

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-80

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
Ordinance No. 249 Racquet Court Regulations		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:	n/a			
TIMELINE:				

SUMMARY STATEMENT:

Ordinance No. 249 amends Donnelly City Code Chapter 12.15 Racquet Sport Courts

RECOMMENDED ACTION:

Adopt Ordinance No. 249

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

ORDINANCE NO. 249

AN ORDINANCE OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, AMENDING CHAPTER 12.15 OF THE DONNELLY CITY CODE TO UPDATE REGULATIONS REGARDING CITY-OWNED RACQUET SPORT COURTS; AND PROVIDING AN EFFECTIVE DATE.

Section 1. Chapter 12.15 of the Donnelly City Code is hereby amended to read as follows:

12.15.010 Use of courts.

The racquet sport courts are the property of the city of Donnelly and are for the use and enjoyment of the residents of Donnelly and surrounding area. The courts are open to public play to play singles or doubles matches during daylight hours.

Parking for the racquet sport courts is on the northeast side of FW Gestrin Street. Lawn chairs, and any other items not necessary for pickle ball or tennis matches, are prohibited on the racquet sport courts. Users are expected to use the provided benches.

12.15.020 Reservation of the courts.

Any person, persons or groups desiring to reserve the courts in advance for play shall contact the City Hall of Donnelly to make such reservation. Reservations must be made at least 72 hours in advance and shall be subject to a \$10.00 nonrefundable fee per reservation. Reservations shall be limited to two hours per reservation-. Persons making such reservation shall obtain from City Hall a notice of such reservation and place it on the notice board at the courts.

Tournaments/clinics/events will be charged a \$25.00 nonrefundable fee for up to six hours a day for a maximum of two days. Anyone wishing to give lessons on the courts must receive authorization from the city and pay, in advance, a \$5.00 fee per individual lesson. Other uses may be permitted by resolution from the city council. Reservations of racquet courts is prohibited during holiday weekends and community events.

Occupancy of seventeen (17) or more pickle ball players on the racquet sport courts will constitute an event. Occupancy of nine (9) or more tennis players will constitute an event. Any advertising of congregation of clubs or groups constitutes an event. Single family groups are excluded from event registration rules.

12.15.030 Rules of play.

Players must use only approved shoes that do not leave marks on the court surface. No food or drinks, except water and sports drinks, are allowed on the courts. All trash must be placed in the receptacles provided. No profanity or loud noise will be allowed. Normal rules of proper tennis etiquette and attire shall be observed. The east court shall not be striped for pickleball.

12.15.040 Time of play.

Time of play is limited to two hours per match or six hours per day per event if other players are waiting to play. However, players are allowed to complete their set or match before giving up the court. Players waiting to use the racquet sport courts shall refrain from entering onto the courts or otherwise interfering with players completing their set and/or match.

12.15.050 Restrictions on use.

The racquet sport courts are for tennis and pickleball only. No skateboards, bicycles, roller blades or any other recreational devices shall be allowed.

12.15.060 Ball machine.

In the event that the city of Donnelly purchases a tennis ball machine, it shall be used for free by individual members of the Donnelly tennis club and if the machine is used for lessons, the machine will be rented from the city of Donnelly at a rate of \$5.00 per lesson. In the event that a nonmember rents the machine, it shall be rented at a rate of \$5.00 per hour.

12.15.090 Violations

Persons found violating this chapter will be subject to a fine not to exceed \$100.00 or by imprisonment in the county jail for not more than five days or by both such fine and imprisonment. Persons in violation of this chapter more than once shall be subject to double fines and imprisonment. In addition to fines and imprisonment, persons violating this chapter may also be banned from using the racquet sport courts.

Section 2. Effective Date: That this ordinance shall take effect and be in full force upon its passage, approval and publication of the same in accordance with Idaho law.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF DONNELLY, IDAHO,**

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
DONNELLY, IDAHO THIS _____ DAY OF _____, 2019

Susan Dorris, Mayor

Attest:

Lori Clemens, City Clerk/Treasurer

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number

AB 19-81

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

Resolution 2019-008 Cross Connection Control Policy

Department Approvals

Initials

***Originator
or
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT: n/a

FUNDING n/a

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

The purpose of the Cross Connection Control Policy is to protect the public potable water supply from the possibility of contamination or pollutants which could backflow into the public water system.

RECOMMENDED ACTION:

Adopt Resolution 2019-008

RECORD OF COUNCIL ACTION

MEETING DATE ***ACTION***

RESOLUTION 2019-008

A RESOLUTION OF THE DONNELLY CITY COUNCIL, DONNELLY, VALLEY COUNTY, IDAHO, ADOPTING A CROSS CONNECTION CONTROL POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Idaho Code allows the City of Donnelly to adopt policies to protect the City's water supply; and

WHEREAS, it is appropriate to adopt policies by resolution of the city council; and

WHEREAS, the Mayor and Council of the City of Donnelly believe that it is in the City's best interest to adopt a cross connection control policy;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, as follows:

Section 1: The City of Donnelly hereby adopts a Cross Connection Control Policy as follows:

SEE ATTACHED EXHIBIT A

Section 2: This Resolution shall be effective as of the date of its adoption.

