



Meeting(s) of the Board of Directors

Date: Monday, August 3, 2020
Time: 2:00-4:00 p.m. Regular Session
4:00-6:00 p.m. Public Hearing – Budget Hearing Fiscal 2020-2021
Place: BCRD Conference Room, Community Campus; meeting held virtually per Zoom invites below

Public Hearing –Regular Session of the Board of Directors (2:00PM-4:00PM)

1. Review of Prior Meeting Minutes
 - 6-22-2020 Executive Session (ACTION ITEM)
 - 7-13-2020 Regular Session (ACTION ITEM)
 - 7-20-2020 Executive Session (ACTION ITEM)
 - 7-28-2020 Executive Session (ACTION ITEM)
2. Administrative Updates and Topics for Consideration
 - a. Recommendation from Board President to approve cash disbursements for July 2020 and authorize payment of bills and payroll for August 2020 when they become due. Consideration of approval of June monthly credit card statements of Executive Director. (ACTION ITEM)
3. Old Business
 - a. Presentation by Bureau of Land Management of latest Trails Environmental Assessment materials relative to the Wood River Valley Recreation and Access Environmental Assessment. (ACTION ITEM)
 - b. Review and Consideration of contract with Mountain Rides for a winter recreation shuttle service during the 2018-2019 Nordic season. (ACTION ITEM)
 - c. Review and Consideration of final construction and billing for the BCRD Aquatic Center Project.
 - d. Review of fall planning for programs at or originating from the BCRD at the Community Campus. Programs include youth soccer, HUB after school, and adult programming in the BCRD gymnasium space. (ACTION ITEM)
 - e. Review of proposal from Kris Stoffer regarding improvements to the arboretum space at Fox Acres Road trailhead on the Wood River Trail in Hailey, Idaho. (ACTION ITEM)
4. New Business
 - a. Review of impacts from delayed BCRD school opening and consideration of summer youth program extension. (ACTION ITEM)
 - b. Review and consideration of Public Works Construction bids for the Wood River Trail Seal Coat project. (ACTION ITEM)
 - c. Review of initiatives and the timeline associated with Executive Director transition at BCRD August 2020. Review of process for new ED hiring process.
 - d. Review and Consideration of rolling over employees' unused vacation into the next fiscal year. (ACTION ITEM)
5. General Department Updates
 - a. Executive Director Summary- Review and consideration of June 2020 financial statements. (ACTION ITEM)

Public Hearing –2020-2021 Budget Hearing of the Board of Directors (4:00PM)

Public hearing to consider and adopt the Budget for the Fiscal year beginning October 1, 2020 through September 30, 2021.

Join Zoom Meeting

<https://us02web.zoom.us/j/83022736069?pwd=SEJUVXdlQXhsMi9rRkFpSFVvNUtBdz09>

Call in Number

+1 253 215 8782 US; Meeting ID: 830 2273 6069 Passcode: 7UyiH8

Anyone needing special accommodations to participate in this meeting should contact the Blaine County Recreation District at (208)578- 2273

BLAINE COUNTY RECREATION DISTRICT
Minutes for the Regular Session of the Board of Directors
Monday, July 13, 2020

Group: Blaine County Recreation District Board of Directors
Date: Monday, July 13, 2020
Time: 12:00PM to ±2:30PM Regular Session
Place: BCRD Conference Room, Community Campus.

Present at meeting:

Board members: Mary Fauth, Mike Burchmore, and Mark Mary

BCRD staff: Jim Keating, Holly Gawlinski, Joan Kino, Jenna Vagias, Megan Stevenson, Morgan Buckert, and Lance Levy

Guests: Sarah Michael

Public Session – Regular Session of the Board of Directors (12:00PM-2:30PM)

Call to order at 12:03PM.

1. Review of Prior Meeting Minutes

6-12-2020 Regular Session: There were no comments.

6-30-2020 Special Session: There were no comments. Mary Fauth motioned to approve the 6-12-2020 Regular Session and 6-30-2020 Special Session minutes. Mark Mary seconded. The motion passed unanimously.

2. Administrative Updates and Topics for Consideration

a. Recommendation from Board President to approve cash disbursements for June 2020 and authorize payment of bills and payroll for July 2020 when they become due. Consideration of approval of May 2020 monthly credit card statement of Executive Director.

Mike Burchmore had wanted to know why we were paying for porta-potties. Jenna Vagias explained that it was for summer camp because bathrooms at outdoor locations aren't always dependable. Burchmore motioned to approve cash disbursements for June 2020 and authorize payment of bills and payroll for July 2020 when they become due, as well as approve Jim Keating's May 2020 credit card statement. Mark Mary seconded. The motion passed unanimously.

b. Review of personnel policy initiatives and planning for fiscal 2020/2021.

Joan Kino reminded the board of the process they had been going through to review the personnel policy. She asked if they want to resume the process again. Mike Burchmore said he feels they are too busy at this time but asked how September looks. Kino stated that we could potentially get back on track at that time. The board agreed with that timeframe.

c. Reminder of BCRD Special Budget Hearing scheduled for Monday, August 3rd, 4:00PM.

Jim Keating reminded the board of the Special Budget Hearing date and time. He proposed a regular session board meeting that day, as well, from 2:00-4:00.

d. Review of best practices for the availability of meeting agendas, meeting minutes, fiscal budgets and other public information online at bcrd.org.

Jim Keating explained that Sarah Michaels requested that the BCRD review its practices for making meeting agendas, minutes, fiscal budgets, and other public information available to the public to see if they could be more consistent with best practices for public entities. Keating said he felt this was a good idea and the board should follow up on it. Mike Burchmore agreed that we should put notices, meeting minutes, etc. online moving forward, and of course to give anyone any information they request. Mary Fauth motioned to add BCRD's relevant public info to the website. Mark Mary seconded. The motion passed unanimously. Fauth suggested adding the board's contact info to the website as well. The board agreed.

3. Old Business

a. Review of Summer 2020 BCRD programs and services and launch and management at the Community Campus. Updates to include youth and adult programming and compliance efforts consistent with COVID-19 guidelines from the State of Idaho, local authorities, the Center for Disease Control, and the South-Central Public Health District

Jenna Vagias updated the board on BCRD programs currently occurring at the Community Campus, which are summer camp and FitWorks. She explained that 7 of 11 weeks of summer camp have passed, and so far, there have been no cases of Covid-19. They have been averaging about 58 campers a week. The staff/camper ratio has led to a higher quality experience for everyone. Vagias stated that wages for seasonal and hourly employees are tracking higher than budgeted, but this was expected. \$9k of scholarships have been awarded so far, some in partnership with the Advocates. Vagias announced that field trips will be starting tomorrow. A bus company out of Jerome, cheaper than Mountain Rides, will be providing the transportation. Each pod will get three full days of field trips for the summer. Two pods will travel at a time, separated by space, wearing masks, and with the windows open.

Vagias stated that FitWorks opened mid-June. Revenue was lower than budgeted for June. In the second week of July 2019, there were 48 visits to FitWorks a day, versus 17 a day in the second week of July 2020. She explained that the broken mirror wall has been fixed and the facility has been freshly painted. Heather Stanton has inventoried all the cardio equipment and pulled a use log on each piece to create a long-term equipment replacement plan.

Sarah Michael joined the meeting at 12:47PM, and the board updated her on the new plan for making public information available online.

b. Review of Fall 2020 planning for BCRD programs and facilities at the Community Campus.

Jenna Vagias stated that fall planning is intricately connected with the School District's plan, which makes things very complex. We had fields reserved for soccer, then we were told that those fields can't be used for anything where kids might come into contact with each other. Jim Keating and Vagias met with the School District on Friday, and they recommended that we email them and put our request in writing. Vagias explained that our program, which excludes other counties, might be the safest plan of all the other sports program options.

Vagias announced that the BCRD is hoping to provide after school care in the School District's plan A and plan B. She said she is seeking clarification from the School District to make sure that the bussing plan will be the same. The building will remain closed to the public for the foreseeable future. Vagias stated that there will be changes to after school program enrollment. Drop-ins will not be allowed, and numbers will be limited. She explained that the summer camp pod model will not be realistic for the after-school program.

c. Review of progress of current BCRD construction projects at the BCRD Aquatic Center and the Quigley Trail Park.

Eric Rector explained that the pool project is going quite well. The last group of trees will be planted today, and sod will be installed tomorrow. Conrad Construction and Infinity Pools have a couple more things to work on, including gutters and a few things on order. The Quigley project is coming along. The pump track has been paved and now they are working on irrigation, landscaping, and weed mitigation. The pump park will not be fully ready for the public until the spring. Rector stated that Galena and the WRT are busier than he has ever seen them. There will be a bid opening for a seal coat on the WRT from Fox Acres to Ohio Guich soon.

d. Review of Forest Service input to BCRD proposals to repair and improve the roof line and drainage of Galena Lodge.

Jim Keating stated that the roof at Galena Lodge has a huge gap that accumulates snow in the winter that destabilizes the roof in that area, creating a lot of maintenance issues. BCRD had a meeting with the Forest Service and was asked to give the Forest Service a proposal. The next step is to hire a Forest Service-approved architectural historian to assess adverse impacts to improving the roof at our cost.

4. New Business

a. Review and consideration of BCRD Nordic Pass structure, calendar, and pricing proposal for the 2020-2021 winter season. User survey and 2019-2020 economic summary presented at May 12, 2020 BCRD Regular Session.

Jim Keating reminded the board that BCRD saw its largest year this year in revenue even with free day passes in the last several weeks of the season. Keating proposed a regular annual increase of 3% in season passes and no change in day passes. This is consistent with the last six or seven years. Mark Mary motioned to approve the 2021 Nordic pass prices as presented. Mary Fauth seconded. The motion passes unanimously.

5. General Department Updates

a. Trails & Facilities

Eric Rector said he doesn't have anything to add.

b. Marketing and Development – Update on fundraising initiatives and planning including the Galena Benefit for 2020-2021 and the Harriman Tea 2020.

Morgan Buckert stated that the Harriman Tea would have been last Wednesday. She said the BCRD sent out an "invite" on the first of June asking for donations. She received 66 responses and \$14,925. There were some other gifts that were credited differently, so over \$17k was received in total. We made an extra \$4-5k this year since we had no costs for the benefit. Buckert explained that last month the BCRD announced that there would not be a Galena Benefit for safety reasons. Our 2020 net, excluding the Heinz gift and staff time, was \$182k. If every passholder donated \$20, we would exceed that number from last year. There is a three-pronged approach. We will send an "invite" with a letter

from Jenny Busdon and a request for donation. Some small groups who give large gifts will be able to receive small dinner parties. Buckert said that Jenny Busdon will pursue gifts from Mrs. Heinz and other members of her family. Another option is a ski-athon or some sort of event that could involve folks of all ages and take place all winter.

c. Executive Director Summary – Review and consideration of May 2020 financial statements.

Jim Keating went over the financial statements for May 2020. He said that in addition to the Harriman Tea, the team has been successful in bridging some of the gap in lost revenue. Revenue in May is missing plan by \$262k. However, we had planned on a much larger amount of final dollars for the Aquatic Center and Quigley. Normalized, it is a \$9k miss. The tax dollars we have for May came in within a couple thousand of budget. Fees and passes related to FitWorks and the Aquatic Center were down \$26k, which was expected. Keating stated that interest income was \$2k ahead of plan and fundraising was \$20k ahead of plan. A good amount of this was from Idaho Gives and general support from the community. Operational expenditures is a moving target, showing about \$92k goodness. This is primarily due to payroll because the Aquatic Center didn't open, and summer camp was delayed. We also saw some goodness in repair and maintenance and other general operating costs. Normalized, net income is ahead by about \$75k to plan for the month. Keating stated that revenue was down in June, for both fees and passes in FitWorks, and a little bit for camp. However, the taxes came in right on plan, about \$60k. We are looking for \$350k in taxes in July. Fundraising is continuing to bridge softness in fees and passes. Operational expenditures for the Aquatic Center continue to be down significantly in June (\$96k). Keating said that most of the big pieces are coming in as forecast or being abated, and he is cautiously optimistic about July and the tax check coming in. We are roughly coming in on plan on capital expenditures, doing better than plan on fundraising, and coming in as forecast on misses in fees and passes. This is one of the better outcomes we could have conceived at this point. Megan Stevenson explained that she has been sorting through the \$100k Eccles donation and will send them an email this afternoon asking where the promised money is. She said she sees no issue with the \$100k from the Land Water Conservation Fund. Mary Fauth motioned to approve the May financials as presented. Mark Mary seconded. The motion passed unanimously.

The regular session adjourned at 1:46PM, and the board went into executive session to discuss personnel matters pursuant to Idaho statute 74-206(a).

Executive Session of the Board of Directors

Personnel Matters per Idaho statute 74-206(a)

The regular session reconvened at 3:17PM.

