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## COUNCIL COMMUNICATION

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**AGENDA TITLE:** Review of Payables & Financials

**MEETING DATE:** February 8, 2023

**PREPARED BY:** Steven Raddigan, Treasurer

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**RECOMMENDED ACTION:** Receive the attached Register of Claims for \$4,314.07  
Accept the Payroll Report in the amount of \$1,864.31

**BACKGROUND INFORMATION:** Attached is the Register of Claims in the amount \$4,314.07 for the period of January 1, 2023 to January 31, 2023.

Attached is the payroll for the period of January 1, 2023 to January 31, 2023 in the amount of \$1,864.31  
Total expenditures for this period: \$6,178.38

/ Steve Raddigan

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Steven Raddigan, Treasurer

**City of Crouch**  
**Register of Claims**  
**January 2023**

	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Clr</b>	<b>Amount</b>
<b>BSDX Checking</b>						
	01/04/2023	2443	ZiplyFiber	Phone & Internet - January	R	178.13
	01/04/2023	2444	Great American Financial	Copier lease Invoice 33149372	R	127.00
	01/04/2023	2445	MSBT Law	Invoice 76256	R	500.00
	01/04/2023	2446	Idaho Power	2200869143 - Streets	R	128.04
	01/17/2023	DEBIT	Amazon Services	Mayor Walk A Thon	R	40.28
	01/17/2023	DEBIT	Amazon Services	Mayor Walk A Thon	R	255.87
	01/19/2023	DEBIT	Amazon Services	Mayor Walk A Thon	R	192.85
	01/23/2023	DEBIT	Intuit Quickbooks	Quickbooks Online - January	R	55.50
	1/24/2023	2447	Idaho Power	2205128057 - City Hall		194.01
				2202034720 - Community Hall		81.46
	01/24/2023	2448	Goff Plumbing, Inc.	Invoice 61601 December		100.00
	01/24/2023	2449	Miller Enterprises, Inc	Service from 12/01/2022 - 12/31/2022		14.65
	01/24/2023	2450	Valley Office Systems	Base 33.20 Overage 20.10		53.30
	01/24/2023	2451	State Insurance Fund	Policy # 571027 Statement # 27042574	R	258.00
	01/24/2023	2452	Valley Wide	Invoice 95067		484.58
	01/26/2023	2453	Analytical Laboratories	Community Hall and City Hall Inv. # 96142		39.00
	01/26/2023	2454	City of Ketchum	Idaho Resort Cities Coalition		250.00
	01/31/2023	2455	Shepard Excavation	Snow Removal Nov/Dec 2022		940.00
	<b>TOTAL</b>					<b>3,892.67</b>
<b>City Water Fund</b>						
	01/04/2023	1243	Kettle Creek, LLC	Water Master - 12/22	R	250.00
	01/24/2023	1244	Idaho Power	2221113372 - Packer John		138.50
				2222817070 - Village Circle		13.90
	01/26/2023	1245	Analytical Laboratories	Crouch City Water System Inv. # 96143		19.00
	<b>TOTAL</b>					<b>421.40</b>
	<b>TOTAL CLAIMS</b>					<b>4,314.07</b>

**City of Crouch  
Payroll Report  
January 2023**

<b>BSDX Checking</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
	01/04/2023	2441	City Clerk	Pay Period: 12/01/2022-12/31/2022	902.72
	01/04/2023	2442	Treasurer	Pay Period: 12/01/2022-12/31/2022	961.59
	<b>TOTAL</b>				<b>1,864.31</b>

**DOES NOT INCLUDE OUTSTANDING PAYROLL LIABILITY**

# COUNCIL COMMUNICATION

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**AGENDA TITLE:** DEQ Grant Information for 2024

**MEETING DATE:** February 8, 2023

**PREPARED BY:** Steven Raddigan, Treasurer

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**RECOMMENDED ACTION:** Information Only – No Action Required

**BACKGROUND INFORMATION:** On January 11, 2023 the city council authorized the submittal of a Letter of Interest to the Idaho Department of Environmental Quality for drinking and waste water funding. The Letter of Interest from the City of Crouch was submitted on January 20, 2023 and receipt was acknowledged by DEQ on that date.