PASSED BY THE COUNCIL OF THE CITY OF DONNELLY, IDAHO THIS ____ day of November 2019.

DATED this ____ day of December 2019.

CITY OF DONNELLY

Susan Dorris, Mayor

ATTEST:

Lori Clemens, City Clerk

(SEAL)

EXHIBIT A

City of Donnelly PWS4430019

Cross Connection Control Policy

SECTION 1. CROSS-CONNECTION CONTROL – GENERAL POLICY

1.1. **Purpose.** The purpose of this Policy (the term "Policy", herein used, shall mean the "City of Donnelly Subdivision Cross Connection Control Policy") is:

1.1.1. To protect the public potable water supply of City of Donnelly from the possibility of contamination or pollution by isolating at the source such contaminants or pollutants which could backflow into the public water system; and,

1.1.2. To promote the elimination or control of existing cross connections, actual or potential, and,

1.1.3. To provide for the maintenance of a continuing program of cross connection control, which will systematically and effectively prevent the contamination or pollution of all potable water systems.

1.2. **Responsibility.** City of Donnelly shall be responsible for the protection of its public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants. City of Donnelly customers are responsible for aiding in City of Donnelly's Cross Connection Control Policy by maintaining proper protective measures within their individual home plumbing systems. City of Donnelly has the responsibility to require water customers to install and continually operate and maintain approved backflow-prevention devices or assemblies wherever deemed appropriate in order to be in compliance with IDAPA 58.01.08.552.06 and UPC 603.

SECTION 2. DEFINITIONS

2.1. **Approved.** 1) The term "approved" as herein used in reference to a water supply shall mean a public water supply that has been approved by the Idaho Department of Environmental Quality. 2) The term "approved" as herein used in reference to an air gap, a double check valve assembly, a reduced pressure principle backflow prevention assembly or other backflow prevention assemblies or methods shall mean approved per Uniform Plumbing Code 603.

2.2. **Auxiliary Water Supply.** Any water supply on or available to the premises other than City of Donnelly's approved public water supply. These auxiliary waters may include water from a purveyor other than City of Donnelly, private well sources, or any natural source(s) such as a spring, river, stream, used waters, or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an unacceptable water source over which City of Donnelly does not have sanitary control.

2.3. **Backflow.** The undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the potable supply of water from any source or sources.

2.4. **Backpressure.** Any elevation of pressure in the downstream piping system above the supply pressure at the point of consideration, which would cause reversal of the normal direction of flow. This could be caused by pumps, elevation, steam pressure, air pressure, etc.

2.5. **Backsiphonage.** Backflow caused by negative or reduced pressure in the supply piping.

2.6. **Backflow Prevention Assembly.** A mechanical device designed to prevent backflow that can be tested in line. Each assembly should contain two resilient seated shut off valves, test cocks for testing purposes, and a backflow prevention unit. Types of assembly will be determined by degree of hazard and backflow condition.

2.7. **Contamination.** An impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality and creates a health hazard.

2.8. **Cross Connection.** A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that has the potential to allow such substances to enter the potable water system. Other substances may be gases, liquids or solids, such as chemicals, waste products, steam, water from other sources (potable or nonpotable), or any matter that may change the color or add odor to the water.

2.9. **Cross Connections Controlled.** A connection between a potable water system and a non potable water system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

2.10. **Cross Connection Control by Containment.** The installation of an approved backflow-prevention assembly at the water service connection to any customer's premises, where it is physically and economically unfeasible to find and permanently eliminate or control all actual or potential cross-connections within the customer's water system; or it shall mean the installation of an approved backflow-prevention assembly on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross-connections that cannot be effectively eliminated or controlled at the point of the cross-connection.

2.11. **Cross Connection Control by Internal Protection.** Fixture isolation and/or isolation of an area or zone. Protection at the fixture means installing an approved backflow preventer at the source of the potential hazard within a specific area.

2.12. **Hazard, Degree of.** The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.

2.12.1. **Hazard: Health.** A cross connection or potential cross connection involving any substance that could, if introduced into the potable water supply, cause death or illness, spread disease, or have a high probability of causing such effects.

2.12.2. **Hazard: Plumbing.** A plumbing- type cross connection in a consumer's potable water system that has not been properly protected by an approved air gap or an approved backflow-prevention assembly.

2.12.3. **Hazard: Pollution.** A cross-connection or potential cross-connection involving any substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable, if introduced into the potable water supply.

2.12.4. **Hazard: System.** An actual or potential threat of severe danger to the physical properties of the public water system or the consumer's potable water system or of a pollution or contamination that would have a protracted effect on the quality of the potable water in the system.