Mark Mary moved to approve \$5000 for the spot bonus program that Mike Burchmore will work with management to distribute. Mary Fauth seconded. The motion passed unanimously. The meeting adjourned at 3:21PM.

Mike Burchmore, BCRD Board President

Attest:

Jim Keating, Executive Director:

BLAINE COUNTY RECREATION DISTRICT
Minutes for the Executive Session of the Board of Directors
Monday, June 22, 2020

Group: Blaine County Recreation District Board of Directors
Date: Monday, June 22, 2020
Time: 12:00PM to ±1:00PM Executive Session
Place: Met via Zoom

Present at meeting:

Board members: Mary Fauth, Mark Mary, and Mike Burchmore

BCRD staff: Jim Keating and Joan Kino

Executive Session of the Board of Directors

The BCRD board met in executive session to discuss the process of hiring a new executive director pursuant to Idaho Statute 74-206(a).

Mike Burchmore, BCRD Board President

Attest:

Jim Keating, Executive Director:

BLAINE COUNTY RECREATION DISTRICT
Minutes for the Executive Session of the Board of Directors
Monday, July 20, 2020

Group: Blaine County Recreation District Board of Directors
Date: Monday, July 20, 2020
Time: 3:30PM to ±4:30PM Executive Session
Place: Met via Zoom

Present at meeting:

Board members: Mary Fauth, Mark Mary, and Mike Burchmore

BCRD staff and others: Jim Keating, Joan Kino and Robin Leavitt

Executive Session of the Board of Directors

The BCRD board met in executive session to discuss the process of hiring a new executive director pursuant to Idaho Statute 74-206(a). Mary Fauth recused herself from the discussion at 3:50 p.m. as she stated her intent to apply for the executive director position.

Mike Burchmore, BCRD Board President

Attest:

Jim Keating, Executive Director:

BLAINE COUNTY RECREATION DISTRICT
Minutes for the Executive Session of the Board of Directors
Tuesday, July 28, 2020

Group: Blaine County Recreation District Board of Directors
Date: Tuesday, July 28, 2020
Time: 4:00PM to ± 5:00PM Executive Session
Place: Met via Google Meet

Present at meeting:

Board members: Mark Mary, and Mike Burchmore

BCRD staff and others: Jim Keating, Joan Kino and Robin Leavitt

Executive Session of the Board of Directors

The BCRD board met in executive session to discuss the process of hiring a new executive director pursuant to Idaho Statute 74-206(a).

Mike Burchmore, BCRD Board President

Attest:

Jim Keating, Executive Director:



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Shoshone Field Office
400 West F Street
Shoshone, Idaho 83352-5284
(208) 732-7200



In Reply Refer To:
8300 (IDT030)

7/22/20

Dear Stakeholders and Interested Parties,

This letter is to inform you that the Bureau of Land Management Shoshone Field Office (BLM) has made available for public review a pre-decisional environmental assessment (EA), the Wood River Valley Recreation and Access EA. The alternatives consist of constructing trails, trailheads and campsite roads, changing existing trail designations and modifying seasonal OHV and temporary restrictions.

This EA is a project-level planning document that includes a recreation management plan and design features component and an environmental assessment of the potential impacts from implementing the proposed action and alternatives to the proposed action. The Management Plan and Design Features document provides management, administration, information and education and monitoring details.

The EA ensures compliance with the National Environmental Policy Act (NEPA) and assists the BLM decision-maker in determining whether any “significant” impacts could result from implementing the proposed action. If the decision-maker, in this case, the Shoshone Field Manager, determines that project implementation would result in “significant” impacts, then an Environmental Impact Statement (EIS) would be prepared. If the Field Manager determines that “significant” impacts would not occur from implementation of the proposed action, a Finding of No Significant Impact (FONSI) document will be issued. Following public review and incorporation of any necessary changes to the EA, a signed Decision Record (DR) will be issued, documenting the BLM’s decision to implement the proposed action. Actions in the DR may then be implemented if all other program-specific procedural requirements (i.e. applicable protest and appeals procedures) have been met. The actions would be implemented by the BLM over a period of several years.

The EA, appendices, Management Plan, Design Features, and other attachments can be viewed online, through the BLM’s planning website, ePlanning, at the following location or searching the internet for BLM eplanning:

<https://eplanning.blm.gov/eplanning-ui/home>

Once on the e-planning BLM National NEPA Register webpage make the following selections:

- 1) State(s), **Idaho**
- 2) Office(s), **Shoshone Field Office**
- 3) Type(s), **Environmental Assessment**
- 4) Program(s), **Recreation and Visitor Services**
- 5) Year(s), **2020**
- 6) When finished selecting all the fields, click, **Search**

- 7) Click on, **#DOI-BLM-ID-T030-2020-0015-EA**
- 8) Under **Documents**, click on any of the documents to view them.

A hard copy of the EA and related documents may be obtained upon request.

Comments are welcome at any time, however, it is most helpful if your comments are received by August 21, 2020. Substantive comments will be considered to the extent feasible and may lead to changes in the EA or decision. Comments must be in writing and submitted through any of the following methods:

- BLM ePlanning website,
- mail: 400 West F Street, Shoshone, ID 83352
- e-mail: blm_id_shoshoneoffice@blm.gov
- fax: 208-732-7317

Before including your address, phone number, e-mail address or other personal identifying information in your comment, you should be aware that your entire comment, including your personal identifying information, may be made publicly available at any time. While you may ask for BLM to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

If you have any questions or issues that you would like to discuss please contact John Kurtz at: 208-732-7296 or jkurtz@blm.gov.

Sincerely,

/s/ Codie Martin

Codie Martin
Field Manager

Memorandum of Understanding

Service Plan & Funding Consideration

Winter of 2020/2021

Blaine County Recreation District (“BCRD”) and **Mountain Rides Transportation Authority** (“MRTA”), each a Party and collectively the Parties, hereby agree to extend their partnership into and through the Winter of 2020/2021 – approximately November 26, 2020, through February 28, 2021 – with MRTA providing fixed-route bus transportation services between Ketchum, Idaho, and the BCRD’s Galena Lodge, approximately 25 miles northwest of Ketchum, Idaho, as highlighted in the Service Plan, below, and BCRD underwriting the provision of those services, as set forth in Funding & Payment, below. Services shall be known as **Galena Ride ‘n Glide Service** (“RNG”).

Service Plan

Mountain Rides agrees to provide RNG fixed-route bus transportation services as follows:

- **Days of Service** (47 days of service)
 - Thu, Nov 26, 2020, through Sun, Nov 29, 2020 (4 days)
 - Sat, Dec 12, 2020, and Sun, Dec 13, 2020 (Demo Days...fare-free RNG service) (2 days)
 - Fri, Dec 18, 2020, through Sun, Jan 3, 2021 (RNG service each day) (17 days)
 - Fri, Jan 8, 2021, through Sun, Feb 28, 2021 (RNG service on Friday, Saturday, Sunday each week) (24 days)
- **Hours of Service and Routing**
 - Hours of Service: 9:15am – 4:15pm on each of the Days of Service
 - Routing and Approximate Timetable (subject to change and/or variability)

Ride 'n Glide Departure	Ride #1	Ride #2	Ride #3	Ride #4	Ride #5
1st/Main (Limelight, Kentwood)	9:15 AM	10:45 AM	12:30 PM	2:00 PM	
1st/Washington (Park 'n Ride)	9:16 AM	10:46 AM	12:31 PM	2:01 PM	
KVC, 4 th /Main, 6 th /Main, Knob Hill	9:20 AM	10:50 AM	12:35 PM	2:05 PM	
SNRA HQ	9:35 AM	11:05 AM	12:50 PM	2:20 PM	3:10 PM
Baker Creek (south parking)	9:45 AM	11:15 AM	1:00 PM	2:30 PM	3:20 PM
Prairie Creek	9:50 AM	11:20 AM	1:05 PM	2:35 PM	3:25 PM
Galena Lodge	10:00 AM	11:30 AM	1:15 PM	2:45 PM	3:35 PM
Prairie Creek	10:05 AM	11:35 AM	1:20 PM	2:50 PM	3:40 PM
Baker Creek (south parking)	10:10 AM	11:40 AM	1:25 PM	2:55 PM	3:45 PM
SNRA HQ	10:20 AM	11:50 AM	1:35 PM	3:05 PM	3:55 PM
Knob Hill, Backwoods, WF Bank	10:35 AM	12:05 PM	1:50 PM		4:10 PM
1st/Washington (Park 'n Ride)	10:40 AM	12:10 PM	1:55 PM		4:15 PM

Other Considerations

MRTA shall:

- operate the RNG service and cover its costs, including buses, drivers, maintenance, fuel, insurance, and administration
- support and promote the RNG service
- lead in developing community partnerships to support the RNG service
- sell RNG service bus passes and tickets on the MRTA website and via local ski shops
- offer a \$19 season pass for unlimited rides on the RNG service; said pass to be sold via the *BCRD website store for Nordic passes*

BCRD shall:

- provide funding of \$12,500 for the RNG service (see Funding & Payment, below)
- support and promote the RNG service
- assist in developing community partnerships to support the RNG service
- sell RNG service bus season passes, including selling said passes via the *BCRD website store for Nordic passes*
 - BCRD shall collect proceeds from such RNG service bus season pass sales and remit said proceeds to MRTA by the 15th day of the month following the month in which sales occurred

Funding & Payment

In consideration for MRTA's providing the services set forth in the Service Plan, BCRD agrees to pay to Mountain Rides Transportation Authority the sum of \$12,500. Mountain Rides Transportation Authority agrees to submit an invoice at least thirty (30) days in advance of each payment due date and Blaine County Recreation District agrees to make payments according to the following schedule: \$6,500 payment due on Dec 11, 2020; \$6,000 payment due on Jan 15, 2021.

Blaine County Recreation District and Mountain Rides Transportation Authority enjoy synergies and advantages born of a strong partnership: i) integrated and efficient transportation services that are easy for Nordic skiers; ii) connectivity and generous hours of service for Nordic skiers; and iii) an effective and efficient deployment of resources.

Special Considerations

The Parties agree to meet on or before November 10, 2020 to evaluate health conditions and local, state and national mandates, recommendations and regulations relative to COVID-19, and the viability of RNG against that backdrop. At such time, either Party may terminate this Memorandum of Understanding, without further obligation, via written Notice to the other Party.

Unless this Memorandum of Understanding has been terminated according to the terms of the preceding paragraph, the Parties agree to meet on or before December 15, 2020 to evaluate health conditions and local, state and national mandates, recommendations and regulations relative to COVID-19, and the viability of continuing RNG against that backdrop. At such time, either Party may terminate the balance of this Memorandum of Understanding, without further obligation excepting BCRD's payment of \$6,500 to MRTA due on December 11, 2020, via written Notice to the other Party.

If either Party terminates this Memorandum of Understanding according to the terms of the preceding two paragraphs, the Parties agree that BCRD will refund in full each customer that purchased a season pass for the RNG.

Agreed and Accepted:

Aug 3, 2020
Jim Keating (date)
Executive Director
Blaine County Recreation District

Aug 3, 2020
Wally Morgus (date)
Executive Director
Mountain Rides Transportation Authority



Dad



Fwd: BCRD Pool Draw 6

Sent - BCRD POP

July 23, 2020 at 1:51 PM



[Details](#)

To: Joan Kino, Katrina Collins, Eric Rector, Cc: Mike Burchmore

Katrina,

You have my approval to process this final check for Conrad Brothers for \$332,136.74. This should conclude the financial side of this transaction. Paul has provided a letter of obligation to finish 2-3 punch list items that I will send for the file as well. Eric is fully aware of those items.

You can code to Fox Park Project/capex.

Joan, I know we have talked but please utilize all of our remaining LGIP funds for a portion of this amount. I expect to receive ~100k in Eccles funding in next two weeks and hopefully LWCF \$100 reimbursement in next two weeks. We also expect to receive final pay authorizations for the ASL contract within the next two weeks.

Katrina, I know you mentioned you saw a \$45k under-billing when considering this invoice. I just checked the math below and my calculations are that this is the correct final invoice that concludes the contract bid (w/some change orders). Let me know if you see any issue with this accounting:

Prior Invoices Paid	
\$ 319,033.99	App #1
\$ 370,899.73	App #2
\$ 296,891.77	App #3
\$ 151,882.44	App #4
\$ 109,557.02	App #5
\$ 1,248,264.95	Project Conrad Main Bid to date (thru 7/1)

Last Invoice Submitted
\$ 332,136.74 App #6 - final invoice with retainage

Final Accounting
\$ 1,580,401.69 Final total cumulative billing including last invoice & retainage
\$ 1,580,401.69 Total Bid w/change orders included
0 Net Delta

Thanks all,

-jim



MEMORANDUM

TO: BCRD Board of Directors
FROM: Jenna Vagias, Director of Recreation
SUBJECT: Summer Camp Extension & Fall Youth Soccer Program
DATE: August 3, 2020

Extending Summer Day Camp

On July 23, 2020 the Blaine County School District Board of Directors voted to push back the first day of school from August 17 to September 8. The BCRD's summer day camp is scheduled to end on August 14 prior to the original start of school date. This summer in a reduced camp size due to the COVID-19 pandemic, we serve an average of 58 children each week, most of which require this program so that their parents can maintain employment.

