct. 21 **Publish First Election Notification:** Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the Nov. 2 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- Oct. 22 **Absentee Ballot Application Deadline:** Applications must be received by the county clerk by 5 p.m. — for the Nov. 2 election. [§34-1002(7), Idaho Code]
- Oct. 28 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election along with a facsimile sample ballot — for the Nov. 2 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- Oct. 28 **Emergency Absentee Ballots:** County clerks may receive emergency absentee ballot applications through 5 p.m. on November 1 from those who cannot be present for voting due to hospitalization if hospitalization began after 5 p.m. on October 22. [§34-1002A, Idaho Code]
- Oct. 29 **Election Register Examination:** Deadline for county clerks to examine the election register, from the Aug. 31 election, and note challenges. [§34-432(1), Idaho Code]
- Oct. 30 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the General Election. [§34-1002(7) and §34-1012, Idaho Code]
- Nov. 2 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [§34-1005, Idaho Code]
- Nov. 2 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.–8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [§34-211, §34-408A, and §34-1101, Idaho Code]
- Nov. 3 **Voter Registration Reopens** [§34-408, Idaho Code]
- Nov. 12 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the Nov. 2 election. (This deadline also applies to the canvass for political subdivisions.) [§34-1205 and §34-1410, Idaho Code]

2021 ELECTION CONSOLIDATION CALENDAR

- Sept. 30* **Recount Applications:** Deadline — for supporters or opponents of a ballot measure — to apply to the county clerk for a recount of the Aug. 31 election. (*This date may vary; it must be done within 20 days of the canvass.) [§34-2301, Idaho Code]
- Sept. 30* **Election Disputes:** Deadline for electors to contest the results — of the Aug. 31 election. (*This date may vary; complaints must be filed in the proper court within 20 days of the canvass.) [§34-2008, Idaho Code]
- Oct. 1 **Designate Polling Places:** Deadline for county commissioners to designate polling places — for the Nov. 2 election. [§34-302, Idaho Code]
- Oct. 4 **Mail Absentee Ballots:** County clerks must mail absentee ballots — to voters who have requested absentee ballots — for the (Nov. 2) General Election. [Secretary of State Directive 2015-1]
- Oct. 8 **Preregistration Deadline:** Voter registrations must be received by the county clerk — for the Nov. 2 election. (Deadline is 5 p.m. for paper applications or until midnight for online applications.) [§34-408, Idaho Code]
- Oct. 11 **Mail Ballot Precincts:** County clerks may begin mailing ballots to voters located in designated mail ballot precincts — for the Nov. 2 election. [§34-308, Idaho Code]
- Oct. 18 **Early Voting Must Begin:** For the Nov. 2 election in those counties that choose to conduct early voting. [§34-1012, Idaho Code]
- Oct. 19 **Mail Ballot Precincts:** Deadline for county clerks to complete mailing ballots to voters in designated mail ballot precincts — for the Nov. 2 election. [§34-308, Idaho Code]
- Oct. 21 **Poll Watchers:** Deadline for candidates or pro and con representatives to submit a written request (to the county clerk) for the purpose of authorizing watchers to observe at polling places — for the Nov. 2 election. [§34-304, Idaho Code]
- Oct. 21 **Publish First Election Notification:** Deadline for county clerk to publish the first notice of election — in the county's official newspaper(s) — for the Nov. 2 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- Oct. 22 **Absentee Ballot Application Deadline:** Applications must be received by the county clerk by 5 p.m. — for the Nov. 2 election. [§34-1002(7), Idaho Code]
- Oct. 28 **Publish Second Election Notification:** Deadline for county clerk to publish the second notice of election along with a facsimile sample ballot — for the Nov. 2 election. (If possible, the notice should appear in at least two newspapers published in the county. If not possible, it should be published in one newspaper published or circulated in the county.) [§34-602 and §34-1406, Idaho Code]
- Oct. 28 **Emergency Absentee Ballots:** County clerks may receive emergency absentee ballot applications through 5 p.m. on November 1 from those who cannot be present for voting due to hospitalization if hospitalization began after 5 p.m. on October 22. [§34-1002A, Idaho Code]
- Oct. 29 **Election Register Examination:** Deadline for county clerks to examine the election register, from the Aug. 31 election, and note challenges. [§34-432(1), Idaho Code]
- Oct. 30 **In-Person Absentee/Early Voting Ends:** At 5 p.m. — for the General Election. [§34-1002(7) and §34-1012, Idaho Code]
- Nov. 2 **Absentee Ballot Return Deadline:** Voted absentee ballots must be received — by the county clerk — by 8 p.m. [§34-1005, Idaho Code]
- Nov. 2 **Election Day:** Polling places — and the county clerk's office — to be open 8 a.m.–8 p.m. (*County clerk may opt to open at 7 a.m.) Qualified individuals may register and vote at their designated polling place on election day. [§34-211, §34-408A, and §34-1101, Idaho Code]
- Nov. 3 **Voter Registration Reopens** [§34-408, Idaho Code]
- Nov. 12 **County Canvass:** Deadline for the board of county commissioners to meet and conduct the canvass — of the Nov. 2 election. (This deadline also applies to the canvass for political subdivisions.) [§34-1205 and §34-1410, Idaho Code]

2021 ELECTION CONSOLIDATION CALENDAR

- Nov. 12* **County Election Certification:** Deadline for county clerks to certify the results of the Nov. 2 election to the clerk of the political subdivision(s). (*This date may vary; to be done immediately after the county canvass.) [~~§34-1410~~, *Idaho Code*]
- Nov. 12* **Election Certificates:** Deadline for the clerk of the political subdivision to issue certificates of election. (*This date may vary; to be done immediately after the county canvass.) [~~§34-1410~~, *Idaho Code*]
- Dec. 2* **Recount Applications:** Deadline — for candidates and supporters/opponents of a ballot measure, excluding city candidates and city or county ballot measures — to apply to the county clerk for a recount of the May 18 election. Applications for a recount of city elections or county ballot measures must be filed with the Attorney General. (*This date may vary; it must be done within 20 days of the county canvass.) [~~§34-2301~~, *Idaho Code*]
- Dec. 2* **Local Election Disputes:** Deadline for electors to contest the political subdivision results — of the Nov. 2 election. (*This date may vary; complaints must be filed in the proper court within 20 days of the county canvass.) [~~§34-200B~~, *Idaho Code*]
- Dec. 2 **City Runoff Elections:** If authorized by city ordinance, last day for a runoff city election between the two candidates receiving the highest number of votes cast if no candidate received a majority of the votes cast. [~~§50-612~~ and ~~§50-707B~~, *Idaho Code*]
- Dec. 31 **2021 Election Calendar Publication Deadline:** County clerks to publish the 2022 election calendar. [~~§34-1405(2)~~, *Idaho Code*]