2.13. **Industrial-Fluids System.** Any system containing a fluid or solution that may be chemically, biologically or otherwise contaminated or polluted in a form or concentration that would constitute a health, system, pollution or plumbing hazard if introduced into an approved water supply. This may include, but is not be limited to, polluted or contaminated waters; all types of process waters and used waters originating from the public potable water system that may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalies; circulating cooling waters connected to an open cooling tower; and/or cooling waters that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, and so forth; oils, gases, glycerin, paraffins, caustic and acid solutions and other liquid and gaseous fluids used in industrial or other purposes for firefighting purposes.

2.14. **Pollution.** The presence of any foreign substance in water that tends to degrade its quality but does not necessary pose a risk to human health if consumed.

2.15. **Water, Potable.** Water that is deemed safe for human consumption, as determined by the standards set forth by the Department of Environmental Quality and defined in the Idaho Rules For Public Drinking Water Systems, IDAPA 58.01.08 .

2.16. **Water, Non potable.** Water that is not safe for human consumption or that is of questionable quality.

2.17. **Water, Used.** Any water supplied by the City of Donnelly water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of City of Donnelly.

SECTION 3. REQUIREMENTS

3.1. Water System

3.1.1. City of Donnelly's drinking water system consists of the source facilities and the distribution system and shall include all those facilities of the water system under the complete control of City of Donnelly.

3.1.2. The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the distribution system.

3.1.3. The distribution system shall include the network of conduits used for the delivery of water from the source to the water system customers/users. The distribution system terminates at the meter box.

3.2. Policy

3.2.1. Conditions for Service - No water service connection shall be installed or maintained by City of Donnelly unless the following conditions have been met:

3.2.1.1. Any occupant or tenant has been made aware of City of Donnelly's Cross Connection Control Policy and understands his or her responsibility to not create or maintain any unprotected cross-connections, and;

3.2.1.2. City of Donnelly has completed a cross-connection control survey of the facility, and;

3.2.1.3. The water supply is protected as required by this Policy and IDAPA 58.01.08.552.06 and UPC 603.

3.2.2. Right of Inspection – It is the duty of the City of Donnelly's water system to inspect all properties served by the City of Donnelly's water system for the purpose of determining whether unprotected cross connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known or inspection is not permitted by the property owner, City of Donnelly shall immediately eliminate the cross-connection by providing for a physical break in the service line or correcting the condition(s) in conformance with this Policy, local and state regulations relating to plumbing and water supplies and the regulations adopted pursuant thereto.

3.2.3. Premises or Facilities Requiring Protection - An approved backflow prevention device or assembly shall be installed according to local plumbing regulations and prior to any branch line wherever the following conditions exist:

3.2.3.1. In the case of an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional water source by the Idaho Department of Environmental Quality, City of Donnelly shall be protected against backflow by installing in the service line an approved backflow prevention assembly commensurate with the degree of hazard, and in conformance with the Idaho State Plumbing Code (ISPC).

3.2.3.2. In the case of any industrial fluids or any other objectionable substance that is handled in such a fashion as to create an actual or potential hazard to the potable water system, the potable water system shall be protected against backflow by installing an approved backflow prevention assembly in the service line, commensurate with the degree of hazard. This shall include the handling of process waters and waters originating from City of Donnelly's water system which have been subject to deterioration in quality.

3.2.3.3. In the case of (1) internal cross connections that cannot be permanently corrected or protected against, or (2) intricate plumbing, and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross connections exist, City of Donnelly shall be protected against backflow by installing an approved backflow prevention assembly in the service line.

3.2.4. Type of Protection Required - The type of protective assembly required under subsections 3.2.3.1, 3.2.3.2, and 3.2.3.3 above shall depend upon the degree of hazard which exists as follows:

3.2.4.1. In the case of an auxiliary water supply as stated in subsection 3.2.3.1 of this section that is not subject to any of the following rules, the City of Donnelly water system

shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

3.2.4.2. In the case of water or a substance that would be objectionable but not hazardous to health, if introduced into the public water system, the City of Donnelly water system will be protected by, at minimum, an approved double check valve backflow prevention assembly.

3.2.4.3. In the case of any material dangerous to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the City of Donnelly water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

3.2.4.4. In the case of "uncontrolled" cross connections, either actual or potential, the City of Donnelly water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

3.2.4.5. City of Donnelly customers that have sprinkler or irrigation systems at their property are required to have an approved backflow assembly installed and inspected annually that complies with Idaho Plumbing Code (IPC). Double check valve assemblies are no longer deemed appropriate for the degree of hazard present in irrigation systems, and a more protective assembly is required at these sites.

3.2.5. Assembly Standards and Specifications - Any backflow prevention device or assembly required herein shall be of a make, model and size approved by the City of Donnelly. The term "Approved Backflow Prevention Assembly" shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association titled:

AWWA/ANSI C510 07 Standard for Double Check Valve Backflow Prevention Assembly; AWWA/ANSI C511 07 Standard for Reduced Pressure Principle Backflow Prevention Assembly; and, have met completely the laboratory and field performance specifications of the Foundation for Cross Connection Control and Hydraulic Research (FCCCHR) of the University of Southern California established by: "Specifications of Backflow Prevention Assemblies" Section 10 of the most current edition of the Manual of Cross Connection Control.