After assessing seasonal staffing availability, we have determined that we have approximately 10-12 staff available to work for an additional 3 weeks past their original end date. While this is a reduction of approximately 50% of available staff, we feel we can safely follow COVID-19 protocol and offer 3 weeks of summer camp programming to 48 campers. We have reassessed availability of facility space and can accommodate 4 pods of 12 students in separate spaces to decrease the risk of virus transmission. Additional seasonal wages for this 3-week period are estimated at \$12,704. Additional activity supplies are estimated to cost \$500. Additional revenue in program fees is estimated at \$13,680.

For board consideration, BCRD programs staff recommend extending summer day camp by 3 weeks to the new end date of September 3 with a camp capacity of approximately 48 to 60 children as staffing and facilities allow.

Fall Youth Soccer

Last year, BCRD's Fall Youth Soccer program offered 250 elementary-aged children the opportunity to get fresh air and exercise, learn new skills, and make new friends. This year in the midst of the COVID-19 pandemic, the pros and cons of offering this league must be approached with careful consideration. At this particular moment in our community's health, outdoor play and safe programming are critical given the limited opportunities for our children to exercise and socially interact. Additionally, BCRD's youth soccer offers the opportunity for our children to stay local while still enjoying fun and competitive soccer. The importance of an "in-town" league has never been more critical than now as a way to encourage families to limit interactions outside of our valley to help prevent the spread of the virus. It is with this in mind that the BCRD programs staff recommend for

Board consideration that we offer our Fall Youth Soccer league with modifications and adherence to strict safety protocol.

If BCRD youth soccer league were to proceed, it would be with protocols in place that comply with federal, state, and local guidelines and utilizing guidance from Idaho's South-Central Health District, the Center of Disease Control, Idaho High School Activities Association, and the City of Hailey. We would recommend that BCRD soccer league operate only if Blaine County is defined as being in Stage 3 or better of the governor's Idaho Rebound COVID-19 protocols. Many modifications would be made to the league including face coverings, group size restrictions, and altered practice and game schedules to ensure no large groups events. Attached you will find the complete youth soccer protocols for a proposed Fall 2020 season.

In anticipation of less participants in the league this year, we would split the league into 4 divisions instead of our typical 6 divisions. Separated by gender, 1st, 2nd, 3rd graders would play in the lower division and 4th, 5th, 6th graders would play in the upper division. Several coaches and referees from last year's season have committed to coming back this year if the league were to run.



2020 Fall Youth Soccer COVID-19 Specific Protocols

BCRD's 2020 Fall Youth Soccer Protocols have been developed to comply with federal, state, and local guidelines and utilizing guidance from Idaho's South-Central Health District, Center of Disease Control, Idaho High School Activities Association, and the City of Hailey. The BCRD soccer league will operate only if Blaine County is defined as being in Stage 3 or better of the governor's Idaho Rebound COVID-19 protocols.

1. Personal behavior to reduce spread

a. Face coverings

- In adherence of the City of Hailey's public health emergency order, coaches are required to wear a face covering whenever they cannot maintain 6-feet of distance from another person.
- Officials will be required to wear a face covering during the entire contest. Officials will use electronic "whistles."
- Players are required to bring a clean face covering to all practices and games.
- In adherence of the City of Hailey's public health emergency order, players are required to wear a face covering whenever they cannot maintain 6-feet of distance from another person. During games and scrimmages, when 6-feet of distance is impossible to maintain, all players will be required to wear a face covering unless they are exempt for medical reasons. If players are spread out on the field doing drills or conditioning in which they can maintain 6-feet of distance from others, they can remove their face covering if they wish.
- In adherence of the City of Hailey's public health emergency order, spectators will wear face coverings when they are not able to maintain 6 feet of physical distance.

b. Self-health screening

- Parents will be asked to be on the alert for signs of illness in their children and to keep them home when they are sick.

- Players should tell their coach if they don't feel well and then go home from the practice or game immediately.
- Parents, coaches and officials are required to use the self-screening questionnaire prior to attending every practice or game. The parent, coach or official must confirm that they (coach or official) or the child (parent) **does not have/has not had** a fever (100.4⁰ or above), shortness of breath, cough, chills, headache, repeated shaking with chills, new loss of taste or smell, sore throat, gastrointestinal issues or muscle pain for at least 72 hours OR that they have not come in contact in the last 14 days with anyone who has tested positive for COVID-19.

c. Hand hygiene

- Hand hygiene stations will be set up at each field. Players, coaches and officials are required to clean their hands prior to attending practice/games. If a sink with soap and water is not available, the BCRD will provide hand sanitizer with at least 60% alcohol.
- If a drill is conducted that requires many players to touch the ball with their hands (such as throw-ins), a hand-sanitizing break will be scheduled immediately following the drill.

d. Limit car pooling

- Ideally, the same parent or designated person should drop-off and pick-up the player each day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- Families should consider limiting car-pooling with children who are not in their immediate family. If car-pooling is necessary, face coverings are encouraged during transport.

2. Maintain a healthy environment

a. Cleaning & disinfecting equipment

- All cleaning products supplied for use in BCRD programs are EPA-approved for use against the virus that causes COVID-19 and will be used according to the directions on the label.
- All soccer balls and cones will be sprayed with disinfectant provided by the BCRD at the end of each practice.

b. Minimize shared equipment

- No water fountains will be used during practice or games. Players will be required to bring their own clean, labeled water bottle each day.
- All players will be given a uniform at the beginning of the season and are required to bring it to each practice. Players will not share scrimmage vests but instead will wear their own uniform if needed for practice scrimmages.
- Each team will have two pairs of goalie gloves that they can assign to two players for the entirety of the season. All other goalies will be required to bring their own goalie gloves.
- Goalie jerseys may be shared but only when washed and dried in high temperature machines in between uses.

c. Modify practice structure to support physical distance

- Warm-ups, conditioning, and skills practice will be planned so that players can maintain physical distance of 6 feet or more.
- Drills and scrimmages that require players to come within 6 feet of one another utilized on a minimal basis.

3. Maintain a healthy operation

a. Cohorting

- Practices and games will occur with the same team of children for the entire season. The roster of players will be determined at the beginning of the season and this team will remain the same for the duration of the league.
- One or two coaches will be assigned to each team and will remain with that team for the entire season.
- The BCRD remains a local, "in-town" league and as such all teams are comprised of Blaine County children only. No teams will play groups of children from outside of Blaine County.

b. Staggered scheduling

- Games will be spread out to different venues within the City of Hailey so that no more than two teams and their spectators are congregating in one space at a time.
- Practice times and locations will be assigned so that teams can practice in their own assigned space without coming in contact with other teams.

c. Physical distance

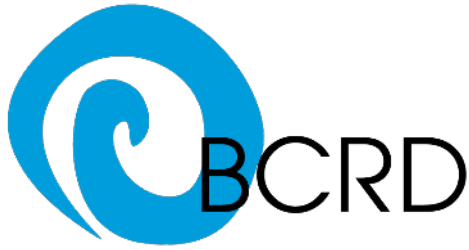
- In lieu of team high-fives at the end of the game, teams should circle up and give a quick cheer of thanks for the other team and officials.
- When on the side-lines, teammates and coaches should stand at least 6 feet apart from one another.
- At games, spectators will stand on the far-side of the field from where the players and coaches are located.
- In adherence of the City of Hailey's public health emergency order, spectators will wear face coverings if they are not able to maintain 6 feet of physical distance.

4. Response plan for managing COVID-19 case(s) in our program

- a. In the event we are notified of a positive or probable case or direct contact with a positive or probable case in our program, the BCRD will follow its COVID-19 Response Plan (CRP) which calls for collaboration with Idaho's South Central Health District to assist in contact tracing (while maintaining mandated confidentiality) and to develop the most appropriate closure or suspension period and scope.
- b. All players, coaches, and staff should self-screen daily for COVID-19 symptoms following CDC guidance. If a player, coach or staff member demonstrates COVID-19 related symptoms prior to a game or practice, that individual should stay home and not participate until they have been 72 hours symptom free without the aid of medication.
- c. In the event of a positive or probable case or direct exposure to a positive or probable case in a BCRD program, the BCRD will initiate a communication plan to parents outlining any associated decisions relative to closures of the facility or suspension of services.
- d. In the event of suspension of the league due to COVID-19 related illness, the decision to refund the registration fee will be determined based on the date of cancellation.
- e. Jenna Vagias, Director of Recreation, or Ellie Punnett, Youth Sports Coordinator, will be the designated staff persons responsible for responding to COVID-19 concerns. Their contact information will be shared with coaches and parents for concerns regarding COVID-19. Jenna Vagias, jvagias@bcrd.org; (208) 578-5455 (office); (406) 224-7312 (cell) OR Ellie Punnett epunnett@bcrd.org; (208)578-5452 (office); 208-721-0982 (cell).

Sources and References for Plan Development

1. [Overall Idaho Rebounds Plan](#)
2. [Stage 1: Protocols for Daycares and Childcare](#)
3. [Stage 1: Protocols for Youth Activities](#)
4. [Stage 2: Protocols for Indoor Gyms and Recreational Facilities](#)
5. [CDC Guidance: Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
6. [Idaho High School Activities Association Guidance for Opening Up High School Athletics and Activities](#)



2020 Youth Soccer

Additional COVID-19 Specific Protocols

Pursue the Active Life

www.bcrd.org (208) 578-2273

As a parent and/or guardian of a child participating in BCRD 2020 youth soccer, I agree to abide by and follow these additional BCRD COVID-19 specific protocols as outlined below to help decrease the spread of virus transmission including the following:

- I will be alert for signs of illness in my child and I will keep them home when they are sick.
- Prior to attending practice and/or games, I will screen my child using the following questionnaire. If I answer **YES** to any of the following questions, I will keep my child home from practice/game until I can answer **NO** to all of the questions.
- I will notify the BCRD if there is reason to believe my child may have been exposed to a positive or probable case of COVID-19.
- I will provide a clean face covering for my child for all practices and games.
- If I am attending a practice or game as a spectator, I will try to maintain a 6-foot distance from others who are not in my household. When I cannot maintain a 6-foot distance, I will wear a face covering.
- I will provide a clean and filled water bottle (minimum of 12 ounces) each day for my child.
- I will try to have the same parent or designated person doing drop-off and pick-up for my child every day.

1. Now, or in the past 72 hours (3 days), has your child experienced either of these symptoms:

- Yes **Shortness of breath or difficulty breathing**
- Yes **Fever (100.4° F+)**

2. Or two or more of the following symptoms:

- Yes **Cough**
- Yes **Chills**
- Yes **Muscle pain**
- Yes **Sore throat**
- Yes **New loss of taste or smell**
- Yes **Gastrointestinal issues** (diarrhea, nausea, etc.)
- Yes **Headache**

3. In the last 14 days, has your child been in contact with anyone who is confirmed COVID-19 positive?

- Yes



Pursue the Active Life

MEMO

To: Blaine County School District (BCSD) Board of Trustees

From: Jim Keating, Executive Director BCRD; Jenna Vagias, Recreation Director BCRD

Date: July 27, 2020

Regarding: BCRD Updated Requests for Fall Programming

Since our memo of May 8, 2020 and the subsequent approval by the BCSD Board of Trustees, the BCRD has been managing youth summer camp and indoor adult programming at our leased space at the Community Campus and on select school district fields. We have been managing these activities under strict protocols consistent with state and local mandates and under the guidance of the South-Central Public Health District (SCPHD). Those activities are critical to the community and the BCRD hopes that our collective efforts have yielded some insights for the BCSD board as they consider opening school district facilities to children this fall. The BCRD has also agreed to a Lease Amendment providing the BCSD further indemnification for these activities.

Recently, the BCRD sent an email to Gwen Carol Homes and Bryan Fletcher outlining our plans for fall programming for the community and requesting input if merited. Specifically, the BCRD would like to provide after school programming, offer some adult programming with competitive activity in our space at the BCRD gymnasium, and operate our youth soccer league with competitions and scrimmages under strict safety protocols on school district fields like Nelson Field this fall. All of these activities would be offered under federal, state and local protocols utilizing guidance from both the SCPHD, the Center for Disease Control (CDC), Idaho High School Activities Association (IHSAA) and the City of Hailey.