## **Funding Availability**

DEQ has several funding opportunities available.

### *State Revolving Fund (SRF) Loans*

State Revolving Fund (SRF) loans provide low-interest funding for up to 100% of design and construction costs for drinking water and wastewater facilities. SRF loans also offer below-market interest rates with average rates under 2%.

### *Planning Grants*

Planning grants are available to help systems cover the cost of preparing facility planning documents or fund environmental reviews. These grants cover 50% of eligible costs.

### *Leading Idaho Initiative Funding*

Additional funding is potentially available this year through Governor Little's Leading Idaho initiative.

## **Application Process**

The letter of interest process includes two phases. Applicants are first required to submit a letter of interest—also known as an LOI—detailing their need for funding. A separate LOI is available for each funding opportunity.

DEQ evaluates, rates, and ranks the LOIs for inclusion on the state's priority list in the State Revolving Fund Intended Use Plans (IUP). Rating criteria focus on potential public health and environmental concerns, the long-term viability of the system (i.e., sustainability), and the status of the system's compliance with state and federal regulations. Systems on the priority list are further refined based on the entity's readiness to proceed. The refined list makes up the final fundable list.

Systems on the priority list are further refined based on the applicant's readiness to proceed. The IUPs, which outline the purpose and goals of the state's drinking water and wastewater loan programs, explains how projects are selected for funding and identify priority projects eligible for state assistance. The grant priority lists and IUPs are issued for a public comment period and then approved by the Board of Environmental Quality annually, typically in May.

LOI forms that receive the highest ratings will then be invited to submit a grant or loan application.

The application process referred to the Facility Plan and the plan alternatives. The plan alternative previously selected by the city council was a 1.7-million-dollar project that would provide for 115 EDUs..

Each Facility Plan is considered current for a period of 5 years. The City of Crouch Facility Plan was prepared and approved in 2018.

There were two Letters of Interest submitted. One for a new facility plan and another for the installation of a second well and pump house. Although the submittal process leaned more towards identifying one of the alternatives in the Facility Plan, the submittal on behalf of the City of Crouch emphasized the need for the second well and not the 1.7-million-dollar project described in the alternative. The current plan also identified a pump house for the second well. There was not sufficient time, knowledge or background to determine if the existing pump house would be adequate or if a second pump house was a requirement. A second pump house was included in the submittal.

The Project Description as submitted is as follows:

## **B: Project Description**

### **1. Describe the known or anticipated problems identified in your existing DEQ-approved facility plan for your drinking system.**

Redundancy - The system is the water supply for the City of Crouch business district with two residential service connections. The business district is comprised of the Garden Valley Market, Mountain American Credit Union. Professional Offices, Restaurants and Retail Sales. The Garden Valley Market is a significant community asset serving the greater Garden Valley area having a population of approximately 2000.

Although the City of Crouch Water System does not meet the threshold in the IDAPA rules to require redundancy, the community values at risk during an interruption of water delivery services would have a significant negative impact on the greater Garden Valley area.

It is the current focus of the City of Crouch to address a potential identifiable community risk in a proactive manner and avoid crisis management of the situation. The water system with the lack of a redundant well is the weak link in maintaining a reliable water delivery system to support the needs of the community.

**2. Describe the alternative selected to correct the identified problem(s). Use the selected alternative in the facility plan for your drinking water system.**

Alternative 2 describes the need for redundancy based on a system upgrade to serve 115 EDUs at a cost of \$1,795,000.00 in 2018.

This alternative as a whole may be a “Pie in the Sky” but the need to protect the existing community economic assets is clearly recognized. Even if the City of Crouch water system never exceeds 25 EDUs or connections, the need for a redundant well is warranted to protect the community.

*End of Project Description*

It is unknown how effective or compelling the project description will be or how favorably it will be received by DEQ.

Part of the submittal process was to determine project costs.

This was a little difficult because the dollar amounts in the current facility plan are from 2018 and there are not any recent estimates available. The process continued using the SWAG method and is provided below.

**D: PROJECTS COSTS**

The installation of the second well and pump house was part of \$1,795,000 estimated project cost.