Said AWWA and USC FCCCHR standards and specifications have been adopted by the water purveyor. Final approval shall be evidenced by a "Certificate of Compliance" for the said AWWA standards or a "Certificate of Approval" for the said USC FCCCHR Specifications, issued by an approved testing laboratory.

Laboratories must qualify by the AWWA to test and approve backflow prevention assemblies and said qualification is adopted by the water purveyor:

Backflow preventers that may be subjected to backpressure or backsiphonage that have been fully tested and have been granted a Certificate of Approval by said qualified laboratory, and are listed on the laboratory's current list of approved backflow prevention assemblies, may be used without further testing or qualification.

3.2.6. Testing and Maintenance Requirements - It shall be the duty of City of Donnelly to require certified field tests are made upon required backflow assemblies upon installation and at

least once per year thereafter. Non-testable backflow devices that cannot be field tested with test gauges shall be inspected and assessed or verified by a plumber or certified tester. In instances City of Donnelly deems the hazard to be great enough, inspections or certified field tests at more frequent intervals may be performed.

A field test report shall be created for all backflow preventer inspections or field tests. Backflow prevention devices and assemblies shall be repaired, overhauled or replaced whenever said devices or assemblies are found to be defective. City of Donnelly shall retain records of field tests, inspections or repairs of backflow devices and assemblies as specified in this policy.

Backflow assembly field test reports will provide, at a minimum, the customer's name and street address; type of assembly and location of the assembly on the property; manufacturer, model and serial number of the assembly; detailed results of the test and clear indication of whether the assembly passed or failed; name and certification number of the tester and the date and time of the test. Inspection reports for non-testable devices may omit field test result specifications pertaining to testable assemblies but shall otherwise present all relevant inspection information.

3.2.7. Enforcement – Service of water to any customer of City of Donnelly will be discontinued if an occupant, tenant or consumer interferes with or fails to comply with the provisions and implementation of this Policy.

3.2.7.1. If an unprotected cross connection exists on a tenant or consumer's premises, service shall be discontinued until an assembly appropriate with the degree of hazard is installed by a licensed plumber. Proof of proper installation shall be provided to City of Donnelly prior to restoration of services.

3.2.7.2. If it is found that a backflow prevention assembly has been removed, bypassed, or if the property owner fails to meet the annual testing requirement specified in section 3.2.9.1 below, water service to the customer's property will be discontinued immediately.

3.2.7.3. Assemblies that cannot pass annual tests or those found to be defective shall be repaired, replaced, or isolated within ten (10) business days. If the failed assembly cannot be repaired, replaced, or isolated within ten (10) business days, water service to the failed assembly shall be discontinued.

3.2.7.4. Service to a facility, tenant or consumer will be discontinued immediately, without written notice, if in the opinion of the City of Donnelly Water Department such action is necessary to protect public health or the public water supply.

3.2.7.5. Service will not be restored until all circumstances, conditions or defects causing discontinuance of service are fully corrected.

3.2.8. New Construction Review – City of Donnelly shall not provide water service to a newly constructed facility without first performing a cross connection control hazard assessment of the facility and ensuring that the City of Donnelly's water system is protected according to this Policy. In lieu of such a hazard assessment by City of Donnelly, receipt of a documented cross connection control hazard assessment by a State Certified Backflow Assembly Tester may be utilized. The conditions for service established by this Policy must also be satisfied (see section 3.2.1).

3.2.9. Surveying and Retrofitting Existing Facilities – City of Donnelly shall survey and retrofit all existing service connections and facilities and bring such into compliance with this Policy as soon as possible but no later than 6 months after adoption of this Policy. The initiative to survey and retrofit existing facilities will continue until all facilities served by City of Donnelly have received a cross connection control survey, each potential cross connection has been inventoried, and each service connection or facility has installed a backflow prevention device or assembly appropriate for the degree of hazard.

Facilities or service connections having existing fire-protection systems will have the hydraulics of any existing fire-protection system(s) checked by a registered professional engineer or certified fire-protection contractor to ensure that any installed backflow prevention assembly is compatible with the proper performance of the fire-protection system.

City of Donnelly will contact a plumber as necessary in order to undertake routine testing of temperature and pressure valves on water heaters or boilers in order to account for thermal expansion that may result from installation of any backflow preventers.

3.2.9.1. Recurring Surveys and Inspections - All existing service connections and facilities shall, upon completion of an initial survey and retrofit, be required to have all backflow assemblies tested annually by a Backflow Assembly Tester that has been certified in the State of Idaho. It will be the responsibility of the customer or property owner to submit proof of annual testing to City of Donnelly by the date specified by their Administrative staff. It will be the responsibility of City of Donnelly to enforce any protection measures against backflow that may occur if annual testing is not performed, as specified in section 3.2.7 above.

3.2.10. Training – City of Donnelly shall ensure that persons directly responsible for implementation of this Policy have had, at a minimum, training in basic cross connection concepts and cross connection control practices. The Idaho Rural Water Association (IRWA) is an example of a facility that may be utilized for this type of training.