We submit the following details about two programs that involve competitive activity under discussion for your consideration upon the request of the BCSD administration subsequent to our recent communications.

1. **Use of BCRD Gymnasium space.** We would like to request autonomy in managing our programming in our leased space at the Community Campus given our commitment to the health standards of the state and local community and triple net lease agreement and additional lease amendment securing incremental indemnification for BCSD. The BCRD hopes to engage limited adult programming in the 20,000 square foot gymnasium space like pickleball, adult basketball, or indoor soccer.
 - a. Healthy activity is critical to our community and starting in the fall, outdoor options will become more limited. The BCRD gymnasium offers a controlled space for social distancing, monitoring, and screening.


- b. THE BCRD has already submitted a formal request to the board for adult programming in its space at the Community Campus and the board approved those requests in May of 2020. The BCRD understands the BCSD Board already approved our adult programming plans under state protocols so is seeking confirmation to that effect from the BCSD Board of Trustees.
 - c. As part of that request, the BCRD has agreed to a Lease Amendment that further indemnifies the BCSD for BCRD activities and actions on BCSD owned facilities. The Lease Amendment covers all periods when children are not in school district facilities and is in addition to our existing lease which already covers indemnification to BCSD for BCRD related activities.
 - d. Youth and adults in the community are, in fact, informally gathering in parks, fields across the community. The BCRD gymnasium space represents a more controlled environment where the community can be engaged safely and under required social distancing protocols.
 - e. The BCRD has isolated its rented space at the Community Campus to prevent any use of its patrons of the common areas. All access and exits to our facility and gymnasium would continue to be managed from the east side of the building. All areas of the building are subject to consistent cleaning schedules and the BCRD Response Plan pending any exposure or potential exposure of COVID-19 in the leased areas.
 - f. All specific programming decisions would ultimately be approved by the BCRD Board of Directors for final oversight and accountability.
2. **Youth Soccer/Sports on school district fields.** This year, we hope to offer a safe, active youth soccer program including some competition and scrimmaging to our community primarily using the Nelson Field complex.
- a. All youth soccer programming would be consistent with state “Youth Activities” protocols under Stage 3 and Stage 4 of the Idaho Rebounds Plan. Group size would be limited and dispersed to various other locations and City of Hailey fields, and attendance would be monitored and reduced.
 - b. Outdoor play and safe programming are critical at this time given the limited opportunities for our kids and the potential need for the BCSD to reduce its enrichment programs within the school day and upcoming year.
 - c. All BCRD youth soccer programming is limited to local children and no travel is involved. This marks a distinction with other BCSD competitive program offerings, especially at the high school level. Furthermore, the Idaho High School Activities Association has recently supported protocol that allows competitive activity for all children in public school facilities based on risk levels associated with individual sports. Soccer is allowed at the high school level under strict guidelines.
 - d. All BCRD youth sports programming would ultimately be approved by the BCRD Board of Directors for final oversight and accountability.

We hope that, as partners of the BCSD and stewards of the same community, we can manage these obligations that are so critical to our community this fall. We also hope we have demonstrated great attention to the protocols and management required in these trying times. The BCRD has as much experience as any entity in managing indoor and outdoor programming safely during the Covid-19 crisis currently offering summer youth programming, indoor recreation fitness, outdoor multi-use pathways, and summer hiking and biking trails and infrastructure.

We appreciate the consideration and support of the BCSD Board of Trustees for our proposed plans. We are committed to continued partnership on behalf of our community.

Sources and References for Plan Development

1. [Overall Idaho Rebounds Plan](#) (Stage 1 initiated May 1, 2020)
2. [Stage 1: Protocols for Daycares and Childcare](#)
3. [Stage 1: Protocols for Youth Activities](#)
4. [Stage 2: Protocols for Indoor Gyms and Recreational Facilities](#)
5. [CDC Guidance: Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
6. [Idaho High School Activities Association Guidance for Opening Up High School Athletics and Activities](#)

From: jkeating@bcrd.org 
Subject: BCRD Fall Programming
Date: July 15, 2020 at 12:07 PM
To: GwenCarol Holmes gholmes@blaineschools.org, Bryan Fletcher bfletcher@blaineschools.org, Howard Royal HRoyal@blaineschools.org, Teresa Gregory tgregory@blaineschools.org
Cc: Jenna Vagias jvagias@bcrd.org, Mike Burchmore mburchmore@gmail.com, Mark Mary mmary@powereng.com, Fauth Mary mfauth@fauths.com
Bcc: Dad jkeating@bcrd.org



Gwen Carol,

Thanks for the opportunity to request some clarification and confirmation as we plan and finalize registration for fall programming at the BCRD. Given many of those programs involve the use of school district owned property, we discussed these scenarios with Bryan Fletcher, Howie Royal, and Teresa Gregory and wanted to also connect directly with you on these matters.

HUB After School programming:

The BCRD has conducted summer camps for the last 7 weeks using our contracted space at the Community Campus. We believe this has been valuable to our community and provided an opportunity to work jointly on developing safe COVID specific protocols. Our intention is to offer after school care at the HUB for the 2020-2021 school year with the same basic protocols in place. Bryan has indicated all transportation to the Community Campus will continue in the school district plans A and B. Before we open registration, we are hoping you can confirm the details of this transportation plan or any issues so we can best communicate to parents and develop an enrollment plan that enables the BCRD to safely operate our after-school care.

Fall Sports-Youth Soccer:

The BCRD hopes to offer youth soccer utilizing school district fields and limited adult competition in the gymnasium space under lease at the Community Campus. Participation in sports activities is an important part of the growth and development of children and provides both physical and mental health benefits to children and adults in the community.

By their very nature, sports bring people together which can lead to increased risk of COVID-19 spread. Therefore, it is with great care and in lock step with state and federal recommendations and mandates, that we put forth for consideration the BCRD's 2020 Fall Youth Soccer league to utilize Nelson Field for practices and games. Governor Little's State of Idaho's Rebound plan allowed for youth sports to take place under strict guidelines in Stage 1. While the State of Idaho has not published protocols for Stage 2, 3, or 4 as it relates to youth sports, Idaho's Central Health District (who has oversight of Ada County) has published a position statement for youth sports. It states:

Stage 3: Scrimmages may occur but no more than two teams should be present. Total number of spectators and teams should be limited to 50 or fewer with physical distancing and face coverings encouraged.

Stage 4: Scrimmages, games, and multi-team events may occur but no more than two teams should be present. Spectators and teams should be limited to 250 or fewer with physical distancing and face coverings encouraged. If a team is traveling from another county, cancel events if travel is to/from an area with ongoing community transmission.

Currently, our understanding is that BCSD is not allowing any sporting competition in Stage 4 (or earlier stages) on their property and that rationale is based on the Idaho High School Activities Association's (IHSAA) current stance restricting competition at the high school level. It is important to note a distinction between inter-county high school athletics that travel around the state to play other communities and the BCRD's youth soccer league which is made up of small teams from within Blaine County who do not travel outside of the county. If there has ever been a time to support our children staying close to home and playing in local leagues, it is now. By providing our soccer league this fall, children of diverse socio-economic backgrounds will have access to this healthy and affordable opportunity. If we are not able to operate our league while in Stage 3 or 4, those in our community who can afford private programming, will play on a travel team and most certainly will participate in competition outside of our community, as has already been the case throughout the summer. Those who cannot afford private programming will sit at home or potentially congregate in a less controlled and safe environment.

BCRD Gymnasium:

We hope to offer limited, small group adult programming and no "open gym" time in our leased gymnasium space at the Community Campus. Examples of programming include pickleball, limited organized adult sports, and indoor playground. BCRD will manage these programs and activities under the same protocols established currently which strictly adhere to state mandated restrictions establishing screening, social distancing, monitoring, and assistance with the South Central Public Health District for potential contact tracing. The activities would be covered under our existing liability agreements with the school district and would be consistent with other approved, managed programming for adults and youth that is currently available in the community in other locations.

In summary, the BCRD has brought youth and adult sports to our community for over 30 years. Last year in youth soccer alone, over 300 BCSD elementary school aged children enjoyed healthy, outdoor exercise and learned important social and emotional skills by being part of a team. With your approval, we hope we will be able to bring this important and beloved program to our community in Stage 3 or 4 with a critical focus and a strict adherence to state and federal guidelines set forth to minimize the spread of COVID-19 in our community. Thank you as well for any further information regarding transportation to the Community Campus and our plans to engage limited adult programming in the gymnasium space at the Community Campus.

Jim Keating

Jim Keating

Executive Director, BCRD

Jenna Vagias

Recreation Director, BCRD

CC BCRD Board of Directors

COVID-19 Resources specific for Youth Sports

CDC's Considerations for Youth Sports

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

Idaho Central Health District Position on Youth Sports

<https://cdhd.idaho.gov/pdfs/cd/Coronavirus/Resource%20Docs/Youth-Sports-CDH-Position-05-2020.pdf>

City of Boise Field Use in COVID-19 World

<https://www.cityofboise.org/departments/parks-and-recreation/youth-sports-field-use-in-light-of-covid-19/>

Idaho Stage 1 Rebound Protocols for Youth Activities

<https://rebound.idaho.gov/wp-content/uploads/2020/04/stage-1-protocols-youth.pdf>

Idaho High School Activities Association

<https://idhsaa.org>

Jim Keating
Executive Director
BCRD
1050 Fox Acres Road
Hailey, Idaho 83333
(208) 578 5451
jkeating@bcrd.org



The BCRD Arboretum Revitalization Proposal

July 30 ,2020

Introduction

The BCRD Arboretum has been an oasis of green space along the Wood River Trail, literally hiding in plain sight for almost 25 years. It is a unique place to cultivate and preserve native trees, shrubs and plants from different ecosystems across Idaho in order to demonstrate the biodiversity of our state and the Wood River Valley. These established plants create a rich pollinator and wildlife habitat for bees, birds and butterflies and a passive recreational experience for birding and wildlife observation.

The Arboretum is also a recreational destination for the public along the Wood River Trail, educating visitors about the over 51 native plant species that exist there and are adapted to our climate. It might simply be considered a living museum of local natural beauty and diversity.

As more and more citizens in our community take an interest in cultivating their own gardens and backyards as a way to create personal resilience, it is valuable to experience places where they can see and compare mature plants and study the different native varieties they might wish to include in their own gardens, especially those plants that are drought tolerant, and resilient to climate change. The Arboretum is the perfect living laboratory to do just that. In addition, while in the midst of a pandemic, the Arboretum is a vital and easily reached outdoor space in which to visit and enjoy safely.

Next year will mark the BCRD Arboretum's 25th anniversary and with this special birthday is an opportunity to reignite interest in and create public awareness of this unique landscape right in our own backyard. Taking time to consider the Arboretum's future, how the public could be made more aware of its existence and value, how it could be more accessible and continue to benefit the community both educationally and recreationally is the purpose of this proposal.

BCRD Arboretum History/Status

Located adjacent to the Wood River Trail on the corner of Fox Acres Road and Main Street in Hailey, the BCRD Arboretum was established in 1996 under the leadership of then Executive Director Mary Austin Crofts in partnership with volunteer labor and a \$4800 Urban and Community Forestry grant from the Idaho Department of Lands. The grant funded plant starts, drip irrigation supplies, a brochure and a sprinkler timer. The BCRD holds an encroachment permit from ITD and has provided irrigation and grounds maintenance since its inception. In addition, the BCRD recently replaced an informational sign within the garden space. Weeding and oversight of the property has been maintained via volunteer support primarily from Arboretum champion, Linda Ries, who donates approximately 70 hours per year of her time. The City of Hailey donates the water to the project annually and Bill Josey of Arbor Care provides tree maintenance at little or no cost on an annual basis.

BCRD Arboretum renewal and refurbishment Projects outlined for your consideration:

Creating an entrance sign at top of path: Currently, WRT users and other citizens driving by have no way of identifying the Arboretum from the trail or the street. A way finding sign with a clear and well-marked entrance would help to identify its existence and invite people into the space. This sign could be in keeping with the design of other BCRD signage along the trail, and could include some details of what the Arboretum displays.

Adjusting the trail into the Arboretum from the SE side: Change the grade to make it easier to negotiate and upgrade the overall trail surface for safety and ease of use. Currently this entrance is used primarily for cyclists seeking a short cut to Main Street. They tend to ride very fast through the Arboretum space creating potential danger for those standing in the area below. There have been many near collisions between cyclists and pedestrians as a result. Regrading and widening the path to include a turnstile or other inexpensive barrier, could minimize the cyclist/pedestrian conflict and decrease the danger of collision. Using road mix or crushed gravel that could be compacted so the trail surface would be firmer more stable for all users. Possibly some metal edging along the trail could be added to help keep the gravel in place. Additional gravel could be added to the city path portion to connect to a sidewalk and create a flatter path into Arboretum for ADA access from the southwest side.