In 2018, the well and pump house had an estimated cost of \$380,000. It was estimated by a city council member at a recent meeting that a well could possibly be \$250,000 today. The project cost, for the purpose of completing this LOI, was determined by doubling the 2018 estimated cost and adding \$115,000 for contingencies to provide a figure of \$750,000.

*End of Projects Costs*

Another part of the grading system is the readiness to proceed. It is clear that in order to meet the “Readiness to Proceed” the location for the second well should be defined with plans to include piping to the existing system and that if a second pump house is required, that those plans be prepared.

This process appears to provide grants, although not 100%, for creating a Facility Plan and low interest loans for a period of up to 20-30 years.

It is my understanding that without a current Facility Plan, there would be no future opportunities under the State Revolving Fund program. Hence, the decision to submit the second Letter of Interest for a new Facility Plan.

It is apparent that there needs to be a serious conversation by the city council to determine how much debt the city is willing to take on to maintain and expand the water system.

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## COUNCIL COMMUNICATION

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**AGENDA TITLE:** Treasurer's Report  
**MEETING DATE:** February 8, 2023  
**PREPARED BY:** Steven Raddigan, Treasurer

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**RECOMMENDED ACTION:** Acceptance of the Treasurer's Report

**BACKGROUND INFORMATION:** See the attached document

/Steve Raddigan

Steven Raddigan, Treasurer

# CITY OF CROUCH

## Financial Report

City Council Meeting -February 08, 2023

**ACCOUNT BALANCES: (As of -1/31/2023)**

03 - Local Option Tax	\$ 34,208.43	Restricted Use
05 - Idaho Rebounds (ARPA)	\$ 39,382.57	Restricted Use
22 - 18 Month Certificate	\$ 11,344.57	Mature 02/01/23
25 - 12 Month Certificate	\$ 5,834.35	Mature 02/03/23
27 - Street	\$ 5,450.65	Mature 08/18/23
50 - BSDX	\$ 158,999.79	General Operating Account
54 - Water	\$ 22,077.69	Enterprise Account
<b>TOTAL</b>	<b>\$ 277,298.05</b>	

**REVENUE: 01/01/2023 - 01/31//2023**

**Administration**

Building Permits	
Donation	
Franchise Fees	\$ 725.14
Licenses: Business	\$ 120.00
Licenses: Beverage	
Licenses: Vendor	\$ 60.00
Local Option Tax	\$ 2,684.36
Planning & Zoning	
State - Leading Idaho HB 772	
State - Liquor Fund	\$ 9,388.00
State - Revenue Sharing	\$ 4,741.41
County - Sales Tax Distribution	
<b>Total Administration</b>	<b>\$ 17,718.91</b>

**Streets**

State Highways and Bridges Old	\$ 1,547.52
State Highways and Bridges New	\$ 476.00
State Highways and Bridges GF	
State Highways and Bridges HB312	
<b>Total Streets</b>	<b>\$ 2,023.52</b>

**Hall Rental**

Hall Rental	\$ 190.00
<b>Total Hall Rental</b>	<b>\$ 190.00</b>

**Water**

Bulk Water Sales	
Water Service	\$ 700.00
<b>Total Water</b>	<b>\$ 700.00</b>

**Interest Earned**

03 - Local Option Tax	\$ 1.37
05 - Idaho Rebounds (ARPA)	\$ 1.68
22 - 18 Month Certificate	\$ 2.45
25 - 12 Month Certificate	\$ 1.26
27 - Street	\$ 5.82
<b>Total Interest Earned</b>	<b>\$ 12.58</b>

**Non-Revenue Deposits**

**TOTAL REVENUE** **\$ 20,645.01**

**EXPENSES PAID: 12/1/2022 -12/31/2022**

Admin - Operations	\$ 1,949.93
Admin - Payroll	\$ 1,864.31
City Hall	\$ 208.66
Community Hall	\$ 566.04
Streets	\$ 1,168.04
Water	\$ 421.40
<b>TOTAL EXPENSES:</b>	<b>\$ 6,178.38</b>

**TRANSFERS:**

Submitted by:

  
Steven Raddigan