3.2.11. Public Education – City of Donnelly shall provide customers and tenants with educational information concerning cross connection control and this Policy. New tenants shall be provided with written educational information upon initial connection to the water supply. Existing tenants and consumers shall receive educational information at least once every year. At a minimum, the following information will be included in public education initiatives:

- The nature of the public health risk posed by actual or potential cross-connection hazards.
- City of Donnelly's responsibility for protecting the public health and safety by preventing drinking water contamination and its policies relating to cross connection control.
- The customer's responsibility to protect City of Donnelly's water supply by preventing cross connections and potential backflow scenarios on their property.
- Information should be provided to the customer or tenant regarding the requirements of this Policy and how they can be met. This should include a the required date(s) for annual testing and list of Backflow Prevention Assembly Testers in the area.
- The fact that customers need to be aware that the installation of a backflow prevention device or assembly on their premise causes their plumbing system to be a closed system and closed systems are at greater risk for damage or harm due to thermal expansion that may be caused by water heaters or boilers.

3.2.12. Backflow Incident Reports – City of Donnelly shall investigate backflow incidents specifically and shall maintain investigatory and corrective action records in a file separate from customer complaint investigations or other investigations determined to not be related to a backflow incident.

3.2.13. Backflow Incident Response Plan – City of Donnelly, upon becoming aware of an actual or suspected backflow incident, shall perform the following actions:

- Locate the source of the contamination.
- Isolate that source to protect the water distribution system from further contamination.
- Determine the extent of the spread of contamination through the distribution system and provide timely, appropriate notification to the public and to regulatory agencies.
- Take corrective action to clean the contamination from the distribution system.
- Restore service to the customers.

A list of emergency response numbers should be kept on file with the City of Donnelly Water Department in case of backflow incidents. The Department of Environmental Quality should not be ignored as a source of assistance during such incidents.

3.2.14. Record Keeping – Cross connection control related records shall be retained for a minimum of ten years and shall be available for review by regulatory agencies when requested. At a minimum, the following records shall be maintained:

- Cross Connection Survey Reports and Customer Questionnaires – Cross-connection survey reports or hazard assessments shall be created and maintained on approved forms. Such forms shall make clear the type and degree of hazard present upon the premises, and the minimum type of backflow assembly required.
- Inventory – City of Donnelly shall maintain, in a spreadsheet format, inventory of all required backflow prevention assemblies present in the water system. Such information will include a description of the hazard isolated at each applicable premise, the location of each backflow assembly or air gap, the type of backflow prevention assembly and, if not an air gap, information describing the size, make, model and serial number of installed backflow assemblies. The most recent inspection or test date or cross connection control survey or received questionnaire (if applicable) of each required assembly will be noted.
- Test Reports and Certified Testers – Backflow device inspection and assembly test, maintenance and repair reports shall be retained. Documentation supporting the credentials of certified testers will be retained.
- Other Documentation – Copies of all other cross connection program documentation will be retained, including service contracts, notifications to customers, enforcement actions, backflow incident reports and other related activity.

3.2.15. Budgeting – City of Donnelly shall ensure that all the actions necessary to implement this Policy are budgeted and that monies to implement this Policy are available as necessary.

3.2.16. Authority – City of Donnelly is authorized to make all necessary and reasonable rules and policies with respect to the enforcement of this Policy. All such rules and policies shall be consistent with the provisions of this Policy and shall be effective upon adoption.

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-82

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Resolution 2019-009 Ratification of the General Election Results</i>	Department Approvals	Initials	Originator or Supporter
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:	n/a		
FUNDING SOURCE:	n/a		
TIMELINE:			

SUMMARY STATEMENT:

Ratify the Valley County Commissioners canvass of the November 5, 2019 General Election.

RECOMMENDED ACTION:

Adopt Resolution 2019-009

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

RESOLUTION NO. 2019-009
RATIFICATION OF GENERAL ELECTION RESULTS

A RESOLUTION OF THE COUNCIL OF THE CITY OF DONNELLY, COUNTY OF VALLEY, STATE OF IDAHO, RATIFYING THE CANVASSED RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2019, FOR THE PURPOSE OF FILLING FOUR YEAR TERMS FOR TWO OPEN CITY COUNCIL SEATS AND THE MAYOR SEAT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a municipal election was duly held on November 5, 2019, for filling four-year terms for two open City Council seats and the Mayor seat for the City of Donnelly; and

WHEREAS, the City Council of the City of Donnelly now desires to ratify the County Commissioner's canvass of the votes and to declare the results of the election.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF DONNELLY, COUNTY OF VALLEY, STATE OF IDAHO, as follows:

Section 1: The municipal election of November 5, 2019, was duly and regularly called, noticed, held, and conducted, the votes cast, received and canvassed, and the returns thereof made in the time, form and manner required by law and by the ordinances, resolutions and proceedings taken by the City.

Section 2: Notice of the municipal election was duly and legally given prior to said election by the publication of appropriate notice in the official newspaper of the City of Donnelly prior to the election.

