

AGENDA ITEM SUMMARY

DATE: May 6, 2013 **DEPARTMENT:** Community Development **DEPT HEAD:** MA

SUBJECT: Wood River Middle School Annexation of Parcel 4 of a Replat of Maurer Subdivision, comprising a total of 0.62 acres

AUTHORITY: ID Code 67-65 LLUPA IAR _____ City Ordinance: Title 14, Annexation Procedures

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Blaine County School District proposes to expand the Wood River Middle School to accommodate increased classroom space and to provide better facilities for current students and teachers. The footprint of the building expansion would fall outside of current City Limits onto Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres (*Exhibit A in Staff Report*). Approximately 17.8 square feet of the proposed building expansion would be located on Parcel 4, which is currently within the jurisdiction of Blaine County (*Exhibit D in Staff Report*). 481 square feet of the proposed addition infringes on current setbacks and 17.8 square feet of that is outside of the City of Hailey. According the plat notes for this replatted subdivision, no structure can be built on this parcel (Parcel 4) until it has been annexed into the City of Hailey. In addition, the plat notes state that building height for this parcel, assuming it is annexed into the City, shall not exceed 25' from existing grade.

With the building expansion crossing County lines into Parcel 4, annexation of 0.62 acres into the City of Hailey is required in order for this project to continue.

Please refer to the Staff Report for detail on this application.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: No fiscal impact is anticipated.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input checked="" type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input checked="" type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input checked="" type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input checked="" type="checkbox"/> Engineer | <input checked="" type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input checked="" type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

The Planning and Zoning Commission recommends approval of this annexation request based on the Findings of Fact and Conclusions of Law adopted at the April 22 meeting.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

STAFF REPORT

TO: Mayor Haemmerle and the Hailey City Council

FROM: Micah Austin, Community Development Director

RE: Wood River Middle School Annexation of Parcel 4 of a Replat of Maurer Subdivision, comprising a total of 0.62 acres

HEARING: May 6, 2013

Applicant: Blaine County School District, represented by John Gaeddart and Jolyon Sawrey

Property Location: Parcel 4 of a Replat of Maurer Subdivision, adjacent to the Wood River Middle School (see *Exhibit A*)

Current Zoning: Blaine County: Medium Density Residential (R-.4) (See Exhibit B)

I. Notice

Notice for the public hearing on April 8, 2013 before the Planning and Zoning Commission was published in the Mountain Express on March 20, 2013 and mailed out to all Public Agencies on March 25. Notice for the public hearing on May 6, 2013 before the City Council was published in the Idaho Mountain Express on April 17, 2013 and mailed to Public Agencies on April 19.

II. Procedural History

The Planning and Zoning Commission considered this annexation on April 8, 2013 at the regular meeting of the Planning and Zoning Commission. At that meeting and public hearing, the Commission found this annexation request to be harmonious and in accordance with the specific goals and policies of applicable components of the Hailey Comprehensive Plan, and that the proposed annexation generally complies with the Hailey Comprehensive Plan. As such, the Planning and Zoning Commission unanimously voted to recommend approval of this annexation request and recommends the parcel zoned General Residential if the annexation is approved by the City Council. The Findings of Fact and Conclusions of Law from that meeting have been signed by Chair Geoffrey Moore, outlining the decision of the Planning and Zoning Commission.

According to §67-6525 of the Idaho Local Land Use Planning Act (LLUPA), following a public hearing and recommendation from the Planning and Zoning commission on an annexation request, the City Council is required to hold a public hearing to review the recommendation from the Commission. This public hearing is scheduled for May 6, 2013. In the event that the City Council is in favor of this annexation, an ordinance annexing the unincorporated parcel into City Limits will be drafted and adopted based on the Council's decision.

III. Summary of Application

Blaine County School District proposes to expand the Wood River Middle School to accommodate increased classroom space and to provide better facilities for current students and teachers. The footprint of the building expansion would fall outside of current City Limits onto Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres (*Exhibit A*). Approximately 17.8 square feet of the proposed building expansion would be located on Parcel 4, which is currently within the jurisdiction of Blaine County (*Exhibit D*). 481 square feet of the proposed addition infringes on current setbacks and 17.8 square feet of that is outside of the City of Hailey. According to the plat notes for this replatted subdivision, no structure can be built on this parcel (Parcel 4) until it has been annexed into the City of Hailey. In addition, the plat notes state that building height for this parcel, assuming it is annexed into the City, shall not exceed 25' from existing grade.

With the building expansion crossing County lines into Parcel 4, annexation of 0.62 acres into the City of Hailey is required in order for this project to continue.

IV. Summary of Planning and Zoning Commission Findings of Fact

1. The proposed annexation will be harmonious and in accordance with specific goals and policies of applicable components of the Hailey Comprehensive Plan.
2. The proposed annexation generally complies with the Hailey Comprehensive Plan. Specifically, the request complies with the following sections of the Comprehensive Plan: 9.1, 11.1, 13.1, 15.11.1, 15.11.2.
3. The proposed annexation will have no substantial impact on city services
4. Given the size, location, and no foreseeable impact on city services, the Commission did not require the following studies: Traffic Study, Wildlife Study, Level I Environmental Study, Avalanche Study, Wetland Study, Fiscal Impact Study.

V. Summary of Planning and Zoning Commission Conclusions of Law

1. Adequate notice, pursuant to Section 11.3 of the Hailey Zoning Ordinance and Idaho Code Section 67-6512, was given for the public hearing.
2. Upon compliance with the conditions stated below, the application substantially meets the standards of evaluation set forth in Ordinance No. 889, Section 14.01.080 dictating the review of an annexation request by the Planning and Zoning Commission.
 - a. No roof line constructed on Parcel 4 shall exceed twenty-five (25') from existing grade
 - b. If annexation is approved, a Lot Line Adjustment to join Parcel 4 with Northridge Subdivision #4, Lot 2, Block 1 (Parcel No. RPH04760010020) must be filed, approved, and recorded before the Certificate of Occupancy for the building expansion is approved.
3. The Commissions finds this request in compliance with the Comprehensive Plan, citing the sections as listed above.

VI. Planning and Zoning Commission Recommendation to City Council

Based on the above Findings of Fact, the Commission recommends to City Council, by unanimous vote, approval of the annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres into the City of Hailey to accommodate the expansion of the Wood River Middle School with additional classrooms and education facilities. The Planning and Zoning Commission recommends zoning this 0.62 acre parcel General Residential (GR).

VII. Standards for Evaluation: City Council Review

The procedure and standards of the Commission's review is established in Hailey Ordinance No. 889, Section 14.01.090, Council Review:

- **The City Council shall review the application during the public hearing process and makes its own Findings of Fact and Conclusions of Law to determine the following:**
 1. **Whether the proposed annexation will be harmonious and in accordance with specific goals and policies of applicable components of the Hailey Comprehensive Plan,**
 2. **Whether the proposed annexation would be in the best interests of the citizen of Hailey, and**
 3. **To what extent possible, whether the proposed annexation will have a negative fiscal impact upon the existing citizens of Hailey at the time of an annexation and in the future. [14.01.090 (C.1-3)]**

- **The council has the sole and absolute discretionary right to approve, approve with conditions or deny an application for annexation.**
- **In addition, the council is authorized to require, as a condition of approval, that the applicant and the city enter into an annexation agreement providing for the terms and conditions of an approved annexation.**
- **The Council may also require the applicant, as a condition of approval, to construct certain improvements, including but not limited to private and/or public utilities, facilities, recreational or other amenities and landscaping, and to pay such annexation fees or other monetary or non-monetary contributions as the Council deems necessary to protect the health, safety and general welfare of the citizens of Hailey.**
- **In the event the fees and/or contributions are not paid at the time of annexation approval, the Council shall require the applicant to provide security in the form of a performance bond, irrevocable letter of credit or cash equivalent acceptable to Hailey for one-hundred and fifty percent**

(150%) of the bona fide estimate of the cost of the improvements and one hundred percent (100%) of the fees and/or contributions within thirty (30) days of the date when the Council approves the application but before the effective date of any annexation ordinance.

- Furthermore, the Council may, consistent with Idaho Code § 67-6537, require the applicant, as a condition to approval, to use all surface water appurtenant to the real property to be annexed as the primary water source for irrigation of the real property to be annexed.
- In the event a subsequent development proposal materially differs from the development shown in approved annexation, the annexation agreement shall provide that the proposed development may be denied, that the applicant shall be responsible for any increased annexation fees and/or that the property may be deannexed.
- There shall be no right of an appeal by an applicant or by an affected party from an adverse recommendation by the commission or from an adverse decision of the council on an annexation application.
- If the council elects to approve the application for annexation with or without conditions, the council shall also establish the appropriate zoning district(s) for the annexed property in accordance with the procedures set forth in Article XIV Hailey Municipal Code.

VIII. Impacts on City Services

The Blaine County School District does not plan to install any new water or sewer lines and will not add any additional capacity to our water and sewer system. There will be no new roads, no new lots, and no extensions of City infrastructure to serve this development. The school district does not plan to add any additional students.

1. *Drinking Water System.* No impact. Tom Hellen, Public Works Director, has reviewed the application and has no concerns.
2. *Wastewater Treatment.* No impact. Tom Hellen, Public Works Director, and Roger Parker, WWTP Superintendent, have reviewed the application and have no issues.
3. *Life Safety (Fire and Police).* No impact. Jeff Gunter, Police Chief, and Mike Baledge, Fire Marshal, have reviewed the application and they have no concerns.
4. *Traffic and Transportation.* No impact. There will be no additional students, buses, or additional traffic. Tom Hellen, Public Works Director, has reviewed the application and has no concerns.

5. *Building.* The Building Officials, Wayne Orvik and Joe Rutledge, are working with the architect to ensure these plans comply with 2009 IBC. The building officials have no concerns with this application.

IX. Comprehensive Plan Compliance

The current Comprehensive Plan (2010) contains goals that are applicable to the annexation request from the Blaine County School District and illustrates how the application is in compliance with the Comprehensive Plan. The following tables summarize these goals, which are taken from Section 13: “School Facilities and Transportation”; Section 15.11, “School Facilities”; Section 9, “Public Services, Facilities, and Utilities”; and Section 11, “Community Design.”

Compliance with Comprehensive Plan	
9.5	Support Police Department improvements to meet projected Law Enforcement needs.
9.6	Support Fire Department improvements to meet projected fire protection and emergency incident response needs.
9.1	Plan for the long-term utilities, service and facility needs while minimizing impacts to the greatest extent possible
11.1	Establish a built environment that maintains human scale, retains interest, aesthetics, encourages various levels of interaction among all members of the community, and enhances the character of different neighborhoods
13.1	Encourage and facilitate the development of school facilities that are planned consistently with the city’s other land use policies
15.11.1	Coordinate and cooperate with the Blaine County School District in the master planning and development for new and expanded school district facilities within the City of Hailey to meet the educational goals established by the community.
15.11.2	Encourage the shared use of all public facilities in order to minimize potential burden on property tax payers and maximize opportunities for public use

X. Zoning for the Property Proposed for Annexation

- Current Blaine County Zoning for Parcel 4 of the Maurer Subdivision is Medium Density Residential (R-.4).
- Staff recommends zoning this parcel General Residential (GR) for the following reasons:
 - Consistent with surrounding zone where the Middle School is located.
 - According to Article 4.3.2 of the Zoning Ordinance, a school is a permitted use in the GR zone.

XI. Studies and Research on the Property Proposed for Annexation

- Traffic Study: not required
- Wildlife Study: not required
- Level I Environmental Study: not required
- Contour Map depicting 15% and 25% slope lines:

- Included in application. See attachments to report
- Avalanche Study: not applicable
- Wetland Study: not applicable
- Fiscal Impact Analysis: not required (City Council may require)

XII. Utilities and Relocation

- The city operates and maintains a water line through Parcel 4 and the property is currently used as emergency/pedestrian access. The easement for the water line is recorded under Instrument #481909-481911 (Exhibit C). The new addition will not impact the water line or encroach on the current waterline easement.
- The water line was installed approximately 9 years ago when the School acquired the 0.62 acres in order to serve a fire hydrant on the southeast corner of the school's campus, adjacent to the existing tennis courts.

XIII. Lot Line Adjustment

- If annexation is approved, the Blaine County School District must submit a request for a Lot Line Adjustment in which the property line for Parcel 4 will vacated, combining Parcel 4 with the 20.82 acres currently owned by the School District.
- A building permit may be issued if the Lot Line Adjustment is in process and there are no issues or concerns from City staff, the public, and adjoining property owners. However, a Certificate of Occupancy will not be issued until the lots have been combined.

XIV. Plat Notes and Building Restrictions

- According to the plat containing Parcel 4, "A Replat of Maurer Sub'd," the following notes pertain to the any structures developed on Parcel 4
 - Note #10: Until annexed into the City of Hailey, no structure that requires a county building permit shall be constructed on Parcel 4
 - Note #11: No roof-line constructed on Parcel 4 shall exceed twenty-five feet (25') from existing grade.

XV. Comments from Blaine County Planning and Zoning .

- Please refer to Exhibit B of this report

Motion Language

Approve

Motion to approve the annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, a single lot comprising 0.62 acres, into the City of Hailey for the purpose of expanding the Wood River Middle School, recommending this parcel be zoned General Residential (GR) and finding this application is harmonious and in accordance with the goals and policies of applicable components of Hailey Comprehensive Plan, and that the annexation is in the best interests of the citizens of Hailey, and that the annexation will not have a negative fiscal impact upon the existing citizens of Hailey at the time of the annexation and in the future; subject to the following conditions: a) The applicant is required to pay for all costs associated with the filing of an annexation ordinance and the preparation of the legal descriptions and map prepared in a draftsmen like manner that designates the boundaries of the annexed property to be recorded with the County Recorder pursuant to State Law; and b) The applicant shall submit a lot line adjustment to combine Parcel 4 of the Replat of the Maurer Subdivision with Lot 2, Block 1, Northridge Subdivision No. IV and receive approval before a certificate of occupancy can be issued for any new structure on the annexed property; and c) Any development on the annexed property shall be subject to the original plat notes accompanying Parcel 4 of the Replat of the Maurer Subdivision including a building height limit of 25' and the requirement to annex the property into the City of Hailey before any structures can be built.