Upgrade the drip irrigation: Since most of the existing main lines are functioning, adding some laterals (1/2 inch) lines and additional drippers and small spray nozzles would help establish specific areas to plant wildflowers for pollinators.

Amend soil with compost in critical locations: especially ahead of sowing wildflower seed in the fall. This compost would improve soil properties and increase ability of plants to withstand drought conditions. This soil amendment would allow areas to establish wildflower plantings. Before the compost would be added, the more aggressive grasses such as western wheatgrass and would be removed in certain areas to minimize competition for starting wildflowers. (Volunteers would remove grasses). Wildflower seed will be collected summer & early fall of 2020 for planting before winter so they can germinate in 2021.

Seating in the Arboretum: There are no areas to sit at this time within the Arboretum. Adding rocks or other low maintenance material as seating would increase the use by passive recreationists interested in observing birds and pollinators and studying plants as well as those who choose to use the space for reflection and meditation.

Add pollinator habitat (bee boxes, bird houses and perches). The cost of these additions would be minimal and installation easy.

Educational Brochure & Plant Identification Signage: Designing a new full color brochure that includes plant and wildlife species information, native plants best for home landscapes, a map and history of the Arboretum, volunteer opportunities etc. Plus, new Plant ID signs would enable more public awareness of the Arboretum.

Current Stakeholders and Future Partners

The City of Hailey and Hailey Tree Committee
Wood River Chapter of the Idaho Native Plant Society
Sawtooth Botanical Gardens
Sun Valley Institute/Local Food Alliance
Wood River Land Trust
Arbor Care
Wood River Seed Library
Upper Bigwood River Grange
Valley Chamber of Commerce

BCRD Arboretum Maintenance and Sustainability

For the past six years, Linda Ries has provided consistent oversight of the Arboretum with specific focus on weeding, plant maintenance and irrigation tracking. As stated above, the BCRD has provided ongoing irrigation repair and sign maintenance. Continuing their role in that capacity would be very helpful. The beauty of the Arboretum is not only its manageable size, but its drought tolerant plant material, making it a fairly low maintenance asset overall.

However, the potential renewal and refurbishment projects do require a point person to oversee management and outcomes. Linda Ries and Kris Stoffer would be specifically interested in organizing and overseeing the wildflower seeding, composting, weeding and the majority of the irrigation upgrades. It would be helpful to engage the BCRD as one-time supervisors of the trail upgrade, irrigation improvements and signage, with the WRLT having expressed an interest in providing the volunteer labor to implement the trail changes and add the gravel. The City of Hailey will continue to provide the water for the Arboretum. It may also be possible for the Hailey Tree Committee Arborists to assist with additional pruning support above and beyond what Arbor Care has committed to doing annually.

Linda would also provide the BCRD with an annual Arboretum maintenance calendar that includes a list of needed seasonal jobs with individual and group volunteers from the community in place to execute the maintenance.

There are also many local and national grant opportunities available for native plant Arboretum improvements and maintenance that would be pursued by Kris Stoffer and Linda Ries as well as individuals who have expressed a desire to support the BCRD Arboretum with donations. These

contributions potentially held by the BCRD could be used to fund maintenance needs over time to ensure Arboretum sustainability.

	Project/activity	Cost/unit	Estimated cost	Who does work
1	Entrance sign	\$500 to \$1000	Unknown	BCRD install, sign –
2	Trail upgrade Material	Road mix/Gravel \$35/cubic yd.	10 yds. delivery \$50 = \$400	Contractor delivers material. WRLT volunteers apply it.
2	Trail upgrade location adjustment, turnstile/barrier	Burke – gravel onto trail, packer	\$1000	Volunteer Labor/Contractor BCRD oversees
3	Drip irrigation	½ inch line & drippers	\$200	Volunteers/Linda Ries BCRD oversees installation
4	Compost	\$69/cu yd., delivery \$50	4 yds.= \$276	Webb delivers, WRLT volunteers spread it
5	Seating	unknown	\$500	Webb Volunteers install
6	Pollinator and bird houses	\$20	\$100	Built &Installed with volunteers
7	Brochure/Species Map & Plant ID Signs	\$1,000	Linda Ries will write INPS Grant Proposal	Linda Ries would manage

Total Renewal & Refurbishment Project Costs: \$3,476

Total Funding Request: \$2,476

Thank you for your consideration,

Kris Stoffer, Food & Farm Committee, Sun Valley Institute

Linda Ries, BCRD Arboretum Care Volunteer and Hailey Tree Committee Chair

Minutes: Bid Opening for WRT Seal Coat - 2020

Date: Wed, July 15 @ 10am

Attendance: Dan Abbott - PSI
Tanelle Conners - BCRD
Eric Rector - BCRD

Opening of meeting: 10am [@] Received 3 sealed bids from PSI
by Tanelle Conners

Apparent low bidder: Imperial Asphalt Sun seal.

Sun Seal: \$37,699.20 bid

PSI: \$36,622.44 bid | Apparent low bidder

Imperial Asphalt: \$39,853.44 bid

Closed meeting @: → Aug 3; BCRD Board Mtg.
to approve bid.

10:08am
by JC.

Blaine County Recreation District

**SEAL COATING OF MULTI-USE
WOOD RIVER TRAIL SYSTEM,
BLAINE COUNTY**

2020

**PROJECT
MANUAL**

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MOUNTAIN EXPRESS
LEGAL AD
TO RUN JULY 1 & JULY 8, 2020

INVITATION TO BID

Blaine County Recreation District
Hailey, Idaho

For: Seal coating of sections of the Wood River Trail – 2020

Notice is hereby given that sealed bids will be received at the office of the Blaine County Recreation District, 1050 Fox Acres Road Room #107, Hailey, Idaho, 83333 and opened at 10:00 a.m. on Wed, July 15, 2020, for furnishing all labor, materials, equipment and skill required for work described.

Proposal forms are on file at the office of the BCRD and available electronically by emailing jconners@bcrd.org.

No bid will be considered unless sealed and filed with the BCRD before the stated bid time and accompanied by a Bidder's Bond or Certified Check made payable without recourse to the Blaine County Recreation District in an amount equal to 5% of the base bid. A performance bond and a labor and material payment bond in the full amount of the contract sum will be required of the successful bidder.

No bid may be withdrawn for a period of forty-five (45) calendar days after bids are opened. The Board reserves the right to reject any or all bids and to waive irregularities and formalities in order to award the contract in the best interests of the Blaine County Recreation District.

Eric Rector, Trails & Facilities Director
Blaine County Recreation District
1050 Fox Acres Road, Room #107
Hailey, Idaho 83333
208-578-2273

INSTRUCTIONS TO BIDDERS

1. Sealed bids for Seal Coating of Bike/Hike Trails and Walking Paths at Wood River Trails System 2019 for the Blaine County Recreation District, will be received and opened at the office of the Executive Director, Blaine County Recreation District, 1050 Fox Acres Rd., Idaho, 83333 at **10:00 a.m. on Wednesday, July 15, 2020.**

2. DEFINITIONS:

A. OWNER. "Owner" shall mean the Blaine County Recreation District and its duly authorized officials.

Jim Keating, Executive Director
Blaine County Recreation District
1050 Fox Acres Road, Rm. #107
Hailey, ID 83333

B. Contractor. "Contractor" shall mean the person, firm or organization that is awarded the contract for the construction of any divisions of the project described in these drawings and specifications. A public works contractor's license in the State of Idaho is required for this work prior to bid date.

C. Consultant. "Consultant" shall mean the duly authorized representative of the Owner.

3. AWARD OF BID, EXECUTION OF CONTRACT:

A. The Blaine County Recreation District Board of Directors will meet to consider the bids. Acceptance of a proposal shall bind the bidder to provide bonds and certificates and to execute a contract, the form of which is included in these specifications, within ten (10) days after notification of such award.

4. FORM OF PROPOSAL:

A. All proposals must be submitted on the unaltered forms provided and included with these specifications. Each proposal must be submitted in a sealed envelope clearly marked:

“Proposal for Seal Coating of Bike/Hike Trails and Walking Paths at Wood River Trail System – 2020” and must be accompanied by the required bid security.

5. SCOPE OF PROPOSALS:

A. Proposals will be accepted only on the basis of performing all of the work outlined in the Proposal.

B. Bids must be submitted by properly filling each and every space provided for that purpose on the Proposal hereto attached. Bids not conforming to these requirements may be rejected as irregular.

Instructions to Bidders
Page 1 of 3

6. CONTRACTOR’S PERFORMANCE AND PAYMENT BOND:

A. The Contractor shall promptly furnish a Performance Bond and Labor and Material Payment Bond in the full amount of the Contract price in a form and with sureties approved by the owner. The Bond shall guarantee to keep all work constructed under this Contract free from defects in materials or workmanship for a period of three years from and after its completion by the Contractor and its acceptance by the Owner. For Contracts in an amount less than \$15,000, in lieu of the Bond, the successful bidder may provide an irrevocable letter of credit in the same amount required for the Bond and subject to the same conditions as the Bond.

7. INFORMATION CONCERNING THE WORK AND THE SITE:

A. Each bidder shall carefully examine the specifications and fully inform himself of the nature, location, and conditions under which the work is to be performed or materials delivered, and if awarded a contract, shall not be allowed extra compensation

because of failure to have so informed himself. Bidders shall not rely upon statements or representations of officers or employees of the Owner with reference to the site or the conditions of the work.

B. The bidder is invited to visit and inspect the sites with the District representative prior to the bid opening. Contact Eric Rector at 208-720-6719.

8. BID SECURITY:

A. Each bidder must submit bid security in the form of cash, certified check or bid bond payable to The District in an amount not less than five percent (5%) of the total base bid submitted.

B. The bid security shall be forfeited if the bidder fails or refuses to enter into contract and furnish bond within ten calendar days after his proposal shall have been accepted. This clause in no way shall limit the Owners remedies in law or in equity.

C. The bid security of unsuccessful bidders will be returned within 15 days after award of Contract. Bid security of the successful bidder will be returned after he enters into contract and furnishes satisfactory Performance Bond.

9. LAYING OUT THE WORK:

A. The Owner will provide field crews as necessary to establish control lines and indicate plan line and grade. The Contractor must take every reasonable precaution necessary to preserve the maintain stakes and reference points throughout each phase of the work. Failure to do so will result in deductions from contract payments in the amount of the direct and indirect costs of replacements.

10. PAYMENT:

A. Payment to the Contractor will be made monthly in accordance with the General Conditions of this Contract.

Instructions to Bidders

Page 2 of 3

11. CONTRACT DOCUMENTS:

A. Contract documents shall consist of the following:
Advertisement for Bids
Location Map
Instructions to Bidders

Description of Base Proposal
Proposal Form
Contract Form
Section A. - General Conditions
Section B. - Special Conditions
Section C. - Technical Specifications

12. PRE-CONSTRUCTION MEETING:

Subsequent to the award of the Contract for work or notice to proceed, a pre-construction meeting will be held at the project site. The purpose of the meeting shall be to review all items that will affect the proper execution and expediting of the work. Qualified spokesmen representing the Contractor and the Owner shall attend the meetings.

13. ADDENDA

Any addenda issued during the time of bidding shall be covered in the bid proposal and, in closing a contract, they will become a part thereof. List on the Proposal Form all addenda received. Failure of a bidder to receive any addendum shall not release the bidder from any obligations covered by the contract documents, provided said addendum was sent by U.S. Mail to the address furnished by the bidder for transmittal of U.S. Mail. It shall be the bidder's responsibility to make inquiry as to addenda issued.

PROPOSAL FORM

Date:

Contractor:

Bid Opening: Wednesday, July 15, 2020
 10:00 a.m.
 1050 Fox Acres Rd. #107 Hailey, ID 83333

Re: Seal Coating of sections of the Wood River Trail – 2020

Attention BCRD Board and staff:

The undersigned has examined the contract documents, including the Instructions to Bidders, General and Technical Contract Conditions, and is familiar with the site and location of the project, the nature of the work and local conditions affecting the cost of the work and hereby proposes to furnish all labor, materials, and equipment required for Seal Coating of sections of the Wood River Trail – 2020 as described, in strict conformance with all requirements of the Contract documents as follows:

FOLLOWING SECTION:

Blaine County - Wood River Trail –

From the north side Fox Acres Rd. in Hailey to the south side Ohio Gulch Rd.

Contact Eric Rector for further details or questions, 208-720-6719.

Estimated length: Approximately 5.1 miles or 26,928 L.F. (linear feet).

	Est. Quantity	Unit	Unit Price	Extension
Seal Coating	=====	S.F. (square feet)	=====	=====
		Total:		=====

Proposal Form
Page 1 of 2

Bid security in the amount of at least 5% of the bid accompanies this Proposal, the same being subject to forfeiture in the event of default.