Section 3: The polls of the municipal election were opened at 8:00 o'clock A.M. on November 5, 2019 and remained open continuously until closed at the hour of 8:00 o'clock P.M. at the polling place designated by the County Clerk.

Section 4: Only persons who were, on November 5, 2019, qualified electors of the City, within the meaning of Article 6, Section 2, Idaho Constitution, and Section 50-413, Idaho Code, eighteen (18) years of age or older, citizens of the United States and the State of Idaho and who had been residents of the City for at least thirty (30) days preceding the election, duly registered to vote therein, were permitted to vote at the municipal election, and no person qualified to vote at said election was refused the right to vote.

Section 5: The ballots used at the municipal election were in the form prescribed by law. A Sample Ballot was duly and legally printed prior to said election. A Sample Ballot was duly and legally published in the official newspaper of the City prior to the election.

Section 6: After the polls were closed, the election officials immediately proceeded to count the ballots cast at the election. The counting continued without adjournment until completed and the result declared. The election judge and clerks thereupon certified the returns of the election to the County Clerk, who presented the results to the County Commissioners on November 12,

2019. The Valley County Commissioners have examined the returns of the election and have canvassed the returns and declared the results of the election.

For the four-year terms for two open City Council seats:

Total number of votes cast at said election for Leslie Minshall:

For Leslie Minshall	21
Total Ballots (people voted)	22

Total number of votes cast at said election for Chelsea Bergquist:

For Chelsea Bergquist	18
Total Ballots (people voted)	22

For the four-year term for Mayor:

Total number of votes cast at said election for Susan Dorris:

For Susan Dorris	22
Total Ballots (people voted)	22

Section 7: Upon canvass, it was found that the results for the four-year terms for two open City Council seats are:

Leslie Minshall	Elected
Chelsea Bergquist	Elected

Upon canvass, it was found that the results for the four-year term for Mayor is:

Susan Dorris	Elected
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In accordance with the provisions of Idaho State Law, said Leslie Minshall is hereby declared to be elected to the position of City Council Member.

In accordance with the provisions of Idaho State Law, said Chelsea Bergquist is hereby declared to be elected to the position of City Council Member.

In accordance with the provisions of Idaho State Law, said Susan Dorris is hereby declared to be elected to the position of City Mayor.

Section 8: The officers of the City are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

Section 9: The Council met following the election at the meeting place for the City Council for ratifying the canvass results of the election. Thereupon, the results were entered in the minutes of the Council and proclaimed as final. The City hereby ratified all actions taken by the County about the election, the publication of notice, the preparation and printing of ballots and sample ballots used at the election and all other matters connected therewith, are hereby in all respects ratified, approved and confirmed.

PASSED and Approved by the City Council of the City of Donnelly, this 9th day of December 2019.

Susan Dorris, Mayor

Attest:

Lori Clemens, City Clerk/Treasurer

STATE OF IDAHO

COUNTY OF VALLEY

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, convened on November 5th, 2019, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 5th, 2019, as shown by the records now on file in the County Clerk's office.

Elting H. Hasbrouck

Sherry Maupin

Del B. [Signature]
County Board of Canvassers

Attest:

[Signature]
County Clerk

City of Donnelly
Election Results
November 5, 2019

Mayor - 4 Year Term

Susan Dorris	22	100.00%
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22

City Council - 4 Year Term - 2 Seats

Leslie Minshall	21	53.85%
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Chelsea Bergquist	18	46.15%
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39

Ballots Voted: 22

Blank Ballots: 0

Total Ballots: 22

Eligible Voters: 82

Voter Turnout: 26.83%

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-83

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION				
SUBJECT: <i>FY19 Annual Road & Street Financial Report</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:	n/a			
TIMELINE:	Due by December 31, 2019			

SUMMARY STATEMENT:

Annual report showing the funding and disbursements allocated to the City Streets.

RECOMMENDED ACTION:

Review, Approve and Authorize mayor to sign all necessary documents

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Annual Road and Street Financial Report

Page 1 of 3

Reporting Entity Name, Mailing Address and Contact Phone Number:		Please return, not later than December 31 , to:	
Entity City of Donnelly		BRANDON D. WOOLF IDAHO STATE CONTROLLER ATTN: HIGHWAY USERS STATEHOUSE MAIL BOISE, ID 83720	
Address PO Box 725			
City State Zip Donnelly, Idaho 83615			
Contact/Phor 208.325.8859	Contact/Email: lclemens@cityofdonnelly.org		

This certified report of dedicated funds is hereby submitted to the State Controller as required by 40-708, Idaho code.

Dated this 9th day of December, 2019.