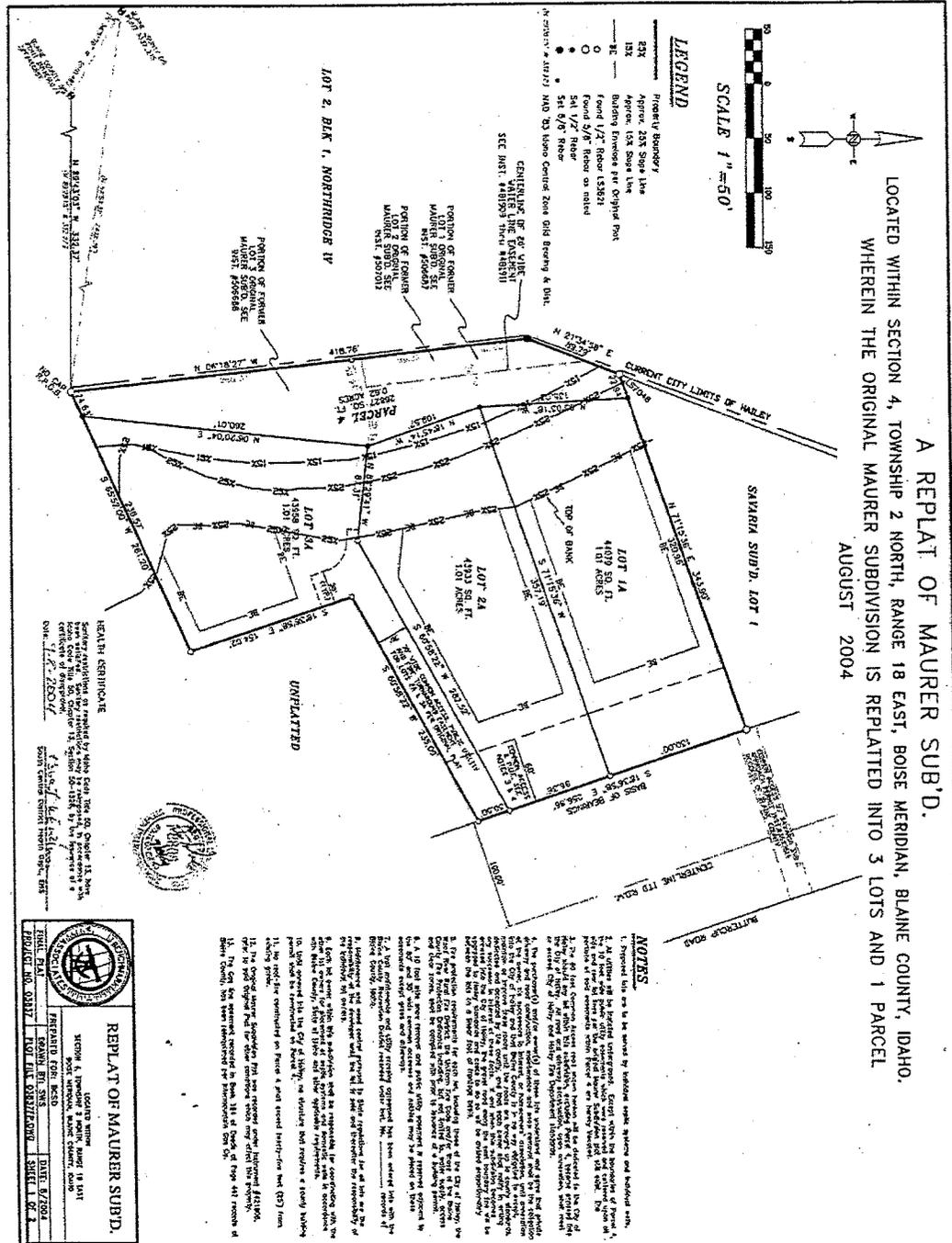
Deny

Motion to deny the annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, a single lot comprising 0.62 acres, into the City of Hailey for the purpose of expanding the Wood River Middle School finding this application not in accordance with the Comprehensive Plan for the following reasons: _____, or finding that the annexation is not in the best interests of the citizens for the following reasons: _____.

Continue

Motion to continue the public hearing of the annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, a single lot comprising 0.62 acres, into the City of Hailey for the purpose of expanding the Wood River Middle School to a later date: _____.

EXHIBIT A



LOCATED WITHIN SECTION 4, TOWNSHIP 2 NORTH, RANGE 18 EAST, BOISE MERIDIAN, BLAINE COUNTY, IDAHO.
 WHEREIN THE ORIGINAL MAURER SUBDIVISION IS REPLATTED INTO 3 LOTS AND 1 PARCEL
 AUGUST 2004
 A REPLAT OF MAURER SUB'D.

NOTES

1. Reproduct this map as it is shown by suitable scale, space and suitable color.
2. All other maps are hereby corrected, voided, annulled and rendered null and void.
3. The plat is subject to the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-101, Idaho Statutes, and the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-102, Idaho Statutes.
4. The plat is subject to the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-103, Idaho Statutes, and the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-104, Idaho Statutes.
5. The plat is subject to the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-105, Idaho Statutes, and the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-106, Idaho Statutes.
6. The plat is subject to the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-107, Idaho Statutes, and the provisions of the Idaho Statutes, Chapter 15, Title 15, Section 15-108, Idaho Statutes.
7. A plat is not a deed and does not constitute a conveyance of land.
8. The plat is not a deed and does not constitute a conveyance of land.
9. The plat is not a deed and does not constitute a conveyance of land.
10. The plat is not a deed and does not constitute a conveyance of land.
11. The original survey plat for this subdivision is on file in the office of the County Clerk, Blaine County, Idaho.
12. The original survey plat for this subdivision is on file in the office of the County Clerk, Blaine County, Idaho.
13. The original survey plat for this subdivision is on file in the office of the County Clerk, Blaine County, Idaho.
14. The original survey plat for this subdivision is on file in the office of the County Clerk, Blaine County, Idaho.
15. The original survey plat for this subdivision is on file in the office of the County Clerk, Blaine County, Idaho.

REPLAT OF MAURER SUBD.

PREPARED FOR: MAURER SUBDIVISION

DATE: 8/1/04

BY: [Signature]

PLAT NO. 1

SECTION 4, TOWNSHIP 2 NORTH, RANGE 18 EAST, BOISE MERIDIAN, BLAINE COUNTY, IDAHO

EXHIBIT B



BLAINE COUNTY LAND USE AND BUILDING SERVICES
219 1st Avenue South, Suite 208 Hailey, ID 83333
Planning & Zoning: 208-788-5570 • Building Department: 208-788-5573 • Fax 208-788-5576
www.blainecounty.org

March 28, 2013

Micah Austin
Community Development Director
City of Hailey

via e-mail

Dear Micah,

Thank you for the opportunity to comment on the proposed annexation of Parcel 4, Maurer Subdivision, into the City of Hailey. As plat note 10 indicates, annexation prior to construction on this parcel was anticipated. As such, the County supports the School District's application. In response to your specific questions, please see below:

1. What is the current zoning for this parcel? The city is recommending this parcel be zoned GR if annexed.
 - County zoning of this property is Medium Density Residential (R-4). GR zoning makes sense for the property once annexed.
2. What overlays, boundaries, or other County land use restrictions are currently in place for this parcel?
 - The property is not within any County overlay districts. The R-4 zoning district allows ag uses, single family and duplex residential as permitted uses. (A school use would require a conditional use permit.) The side and rear yard setbacks are 1 foot for every 2 feet of building height, with a minimum of 10 feet.
3. Any wildlife, environmental, or other concerns?
 - No.
4. Any other information that the County would like included in the record?
 - You noted that the Maurer Subdivision plat note 11 which limits roof height to 25 feet would be applicable. We expect the other Maurer Subdivision lot owners would appreciate this limit being retained for the school addition.
 - As we have discussed, a plat amendment that would make Parcel 4 of Maurer Sub a part of Lot 2, Block 1, Northridge Subdivision IV, is appropriate, with the plat title referencing the change to Parcel 4. A replat of Maurer Subdivision would not be required.

I hope this is responsive to your questions. Don't hesitate to contact me if I can be of further help.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Grotto".

Kathy Grotto
Senior Planner

cc: Board of County Commissioners
Valdi Pace, Blaine County Assessor
Joel Hall, GIS Program Manager

**EXHIBIT
C**

**RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:**

Blaine County School District No. 61
c/o Hawley Troxell Ennis & Hawley LLP
540 Second Avenue North
P.O. Box 297
Ketchum, Idaho 83340

Instrument # 481909
HAILEY, BLAINE, IDAHO
2013-04-11 11:28:00 No. of Pages: 3
Recorded for: HAWLEY, TROXELL & ENNIS
MARINA BERNARDI Fee: \$100
Blaine County Recorder Deputy
Phone: 888-888-8888

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

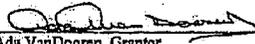
FOR VALUE RECEIVED, and the payment of \$1.00, receipt of which is hereby acknowledged, Ada VanDooren, hereinafter "Grantor", of Hailey, Idaho, hereby grants unto Blaine County School District No. 61, whose address is 118 West Bullion, Hailey, Idaho 83333, a non-exclusive easement on, over and across real property described in Exhibit A, attached hereto and incorporated herein by reference, for construction, use, and maintenance of an underground water line.

1. The real property which is subject to this Non-exclusive Easement is described on the attached Exhibit A.
2. The purpose of this Non-exclusive Easement is to provide construction of a water line and the maintenance thereof, including appropriate ingress and egress for such Blaine County School District designated agents, personnel and equipment as may be necessary to construct and maintain said water line, to provide appropriate ingress and egress for such construction and maintenance, and to exercise all power delegated to the Blaine County School District or its agents for the care, supervision and control of such construction and maintenance.
3. This Non-exclusive Easement shall last until such time as the Blaine County School District takes title to the property on which the easement lies.
4. Grantor agrees to hold harmless and indemnify Grantee from any and all claims, liability and damages due to the negligence of Grantee or its agents in connection with this Non-exclusive Easement on account of the construction of the water line described herein.
5. Grantor, its successors and assigns, hereby consent that Grantee, its officers, agents or employees may at any time and all times, when necessary or convenient to do so, go over and upon Grantor's property in the vicinity of the easement and do and perform any

and all acts reasonably necessary or convenient to the carrying into effect the purposes for which this grant is made.

6. In the event of any action or proceeding brought by either party against the other under this Non-exclusive Easement, the prevailing party shall be entitled to recover all reasonable attorneys fees, including attorneys fees on appeal, and all costs of litigation.

7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: 
Ada VanDooren, Grantor

Dated: 3/24/03

STATE OF Idaho)
County of Blaine) ss.

On this 24th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Ada VanDooren, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.




Notary Public for Idaho
Residing at: Blaine Co.
Commission expires 1.25.07

EXHIBIT "A"

A water line easement located in a portion of Lots 1, 2, and 3 of Maurer Subdivision recorded on December 11, 1998 as Recording Number 421806 situated in a portion of the SW1/4 of the SE1/4 of Section 4, Township 2 North, Range 10 East, Boise Meridian, Blaine County, Idaho and more described as follows:

Commencing at a brass cap monument marking the southwesterly corner of said Lot 3, thence along the westerly line of said Lot 3 N06°18'27"W a distance of 264.74 feet to the POINT OF BEGINNING;

Thence 10.00 feet on each side of the following described line;

Leaving said westerly line N78°44'13"E a distance of 26.55 feet to a point;

Thence parallel and 25.00 feet East of the westerly Lot line for said Lots 2 and 3 N06°18'57"W a distance of 194.06 feet to a point from which a 5/8 inch rebar marking a northwesterly corner of said Lot 1 bears N21°34'58"E a distance of 36.35 feet, said point being the terminus of said line.

The sidelines of said easement to be lengthened or shortened to meet the boundary lines of said Lots.

Said easement contains 4412.36 square feet more or less and is subject to all existing easements and rights-of-ways of record or implied.

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Blaine County School District No. 61
c/o Hawley Troxell, Ennis & Hawley, LLP
540 Second Avenue North
P.O. Box 297
Ketchum, Idaho 83340

Instrument # 481810
HAILEY, BLAINE, IDAHO
2003-04-11 11:42:00 No. of Pages: 4
Recorded for: HAWLEY, TROXELL & ENNIS
BARBARA ROHMANN Fee: 12.00
Ex-Officio Recorder/Deputy
Title: EASEMENTS

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

FOR VALUE RECEIVED, and the payment of \$1.00, receipt of which is hereby acknowledged, Stephen Thompson and Gwendolyn Thompson, hereinafter "Grantor", of Hailey, Idaho, hereby grants unto Blaine County School District No. 61, whose address is 118 West Bullion, Hailey, Idaho 83333, a non-exclusive easement on, over and across real property described in Exhibit A, attached hereto and incorporated herein by reference, for construction, use, and maintenance of an underground water line.

1. The real property which is subject to this Non-exclusive Easement is described on the attached Exhibit A.
2. The purpose of this Non-exclusive Easement is to provide construction of a water line and the maintenance thereof, including appropriate ingress and egress for such Blaine County School District designated agents, personnel and equipment as may be necessary to construct and maintain said water line, to provide appropriate ingress and egress for such construction and maintenance, and to exercise all power delegated to the Blaine County School District or its agents for the care, supervision and control of such construction and maintenance.
3. This Non-exclusive Easement shall last until such time as the Blaine County School District takes title to the property on which the easement lies.
4. Grantee agrees to hold harmless and indemnify Grantor from any and all claims, liability and damages due to the negligence of Grantee or its agents in connection with this Non-exclusive Easement on account of the construction of the water line described herein.
5. Grantor, its successors and assigns, hereby consent that Grantee, its officers, agents or employees may at any time and all times, when necessary or convenient to do so, go over and upon Grantor's property in the vicinity of the easement and do and perform any

and all acts reasonably necessary or convenient to the carrying into effect the purposes for which this grant is made.