It is understood by the undersigned that the right is reserved by the owner to reject any or all bids and to waive irregularities and formalities in order to serve the best interests of the Owner and that this bid may not be withdrawn until forty-five (45) days after the date of opening.

If this bid is accepted, the undersigned agrees that if awarded a contract he shall work continuously on this project and complete the work by September 30, 2020.

It is understood that if accepted by the Owner, this Proposal becomes a part of the Contract documents and failing to comply with any part of this Proposal will be taken as failure of the bidder to comply with the Contract documents and will be just cause for rejection of the work.

Respectfully Submitted:

Bidder is:

- Corporation
- Partnership
- Individual

Firm:

By:

Title:

Address:

Telephone:

Fax:

Acknowledges receipt of Addendas (initial after each Addenda is received):

1. No Addendas have been issued
- 2.

Proposal Form
Page 2 of 2

CONTRACT

Contract No: 12-2020

Date of Award:

Contract For Seal Coating of Bike/Hike Trails and Walking Paths at Wood River Trail System – 2020

Agreement:

This Agreement is entered into under the authority granted by the Blaine County Recreation District's Board of Directors and after the consideration of sealed bids that were submitted to the Blaine County Recreation District at a public opening at 10:00 a.m. on Wednesday, July 15, 2020. The Agreement is between Blaine County Recreation District existing under the laws of the State of Idaho, hereinafter referred to as the Owner, party of the first part, and _____ hereinafter called the Contractor, party of the second part.

Witnesseth:

Article 1:

The Contractor, for and in consideration of the payment or payments, herein specified, hereby covenants and agrees to perform all work as indicated and related on the attached Proposal Form for the complete Seal Coating of Bike/Hike Trails and Walking Paths at Wood River Trail System in strict conformity with the drawings and specifications and general Contract conditions prepared which are now on file in the office of the Owner. Said Drawings, Specifications and General Contract Conditions are hereby referred to and made a part of this Contract to the same extent as if herein set forth, and the same, together with this Contract, are herein referred to as the Contract documents.

Article 2:

Nondiscrimination:

A. During the performance of this Contract the Contractor agrees as follows:

The Contractor will not discriminate against any employee or job applicant on the basis of any legally protected category of individual, including but not limited to, race, color, religion, national origin, sex, age or disability with respect to any benefit or condition of employment including, but not limited to, hiring, promotion, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and benefits, and selection for training, including apprenticeship.

B. The Contractor shall submit the information and reports required by the Blaine County Recreation District Affirmative Action Policy. Failure to comply with these provisions will constitute cause for the Owner to terminate the Contract.

**Contract
Page 1 of 2**

Article 3:

The Contractor agrees to commence said work as herein provided at the earliest practicable date, no sooner than August 1, 2020, and to prosecute the same diligently and without delay, and complete this work no later than September 30, 2020.

Article 4:

The Contractor further agrees to make, execute and deliver to the Owner, a Performance Bond and Labor and Material Payment Bond executed by him and a surety company approved by the Owner in sum of

for the use of said Owner and of all persons doing work or furnishing skill, tools, machinery or materials under or for the purpose of this Contract by said Contractor, and this Contract shall not become effective until said Bond has been received and approved by the Owner.

The Contractor agrees to carry full coverage of Workmen's Compensation Insurance and Public Liability Insurance as outlined in the specifications and to save the Owner harmless from any and all liability which may arise by reason of claims, demands or payments which may be imposed upon the Owner by reason of any act or conduct of the Contractor, his agents or employees while engaged in the execution of this Agreement.

Article 5:

In consideration of the covenants and agreements stated above, the Owner agrees to pay the Contractor the sum of _____ with modifications upward or downward, if any, due to increased or decreased quantities of unit price items as mentioned in the Proposal or Bid of said Contractor which is made a part of this Contract and attached hereto.

Installment payments, if any, on account of work done and the materials furnished by said Contractor under this Contract and actually in place in said project, shall be made in accordance with the provisions of the General Contract Conditions and final payment therefore shall be due and payable on or before thirty (30) days after receipt by the Owner of a certificate by the Owner's Representative that the work has been fully completed and this Contract fully performed by the Contractor and the opinion of the Owner's attorney that the Owner is then obligated to pay the sum contracted for herein.

Witnessed By:

BLAINE COUNTY RECREATION DISTRICT

BCRD Board President

Date

Jim Keating,
BCRD Executive Director

Date

Witnessed By:

Contractor

CORPORATE SEAL

Signature and Title

Date

BLAINE COUNTY RECREATION DISTRICT

GENERAL CONDITIONS OF CONSTRUCTION AGREEMENTS

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SECTION A. GENERAL CONDITIONS OF CONSTRUCTION AGREEMENTS

I. INTRODUCTION/DEFINITIONS

The following General Conditions shall be incorporated in all bid specifications promulgated by and any agreements for construction services entered into by the Blaine County Recreation District.

Where the word "Consultant", a consulting discipline directly responsible for a specific project, i.e., Architect, Engineer, or Landscape Architect, is referred to throughout the contract documents and these General Conditions, it shall mean the duly authorized representative of the Recreation District, which may be a professional firm commissioned by the Recreation District or professional employees of the Recreation District, acting directly or through its designated representatives who have been delegated the responsibility for preparation of the contract documents and supervision of the construction, each acting within the scope of the duties and authority delegated to him.

Where the word "Contractor" is referred to throughout the contract documents and these General Conditions, it shall mean the individual, firm or corporation contracting for and undertaking prosecution of the prescribed work, the party of the second part to the contract, acting directly or through a duly authorized representative.

Where the words "Construction Documents" are referred to, it shall mean and consist of the Advertisement for Bids, Instruction to Bidders, Proposal Form, Contract Form, General Conditions of Construction Agreements, Special Conditions, Drawings, Specifications, and all

Addenda issued prior to and all modifications issued after execution of the Contract. A modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) A written interpretation issued by the Consultant, or (4) a written order for a minor change in the work issued by the Consultant.

A. BIDDING REQUIREMENTS

1. The Proposal Form furnished by the Recreation District must be submitted in duplicate. The Recreation District reserves the right to accept or reject any or all proposals or any part of any Proposal as the Recreation District, in its sole discretion, determines to be in its best interests. The Recreation District specifically reserves the right to reject any or all Proposals or any part of any Proposal for minor deviations from format or clerical omissions.
2. All bids shall be held firm until the award has been made. Deviations from this requirement may be cause for rejection.
3. No bid may be withdrawn for a period of 45 days from the opening thereof.
4. Collusion between bidders is cause for rejection of all bids by bidders involved in any way in the collusion.
5. Any Addenda issued during the time of bidding shall be covered in the Bid Proposal and, in closing a contract; they will become a part thereof. Failure of a bidder to receive any Addendum shall not release the bidder from any obligations covered by the Contract documents, provided said Addendum was sent by U.S. mail to the address furnished by the bidder for transmittal of U.S. mail. It shall be the bidders responsibility to make inquiry as to the Addenda issued.

General Conditions

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6. All contracts and purchases made by or under the supervision of the Owner for which competitive bids are required shall be awarded to the lowest responsible bidder, taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call for bids. The Owner shall have the power to decide as to the lowest responsible bidder for all purchases. Any or all bids may be rejected. A bid containing an alteration or erasure of any price contained in the bid that is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction there have printed in ink or typewritten adjacent there to and initialed in ink by the person signing the bid.
7. The award of contract, if it were awarded, will be made within 45 calendar days after the opening of proposals to the lowest responsible bidder who complies with all prescribed requirements.
 - a. Each bidder, by signing and submitting a Bid Proposal, represents that his bid is based up on the materials and equipment described or designated by manufacturer's name,

catalog number of trade name in the contract documents and that, if awarded the contract, he will furnish for use only materials and equipment so described. No substitution will be considered unless written request has been submitted to the Consultant for approval at least seven (7) calendar days prior to the date and hour set for receipt of bids. Each such request shall include a complete description of the proposed substitution, the name of the material or equipment for which it is to be substituted: drawings, cuts, performance and test data and any other data or information necessary for a complete evaluation by the consultant. If the Consultant approves any proposed substitution, such approval will be set forth in an Addendum.

II. GENERAL REQUIREMENTS

A. BONDS

1. When the amount of Construction Contract is greater than \$15,000, the Contractor shall furnish a Performance Bond and Labor and Material Payment Bond equal to 100% of the Contract amount, covering the faithful performance of the Contract. The bond shall remain in effect for one year from date of substantial completion.

2. If the amount of the Construction Contract is \$15,000 or less, the Contractor shall furnish the Recreation District with satisfactory evidence that the Contract can be faithfully performed and that all obligations arising under the Contract can be paid. Satisfactory evidence may include, but is not limited to, Bond, irrevocable letter of credit, financial statements and personal guarantees.

B. INSURANCE

1. The Contractor shall procure, pay for and maintain in full force and effect during the course of the performance of the Contract, and in the case of products and completed operations coverage, for a period of one year thereafter, the following minimum insurance coverages:

a. Workers' Compensation and Occupational Disease Insurance -- liability limits as per State Statute;

b. Employee's Liability Insurance -- liability limits of \$500,000 for bodily injury by accident for each accident; \$500,000 bodily injury by disease for policy limit and \$500,000 bodily injury by disease for each employee.

c. Commercial General Liability Insurance, including coverage for personal injury, bodily injury and property damage, for contractual liability, for products and completed operations, and for explosion, collapse, and underground hazards -- liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.

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d. Automobile liability insurance on all automotive equipment owned, non owned and hired -- liability limits of \$1,000,000 per occurrence;

e. Owner's Protective Liability and Property Damage Insurance in the name of the Recreation District and the Consultant -- liability limits of \$1,000,000 per occurrence and \$1,000,000 aggregate;

f. Extended Coverage Insurance in an amount equal to 100% of the completed value of the work. This insurance shall be written on an All Risk Form and shall include water damage (except for flood), fire, extended coverage, vandalism and malicious mischief, theft, collapse, glass and resultant damage from faulty work, faulty materials, and errors and omissions in design. The deductible amounts shall be no more than \$1,000. This insurance shall name as the insured Recreation District, the Contractor, and Consultant, and all Subcontractors and suppliers at the job site.

g. Umbrella Liability Insurance in the amount specified in the Special Conditions.

2. Insurance certificates evidencing that the above insurance is in force with companies acceptable to the Recreation District in the amounts required, and naming the Recreation District as an additional insured with respect to the project on all policies in which the Recreation District is not a named insured, shall be submitted to the Recreation District prior to the execution of the Contract. In addition to the normal information provided on the Insurance Certificate, the Certificate shall specifically provide that:

a. The coverage will not be modified except upon 30 days prior written notice to the Recreation District;

b. The contractor shall provide the Recreation District with copies of the actual insurance policies upon request.

C. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the Recreation District and its representatives, agents and employees from all claims, damages, losses and expenses, including but not limited to reasonable attorney's fees, which are attributable to or are the result of a negligent or otherwise wrongful act or omission, including breach of a specific contractual duty, of the Contractor or the Contractor's Subcontractors, agents, employees, delegatee, suppliers, or anyone acting on behalf of the Contractor.

D. NONDISCRIMINATION

The Consultant will not discriminate against any employee or job applicant on the basis of any legally protected category of individual, including but not limited to, race, color, religion, national origin, sex, age or disability with respect to any benefit or condition of employment including, but not limited to, hiring, promotion, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and benefits, and selection for training, including apprenticeship.

E. LIMITATIONS

The Recreation District agrees that it shall commence any legal action against the Contractor seeking damages arising or resulting from any work that was performed or that should have been performed by the Contractor within 4 years from the date the damages become known to the Recreation District or, in the case of claims for contribution or indemnification by

the Recreation District against the Contractor, within 4 years of the entry of judgment or payment of settlement giving rise to the claim. The Contractor hereby agrees to waive all other statutes of limitation and repose.

General Conditions

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III. PROJECT-RELATED REQUIREMENTS

A. PERMITS, FEES AND NOTICES

Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit and for all other permits and governmental fees, licenses and inspections necessary for the proper execution and completion of the work which are customarily secured after execution of the Contract and which are legally required at the time the bids are received. The Contractor shall provide and pay for all bonds that may be required, including bonds required by municipalities, to accomplish the work.

B. UTILITY PROPERTY SERVICE

It will be the Contractor's responsibility to contact the owners of all utilities in any area prior to the construction in the area so that he can be informed of the exact locations of all the utilities in the area including any that are not shown in the plans. It will also be his responsibility to:

1. Report any existing damage or faulty condition (i.e. sand in manholes, damaged valve boxes, etc.) to the Owners prior to construction, as once excavation has commenced it will be assumed that all damage to underground installations has been caused by the Contractor's operations and it will be his responsibility to make the necessary repairs.
2. Upon completion of the project, contact all utility owners and make arrangements for a field inspection trip by his representative and representatives of the utility owners to confirm that all damages caused by the Contractor's operations have been repaired to the satisfaction of the Owners.