ATTEST:

Lori Clemens Clerk/Treasurer Signature

Mayor or Commissioner Signature

City Clerk/County Clerk/District Secretary (type or print name & sign)

AND

Commissioners or Mayor (type or print name & sign)

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019

Line 1 BEGINNING BALANCE AS OF OCTOBER 1 PREVIOUS YEAR

0

RECEIPTS

LOCAL FUNDING SOURCES

Line 2	Property tax levy (for roads, streets and bridges)	
Line 3	Sale of assets	
Line 4	Interest income	
Line 5	Fund transfers from non-highway accounts.	50,044
Line 6	Proceeds from sale of bonds (include LIDs)	
Line 7	Proceeds from issue of notes (include loans)	
Line 8	Local impact fees	
Line 9	Local option registration fee	
Line 10	All other LOCAL receipts or transfers in.	104,851
Line 11	Total Local Funding (sum lines 2 through 10).	154,895

STATE FUNDING SOURCES

Line 12	Highway user revenue	7,301
Line 13	Sales tax/Inventory replacement tax	2,276
Line 14	Sales tax/Revenue sharing	11,408
Line 15	State Exchanged funds.	
Line 16	All other STATE receipts or transfers.	
Line 17	Total State Funding (sum lines 12 through 16).	20,985

FEDERAL FUNDING SOURCES

Line 18	Secure Rural Schools	
Line 19	Federal-aid Bridge.	
Line 20	Federal-aid Rural.	
Line 21	Federal-aid Urban.	
Line 22	Federal Lands Access Funds and All other FEDERAL receipts or transfers	
Line 23	Total Federal Funding (sum lines 18 through 22)	0

Line 24 **TOTAL RECEIPTS (sum lines 11, 17, 23)** 175,880

REPORTING ENTITY NAME:

FISCAL YEAR:

Page 2 of 3

DISBURSEMENTS

	NEW CONSTRUCTION (include salary and benefits on each line)	
Line 25	Roads	
Line 26	Bridges, culverts and storm drainage	
Line 27	RR Crossing	
Line 28	Other (signs, signals or traffic control).	
Line 29	Total New Construction (sum lines 25 through 28).	0
	RECONSTRUCTION/REPLACEMENT/REHABILITATION (include salary and benefits on each line)	
Line 30	Roads (rebuilt, realign, or overlay upgrade).	
Line 31	Bridges, culverts and storm drainage	
Line 32	RR Crossing.	
Line 33	Other (signs, signals or traffic control).	
Line 34	Total Reconstruction/Replacement (sum lines 30 through 33).	0
	ROUTINE MAINTENANCE (include salary and benefits on each line)	
Line 35	Chip sealing or seal coating.dust abatement	10,563
Line 36	Patching	
Line 37	Winter Maintenance	30,905
Line 38	Grading/blading	46,139
Line 39	Bridge.	
Line 40	Other (signs, signals or traffic control).	464
Line 41	Total Routine Maintenance (sum lines 35 through 40)	88,071
	EQUIPMENT	
Line 42	Equipment purchase - automotive, heavy, other.	
Line 43	Equipment lease/purchase	14,154
Line 44	Equipment maintenance.	840
Line 45	Other (specify).	
Line 46	Total Equipment (sum lines 42 through 45)	14,994
	ADMINISTRATION	
Line 47	Administrative salaries and expenses.	11,475
	OTHER EXPENDITURES	
Line 48	Right-of-way and property purchases	
Line 49	Property leases	
Line 50	Street lighting	3,112
Line 51	Professional services - audit, clerical, and legal.	1,193
Line 52	Professional services - engineering.	
Line 53	Interest - bond (include LIDs).	
Line 54	Interest - notes (include loans).	
Line 55	Redemption - bond (include LIDs)	
Line 56	Redemption - notes (include loans)	
Line 57	Payments to other local government.	
Line 58	Fund transfers to non-highway accounts.	
Line 59	All other local expenditures	
Line 60	Total Other (sum lines 48 through 59)	4,305
Line 61	TOTAL DISBURSEMENTS (sum lines 29, 34, 41, 46, 47, 60).	118,845
Line 62	RECEIPTS OVER DISBURSEMENTS (line 24 - line 61).	57,035
Line 63	OTHER ADJUSTMENTS (Audit adjustment and etc.).	0
Line 64	CLOSING BALANCE (sum lines 1, 62, 63)	57,035
Line 65	Funds on Line 64 obligated for specific future projects & reserves.	57,035
Line 66	Funds on Line 64 retained for general funds and operations.	0
Line 67	ENDING BALANCE (line 64 minus the sum of lines 65, 66)	0

FISCAL YEAR:

REPORTING MEASURES

Line 68	Total lane miles constructed	
Line 69	Total square feet of bridge deck constructed	
<u>RECONSTRUCTION/REPLACEMENT/REHABILITATION</u>		
Line 70	Total lane miles rebuilt, realigned, or overlay	
Line 71	Total square feet of bridge deck reconstructed or rehabilitated.	
<u>ROUTINE MAINTENANCE</u>		
Line 72	Total lane miles with surface treatments, chip sealed, seal coated etc. on line 35.	4.5
Line 73	Total lane miles graded or bladed on line 38	4.5

FUTURE PROJECTS & RESERVE DESCRIPTIONS

Line 75	Estimated Cost of future projects.	57,035
Line 76	Available for Other Projects (line 74 minus line 75)	0

Reporting is required on the highway user revenue from HB312. Make sure you list how much you received in additional revenue on line 77. Starting on line 78, check the maintenance that was completed with the additional funds, provide how much was spent on each item, and a general description including quantity of length.