6. In the event of any action or proceeding brought by either party against the other under this Non-exclusive Easement, the prevailing party shall be entitled to recover all reasonable attorneys fees, including attorneys fees on appeal, and all costs of litigation.

7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: [Signature] Dated: 3/27/03
Stephen Thompson, Grantor

Signed: [Signature] Dated: 3/27/03
Gwendolyn Thompson, Grantor

STATE OF Idaho)
County of Blaine) ss.

On this 27th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Stephen Thompson, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



[Signature]
Notary Public for Idaho
Residing at Blaine, ID
Commission expires 1-25-07

STATE OF Idaho)
County of Blaine) ss.

On this 27th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Gwendolyn Thompson, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



Jean A. Latham
Notary Public for Idaho
Residing at Blaine, ID
Commission expires 1.01.07

EXHIBIT "A"

A water line easement located in a portion of Lots 1, 2, and 3 of Maurer Subdivision recorded on December 11, 1998 as Recording Number 421806 situated in a portion of the SW1/4 of the SE1/4 of Section 4, Township 2 North, Range 10 East, Boise Meridian, Blaine County, Idaho and more described as follows:

Commencing at a brass cap monument marking the southwesterly corner of said Lot 3, thence along the westerly line of said Lot 3 N06°18'27"W a distance of 264.74 feet to the POINT OF BEGINNING;

Thence 10.00 feet on each side of the following described line;

Leaving said westerly line N78°44'13"E a distance of 26.55 feet to a point;

Thence parallel and 25.00 feet East of the westerly Lot line for said Lots 2 and 3 N06°18'57"W a distance of 194.06 feet to a point from which a 5/8 inch rebar marking a northwesterly corner of said Lot 1 bears N21°34'58"E a distance of 36.35 feet, said point being the terminus of said line.

The sidelines of said easement to be lengthened or shortened to meet the boundary lines of said Lots.

Said easement contains 4412.36 square feet more or less and is subject to all existing easements and rights-of-ways of record or implied.

APR 07 2013

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Blaine County School District No. 61
c/o Hawley Troxell Ennis & Hawley LLP
540 Second Avenue North
P.O. Box 297
Ketchikan, Idaho 83340

Instrument # 481911
HAILEY, BLAINE, IDAHO
2013-04-11 11:41:00 No. of Pages: 3
Recorded for: HAWLEY, TROXELL & ENNIS Fee: \$00
MARSHA BERGMAN
Co-Office Recorder, Deputy
Notary: RABBARCQ

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

FOR VALUE RECEIVED, and the payment of \$1.00, receipt of which is hereby acknowledged, Randall Acker, hereinafter "Grantor", of Hailey, Idaho, hereby grants unto Blaine County School District No. 61, whose address is 118 West Bullion, Hailey, Idaho 83333, a non-exclusive easement on, over and across real property described in Exhibit A, attached hereto and incorporated herein by reference, for construction, use, and maintenance of an underground water line.

1. The real property which is subject to this Non-exclusive Easement is described on the attached Exhibit A.
2. The purpose of this Non-exclusive Easement is to provide construction of a water line and the maintenance thereof, including appropriate ingress and egress for such Blaine County School District designated agents, personnel and equipment as may be necessary to construct and maintain said water line, to provide appropriate ingress and egress for such construction and maintenance, and to exercise all power delegated to the Blaine County School District or its agents for the care, supervision and control of such construction and maintenance.
3. This Non-exclusive Easement shall last until such time as the Blaine County School District takes title to the property on which the easement lies.
4. Grantee agrees to hold harmless and indemnify Grantor from any and all claims, liability and damages due to the negligence of Grantee or its agents in connection with this Non-exclusive Easement on account of the construction of the water line described herein.
5. Grantor, its successors and assigns, hereby consent that Grantee, its officers, agents or employees may at any time and all times, when necessary or convenient to do so, go over and upon Grantor's property in the vicinity of the easement and do and perform any

and all acts reasonably necessary or convenient to the carrying into effect the purposes for which this grant is made.

6. In the event of any action or proceeding brought by either party against the other under this Non-exclusive Easement, the prevailing party shall be entitled to recover all reasonable attorneys fees, including attorneys fees on appeal, and all costs of litigation.

7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: Randall Acker Dated: 4/4/03
Randall Acker, Grantor

STATE OF Idaho)
County of Blaine) ss.

On this 4 day of April, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Randall Acker, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



Anthony St. George
Notary Public for Idaho
Residing at PO 3239 Ketchum ID 83440
Commission expires 06-27-08

EXHIBIT "A"

A water line easement located in a portion of Lots 1, 2, and 3 of Maurer Subdivision recorded on December 11, 1998 as Recording Number 421806 situated in a portion of the SW 1/4 of the SE 1/4 of Section 4, Township 2 North, Range 10 East, Boise Meridian, Blaine County, Idaho and more described as follows:

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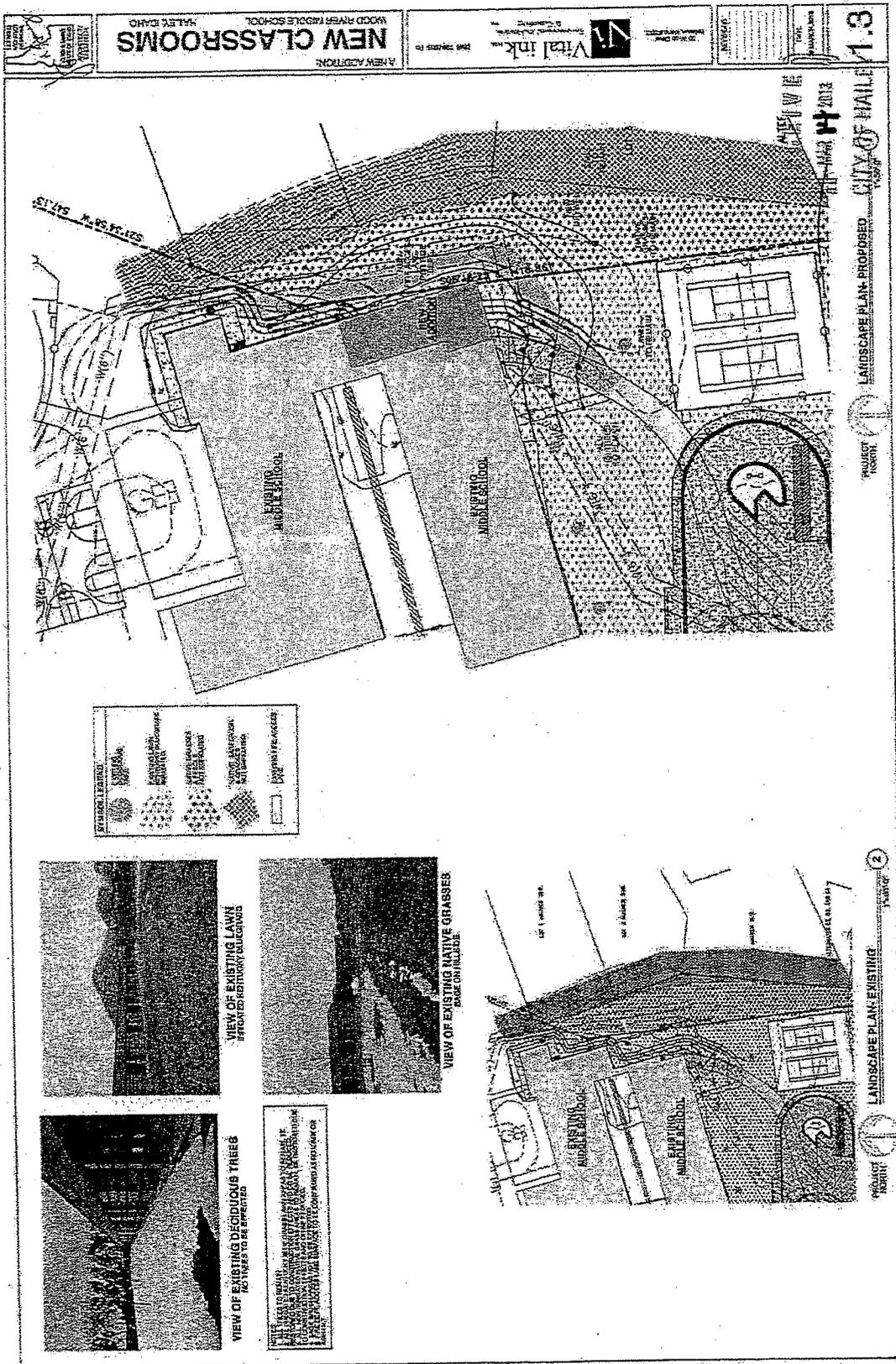
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Thence parallel and 25.00 feet East of the westerly Lot line for said Lots 2 and 3 N06°18'57"W a distance of 194.06 feet to a point from which a 5/8 inch rebar marking a northwesterly corner of said Lot 1 bears N21°34'58"E a distance of 36.35 feet, said point being the terminus of said line.

The sidelines of said easement to be lengthened or shortened to meet the boundary lines of said Lots.

Said easement contains 4412.36 square feet more or less and is subject to all existing easements and rights-of-ways of record or implied.

EXHIBIT D



FINDINGS OF FACT, CONCLUSIONS OF LAW AND DECISION

On April 8, 2013 the Hailey Planning & Zoning Commission considered an application for an annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres into the City of Hailey to accommodate the expansion of the Wood River Middle School with additional classrooms and education facilities. The Commission, having been presented with all information and testimony in favor and in opposition to the proposal, hereby makes the following Findings of Fact, Conclusions of Law and Decision.

FINDINGS OF FACT

I. Notice

Notice for the public hearings on April 8, 2013 before the Planning and Zoning Commission was published in the Mountain Express on March 20, 2013 and mailed out to all Public Agencies on March 25. The property was posted on March 25.

II. Procedural History

An application for annexation was filed on March 7, 2013 and certified complete on March 10, 2013. The Planning and Zoning Commission conducted a public hearing to consider the application on April 8, 2013 at the regular meeting of the Planning and Zoning Commission.

III. Summary of Application

Blaine County School District proposes to expand the Wood River Middle School to accommodate increased classroom space and to provide better facilities for current students and teachers. The footprint of the building expansion would fall outside of current City Limits onto Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres (*Exhibit A*). Approximately 17.8 square feet of the proposed building expansion would be located on Parcel 4, which is currently within the jurisdiction of Blaine County. 481 square feet of the proposed addition infringes on current setbacks. According the plat notes for this replatted subdivision, no structure can be built on this parcel (Parcel 4) until it has been annexed into the City of Hailey. In addition, the plat notes state that building height for this parcel, assuming it is annexed into the City, shall not exceed 25' from existing grade.

With the building expansion crossing County lines into Parcel 4, annexation of 0.62 acres into the City of Hailey is required in order for this project to continue.

IV. Standards for Evaluation: Planning and Zoning Review

The procedure and standards of the Commission's review is established in Hailey Ordinance No. 889, Section 14.01.080, Commission Review:

- **The Commission shall review the particular facts and circumstances of a proposed annexation for the purpose of determining;**
 1. **Whether the proposed annexation will be harmonious and in accordance with specific goals and policies of applicable components of the Hailey Comprehensive Plan, and**
 2. **Whether the proposed annexation generally complies with the Hailey Comprehensive Plan.**
- **The Commission shall also make a recommendation that the property sought to be annexed should be zoned as one or more particular zoning districts, as more fully described in the Hailey Zoning Ordinance.**
- **The Commission shall make findings of fact and conclusions of law relating to the application's general compliance with the Hailey Comprehensive Plan and to the Commission's recommendation for zoning.**
- **The Commission shall forward those findings and conclusions in writing to the Council and the applicant.**

V. Impacts on City Services

The Blaine County School District does not plan to install any new water or sewer lines and will not add any additional capacity to our water and sewer system. There will be no new roads, no new lots, and no extensions of City infrastructure to serve this development. The school district does not plan to add any additional students.

1. *Drinking Water System.* No impact. Tom Hellen, Public Works Director, has reviewed the application and has no concerns.
2. *Wastewater Treatment.* No impact. Tom Hellen, Public Works Director, and Roger Parker, WWTP Superintendent, have reviewed the application and have no issues.
3. *Life Safety (Fire and Police).* No impact. Jeff Gunter, Police Chief, and Mike Baledge, Fire Marshal, have reviewed the application and they have no concerns.
4. *Traffic and Transportation.* No impact. There will be no additional students, buses, or additional traffic. Tom Hellen, Public Works Director, has reviewed the application and has no concerns.

5. *Building.* The Building Officials, Wayne Orvik and Joe Rutledge, are working with the architect to ensure these plans comply with 2009 IBC. The building officials have no concerns with this application.

VI. Comprehensive Plan Compliance

The current Comprehensive Plan (2010) contains goals that are applicable to the annexation request from the Blaine County School District and illustrates how the application is in compliance with the Comprehensive Plan. The following tables summarize these goals, which are taken from Section 13: “School Facilities and Transportation”; Section 15.11, “School Facilities”; Section 9, “Public Services, Facilities, and Utilities”; and Section 11, “Community Design.”

Compliance with Comprehensive Plan	
9.1	Plan for the long-term utilities, service and facility needs while minimizing impacts to the greatest extent possible
11.1	Establish a built environment that maintains human scale, retains interest, aesthetics, encourages various levels of interaction among all members of the community, and enhances the character of different neighborhoods
13.1	Encourage and facilitate the development of school facilities that are planned consistently with the city’s other land use policies
15.11.1	Coordinate and cooperate with the Blaine County School District in the master planning and development for new and expanded school district facilities within the City of Hailey to meet the educational goals established by the community.
15.11.2	Encourage the shared use of all public facilities in order to minimize potential burden on property tax payers and maximize opportunities for public use

VII. Zoning for the Property Proposed for Annexation

- Current Blaine County Zoning for Parcel 4 of the Maurer Subdivision is Medium Density Residential (R-.4).
- The Commission recommends zoning this parcel General Residential (GR) for the following reasons:
 - Consistent with surrounding zone where the Middle School is located.
 - According to Article 4.3.2 of the Zoning Ordinance, a school is a permitted use in the GR zone.