C. SAFETY

1. The Contractor is responsible for taking all reasonable safety precautions to prevent injury or death to persons or damage to property. His obligations extend to protection of all employees on the work site and all persons who may be affected by the work in any way. Protection of property including the work and all materials and equipment to be incorporated into it, whether in storage on or off the site, under the care, custody or control of the Contractor or any person or entity for whom the Contractor is responsible. In addition, protection of property includes other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
2. The Contractor shall ascertain and comply with all requirements to give notices and shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property on their protection from damage, injury or loss, relating to safety and health for construction. The Contractor shall ascertain the requirements for and shall erect and maintain, as required by law and/or existing conditions, all

reasonable safeguards or safety and protection, including but not limited to, posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent property

3. If the work involves any ultra-hazardous activities or the use or storage of explosives or other hazardous materials or equipment, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified and licensed personnel.

4. Any and all damage or loss to any property caused in whole or in part by the Contractor or any person or entity for whose performance the Contractor is responsible shall be promptly remedied at the expense of the Contractor.

5. The Contractor shall not load or permit any part of the work to be loaded in such a way as to endanger persons or property.

General Conditions

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IV. SUBCONTRACTORS

A. SUBLETTING OF CONTRACT

The Contractor shall submit to the Consultant his list of proposed Subcontractors with the signed Contract.

B. SUBCONTRACTORS

The Contractor shall be responsible to the Recreation District for the acts and omissions of all his employees and all Subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Contractor. No Subcontractor will be recognized as such, and all persons engaged in the work of construction will be considered as employees of the Contractor and he will be held responsible for their work, which shall be subject to the provisions of the Contract. Nothing contained in the Contract documents shall create any contractual relationship between any Subcontractor and the Recreation District. It is further understood that the Recreation District will have no direct relations with any subcontractor. The Contractor shall handle any necessary relations between the Recreation District and a Subcontractor.

C. OWNERS RIGHT TO PERFORM WORK AND TO AWARD SEPARATE CONTRACTS.

The Owner reserves the right to perform work related to the project with his own forces, and to award separate contracts in connection with other portions of the project or other work on the site under these or similar conditions of the Contract. If the Contractor claims that the Owner involves delay or additional cost because of such action, he shall make such claim as provided elsewhere in the Contract documents.

V. CONTRACT DOCUMENTS

A. ERRORS OR OMISSIONS IN THE CONTRACT DOCUMENTS

1. The Contract documents are to be thoroughly reviewed and examined by the Contractor and any error, inconsistency or omission discovered as a result of this review shall be reported in

writing to the Recreation District. The reporting of any such error, inconsistency or omission by the Contractor to the Recreation District shall relieve the Contractor of any liability resulting from any such error, inconsistency or omission. Performance of any portion of the work without contract documents and, where required, approved shop drawings, product data or samples shall be done at the Contractor's sole risk.

2. Should the drawings disagree in themselves or with the specifications, or should the specifications disagree in themselves, the better quality and the greater quantity of work or materials shall be figured in the project cost, and unless ordered otherwise in writing, shall be furnished and installed.

3. Certain materials and equipment are specified by manufacturer or trade name to establish standards of quality and performance. The name or make of any article, device, material, form of construction, fixture, etc., named in this specification shall be known as a "standard"* specified and unless the Consultant, prior to bidding, has approved a substitution in writing, the specified "standard" shall be provided. Where two or more items are specified the selection among the standards specified is the Contractor's option. See "Instructions To Bidders."

4. Reference shall be made to the drawings for all dimensions and the dimensions shall be verified at the job site by actual measurement. The Contractor before proceeding with the work shall check the dimensions given on the drawings and any discrepancy shall be reported at once to the Consultant. No extra charge or compensation will be allowed on account of a difference between the dimensions indicated on the drawings and the actual measurements.

General Conditions

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5. Should it appear that the work intended to be described, or any of the matters relative thereto, are not sufficiently detailed or explained on the drawings or in the specifications, the Contractor shall apply to the Consultant for such further drawings or explanations as may be necessary, and shall conform to the same as far as they shall be consistent with the original drawings. In the event of any questions arising with respect to the true meaning of the drawings and specifications, reference shall be made to the consultant whose decision shall be final and conclusive. In no case shall any work be preceded with uncertainty.

*The Contract work shall be based on the "standard".

B. REVIEW, APPROVAL AND SUBMISSION OF SHOP DRAWINGS, PRODUCT DATA, SAMPLES AND OTHER SUBMITTALS.

1. All submittals, including shop drawings, product data and samples, which the Contractor is required under the Contract documents to provide, whether prepared originally by the Contractor or someone else shall be reviewed, stamped with the Contractor's approval and submitted to the Consultant with reasonable promptness and in such sequence as to cause no delay in the work of the Recreation District or any separate contractor. By approving and providing to the Consultant a submittal, the Contractor represents that it has determined and verified all materials, field measurements and field construction criteria related to the submittal, or will do so, and that it has checked and coordinated the information contained within such

submittal with the requirements of the work and of the Contract Documents. Unless the Contractor has specifically informed the Consultant in writing at the time of submission that a submittal contains a deviation from the requirements of the Contract Documents, the Contractor shall not be relieved of the responsibility for deviation by the Consultant's approval of the submittal. In addition, the Contractor will not be relieved of responsibility for errors or omissions in submittals by the Consultant's approval. If the Contractor commences work on any portion of the work requiring submission of a shop drawing, product data, sample or other submittal prior to its submission to and approval by the Consultant, such commencement shall be at the Contractor's sole risk.

C. RETENTION OF DOCUMENTS, SAMPLES AND SUBMITTALS

The Contractor shall maintain in good order at the project site record copies of all drawings, specifications, addenda, change orders and other modifications and shall mark them to show all deviations from them made during construction. The Contractor shall also maintain shop drawings, product data, samples and all other submittals.

D. CHANGE ORDERS

1. Without invalidating the Contract, the Recreation District may order changes in the work within the general scope of the Contract, consisting of additions, deletions or other revisions, with the Contract sum and/or schedule being adjusted accordingly, if necessary. All such changes in the work must be authorized by a Change Order prior to commencing the work and must be performed in accordance with the Contract documents. A Change Order signed by the Contractor evidences his agreement with a Change Order, including, but not limited to, any adjustment in the Contract sum and/or schedule included in the Change Order.

2. A Change Order may result in an increase, decrease or no change in the amount of the contract. If the Recreation District and the Contractor cannot agree on the cost of a change, the Contractor, upon receiving a written order signed by the Recreation District, shall promptly proceed with the work involved. Thereafter, the Consultant shall determine the cost of the change on the basis of the reasonable expenditures and savings of those performing the work and attributable to the change, including a reasonable allowance for overhead and profit. The Consultant's determination shall be final.

General Conditions

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VI. PROJECT SITE

A. USE OF THE PROJECT SITE

The Contractor shall not unreasonably encumber the site with his materials or equipment and shall confine his operations as directed by the Consultant and the Recreation District and by the Contract Documents. The Contractor shall not execute the work in such a manner as will, in the opinion of the Recreation District, hinder, interfere with, molest or delay the prosecution of the work, the operation of the Recreation District at the site, or the work of any other contractor employed by the Recreation District.

B. DISPOSAL OF MATERIALS AND DEBRIS AND CLEANUP

1. The Contractor shall, pursuant to the Recreation District project plan specifications and contracts keep the premises free from accumulation of waste material or rubbish and any demolition debris caused by his/her operations. All materials and debris shall be removed from the Recreation District property and disposed of at an offsite "construction debris" landfill or through other approved disposal channels as specified by State and Federal law.

2. At the completion of the work and prior to release of project final payment the Contractor shall remove all waste materials, rubbish and debris from and above the project, including tools, construction equipment, machinery and surplus materials. At no time will any construction or reconstruction debris/materials be buried or in any other manner remain within the boundaries of any Blaine County Recreation District property.

3. If the Contractor fails to clean up at the completion of the work, the Recreation District may do so and the cost thereof shall be charged to the Contractor and deducted from the final payment. In addition, if and when the Recreation District's waste disposal policy is violated, Blaine County Recreation District's Ordinance and/or Federal and State criminal laws will be enforced.

VII. MATERIALS

A. WARRANTY

The Contractor warrants to the Recreation District that materials and equipment furnished under the Contract will be merchantable and new, that the work & materials will be free from defects for a period of three years, and that the work will conform with the requirements of the Contract Documents. Materials, equipment, and work not conforming to this warranty shall be considered defective. This warranty excluded damages caused by abuse, improper or insufficient maintenance, or normal wear and tear under normal usage.

B. CORRECTING DEFECTIVE WORK

The Contractor, whether observed before or after substantial completion and whether or not then fabricated, installed or completed, shall promptly correct all defective material, equipment or work. The Contractor shall be responsible for correcting such defective material, equipment or work, including compensating the Recreation District for losses incurred as a result of the defect. If the Contractor fails to correct defective material, equipment or work, the Recreation District may correct it at the expense of the Contractor. The Recreation District may deduct this expense from any monies due under the Contract or, if the cost of correcting the defects exceeds the amount due to the Contractor under the Contract, may bring suit against the Contractor for the excess. Contractor agrees to pay the reasonable cost of such a suit, including attorney's fees, if the Recreation District prevails in whole or in part upon its claim.

VIII. PROJECT SCHEDULE AND PAYMENTS

A. DELAYS AND EXTENSIONS OF TIME

1. In the event that the Contractor shall be delayed or hindered in or prevented from performance of any act required by the Contract by reason of unavoidable labor dispute, unavoidable inability to procure materials, failure of power, riots, insurrections, war, fire, adverse weather condition not reasonably anticipatable, other unavoidable casualties or other reasons of a like nature not the fault of the Contractor, then performance of such acts shall be excused for the period of the delay and the period for the performance of any such acts shall be extended for an equivalent period by a Change Order to the Contract. If the Recreation District, the Consultant, or any separate contractor employed by the Recreation District delays the Contractor, this shall be considered an event of delay. However, in no event shall the Contractor be entitled to any compensation for any delay.

2. The Contractor's claims, if any, for extension of time must be made in writing to the Recreation District not more than five working days after the Contractor has notice of the delay. Thereafter, the Contractor must provide full details and supporting documentation with regard to the cause of the delay within fifteen working days of the initial notice of the delay to the Recreation District. If either the initial notice or the supporting documentation is not filed with the Recreation District in writing within the time period specified, the claim for delay shall be waived.

B. SUSPENSION OF WORK

The Recreation District may order the Contractor, in writing, to suspend all or any part of the work for such period of time as the Recreation District may determine to be appropriate for its convenience. If any part of the work is suspended, the Contractor's schedule for completion of the work shall be adjusted accordingly.

C. TERMINATION

1. The Recreation District may, by written notice to the Contractor, terminate this Contract in whole or in part at any time, for convenience or because of the failure of the Contractor to fulfill its contractual obligations. Upon receipt of such notice, the Contractor shall immediately discontinue all services affected and shall deliver to the Recreation District all documents, samples, and submittals.

2. If the termination is for the convenience of the Recreation District, an equitable adjustment in the compensation of the Contractor shall be made, but no amount shall be allowed for anticipated profit, unperformed services or intangibles.

3. If the termination is due to the failure of the Contractor to fulfill its contractual obligations, the Recreation District may take over the work and prosecute the same to completion by Contract or otherwise and the Recreation District shall be compensated by the Contractor for any losses or costs it incurs by virtue of this termination for failure to perform.

D. PARTIAL PAYMENTS

1. A total of five percent (5%) of each approval partial payment shall be retained until completion and final acceptance of the work.

2. Partial payments will not be made more often than once each month.
3. When the work under Contract has been completed to the extent that not more than five percent of the original contract value remains to be completed, the Recreation District will release to the Contractor such portions of the retained funds as it considers being in excess of the amount adequate for protection of its interests. Before any reductions are made in the amounts retained, the Contractor may be required to furnish an affidavit of consent from his sureties.

General Conditions

Page 8 of 9

E. INSPECTION

1. The Consultant will inspect the work at intervals appropriate to the stage of construction to evaluate the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents.
2. The Consultant shall at all times have access to the work wherever it is in preparation and progress. The Contractor shall provide facilities for such access so that Consultant may perform his functions under the contract documents.
3. If the contract documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any portion of the work to be inspected, tested or approved, the Contractor shall give the Consultant timely notice of its readiness so the Consultant may observe such inspection, testing or approval. The Consultant shall have reasonable time after such notice of readiness to make the required inspections, tests and otherwise fulfill his obligations here under.

