

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 1 / 10 / 18

Date of meeting 1 / 17 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Ryan Luttmann, Public Works Director

Address: 1123 Lake Street

Phone number and email address: 263-3407 rluttmann@sandpointidaho.gov

Authorized by: Ryan Luttmann

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Mountain Springs Water Corporation Service Agreement

Summary of what is being requested: The Public Works Department is requesting the two year renewal of a service agreement with Mountain Springs Water Corporation for the reading and billing associated with the Mountain Springs Water Corporation water meters.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Mountain Springs Water Corporation

Have they been contacted? **Yes or No**

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Yes No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

Yes No

Yes No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

Memo

To: City Council
From: Ryan J. Luttmann, Public Works Director
CC:
Date: 1/10/2018
Re: Mountain Springs Water Corporation Service Agreement

The City of Sandpoint has provided water meter reading services for Mountain Springs Water Corporation since October of 2004. This City's water department has the specific equipment for reading water meters and private contractors in region have not own the specific equipment. The last service agreement expired in March of 2017 and the proposed service agreement will extend the service agreement for two years and expire in March of 2019. The fees for this service are intended to cover the City's cost for reading the meter, mileage, clerical expenses and equipment replacement and upgrades.

The City Attorney has reviewed the document that Mountain Springs Water Corporation has signed.

Recommendation: The Public Works Department recommends the Council renew the service agreement for an additional two years and authorize the Mayor to sign the document.

No: 18-
Date: January 17, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: MOUNTAIN SPRINGS WATER METER READING AGREEMENT RENEWAL

WHEREAS: The City of Sandpoint has the specific equipment for reading water meters;

WHEREAS: No private contractor in the region has such equipment;

WHEREAS: The City of Sandpoint has agreed to read meters for Mountain Springs Water Corporation since October of 2004; and

WHEREAS: Mountain Springs Water Corporation requests that the City renew the agreement for an additional two years.

NOW, THEREFORE, BE IT RESOLVED: It is in the best interest of the City of Sandpoint to renew the Service Agreement with Mountain Springs Water Corporation, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: The Mayor and City Clerk are authorized to execute the Agreement on behalf of the City.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

		YES	NO	ABSTAIN	ABSENT
1. Eddy	Second	X			
2. Aitken		X			
3. Williamson	Motion	X			
4. Ruehle		X			
5. Aispuro		X			
6. Darling		X			

SERVICE AGREEMENT
Between
City of Sandpoint
and
Mountain Springs Water Corporation

THIS AGREEMENT is made between the City of Sandpoint, 1123 Lake Street, Sandpoint, Bonner County, Idaho, a municipal corporation of the State of Idaho, herein "City", and Mountain Springs Water Corporation, an Idaho corporation, P.O. Box 1166, Sagle, Bonner County, Idaho 83860, herein "Corporation".

WHEREAS, Corporation desires that City read water meters for Corporation; and

WHEREAS, City has the specific equipment required for this service.

NOW THEREFORE, City and Corporation agree as follows.

1. SCOPE OF SERVICES: City hereby contracts with Corporation to perform meter reading services, as set forth in Appendix "A", attached hereto and incorporated herein by this reference. City shall provide all equipment necessary for this service.
2. TIME OF PERFORMANCE AND TERMINATION: This Agreement shall be effective commencing March 24, 2017, for a period of two (2) years. Reading shall be performed pursuant to a schedule set by Corporation but at the convenience of City.

Either party may, at its option, terminate this Agreement by providing written notice to the other party not less than ninety (90) days prior to termination.

3. COMPENSATION: Corporation agrees to pay the sum of \$125 per reading cycle as compensation for this work. Any additional work performed by City, such as recalibrating a unit, shall be billed on time and materials. This amount may be increased annually based on increased expenses to provide these services. Payment shall be made within 21 days of the date of the invoice.
4. INDEMNIFICATION: Corporation agrees to defend, indemnify, and hold City harmless from any liabilities, claims, or damages arising out of or in any way connected to City's performance of the work described in this Agreement.
5. AMENDMENT: Any amendment to this Agreement must be in writing and signed by the parties.
6. LEGAL FEES: In the event either party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

CITY OF SANDPOINT

MOUNTAIN SPRINGS WATER CORPORATION

Shelby Rognstad, Mayor

Gerald H. Lewis
signature

date

Gerald H. Lewis
print name

ATTEST:

12/6/17
date

Maree Peck, City Clerk

APPENDIX "A"

Read Fee – per read cycle	\$125
Employee Cost for meter read trip	
Mileage	
Employee cost for clerical	
Supplies, software, hardware and	
Maintenance, postage, etc.	