VIII. Studies and Research on the Property Proposed for Annexation

- Traffic Study: not required
- Wildlife Study: not required
- Level I Environmental Study: not required
- Contour Map depicting 15% and 25% slope lines:
 - Included in application. See attachments to report
- Avalanche Study: not applicable

- Wetland Study: not applicable
- Fiscal Impact Analysis: not required (City Council may require)

IX. Utilities and Relocation

- The city operates and maintains a water line through Parcel 4 and the property is currently used as emergency/pedestrian access. The easement for the water line is recorded under Instrument Nos. 481909-481911 (Exhibit C). The new addition will not impact the water line or encroach on the current waterline easement.
- The water line was installed approximately 9 years ago when the School acquired the 0.62 acres in order to serve a fire hydrant on the southeast corner of the school's campus, adjacent to the existing tennis courts.

X. Lot Line Adjustment

- If annexation is approved, the Blaine County School District must submit a request for a Lot Line Adjustment in which the property line for Parcel 4 will vacated, combining Parcel 4 with the 20.82 acres currently owned by the School District.
- A building permit may be issued if the Lot Line Adjustment is in process and there are no issues or concerns from City staff, the public, and adjoining property owners. However, a Certificate of Occupancy will not be issued until the lots have been combined.

XI. Plat Notes and Building Restrictions

- According to the plat containing Parcel 4, "A Replat of Maurer Sub'd," the following notes pertain to the any structures developed on Parcel 4
 - Note #10: Until annexed into the City of Hailey, no structure that requires a county building permit shall be constructed on Parcel 4
 - Note #11: No roof-line constructed on Parcel 4 shall exceed twenty-five feet (25') from existing grade.

XII. Comments from Blaine County Planning and Zoning

- Please refer to Exhibit B of this report

CONCLUSIONS OF LAW

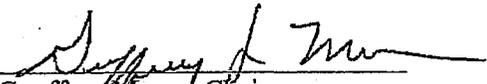
Based upon the above Findings of Fact, the Commission makes the following Conclusions of Law:

1. Adequate notice, pursuant to Section 11.3 of the Hailey Zoning Ordinance and Idaho Code Section 67-6512, was given for the public hearing.
2. Upon compliance with the conditions stated below, the application substantially meets the standards of evaluation set forth in Ordinance No. 889, Section 14.01.080 dictating the review of an annexation request by the Planning and Zoning Commission.
 - a. No roof line constructed on Parcel 4 shall exceed twenty-five (25') from existing grade
 - b. If annexation is approved, a Lot Line Adjustment to join Parcel 4 with Northridge Subdivision #4, Lot 2, Block 1 (Parcel No. RPH04760010020) must be filed, approved, and recorded before the Certificate of Occupancy for the building expansion is approved.
3. The Commission finds this request in compliance with the Comprehensive Plan, citing the sections as listed above.

RECOMMENDATION

Based on the above Findings of Fact, the Commission recommends to City Council, by unanimous vote, approval of the annexation request from the Blaine County School District to annex Parcel 4 of a Replat of Maurer Subdivision, which is owned by the Blaine County School District and encompasses 0.62 acres into the City of Hailey to accommodate the expansion of the Wood River Middle School with additional classrooms and education facilities. The Planning and Zoning Commission recommends zoning this 0.62 acre parcel General Residential (GR).

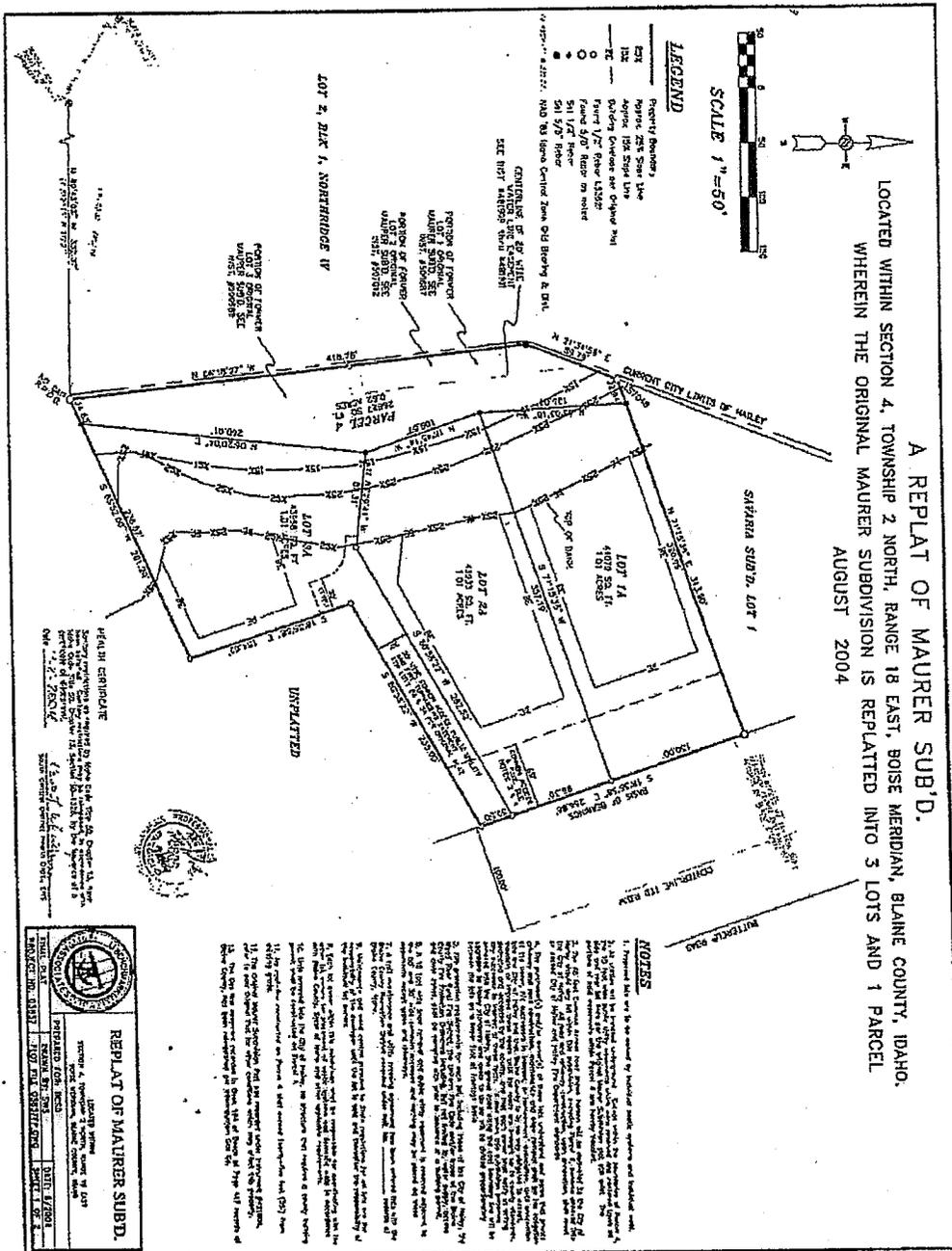
Signed this 30 day of April, 2011.


Geoffrey Moore, Chair
Hailey Planning and Zoning Commission

Attest:

Bart Bingham
Bart Bingham, Principle Planner

EXHIBIT A



EXHIBIT

B



BLAINE COUNTY LAND USE AND BUILDING SERVICES

219 1st Avenue South, Suite 208 Hailey, ID 83333
Planning & Zoning: 208-788-5570 • Building Department: 208-788-5573 • Fax 208-788-5576
www.blainecounty.org

March 28, 2013

Micah Austin
Community Development Director
City of Hailey

via e-mail

Dear Micah,

Thank you for the opportunity to comment on the proposed annexation of Parcel 4, Maurer Subdivision, into the City of Hailey. As plat note 10 indicates, annexation prior to construction on this parcel was anticipated. As such, the County supports the School District's application. In response to your specific questions, please see below:

1. What is the current zoning for this parcel? The city is recommending this parcel be zoned GR if annexed.
 - County zoning of this property is Medium Density Residential (R-4). GR zoning makes sense for the property once annexed.
2. What overlays, boundaries, or other County land use restrictions are currently in place for this parcel?
 - The property is not within any County overlay districts. The R-4 zoning district allows ag uses, single family and duplex residential as permitted uses. (A school use would require a conditional use permit.) The side and rear yard setbacks are 1 foot for every 2 feet of building height, with a minimum of 10 feet.
3. Any wildlife, environmental, or other concerns?
 - No.
4. Any other information that the County would like included in the record?
 - You noted that the Maurer Subdivision plat note 11 which limits roof height to 25 feet would be applicable. We expect the other Maurer Subdivision lot owners would appreciate this limit being retained for the school addition.
 - As we have discussed, a plat amendment that would make Parcel 4 of Maurer Sub a part of Lot 2, Block 1, Northridge Subdivision IV, is appropriate, with the plat title referencing the change to Parcel 4. A replat of Maurer Subdivision would not be required.

I hope this is responsive to your questions. Don't hesitate to contact me if I can be of further help.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Grotto".

Kathy Grotto
Senior Planner

cc: Board of County Commissioners
Valdi Pace, Blaine County Assessor
Joel Hall, GIS Program Manager

EXHIBIT C

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Blaine County School District No. 61
c/o Hawley Troxell Ennis & Hawley LLP
540 Second Avenue North
P.O. Box 297
Ketchum, Idaho 83340

Instrument # 481909
HAILEY, BLAINE, IDAHO
2003-04-11 11:38:00 No. of Pages: 3
Recorded for: HAWLEY, TROXELL & ENNIS
MARSHA RIEMANN Fee: 9.00
Ex-Officio Recorder Deputy
Index to: EASEMENTS

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

FOR VALUE RECEIVED, and the payment of \$1.00, receipt of which is hereby acknowledged, Ada VanDooren, hereinafter "Grantor", of Hailey, Idaho, hereby grants unto Blaine County School District No. 61, whose address is 118 West Bullion, Hailey, Idaho 83333, a non-exclusive easement on, over and across real property described in Exhibit A, attached hereto and incorporated herein by reference, for construction, use, and maintenance of an underground water line.

1. The real property which is subject to this Non-exclusive Easement is described on the attached Exhibit A.
2. The purpose of this Non-exclusive Easement is to provide construction of a water line and the maintenance thereof, including appropriate ingress and egress for such Blaine County School District designated agents, personnel and equipment as may be necessary to construct and maintain said water line, to provide appropriate ingress and egress for such construction and maintenance, and to exercise all power delegated to the Blaine County School District or its agents for the care, supervision and control of such construction and maintenance.
3. This Non-exclusive Easement shall last until such time as the Blaine County School District takes title to the property on which the easement lies.
4. Grantee agrees to hold harmless and indemnify Grantor from any and all claims, liability and damages due to the negligence of Grantee or its agents in connection with this Non-exclusive Easement on account of the construction of the water line described herein.
5. Grantor, its successors and assigns, hereby consent that Grantee, its officers, agents or employees may at any time and all times, when necessary or convenient to do so, go over and upon Grantor's property in the vicinity of the easement and do and perform any

and all acts reasonably necessary or convenient to the carrying into effect the purposes for which this grant is made.

6. In the event of any action or proceeding brought by either party against the other under this Non-exclusive Easement, the prevailing party shall be entitled to recover all reasonable attorneys fees, including attorneys fees on appeal, and all costs of litigation.

7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: *Ada VanDooren*
Ada VanDooren, Grantor

Dated: 3/24/03

STATE OF Idaho)
County of Blaine) ss.

On this 24th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Ada VanDooren, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



Jean A. Latham
Notary Public for Idaho
Residing at Blaine Co.
Commission expires 1-25-07

EXHIBIT "A"

A water line easement located in a portion of Lots 1, 2, and 3 of Maurer Subdivision recorded on December 11, 1998 as Recording Number 421806 situated in a portion of the SW1/4 of the SE1/4 of Section 4, Township 2 North, Range 10 East, Boise Meridian, Blaine County, Idaho and more described as follows:

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WHEN RECORDED RETURN TO:

Blaine County School District No. 61
c/o Hawley Troxell Ennis & Hawley LLP
540 Second Avenue North
P.O. Box 297
Ketchum, Idaho 83340

Instrument # 481810
HAILEY, BLAINE, IDAHO
2003-04-11 11:40:00 No. of Pages: 4
Recorded for: HAWLEY, TROXELL & ENNIS
MARSHA RHEMANN Fee: 12.00
Ex-Officio Recorder Deputy
Index to EASEMENTS

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

FOR VALUE RECEIVED, and the payment of \$1.00, receipt of which is hereby acknowledged, Stephen Thompson and Gwendolyn Thompson, hereinafter "Grantor", of Hailey, Idaho, hereby grants unto Blaine County School District No. 61, whose address is 118 West Bullion, Hailey, Idaho 83333, a non-exclusive easement on, over and across real property described in Exhibit A, attached hereto and incorporated herein by reference, for construction, use, and maintenance of an underground water line.

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7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: [Signature]
Stephen Thompson, Grantor

Dated: 3/27/03

Signed: [Signature]
Gwendolyn Thompson, Grantor

Dated: 3/27/03

STATE OF Idaho)
County of Blaine) ss.

On this 27th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Stephen Thompson, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



[Signature]
Notary Public for Idaho
Residing at Blaine, ID
Commission expires 1-25-07

STATE OF Idaho)
County of Blaine) ss.

On this 27th day of March, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Gwendolyn Thompson, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



Ivan A. Latham
Notary Public for Idaho
Residing at Blaine Co.
Commission expires 1-21-07

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APR 07 2015

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Blaine County School District No. 61
c/o Hawley Troxell Ennis & Hawley LLP
540 Second Avenue North
P.O. Box 297
Ketchum, Idaho 83340

Instrument # 481911
HAILEY, BLAINE, IDAHO
2003-04-14 11:41:00 No. of Pages: 3
Recorded for : HAWLEY, TROXELL & ENNIS
MARSHA RIEGMANN Fee: 8.00
Ex-Officio Recorder Deputy
Index: EASEMENTS

(Space Above for Recorder's Use)

NON-EXCLUSIVE EASEMENT

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5. Grantor, its successors and assigns, hereby consent that Grantee, its officers, agents or employees may at any time and all times, when necessary or convenient to do so, go over and upon Grantor's property in the vicinity of the easement and do and perform any

and all acts reasonably necessary or convenient to the carrying into effect the purposes for which this grant is made.