Line 77	Total amount of Highway User Revenue from HB312	1,727
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Total amount spent on maintenance or replacement	\$ 1,727.00
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Line 85	Deferred maintenance costs over the last 5 years (in dollars).	0
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**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-84

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Tree City USA Application and Certification</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT: n/a				
FUNDING SOURCE: n/a				
TIMELINE: Due by December 16, 2019				

SUMMARY STATEMENT:

Annual application for the Tree City USA, this will be the City's 8th year as a participant.

RECOMMENDED ACTION:

Approve Application and Authorize mayor to sign necessary documents

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-85

Meeting Date 12/09/19

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
2020 City Calendar		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:	n/a			
TIMELINE:				

SUMMARY STATEMENT:

Review proposed calendar for the year 2020. Discuss alternate dates for January and February, as the regular meetings falls on a Holiday.

RECOMMENDED ACTION:

Select dates for January and February and Adopt calendar

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

City of Donnelly Calendar

2020

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

USA HOLIDAYS AND OBSERVANCES – OFFICE CLOSED
PLANNING & ZONING MEETINGS
 CITY COUNCIL MEETINGS

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 19-86

Meeting Date 12/09/19

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Stibnite Advisory Council Community Representative</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:	n/a			
TIMELINE:	Due by January 25, 2020			

SUMMARY STATEMENT:

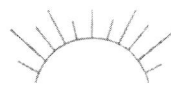
Nomination for a new City Representative on the Stibnite Advisory Council.

RECOMMENDED ACTION:

Nominate a representative and Authorize mayor to sign necessary document

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



STIBNITE ADVISORY COUNCIL

Representatives

Julie Good, Chair
New Meadows
Newmeadows@stibniteadvisorycouncil.com

Gene Tyler, Vice Chair
Donnelly
donnelly@stibniteadvisorycouncil.com

Lynn Imel, Secretary
Village of Yellow Pine
yellowpine@stibniteadvisorycouncil.com

Glenna Young, Treasurer
Cascade
cascade@stibniteadvisorycouncil.com

Joe Iveson
Adams County
adamscounty@stibniteadvisorycouncil.com

Tami Testa
Council
council@stibniteadvisorycouncil.com

Denis Duman
Idaho County
idahocounty@stibniteadvisorycouncil.com

Bob Crump
Riggins
riggins@stibniteadvisorycouncil.com

Laurel Sayer
Midas Gold Idaho
midasgold@stibniteadvisorycouncil.com

Anne Labelle
Midas Gold Corporation
midasgold@stibniteadvisorycouncil.com

November 15, 2019

To: Community Agreement Participant

From: Nomination of new community representative to serve on the Stibnite
Advisory Council

Please fill out the following and return it to your representative for delivery to
the Stibnite Advisory Council or return to Belinda Provancher at
admin@stibniteadvisorycouncil.com by January 25, 2020.

City of Donnelly, hereby nominates _____ [Individual
Name] to represent City of Donnelly on the Stibnite Advisory Council beginning
February 1, 2020.

[SIGNATURE]

[DATE]

I, _____ [Individual Name], have read the Stibnite
Advisory Council Representative Responsibilities and do hereby accept the
nomination and agree to serve on the Stibnite Advisory Council from February 1,
2020 through January 31, 2021.

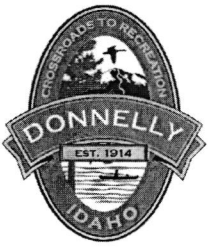
[SIGNATURE]

[DATE]

Administrator

Belinda Provancher,
Midas Gold Idaho
provancher@midasgoldinc.com
2019

For information, please contact the Stibnite Advisory Council chairperson, your local representative or the website
@ <http://stibniteadvisorycouncil.com>



City of Donnelly

169 Halferty Street

P.O. Box 725

Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-4091

To: Mayor & City Council

From: Lori Clemens

Re: Staff Report

Date: December 06, 2019

Water Accounts: The report will be generated December 11, 2019.

Local Option Tax: Our local option tax receipts for sales in November were \$9,990.76. We currently have no past due accounts.

Airport: Idaho Statewide Capital Improvement Program
Signs/Boat Dock Gate

Clerk: Zwygart John & Associates conducted the Audit of financial records for FY19
Child Pedestrian Safety Pathway – Idaho Power scheduled December 18, 2019
Trash increase January 1, 2020 – 16.22 + CPI
Short-term rentals
Employees gift card

Donnelly Depot Center: Unit #2 will be vacant at the end of December 2019.
Unit #5 Violation

Parks & Recreation: Closed for Season

Road & Streets: Managing snow to keep roads to width

Water: Mike Woodworth working on Operations Manual for finalization from DEQ

Office Closure: December 25th, 2019 and January 1st, 2020

Upcoming Meeting Dates: Planning & Zoning, Monday, January 6th