6. In the event of any action or proceeding brought by either party against the other under this Non-exclusive Easement, the prevailing party shall be entitled to recover all reasonable attorneys fees, including attorneys fees on appeal, and all costs of litigation.

7. This Non-exclusive Easement shall inure to and bind the heirs, successors, executors, administrators and assigns of the parties and shall constitute a covenant running with the real property described herein.

Signed: Randall Acker
Randall Acker, Grantor

Dated: 4/4/03

STATE OF Idaho)
County of Blaine) ss.

On this Y day of April, 2003, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Randall Acker, known to me or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same.

WITNESS my hand and official seal.



Anthony S. George
Notary Public for Idaho
Residing at PO 3239 Kelham 8 3340
Commission expires 06-27-08

EXHIBIT "A"

A water line easement located in a portion of Lots 1, 2, and 3 of Maurer Subdivision recorded on December 11, 1998 as Recording Number 421806 situated in a portion of the SW1/4 of the SE1/4 of Section 4, Township 2 North, Range 10 East, Boise Meridian, Blaine County, Idaho and more described as follows:

Commencing at a brass cap monument marking the southwesterly corner of said Lot 3, thence along the westerly line of said Lot 3 $N06^{\circ}18'27''W$ a distance of 264.74 feet to the POINT OF BEGINNING;

Thence 10.00 feet on each side of the following described line;

Leaving said westerly line $N78^{\circ}44'13''E$ a distance of 26.55 feet to a point;

Thence parallel and 25.00 feet East of the westerly Lot line for said Lots 2 and 3 $N06^{\circ}18'57''W$ a distance of 194.06 feet to a point from which a 5/8 inch rebar marking a northwesterly corner of said Lot 1 bears $N21^{\circ}34'58''E$ a distance of 36.35 feet, said point being the terminus of said line.

The sidelines of said easement to be lengthened or shortened to meet the boundary lines of said Lots.

Said easement contains 4412.36 square feet more or less and is subject to all existing easements and rights-of-ways of record or implied.

AGENDA ITEM SUMMARY

DATE: 5/6/13 DEPARTMENT: PW - Wastewater DEPT. HEAD SIGNATURE: 

SUBJECT: Public Hearing on proposed increase of Water and Wastewater fees, and consideration of Resolution 2013-~~40~~, increasing water and wastewater fees.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

During the April 15, 2013 city council meeting Mayor Haemmerle led a discussion on the major issues facing both the Water and Wastewater Departments; conjunctive administration of water rights and the biosolids facility. Addressing both of these issues is going to require additional costs in the coming years. In order to get ahead of the possible costs for conjunctive administration and to pay for the biosolids design engineering costs rate increases for both water and wastewater are being proposed.

Attached pages show the proposed rates for each utility for the next 5 months. For Wastewater the rate increase will pay for the additional \$190,000 estimate from HDR Engineering to get to a 60% design for the biosolids facility while meeting our obligations for our refinanced wastewater bond. There is also an increase in the monthly bond payment. It is proposed at this time and then will remain steady or slightly decrease over the next 8 years. I have also included an estimate of rates for the next 5 budget years with the assumption that the biosolids project has a successful bond election in May, 2014 and is ready for operation by FYE 16. This estimate assumes no surprises in either plant operation or regulatory costs.

For Water the rate increase is manyfold: First, there will be increased costs to deal with conjunctive administration and funds will be needed to be set aside. Second, it has been 10 years since our last water master plan was completed. Since that time we have installed meters, built the Quigley water tank, installed a second transmission main down Buttercup Rd and the bike path, connected a water main around the airport to Woodside subdivision, and instituted metered rates. A master plan will cost between \$100 – 150,000 to complete and will include a rate review, address options for conjunctive administration, current system condition, possible system upgrades and other operational functions. Third, increased rates are intended to further conservation efforts. While we initially saw some rather large decreases in summer water use when metered rates were instituted in the last two years summer use has crept back up; from 120 million gallons in July, 2010 to 148 million in July, 2012. Learning conservation methods will be more important in future years. Our Sustainability Coordinator has included a staff report in this council packet on ideas to assist citizens in reducing water use. A rate increase now will allow our customers to adjust their irrigation practices at the start of the season.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2013-41, increasing water and wastewater fees.

(2013-41)

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____

Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record

*Additional/Exceptional Originals to: _____

Copies (all info.):

Copies (AIS only)

Instrument # _____

HAILEY RESOLUTION NO. 2013-41

A RESOLUTION OF THE HAILEY CITY COUNCIL APPROVING RATE ADJUSTMENTS FOR WATER AND SEWER USER FEES AND WATER AND SEWER CONNECTION FEES PURSUANT TO CHAPTER 13.04, HAILEY MUNICIPAL CODE

WHEREAS, the Mayor and the City Council of the City of Hailey have determined water conservation is a desired goal for the City of Hailey Water Department;

WHEREAS, the Mayor and the City Council of the City of Hailey have determined that establishing methods for metering water usage will assist the goal of water conservation;

WHEREAS, the Mayor and the City Council of the City of Hailey have amended Chapter 13.04 of the Hailey Municipal Code, Water and Sewer Systems, to establish procedures for determining both water and sewer user fees, and connection fees, establish new procedures and revised fees, and authorize a cross connection program;

WHEREAS, the construction and maintenance of municipal water and wastewater systems are valid proprietary functions of the City of Hailey;

WHEREAS, the mandatory connection to the municipal water and wastewater systems is a valid exercise of the police powers of the City of Hailey;

WHEREAS, the fees imposed by this resolution are segregated into separate funds and are not placed into the general fund for the City of Hailey;

WHEREAS, the connection fees imposed by this resolution are to be used for the replacement and depreciation of the water and wastewater systems, while the user fees imposed by this resolution are to be used to pay for indebtedness and general operating costs of the systems;

WHEREAS, the fees imposed by this resolution have been studied and recommended by the City Engineer and are intended to be reasonably related to the benefit conveyed to the residents of the City of Hailey;

WHEREAS, the user fees, including the meter rates, imposed by this resolution are intended to make the systems self-supporting, produce revenues for the payment of indebtedness and encourage the conservation of water;

WHEREAS, Hailey's Municipal Code Chapter 13 requires that the Hailey City Council review, and make appropriate adjustments to Hailey's water and sewer user fees, administrative fees and connection fees; and

WHEREAS, the Hailey City Council has reviewed the engineer's calculations which provide the rational basis for the establishment of water and sewer user fees and connection fees, which are established in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY AS FOLLOWS:

Section 1. Adoption of Fees. The City Council of the City of Hailey hereby adopts the following fee schedule:

**SCHEDULE OF FEES & CHARGES
WATER & WASTEWATER**

1. Connection Fees – §13.04-140.

Water Department: Water connection fees shall be \$4,110 per equivalent connection.

Wastewater Department: Wastewater connection fees shall be \$3,559 per equivalent connection.

2. Service Connection Inspection Fee.

Water Department: The inspection fee for a new water service connection shall be \$50.00.

Wastewater Department: The inspection fee for a new wastewater service connection shall be \$50.00.

3. Water Department User Base Monthly Charges- §13.04.130(A)1 & §13.04.130(A)3.

Water user base monthly charge shall be \$12.67 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond reserve purposes shall be \$4.35 per connection per month. The portion of that fee for maintenance and operation shall be \$8.32 per connection per month.

4. Water Department User Monthly Charge – Non-Metered Accounts

Water user non-metered account monthly charge shall be \$46.35 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond reserve purposes shall be \$4.35 per connection per month. The portion of that fee for maintenance and operation shall be \$42.00 per connection per month.

5. Wastewater Department User Base Monthly Charges – Metered Accounts – §13.04.130(B)1 & §13.04.130(B)4.

Wastewater user monthly charges shall total \$20.90 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond retirement purposes shall be \$7.31 per connection per month. The portion of that fee for system maintenance and operation shall be \$13.59 per connection per month.

6. Wastewater Department User Base Monthly Charges – Residential Non-Metered Accounts – §13.04.130.B.3.

New construction residential Wastewater user monthly charges shall total \$44.54 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond retirement purposes shall be \$7.31 per connection per month. The portion of that fee for system maintenance and operation shall be \$37.23 per connection per month.

7. Metered Charge – Water – §13.04.130(A)2. The Water user metered charge shall be as follows:

a. Single Family Residence

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

b. Commercial

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

c. Multi-Family (Per Unit)

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.05
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

d. Irrigation Charge (For separate irrigation accounts):

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

8. Metered Charge – Wastewater – §13.04.130(B)2. The Wastewater use metered charge shall be as follows:

a. <u>Single Family Residence</u>	
Rate per 1,000 gallons	\$5.97
c. <u>Commercial</u>	
Rate per 1,000 gallons	\$5.97
c. <u>Multi-Family</u>	
Rate per 1,000 gallons	\$5.97

9. Reduction in Water and Wastewater User Base Charges- §13.04.130(C).

Water Charges: Water user base charge for persons qualifying under Hailey Municipal Code Section 13.04.130(C) shall be \$7.68 per month. The portion of that fee collected for bond reserve purposes shall be \$4.35 per month and for maintenance and operation shall be \$3.33 per month.

Wastewater Charges: Wastewater user base charge for persons qualifying under Hailey Municipal Code Section 13.04.130(C) shall be \$12.75 per month. The portion of that fee collected for bond retirement purposes shall be \$7.31 per month. The portion of that fee for system maintenance and operation shall be \$5.44 per month.

10. Private Water and Wastewater System Inspection Fee – §13.04.160.

Water Department: The inspection fee for a new private water system shall be \$50.00.

Wastewater Department: The inspection fee for a new private wastewater system shall be \$50.00.

11. Administrative Fees – §13.04.150(D).

Discontinuance Administrative Fee – Non-payment: The Administrative fee for a discontinuance notice shall be \$37.50.

Recommencement Fee – Non-payment: The Administrative fee for recommencing a service terminated for non-payment shall be \$37.50.

§13.04.150(F)

Owner Requested Discontinuance Fee: The fee for an owner requested discontinuance of service shall be \$37.50.

Owner Requested Recommencement Fee: The fee for an owner requested recommencement of service shall be \$37.50.

Water Conservation Violation Discontinuance Fee: The discontinuance fee for violating Hailey Municipal Code Section 13.08.010 shall be \$50.00.

Water Conservation Violation Recommencement Fee: The recommencement fee for violating Hailey Municipal Code Section 13.08.010 shall be \$50.00.

Insufficient Funds Fee: The insufficient funds fee for a utility payment shall be \$20.00.

12. Administrative Waiver of Fees

Customers, who in the last one (1) year have had no late payments delinquent account notices, or insufficient fund fees, may request and administrative staff may approve a reversal of a one-time insufficient funds fee.

Temporary turn on/off –

Owners may temporarily ask that the water be turned on for 24 hours to do a home inspection or plumbing repair for a sale or foreclosure. This 24 hour turn on/off does not require the commencement/discontinuance form to be completed.

Section 2. Effective Date. The fees adopted by this Resolution shall be effective on April 25, 2013.

Passed this 6th day of May, 2013.

Don Keirn, Council President, City of Hailey

ATTEST:

Mary Cone, City Clerk

Sewer Rate Comparison

Current Base Rate	\$13.59	New Base Rate	\$13.59	No Increase
Current Rate/1,000 Gallons	\$3.94	New Rate/1,000 Gallons	\$5.97	52% Increase
Current Bond Rate	\$6.43	New Bond Rate	\$7.31	14% Increase

GALLONS	Current	Proposed	Difference	GALLONS	Current	Proposed	Difference
1,000	\$17.53	\$19.56	\$2.03	51,000	\$214.53	\$318.06	\$103.53
2,000	\$21.47	\$25.53	\$4.06	52,000	\$218.47	\$324.03	\$105.56
3,000	\$25.41	\$31.50	\$6.09	53,000	\$222.41	\$330.00	\$107.59
4,000	\$29.35	\$37.47	\$8.12	54,000	\$226.35	\$335.97	\$109.62
5,000	\$33.29	\$43.44	\$10.15	55,000	\$230.29	\$341.94	\$111.65
6,000	\$37.23	\$49.41	\$12.18	56,000	\$234.23	\$347.91	\$113.68
7,000	\$41.17	\$55.38	\$14.21	57,000	\$238.17	\$353.88	\$115.71
8,000	\$45.11	\$61.35	\$16.24	58,000	\$242.11	\$359.85	\$117.74
9,000	\$49.05	\$67.32	\$18.27	59,000	\$246.05	\$365.82	\$119.77
10,000	\$52.99	\$73.29	\$20.30	60,000	\$249.99	\$371.79	\$121.80
11,000	\$56.93	\$79.26	\$22.33	61,000	\$253.93	\$377.76	\$123.83
12,000	\$60.87	\$85.23	\$24.36	62,000	\$257.87	\$383.73	\$125.86
13,000	\$64.81	\$91.20	\$26.39	63,000	\$261.81	\$389.70	\$127.89
14,000	\$68.75	\$97.17	\$28.42	64,000	\$265.75	\$395.67	\$129.92
15,000	\$72.69	\$103.14	\$30.45	65,000	\$269.69	\$401.64	\$131.95
16,000	\$76.63	\$109.11	\$32.48	66,000	\$273.63	\$407.61	\$133.98
17,000	\$80.57	\$115.08	\$34.51	67,000	\$277.57	\$413.58	\$136.01
18,000	\$84.51	\$121.05	\$36.54	68,000	\$281.51	\$419.55	\$138.04
19,000	\$88.45	\$127.02	\$38.57	69,000	\$285.45	\$425.52	\$140.07
20,000	\$92.39	\$132.99	\$40.60	70,000	\$289.39	\$431.49	\$142.10
21,000	\$96.33	\$138.96	\$42.63	71,000	\$293.33	\$437.46	\$144.13
22,000	\$100.27	\$144.93	\$44.66	72,000	\$297.27	\$443.43	\$146.16
23,000	\$104.21	\$150.90	\$46.69	73,000	\$301.21	\$449.40	\$148.19
24,000	\$108.15	\$156.87	\$48.72	74,000	\$305.15	\$455.37	\$150.22
25,000	\$112.09	\$162.84	\$50.75	75,000	\$309.09	\$461.34	\$152.25
26,000	\$116.03	\$168.81	\$52.78	76,000	\$313.03	\$467.31	\$154.28
27,000	\$119.97	\$174.78	\$54.81	77,000	\$316.97	\$473.28	\$156.31
28,000	\$123.91	\$180.75	\$56.84	78,000	\$320.91	\$479.25	\$158.34
29,000	\$127.85	\$186.72	\$58.87	79,000	\$324.85	\$485.22	\$160.37
30,000	\$131.79	\$192.69	\$60.90	80,000	\$328.79	\$491.19	\$162.40
31,000	\$135.73	\$198.66	\$62.93	81,000	\$332.73	\$497.16	\$164.43
32,000	\$139.67	\$204.63	\$64.96	82,000	\$336.67	\$503.13	\$166.46
33,000	\$143.61	\$210.60	\$66.99	83,000	\$340.61	\$509.10	\$168.49
34,000	\$147.55	\$216.57	\$69.02	84,000	\$344.55	\$515.07	\$170.52
35,000	\$151.49	\$222.54	\$71.05	85,000	\$348.49	\$521.04	\$172.55
36,000	\$155.43	\$228.51	\$73.08	86,000	\$352.43	\$527.01	\$174.58
37,000	\$159.37	\$234.48	\$75.11	87,000	\$356.37	\$532.98	\$176.61
38,000	\$163.31	\$240.45	\$77.14	88,000	\$360.31	\$538.95	\$178.64
39,000	\$167.25	\$246.42	\$79.17	89,000	\$364.25	\$544.92	\$180.67
40,000	\$171.19	\$252.39	\$81.20	90,000	\$368.19	\$550.89	\$182.70
41,000	\$175.13	\$258.36	\$83.23	91,000	\$372.13	\$556.86	\$184.73
42,000	\$179.07	\$264.33	\$85.26	92,000	\$376.07	\$562.83	\$186.76
43,000	\$183.01	\$270.30	\$87.29	93,000	\$380.01	\$568.80	\$188.79
44,000	\$186.95	\$276.27	\$89.32	94,000	\$383.95	\$574.77	\$190.82
45,000	\$190.89	\$282.24	\$91.35	95,000	\$387.89	\$580.74	\$192.85
46,000	\$194.83	\$288.21	\$93.38	96,000	\$391.83	\$586.71	\$194.88
47,000	\$198.77	\$294.18	\$95.41	97,000	\$395.77	\$592.68	\$196.91
48,000	\$202.71	\$300.15	\$97.44	98,000	\$399.71	\$598.65	\$198.94
49,000	\$206.65	\$306.12	\$99.47	99,000	\$403.65	\$604.62	\$200.97
50,000	\$210.59	\$312.09	\$101.50	100,000	\$407.59	\$610.59	\$203.00

City of Hailey Estimated Sewer Fee Schedule

Based on Final Design complete Feb. 2014 and bond election May, 2014

Fee	Current	5/1/13 - 9/30/13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18
Current Bond Fee	\$6.43	\$7.31	\$7.29	\$7.26	\$7.24	\$7.22	\$7.19
Fixed Base Rate	\$13.59	\$13.59	\$14.68	\$14.10	\$14.62	\$14.77	\$14.99
Rate/1,000 Gals	\$3.94	\$5.97	\$5.06	\$4.05	\$3.94	\$3.99	\$4.03
Cost for 6,000 Gals/Month	\$23.64	\$35.82	\$30.36	\$24.30	\$23.64	\$23.94	\$24.18
New Biosolids Facility Bond (Based on \$4million @3% & 20 years)	\$0.00	\$0.00	\$0.00	\$7.10	\$7.08	\$7.06	\$7.04
Monthly sewer bill	\$43.66	\$56.72	\$52.33	\$52.76	\$52.58	\$52.99	\$53.40

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1
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(Based on average 6,000
gals/month winter water use)

ESTIMATED
EXPENDITURES AT

	YTD	BUDGET	END-OF-YEAR	DIFFERENCE
Updated 4/18/13				
SUBTOTAL WW SALARIES A Budget	\$116,446.81	\$302,709.00	\$234,000.00	\$68,709.00
FICA	\$6,894.04	\$23,185.00	\$14,000.00	\$9,185.00
RETIREMENT	\$10,519.68	\$32,186.00	\$22,000.00	\$10,186.00
WORKMAN COMP.	\$3,051.78	\$16,794.00	\$6,500.00	\$10,294.00
H&A INSURANCE	\$14,783.73	\$48,750.00	\$32,500.00	\$16,250.00
SUBTOTAL Salaries & Benefits	\$151,696.04	\$423,624.00	\$309,000.00	\$114,624.00

B BUDGET				
OFFICE SUPPLIES	\$730.23	\$2,000.00	\$1,600.00	\$400.00
POSTAGE	\$392.48	\$800.00	\$800.00	\$0.00
DEPARTMENTAL SUPPLIES	\$0.00	\$8,000.00	\$4,000.00	\$4,000.00
PROFESSIONAL SERVICES	\$6,301.30	\$2,500.00	\$10,000.00	-\$7,500.00
ADVERT.& PUBL.	\$0.00	\$500.00	\$500.00	\$0.00
ENGINEERING SERVICES	\$65,497.97	\$65,000.00	\$280,000.00	-\$215,000.00
PRINTING SERVICES	\$0.00	\$500.00	\$250.00	\$250.00
SERVICE CONTRACTS	\$2,343.89	\$3,000.00	\$4,500.00	-\$1,500.00
SUBTOTAL Services	\$75,265.87	\$82,300.00	\$301,650.00	-\$219,350.00

R & M - PLANT EQUIPMENT	\$5,901.44	\$25,000.00	\$25,000.00	\$0.00
R & M - SYSTEM Equipment	\$2,231.03	\$30,000.00	\$30,000.00	\$0.00
R & M - EQUIPMENT	\$2,635.04	\$19,000.00	\$19,000.00	\$0.00
R & M - OFFICE EQUIP.	\$139.00	\$1,000.00	\$300.00	\$700.00
R & M - BUILDING	\$2,687.30	\$5,000.00	\$6,000.00	-\$1,000.00
R & M - AUTO Equip	\$6,647.66	\$3,500.00	\$10,000.00	-\$6,500.00
R & M - GROUNDS	\$79.97	\$3,500.00	\$2,000.00	\$1,500.00
R & M - SHOP	\$806.91	\$5,000.00	\$5,000.00	\$0.00
R & M - TOOLS	\$979.65	\$5,000.00	\$5,000.00	\$0.00
R & M - COMPUTERS	\$1,294.14	\$1,500.00	\$1,500.00	\$0.00
SUBTOTAL Repairs & Maintenance	\$23,402.14	\$98,500.00	\$103,800.00	-\$5,300.00

CLOTHING & UNIFORMS	\$3,628.88	\$7,000.00	\$7,500.00	-\$500.00
INSURANCE PREMIUMS & DED.	\$0.00	\$1,000.00	\$1,000.00	\$0.00
DUES & SUBSCRIPTIONS	\$110.00	\$1,000.00	\$1,000.00	\$0.00

**ESTIMATED
EXPENDITURES AT**

	YTD	BUDGET	END-OF-YEAR	DIFFERENCE
Updated 4/18/13				
TELEPHONE & COMMUNICATIONS	\$1,590.16	\$3,000.00	\$3,500.00	-\$500.00
UTILITIES	\$52,528.78	\$90,000.00	\$95,000.00	-\$5,000.00
GAS & OIL	\$10,717.82	\$25,000.00	\$22,500.00	\$2,500.00
EPA Sustainability Grant Match	\$4,106.86	\$18,750.00	\$18,750.00	\$0.00
PERSONNEL TRAINING	\$600.00	\$2,000.00	\$2,000.00	\$0.00
TRAVEL EXPENSES	\$550.00	\$2,000.00	\$1,500.00	\$500.00
PREVENTIVE PROGRAMS	\$1,735.00	\$1,500.00	\$1,750.00	-\$250.00
EQUIPMENT RENTAL	\$160.66	\$1,000.00	\$1,000.00	\$0.00
CHEMICALS	\$12,266.84	\$24,000.00	\$24,000.00	\$0.00
LAB TESTING & SUPPLIES	\$7,310.59	\$20,000.00	\$20,000.00	\$0.00
SUBTOTAL Miscellaneous	\$22,623.09	\$50,500.00	\$199,500.00	\$250.00
B BUDGET TOTAL	\$121,291.10	\$231,300.00	\$604,950.00	-\$224,400.00

	YTD	BUDGET	END-OF-YEAR	DIFFERENCE
TOTAL O&M BUDGET	\$272,987.14	\$654,924.00	\$913,950.00	-\$109,776.00
CAP-OUT - SPECIALIZED EQUIPMENT	\$0.00	\$10,000.00	\$10,000.00	\$0.00
CAP OUT - COMPUTER	\$1,270.66	\$0.00	\$1,500.00	-\$1,500.00
CAP OUT - PLANT EQUIPMENT	\$0.00	\$5,000.00	\$5,000.00	\$0.00
CAP OUT - SYSTEM (Jet-Vac Truck Funding)	\$0.00	\$75,000.00	\$75,000.00	\$0.00
CAP OUT - ENGINEERING Studies	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL OUTLAY EXPENSES	\$1,270.66	\$90,000.00	\$91,500.00	-\$1,500.00

BOND PRINCIPAL & INTEREST	\$15,488.89	\$241,517.00	\$276,000.00	-\$34,483.00
TOTAL DEPARTMENT BUDGET	\$274,257.80	\$744,924.00	\$1,005,450.00	-\$111,276.00

Legislative Budget	\$20,118.80	\$14,686.42	\$30,600.00	-\$15,913.58
Executive Budget	\$167,101.17	\$289,544.87	\$295,000.00	-\$5,455.13
Public Works Budget	\$30,366.92	\$75,656.47	\$70,000.00	\$5,656.47
Grant Budget				

TOTAL OPERATING BUDGET	\$491,844.69	\$1,124,811.76	\$1,401,050.00	-\$126,988.24
TOTAL OPERATING BUDGET PLUS BOND PYMNT			\$1,677,050.00	-\$161,471.24

Water Rate Comparison

Gallons	Current Rate	Proposed Rate	% Increase
1-30,000	\$0.25	\$0.50	100%
31,000-40,000	\$0.50	\$0.75	50%
41,000-50,000	\$0.75	\$1.00	33%
51,000-60,000	\$1.25	\$1.50	20%
61,000-70,000	\$1.75	\$2.00	14%
71,000-80,000	\$2.00	\$2.25	13%
81,000-90,000	\$2.25	\$2.50	11%
91,000-100,000	\$2.50	\$2.75	10%
101,000-150,000	\$2.75	\$3.25	18%
151,000 & above	\$3.00	\$3.50	17%

Base rate	\$8.32
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Average % Increase 29%

GALLONS	Current	Proposed	Difference	GALLONS	Current	Proposed	Difference
1,000	\$8.57	\$8.82	\$0.25	51,000	\$29.57	\$42.32	\$12.75
2,000	\$8.82	\$9.32	\$0.50	52,000	\$30.82	\$43.82	\$13.00
3,000	\$9.07	\$9.82	\$0.75	53,000	\$32.07	\$45.32	\$13.25
4,000	\$9.32	\$10.32	\$1.00	54,000	\$33.32	\$46.82	\$13.50
5,000	\$9.57	\$10.82	\$1.25	55,000	\$34.57	\$48.32	\$13.75
6,000	\$9.82	\$11.32	\$1.50	56,000	\$35.82	\$49.82	\$14.00
7,000	\$10.07	\$11.82	\$1.75	57,000	\$37.07	\$51.32	\$14.25
8,000	\$10.32	\$12.32	\$2.00	58,000	\$38.32	\$52.82	\$14.50
9,000	\$10.57	\$12.82	\$2.25	59,000	\$39.57	\$54.32	\$14.75
10,000	\$10.82	\$13.32	\$2.50	60,000	\$40.82	\$55.82	\$15.00
11,000	\$11.07	\$13.82	\$2.75	61,000	\$42.57	\$57.82	\$15.25
12,000	\$11.32	\$14.32	\$3.00	62,000	\$44.32	\$59.82	\$15.50
13,000	\$11.57	\$14.82	\$3.25	63,000	\$46.07	\$61.82	\$15.75
14,000	\$11.82	\$15.32	\$3.50	64,000	\$47.82	\$63.82	\$16.00
15,000	\$12.07	\$15.82	\$3.75	65,000	\$49.57	\$65.82	\$16.25
16,000	\$12.32	\$16.32	\$4.00	66,000	\$51.32	\$67.82	\$16.50
17,000	\$12.57	\$16.82	\$4.25	67,000	\$53.07	\$69.82	\$16.75
18,000	\$12.82	\$17.32	\$4.50	68,000	\$54.82	\$71.82	\$17.00
19,000	\$13.07	\$17.82	\$4.75	69,000	\$56.57	\$73.82	\$17.25
20,000	\$13.32	\$18.32	\$5.00	70,000	\$58.32	\$75.82	\$17.50
21,000	\$13.57	\$18.82	\$5.25	71,000	\$60.32	\$78.07	\$17.75
22,000	\$13.82	\$19.32	\$5.50	72,000	\$62.32	\$80.32	\$18.00
23,000	\$14.07	\$19.82	\$5.75	73,000	\$64.32	\$82.57	\$18.25
24,000	\$14.32	\$20.32	\$6.00	74,000	\$66.32	\$84.82	\$18.50
25,000	\$14.57	\$20.82	\$6.25	75,000	\$68.32	\$87.07	\$18.75
26,000	\$14.82	\$21.32	\$6.50	76,000	\$70.32	\$89.32	\$19.00
27,000	\$15.07	\$21.82	\$6.75	77,000	\$72.32	\$91.57	\$19.25
28,000	\$15.32	\$22.32	\$7.00	78,000	\$74.32	\$93.82	\$19.50
29,000	\$15.57	\$22.82	\$7.25	79,000	\$76.32	\$96.07	\$19.75
30,000	\$15.82	\$23.32	\$7.50	80,000	\$78.32	\$98.32	\$20.00
31,000	\$16.32	\$24.07	\$7.75	81,000	\$80.57	\$100.82	\$20.25
32,000	\$16.82	\$24.82	\$8.00	82,000	\$82.82	\$103.32	\$20.50
33,000	\$17.32	\$25.57	\$8.25	83,000	\$85.07	\$105.82	\$20.75
34,000	\$17.82	\$26.32	\$8.50	84,000	\$87.32	\$108.32	\$21.00
35,000	\$18.32	\$27.07	\$8.75	85,000	\$89.57	\$110.82	\$21.25
36,000	\$18.82	\$27.82	\$9.00	86,000	\$91.82	\$113.32	\$21.50
37,000	\$19.32	\$28.57	\$9.25	87,000	\$94.07	\$115.82	\$21.75
38,000	\$19.82	\$29.32	\$9.50	88,000	\$96.32	\$118.32	\$22.00
39,000	\$20.32	\$30.07	\$9.75	89,000	\$98.57	\$120.82	\$22.25
40,000	\$20.82	\$30.82	\$10.00	90,000	\$100.82	\$123.32	\$22.50
41,000	\$21.57	\$31.82	\$10.25	91,000	\$103.32	\$126.07	\$22.75
42,000	\$22.32	\$32.82	\$10.50	92,000	\$105.82	\$128.82	\$23.00
43,000	\$23.07	\$33.82	\$10.75	93,000	\$108.32	\$131.57	\$23.25
44,000	\$23.82	\$34.82	\$11.00	94,000	\$110.82	\$134.32	\$23.50
45,000	\$24.57	\$35.82	\$11.25	95,000	\$113.32	\$137.07	\$23.75
46,000	\$25.32	\$36.82	\$11.50	96,000	\$115.82	\$139.82	\$24.00
47,000	\$26.07	\$37.82	\$11.75	97,000	\$118.32	\$142.57	\$24.25
48,000	\$26.82	\$38.82	\$12.00	98,000	\$120.82	\$145.32	\$24.50
49,000	\$27.57	\$39.82	\$12.25	99,000	\$123.32	\$148.07	\$24.75
50,000	\$28.32	\$40.82	\$12.50	100,000	\$125.82	\$150.82	\$25.00

AGENDA ITEM SUMMARY

DATE: 5/6/13 DEPARTMENT: PW - Wastewater DEPT. HEAD SIGNATURE: 

SUBJECT: Approval of Resolution 2013-42, authorizing contract with HDR engineering for design and engineering of wastewater biosolids facilities.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

HDR Engineering has submitted a proposed contract for the engineering design of a replacement biosolids facility including dewatering equipment for a not to exceed cost of \$333,884. The 60% design costs are approximately \$190,000 with final design and bidding services costs the remaining \$143,884. The city council could authorize all or part (60% design) of this contract.

A part of the work scope is participation by HDR in a citizen's advisory committee. I recommend that this be retained in their scope of work and that we begin soliciting for citizen participants.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2013-42 authorizing contract with HDR Engineering for design and engineering of new wastewater biosolids facilities.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

**CITY OF HAILEY
RESOLUTION NO. 2013-42**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING THE EXECUTION OF A TASK ORDER NUMBER SEVEN (7)
CONTRACT FOR SERVICES WITH
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into an agreement with HDR Engineering, Inc. (HDR) under which HDR will perform technical assistance for design and engineering of wastewater biosolids facilities.

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Task Order Number 7, a copy of which is attached hereto,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Task Order Number 7 between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 6th day of May, 2013.

City of Hailey

Don Keirn, Council President

ATTEST:

Mary Cone, City Clerk



April 5, 2013

Mr. Tom Hellen
City of Hailey
115 S Main St
Hailey, ID 83333

Subject: Design Engineering Services for Solids Handling Improvements

Dear Mr. Hellen:

HDR Engineering, Inc. (HDR) is looking forward to continuing our work with the City of Hailey. As you know, HDR is familiar with the City's wastewater treatment program including the treatment facilities, National Pollutant Discharge Elimination System (NPDES) permit, and conceptual planning for recycled water. Enclosed with this letter is a draft - Task Order No. 7 - Design Engineering Services for Solids Handling Improvements for the City of Hailey for your review.

The first task within Task Order No. 7 is focused on pilot testing dewatering equipment. The goal of pilot testing is to provide the city with an opportunity to see the equipment in operation and to identify one equipment manufacturer and one piece of dewatering equipment to carry through design. At the end of the pilot testing, we will have performance data and the city's experience in operating the equipment that will be used to make this determination. By using the pilot testing data to select one piece of equipment, we eliminate the need to design the project around different pieces of equipment. This is important since the arrangements of the various manufacturers are very different (i.e. footprint, piping, utility requirements, etc).

During pilot testing and 60 percent design, HDR Engineering will plan to participate in several meetings associated with the Citizens Advisory Council. To be more efficient, we assumed that two of these meetings would be held in conjunction with the pilot testing. This will also provide an opportunity for the citizens to see the dewatering equipment in use.

As requested, we separated the 60 percent design and final design into two separate tasks. The 60 percent design includes a first draft of the technical specifications. Also during 60 percent design, the major plan and specifications sheets are mostly complete. Throughout the 60 percent design process, the city has an opportunity to influence the design decisions related to layout, preferences, and equipment. The schedule that we assumed will provide the deliverables prior to a possible November 2013 bond election should the City elect to proceed at that time.

Mr. Tom Hellen
April 5, 2013

During final design, HDR will complete drawings and specifications for submittal to DEQ for review and approval, to the building department for permits, and for contractor bidding. This task includes supporting the city with equipment procurement. The equipment contract could be established with two notices to proceed – one for special services and one for fabrication. Typically the special services are approximately 10 percent of the total equipment cost and include shop drawings that are used in the design development. The benefit of special services procurement is that it provides enough information to inform the design but does not put the City at risk for purchasing equipment prior to the bond election. The schedule that we assumed will provide the deliverables prior to a possible May 2014 bond election, should the City elect to proceed at that time.

We have also included bid period services to provide an indication of what the costs would be to go from preliminary engineering through project bidding. This scope and fee estimate do not include contractor prequalification. By completing a contractor prequalification, the city can identify contactors who have successfully completed similar wastewater treatment projects. The schedule allows for contractor prequalification and the city may wish to consider this approach during the completion of final design (Idaho Statute 67-2805 allows for general contractor prequalification). Services during construction would be scoped separately after completion of the final design.

The opinion of probable project cost in the Preliminary Engineering Report (PER) was \$3,894,000 which included 18 percent for engineering (approximately 15 percent for engineering design services and approximately 3 percent for services during construction), legal, administrative, and fiscal, or approximately \$594,000. The design fee for previous Task Order No. 6 and this draft Task Order No. 7 combined is approximately 10.5 percent of the probable project cost as presented in the PER (\$3,894,000 with an accuracy range of \$3,300,000 to \$5,100,000). In addition to the engineering design, Task Order No. 7 includes pilot testing and the citizen's advisory council. By comparison, the 2012 Wastewater Facility Plan included 25 percent for engineering, legal, and administration for a total of approximately \$625,000 of the estimated project cost of \$3,159,000 (escalated from 2008 dollars to February 2013 dollars presented in the facility plan).

Mr. Tom Hellen
April 5, 2013

We look forward to working with you. Please do not hesitate to contact me at 208-387-7075 or
Haley Falconer, 208-387-7022.

Respectfully submitted,
HDR ENGINEERING, INC.



Tom Dupuis, P.E.
Idaho Water & Natural Resources Manager



Haley Falconer, E.I.T.
Project Manager

Enclosures

Cc. Heather Dawson, City of Hailey
Mike Zeltner, HDR Engineering, Inc. - Boise
Dan Harmon, HDR Engineering, Inc. - Missoula

EXHIBIT A

TASK ORDER NO. 7**DESIGN ENGINEERING SERVICES FOR SOLIDS HANDLING IMPROVEMENTS
FOR THE CITY OF HAILEY**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho ("City"), and HDR Engineering, Inc. ("HDR"), dated August 10, 2009, ("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. Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

BACKGROUND

The City of Hailey operates a sequencing batch reactor (SBR) with an aerobic digester for sludge storage and stabilization. The aerobic digester is located in the former packaged wastewater treatment plant built in 1974. The packed plant was not designed to serve as an aerobic digester, although the City has been able to utilize the infrastructure for an additional 13 years after the Woodside treatment plant was constructed in 2000. Thickened liquid sludge is hauled to drying beds at the Ohio Gulch Landfill for drying to meet Class B biosolids requirements and final disposal.

The 2012 Wastewater Facility Plan recommended replacement of the existing packaged plant with a new sludge storage tank (approximately 6 days of retention time at projected 20 year design flows), improved sludge thickening, and continued hauling of liquid sludge to the Ohio Gulch drying beds. Based on City drivers identified after completion of the Facility Plan, the City decided to pursue a process capable of meeting Class B requirements at the wastewater treatment plant.

The Solids Handling Improvements Preliminary Engineering Report (PER) identified a process that will allow for meeting Class B biosolids requirements at the treatment plant through aerobic digestion and utilizing sludge thickening to reduce the digester volume and sludge dewatering to produce a "cake" product. The PER provided approximately 30 percent design detail. The purpose of this task order is to advance the design details to 60 percent in order to refine the opinion of probable construction cost, assist the City with public education during the citizens' advisory committee meetings, provide final design documents, and provide bid period services for the Solids Handling Improvements project.

PROPOSED SCOPE OF SERVICES

The proposed scope of HDR services includes the tasks listed below. HDR will commence with this scope of services upon notice to proceed.

TASK 100 - PROJECT MANAGEMENT**Objective**

Provide scope, schedule, and cost control services.

HDR Subtasks

- Communicate scope, schedule, and budget status with the City and the project team through project management plan, telephone calls, and email communications.

- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion
- Conduct up to twenty-five (25) coordination conference calls every two weeks with the City of Hailey.
- Document decisions made during conference calls in a decision log.
- Prepare progress reports and invoices that summarize the work progress to date, budget expenditures to date, and identify information requirements or decisions that need to be made by the City.
- Provide review of approach and resources being applied to the services in this task order by HDR's wastewater treatment technical director or designee.
- Prepare agenda and notes for coordination conference calls.

City Involvement

- Interface with HDR on project issues.

Assumptions

- If the scope changes during the life of the project, modification to this task order will be required per the terms and conditions of the Agreement.
- Conference calls will occur every two weeks through the duration of the task order, will include HDR's project manager, design manager, and will last no more than one hour.
- Up to fifteen (15) monthly progress reports and invoices will be prepared during the duration of the task order.
- Progress report and invoice format will follow standard HDR format.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Progress reports and invoices in .pdf format transmitted via e-mail.
- Conference call agenda and notes in .pdf format transmitted via e-mail.
- Decision log, as requested (electronic file in .pdf format transmitted via e-mail).

TASK 200 - PILOT TESTING

Objective

Assist the City with evaluating the ability of specific dewatering equipment to meet the design criteria established in the Solids Handling Improvements Preliminary Engineering Report (Task Order 6).

Approach

- Contact up to four (4) dewatering equipment manufacturers to determine pilot availability, potential cost, and utility requirements.
- Develop a prequalification survey to review performance data for full-scale installations and check up to three (3) references for up to four (4) equipment manufacturers.
- Develop a pilot testing protocol including economic and non-economic parameters that will be used to evaluate equipment performance, potentially including, but not limited to, dewatered solids concentration, polymer usage per dry ton, solids capture, estimated

power consumption at full scale operation, operator attention, maintenance complexity, manufacturer support, and life cycle cost.

- Develop a scoring system for rating answers given by respondents and pilot testing performance.
- Review prequalification survey and pilot testing protocol with City.
- Send prequalification survey to equipment manufacturers for completion.
- Review prequalification survey results and provide summary to the City.
- Connect qualified equipment manufacturers with the City to schedule pilot testing.
- Support City staff with onsite pilot testing setup by providing one (1) HDR team member onsite during the first two days of pilot testing for each of up to four (4) pieces of equipment.
- Document pilot testing activities, performance data, and provide recommendations for specialty or stress pilot testing pilot while HDR is onsite.
- Summarize the pilot testing in a technical memorandum that will serve as the basis for sole source procurement of the selected equipment that will be incorporated into the design.

City Involvement

- Coordinate with manufacturers to schedule pilot testing.
- Contract directly with equipment manufacturers and pay for pilot testing, if required.
- Provide required sludge, power, process water, dumpster or container for cake, and other requirements as determined by the equipment manufacturers.
- Provide all testing and sampling equipment (i.e. sample bottles, laboratory equipment, etc.) for the pilot testing analysis.
- Perform laboratory analyses, such as measurement of total suspended solids concentration, as requested by HDR and as required for pilot evaluations.
- Document pilot testing activities and performance data when HDR is not on site
- Be available on site during the pilot testing periods.
- Review the technical memorandum and provide one consolidated set of unconflicting comments within five (5) working days.

Assumptions

- Equipment that does not meet the minimum requirements established in the prequalification will not be pilot tested.
- The dewatering equipment that will be included in the prequalification survey and potentially pilot tested includes the FKC Co., Ltd. biosolids dewatering screw press, the Huber Technology Rotamat screw press, the PW Tech volute dewatering press, and a fan press from either Fournier Industries or Prime Solution, Inc.
- Pilot testing protocol will be followed by all equipment manufacturers.
- Pilot testing of each piece of equipment will occur over a period of no more than one business week. On the first day of testing, the vendor will set up the pilot. The vendor will optimize the operation on the second day and the City will operate the pilot test on the third day of testing. The remaining period in the week is reserved for specialty or stress testing as determined in the testing protocol and pilot disassembly by equipment manufacturer.

- One pilot test will occur per week.
- Costs for the pilot (shipping, chemical, or other pilot related expenses) are not included in this scope and fee. These costs will be the responsibility of the City or the vendor, depending on how the agreement is finalized.
- At the end of pilot testing, a single piece of dewatering equipment will be selected for incorporation into the design.
- Equipment procurement documents are included in Task 500 - Final Design Submittal.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Draft prequalification survey in .doc or .pdf format transmitted via e-mail.
- Draft pilot testing protocol in .doc or .pdf format transmitted via e-mail.
- Summary of prequalification survey results in .pdf format transmitted via e-mail.
- Draft pilot summary technical memorandum in .doc or .pdf format transmitted via e-mail.
- Final pilot summary technical memorandum in .pdf format transmitted via e-mail.

TASK 300 - CITIZENS' ADVISORY COMMITTEE

Objective

Participate in Citizens' Advisory Committee meetings.

Approach

- Participate in up to four (4) Citizens' Advisory Committee meetings.
- Present project background, drivers, and design status to Committee at up to two (2) meetings.
- Develop a 2-page frequently asked questions (FAQs) document for use during public meetings related to the Solids Handling Improvement project.
- Create one (1) 22"x34" color poster mounted on foam core board that conveys key points about the Solids Handling Improvement project.
- Develop one (1) 8.5"x11" flier that conveys the key message about the Solids Handling Improvement project.

City Involvement

- Prepare meeting minutes and provide HDR with copies.
- Provide copies of the fliers or FAQs if they will be used for handouts at meetings.
- Provide information to HDR on what should be included on the flier and poster.

Assumptions

- Meetings will be held at City Hall and will last up to two (2) hours each.
- Up to one (1) HDR team member will attend each Committee meeting.
- Two (2) meetings will be conducted during the activities in Task 200 - Pilot Testing so this task only includes travel for two (2) meetings.

- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Presentations given at Committee meetings in .pdf format transmitted via e-mail.
- Frequently asked questions document in .pdf format transmitted via e-mail for City printing.
- Key point poster (one hard copy delivered at Committee meeting).
- Key point flier in .pdf format transmitted via e-mail for City printing.

TASK 400 - 60 PERCENT SUBMITTAL

Objective

Provide a comprehensive set of design documents in sufficient detail to allow thorough review by City. This submittal provides the City the ability to influence the features of the design.

Approach

- Review of the original geotechnical site investigation to confirm that recommendations apply for this project.
- Develop critical drawings that define the size, configuration, process control and key features of the project components. The number of sheets assumed for each area is shown below in parentheses. The level of definition for the detail sheets are shown after each sheet description.
 - General and Civil Drawings (7 sheets):
 - Process flow diagram (draft final)
 - Overall site plan (80 percent complete)
 - Site demolition plan (80 percent complete)
 - Paving and grading plan (80 percent complete)
 - Yard piping plan (80 percent complete)
 - Civil sections and details (in progress)
 - Architectural Drawings (3 sheets):
 - Code compliance sheet (in progress)
 - Pre-engineered metal building elevations (draft final)
 - Structural Drawings (12 sheets):
 - Structural (building and digester) plan sheets (80 percent complete)
 - Structural (building and digester) sections and details (in progress)
 - Process Mechanical Drawings (7 sheets):
 - Building piping plan (80 percent complete)
 - Building piping sections and details (in progress)
 - Digester piping plan (80 percent complete)
 - Digester piping sections and details (in progress)
 - Aeration plan sections and details (in progress)

- Mechanical Drawings (4 sheets):
 - HVAC Plan (in progress)
 - Plumbing plan (in progress)
- Electrical Drawings (8 sheets):
 - Electrical site plan (80 percent complete)
 - Single-line diagrams (draft final)
 - Electrical plans, sections, and details (in progress)
 - Lighting and power plans, sections, and details (in progress)
- Instrumentation and Control (6 sheets):
 - P&IDs and control strategies (draft final)
 - Network block diagrams (draft final)
 - Draft final I/O list (draft final)
 - Control panel elevations and schematics (in progress)
 - Instrumentation details (in progress)
- Develop technical and front end specifications to draft level.
- Update opinion of probable construction cost.
- Develop comprehensive equipment list including equipment data and electrical requirements.
- Update construction sequencing plan and schedule previously developed for the Preliminary Engineering Report.
- Provide technical quality control review by HDR senior design staff.
- 60 percent design development will include a draft submittal to the City for review and comment.
- Conduct up to one (1) review meeting with City staff and up to two (2) Consultant staff members to discuss City comments on draft 60 percent submittal.
- Document decisions made during the review in a decision log.

City Involvement

- Perform a timely review of draft submittal and will provide a single set of reconciled review comments. HDR's schedule includes an allowance of up to one (1) week for City review of the draft submittal. Any duration longer than this will result in HDR schedule adjusting accordingly.
- City will download Navisworks Freedom (free software) to review the 3D BIM model.
- Participate in the review meeting.

Assumptions

- No geotechnical investigation is included in this Scope of Services. HDR will contract with the original geotechnical engineering firm, Strata Geotechnical and Materials Testing, to confirm the recommendations in the Geotechnical Engineering Evaluation for the Hailey Wastewater Treatment Plant Expansion report (Dec. 31, 1997) provided by the City are applicable to this project.

- No surveying or potholing is included in this Scope of Services. If determined necessary during the design, either the City will contract directly parties or amend HDR's agreement to provide these services.
- The design will be based around the dewatering equipment selected in Task 200 - Pilot Testing.
- The design will be completed using 3D building information modeling (BIM) software.
- Drawings will be prepared per industry standards and specifications will be prepared using the sixteen-division format of the Construction Specifications Institute.
- Front-end specifications will be based upon Engineers Joint Contract Documents Committee (EJCDC) construction contract documents, 2007 version, and Standard General Conditions modified by HDR's legal department.
- The design will incorporate HDR and City engineering and equipment standards to maintain consistency and compatibility with the City's facilities.
- Owner requested changes after the 60 percent design phase will be negotiated via additional services.
- Review meeting will be conducted at the Hailey City Hall or the Wastewater Treatment Plant and will last up to two (2) hours plus travel time.
- HDR's quality assurance manual and design delivery manual will provide the basis of the quality control program.
- HDR will prepare and distribute review meeting notes.
- Computational fluid dynamic modeling will not be required, but can be added to scope of services under separate task order if desired by the City.
- Odor control and noise mitigation plans will not be required.
- Updated cost opinion will be for cost baseline monitoring. HDR will attempt to provide a range of accuracy based upon AACE International Recommended Practice No. 17R-97, Class 2, 30 to 70 percent project definition, +20% to -10% Range of Accuracy).
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- 60 Percent Draft 3D BIM model (electronic file in Navisworks format transmitted via e-mail).
- 60 Percent Draft Design Drawings (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Draft Specifications (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Final 3D BIM model (electronic file in Navisworks format transmitted via e-mail).
- 60 Percent Final Design Drawings (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Final Specifications (electronic file in .pdf format transmitted via e-mail).
- Updated cost opinion, equipment list, and construction sequencing plan (electronic files .pdf format).
- Review meeting agenda (up to five (5) hard copies) and notes (electronic copy in .pdf format transmitted via e-mail).
- Decision log, as requested (electronic file in .pdf format transmitted via e-mail).

TASK 500 - FINAL DESIGN SUBMITTAL**Objective**

Present drawings and specifications signed and sealed by appropriate registered engineers.

Approach

- Prepare dewatering equipment procurement contract including specifications and preliminary drawings.
- Review equipment procurement submittals including up to one resubmittal.
- Prepare final drawings that define the size, configuration, process control and key features of the project components and initiate other drawings which show details and refinements.
- Prepare final front end and technical specifications.
- Prepare final opinion of probable construction cost.
- Provide technical quality control review of final submittal.
- Equipment procurement contract and final design development will each include a draft submittal to the City for review and comment.
- Conduct up to one (1) review meeting with Owner staff and up to two (2) Consultant staff members to discuss City comments on final submittal.
- Submit final submittal to Idaho Department of Environmental Quality (DEQ) for review and approval.
- Provide technical criteria, written descriptions, and design data for use by Owner in filing an application for a building permit with the City Building Department.

City Involvement

- Review equipment procurement contract.
- Perform a timely review of submittal and will provide a single set of reconciled review comments. HDR's schedule includes an allowance of up to one (1) week for City review of the submittal. Any duration longer than this will result in HDR schedule adjusting accordingly.
- City will download Navisworks Freedom (free software) to review the 3D BIM model.
- Participate in the review meeting.

Assumptions

- One equipment procurement contract will be developed for the equipment manufacturer selected in Task 200 - Pilot Testing.
- Submittal review following one re-submittal will be billed to City as a separate, out-of-scope activity from which City can, at its discretion, deduct the amount from equipment supplier's payment application(s).
- Drawings will be prepared per industry standards and specifications will be prepared using the sixteen-division format of the Construction Specifications Institute.
- The design will incorporate Consultant and Owner engineering and equipment standards to maintain consistency and compatibility with the Owner's facilities.
- Review meeting will be conducted at the Hailey City Hall or the Wastewater Treatment Plant and will last up to two (2) hours plus travel time.

- Consultant's quality assurance manual and design delivery manual will provide the basis of the quality control program.
- Up to 61 drawings will be prepared for the Solids Handling Improvements. The final drawing list is expected to be as listed below.

<p>General</p> <ul style="list-style-type: none"> Cover Sheet, Location Map, and Sheet Index General Legends, Symbols, and Abbreviations Process Flow Diagram and Design Criteria <p>Civil</p> <ul style="list-style-type: none"> Overall Site Plan and General Notes Site Demolition Plan Paving and Grading Plan Yard Piping Plan <p>Architectural</p> <ul style="list-style-type: none"> Code Compliance Sheet Pre-Engineered Metal Building Elevations General Plan <p>Structural</p> <ul style="list-style-type: none"> Notes and Standard Details Digester Building Foundation Digester Tank Roof Plan Digester Tank Sections, 1 of 2 Digester Tank Sections, 2 of 2 Digester Tank Details Solids Processing Building Lower Level Plan Solids Processing Building Mid-Level Plan Solids Processing Building Sections, 1 of 3 Solids Processing Building Sections, 2 of 3 Solids Processing Building Sections, 3 of 3 Solids Processing Building Details, 1 of 4 Solids Processing Building Details, 2 of 4 Solids Processing Building Details, 3 of 4 Solids Processing Building Details, 4 of 4 <p>Process</p> <ul style="list-style-type: none"> Building Piping Plan Building Sections and Details Digester Piping Plan Digester Sections and Details Aeration Plan Sections and Details Standard Details, 1 of 2 Standard Details, 2 of 2 <p>Mechanical</p> <ul style="list-style-type: none"> Mechanical Legend and Symbols HVAC Plan Plumbing Plan

- Review set of design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final opinion of probable construction cost (electronic copy in .pdf format).
- Review meeting agenda (up to five (5) hard copies) and notes (electronic copy in .pdf format transmitted via e-mail).

TASK 600 - BID PERIOD SERVICES

Objective

Assist City with bidding project.

Approach

- Prepare a pre-bid conference meeting agenda and conduct a pre-bid conference at the project site.
- Document pre-bid conference attendees.
- Document questions raised and answers provided during the pre-bid conference.
- Issue minutes of the pre-bid conference and the list of attendees as part of an addendum.
- Issue up to three (3) addenda.
- Consult with Owner's legal representative before making any recommendations of award that may involve waiver of formalities or irregularities in the bid.
- Prepare engineer's recommendation of award based on bidder responsiveness, bid amount and authority to perform Work based on Idaho Public Works license status.

City Involvement

- Advertise project using City's established procedure.
- Contact appropriate contractors, subcontractors and equipment suppliers to advise them of the date that project is being advertised.
- Answer legal questions during Pre-Bid meeting and advertisement period.
- Distribute bid packages and log an official Plan Holders List.
- During the advertisement phase, coordinate all correspondence regarding the project to ensure response consistency.
- Send a complete copy of each addendum to all official plan holders of record.
- Open bids at the place and time advertised.
- Verify Contractor's financial resources, experience, safety record, technical skills, ability to comply with the schedule, and past performance record.
- Verify bid bond amount and bonding company ratings and certifications.
- Contact contractor surety and bank reference.

PROJECT SCHEDULE

**DESIGN ENGINEERING SERVICES FOR SOLIDS HANDLING IMPROVEMENTS
FOR THE CITY OF HAILEY**

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

Task	Schedule (Assuming NTP April 30, 2013) ¹
Task 100 - Project Management	Throughout the duration of the project
Task 200 - Pilot Testing	Start: NTP Duration: 10 weeks ²
Task 300 - Citizens' advisory committee	Start: NTP Duration: 22 weeks
Task 400 - 60 Percent Submittal	Start: Upon completion of Task 200 - Pilot Testing Duration: 12 weeks
Task 500 - Final Design Submittal	Start: Upon completion of Task 400 - 60 Percent Submittal Duration: 18 weeks ³
Task 600 - Bid Period Services	Start: Bond Election ⁴ Duration: 9 weeks

1) This schedule is based upon an assumed notice to proceed. If the notice to proceed is delayed, the project schedule will shift the corresponding number of calendar days.

2) Schedule for pilot testing is based upon the assumption that the vendors are able to schedule testing for back-to-back weeks in May or June. A delay in the pilot testing will delay future tasks.

3) Includes agency review period.

4) Assumed bond election date of May 19, 2014, but not before completion of Task 500 - Final Design Submittal.

COMPENSATION

DESIGN ENGINEERING SERVICES OF SOLIDS THICKENING AND HANDLING FOR THE CITY OF HAILEY

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

Task	Budget
Task 100 - Project Management	\$32,661
Task 200 - Pilot Testing	\$30,086
Task 300 - Citizens' advisory committee	\$13,564
Task 400 - 60 Percent Submittal	\$132,367
Task 500 - Final Design Submittal	\$108,170
Task 600 - Bid Period Services	\$17,036
TOTAL	\$333,884

HDR will invoice the City of Hailey for professional services described in this Proposal on a time and materials basis. For the activities described in the Scope of Services, HDR estimates a professional services fee of not to exceed the amounts described in the table above without written authorization from the City.

This Task Order is executed this _____ day of _____, 2013.

City of Hailey, Idaho

HDR ENGINEERING, INC.

"OWNER"

"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