F. SUBSTANTIAL COMPLETION

1. Substantial completion occurs when the work is sufficiently complete so that the Recreation District can occupy or utilize the work for its intended purpose.
2. For architectural structures a "Certificate of Use and Occupancy" will be required at the time of substantial completion.

G. PAYMENTS AND COMPLETION

1. At least ten days before the date for each progress payment established in the Owner-Contractor agreement, the Contractor shall submit to the Consultant an itemized application for payment, notarized if required, supported by such data substantiating the Contractor's right to payment as the Recreation District may require, and reflecting retainage, if any, as provided elsewhere in the contract documents. Prepare and submit to the Recreation District, for approval, four (4) copies of each form, or more if requested, for each periodic payment. The Contractor may make periodic applications for payment, but no more than monthly for work satisfactorily completed and for materials and equipment suitably stored and protected at the project site.
2. Payment applications, amounting to 95% of the cost of the work performed monthly may be made by the Contractor except that payments on account of materials delivered on the premises for immediate use on the work will be made on the basis of 65% of the value of the

material delivered. In addition, the Contract shall, if and when required by the Consultant, support his right to payment by submitting with his Application for Payment receipts or other vouchers showing payments for materials and labor, payment to Subcontractors or such other evidence as the Consultant may require. Submittal of an Application for Payment signed by the Contractor or his legally authorized representative shall constitute a Certificate that the payment application represents the true cost of the work performed.

3. If the Consultant finds defective, damaged or non-conforming work or work not done in accordance with the contract documents, and the Contractor is unwilling to repair or rectify, the prorated amount representing the value thereof shall be deducted by Change Order from the Contract sum.

4. If the Owner prefers to accept defective, damaged or non-conforming work, the prorated amount representing the value of the affected work shall be deducted by Change Order from the Contract sum.

General Conditions
Page 9 of 9

SECTION B. - SPECIAL CONDITIONS

1. Completion Dates

All work under this contract is to be completed by September 30, 2020.

2. Cleanup

Before acceptance the Contractor shall clean up the area to the satisfaction of the owner. This work shall be considered incidental to the project as a whole.

3. Preservation of the Area

The Contractor shall take all responsible precautions to preserve the nature of the work sites. Work tasks shall be so managed to provide the least disruption of the existing vegetation, trees, roads, etc. The area shall be restored to conditions as good or better than existing conditions.

4. Permits

It shall be the Contractor's responsibility to obtain the necessary building permits and to provide all necessary bonds or deposits therefore.

5. Liquidated Damages

Liquidated damages will not be in effect on this project.

6. Contract Documents

The Blaine County Recreation District Standard Specifications for Wood River Trail Construction is hereby made a part of the contract documents.

7. Umbrella Liability Insurance

The minimum Umbrella Liability coverage for this project shall be \$1,000,000.

8. Bonds

A Performance Bond and Labor and Material Payment Bond in the amounts equal to 100% of the contract amount are required on this project.

Section B

**SECTION C. - TECHNICAL SPECIFICATIONS &
SPECIAL PROVISIONS TO THE TECHNICAL SPECIFICATIONS**

Where any article of the Technical Specifications is supplemented by provisions, herein set forth, all such provisions shall take precedence over those of the Technical Specifications. All provisions of the Technical Specifications, not specifically supplemented, amended or superseded shall remain in force.

1. PART 1 – GENERAL

1.01 DESCRIPTION: The work covered by this specification includes the design, testing, and quality control for this proper production of the seal coat product and all materials, equipment, and workmanship required for the application of a seal coat to an existing asphalt concrete pavement. Seal coats shall be applied in a two-step application process. The completed seal coat shall leave a homogeneous mat, adhere firmly to the prepared surface, and have a skid-resistant surface texture throughout its service life.

1.02 REFERENCES:

- 1.02.1 American Society for Testing and Materials (ASTM) C136
- 1.02.2 AASHTO M140 (Anionic); American Society for Testing and Materials (ASTM) D977
- 1.02.3 AASHTO M208 (Cationic); American Society for Testing and Materials (ASTM) D2397

- 1.02.4 AASHTO T59; American Society for Testing and Materials (ASTM) D2939
- 1.02.5 American Society for Testing and Materials (ASTM) D217
- 1.02.6 American Society for Testing and Materials (ASTM) D242
- 1.02.7 American Society for Testing and Materials (ASTM) D244
- 1.02.8 American Society for Testing and Materials (ASTM) Manual #9
- 1.02.9 Idaho Standards for Public Works (ISPWC) Section 800
- 1.02.10 International Slurry Surfacing Association (ISSA) A105-T100
- 1.02.11 International Slurry Surfacing Association (ISSA) T106

2. PART 2 – MATERIALS

- 2.01 **EMULSIFIED ASPHALT:** Anionic emulsified asphalt shall conform to Grade SS-1h, per AASHTO 140. Cationic emulsified asphalt shall conform to Grade CSS-1h, per AASHTO 208.
 - 2.01.1 Coat-tar emulsion products may be substituted for the materials provided for in this specification upon approval by the Owner.
 - 2.01.2 Gilsonite products are not acceptable products.
- 2.02 **MINERAL AGGREGATE:** Approved filler meeting the requirements of ASTM D242 shall be used as required by the mix design. Mineral aggregate shall be one hundred percent (100%) passing a #16 mesh sieve, and clean of all decomposed materials or organic materials. The sieve analysis of the mineral aggregate shall be determined in accordance with ASTM C136.
- 2.03 **WATER:** The water used in mixing shall be potable and free from harmful soluble salts and contaminants. The temperature of the water shall be at least fifty-five degrees Fahrenheit (55°F).
- 2.04 **ADDITIVES:** Additives may be used to accelerate or retard the break-set of the seal coat, or to improve the resulting finished surface. The use of additives in the mix (or individual materials) shall be made initially in quantities predetermined by the mix design with field adjustments, if required, after approval by the Owner.
- 2.05 **MIX DESIGN:** A mix design shall be submitted to the Owner ten (10) working days prior to placement of the seal coat. The Contractor shall submit lab and test results and Manufacturer’s Certificate of Compliance covering proposed materials and compatibility of the aggregate, emulsion, mineral filler, and other additives. The mix design shall be made with the same aggregate gradation that the Contractor will provide on the project.

Mix Design Limits	(substitutions as approved by the OWNER)
Residual Asphalt	Type II: 7.5% to 13.5% (by dry weight of aggregate)
Mineral Filler	0% - 3% (by dry weight of aggregate)
Additives	As required to provide specified properties
Water	As required to produce proper mix consistency (total mix liquids should not exceed the loose aggregate voids, ISSA T106)

- 2.05.1 Asphalt seal coat mix designs shall conform to the following:

GENERAL	
Type (ASTM D977, ASTM 2397)	SS-1h, CSS-1h & selected fillers
Uniformity (ASTM D977, ASTM 2397)	Homogenous
Pounds per gallon (ASTM D244)	10.0 to 12.0 lbs.
Color when dry	Dark Black
Color Fade (after 3 years)	Negligible
Odor	Mild
Flammability (ASTM – Manual #9)	Non-flammable
Flashpoint (ASTM – Manual #9)	None
Bond Failure (after 3 years)	None

Spider Webbing (after 3 years)	None
General Wear Course (after 3 years)	Fully functional
Effect of freezing (while in liquid storage state)	Damaging

TESTS ON EMULSION

Viscosity @ 77°F (ASTM D244)	20 – 100
Storage Stability, 24-h, % (ASTM D244) ₁	Max. 1.0
Cement Mixing, % (ASTM D244)	Max. 2.0
Sieve, % (ASTM D244) ₁	Max. 0.10
Residue by evaporation (ASTM D244, D2939) ₂	Min. 60%

TESTS ON RESIDUE FROM DISTILLATION TEST:

Cone Penetration @ 77°F (ASTM D217)	40 to 90
Ductility, 77°F (ASTM D113)	Min. 40
Solubility, % ₃	Min. 97.5%

¹ This test requirement on representative samples is waived if successful application of the material has been achieved in the field.

² Distillation to 260°C shall be the reference method for percent residue. Residue by hot plate evaporation at 163°C shall be the reference method to obtain material for test on residue. Residue from distillation shall not be used for test on residue due to polymer degradation at 260°C.

³ If the solubility of the residue is less than 97.5%, the base asphalt binder for the emulsion shall be tested. The solubility of the base asphalt binder shall be greater than 99%.

3. PART 3 – EXECUTION

3.01 **GENERAL:** Because these bike/hike trails are heavily used by the public, there are restriction on when the Contractor will be allowed to work. The Contractor will be allowed to conduct his operation on Monday through Friday of each week. No seal coating will be permitted on Saturday or Sunday, or at times when special events are planned for the trail.

3.01.1 **Schedule:** The exact schedule of work will be approved by the Owner before construction begins on each section of trail.

Section C

Page 2 of 4

3.01.2 **Construction Signing and Barricading:** Contractor will be require to provide an adequate number of barricades, signs, and manpower to prevent all public access to the portion of the trail under construction each day. Barricades shall be left in place until the particular operation has been completed or the seal coat is completely cured or dry. Owner will place additional signing, as necessary.

3.01.2.1 **At each barricade, Contractor shall furnish and place the typical information sign as detailed, and also a standard orange warning sign stating “Fresh Oil.”**

3.01.2.2 **Location of barricades and signs shall be as directed by the Owner.**

3.01.2.3 **Placement of plastic warning ribbon will be required along the pathways in the public use areas.**

3.01.2.4 **Detour signs and information directing traffic around construction is required.**

3.01.3 **Load Limits:** Contractor must take care to prevent damage to the trail by his operations.

3.01.3.1 Contractor must confine operations to the immediate area of the trail.

3.01.3.2 Only the lightest loads will be permitted. Contractor should plan on using lightweight equipment and partial loads on the trails. A maximum of 300 gallons of bituminous material will be allowed on any one load.

- 3.01.3.3 Any damage, ruts, or erosion caused by the Contractor's operations must be repaired to the satisfaction of the Owner.
- 3.01.4 Contractor Access: Access can be gained at all road crossings of the Wood River Trails. No other access is allowed, except for asphalted access aprons.
- 3.01.5 Weather Limitations: The seal coat shall not be applied when the weather is foggy, rainy, or when the ambient air temperature is below forty-five degrees Fahrenheit (45°F), nor shall the seal coat be applied if such conditions are anticipated during the next eight (8) hours.
- 3.02 MATERIALS STORAGE, INSPECTION, AND TESTING: The Owner will provide an area near the project where the Contractor can store and load materials. All work will be done under the supervision of the Blaine County Recreation District Inspector. Plant certification will be required for all seal coat materials.
- 3.03 SURFACE PREPARATION:
- 3.03.1 New asphalt surfaces: New asphalt surfaces must cure a minimum of thirty (30) days before application.
- 3.03.2 Existing asphalt defects: On old, existing asphalt surfaces, proper repairs must be made before seal coat application. Potholes, alligator-cracking, and similar defects, including where asphalt has been softened by petroleum derivatives, or has failed due to other causes, require pavement must be removed and replaced to full depth, if needed, with a suitable plant-mix Type II asphalt pavement similar to existing pavement.
- 3.03.3 Edge Cleaning: Contractor will be required to clean the edges of the trails to removal vegetation and other deleterious materials. This work is incidental to the seal coat work, and will not be paid for separately.
- 3.03.4 Asphalt Surface Cleaning: Immediately prior to sealing, all of the asphalt surface must be cleaned. The surface must be free from all loose material, dirt, dust, oil deposits, and de-icing materials, as well as embedded dirt. Cleaning shall include the use of sweepers, scrapers, vacuums, etc. After cleaning, the asphalt must be fully water-washed. No foreign material shall be left on trail before or during the seal coating.
- 3.03.5 Crack Repair: Crack filling to be completed before seal coating can be applied.
- 3.03.5.1 New cracks to be sawed out 3/8" or 1/2" wide using a Cimline PCS-20 or PCS-30 pavement crack saw with a 3/8" or 1/2" wide DRC blade, as designed by Owner's inspector.
- 3.03.5.2 All cracks to be hot lanced with Cimline hot rod lance, or equal.
- 3.03.5.3 Bituminous crack sealer shall be applied according to the manufacturer's recommendations. Product to be CRAFCO AR-2, or approved equal.
- 3.03.5.4 All cracks to be dusted with fine sand, or covered with tissue paper immediately after sealing to prevent tracking.
- 3.04 SEAL COAT APPLICATION:
- 3.04.1 Stir and mix materials thoroughly before using. Keep containers closed when not in use.
- 3.04.2 The asphalt emulsion should be applied in parallel ribbons with approved mechanical application equipment. The seal coat shall be applied in a uniform free flowing method, free of lumps and other solids.

- 3.04.3 Two coats shall be applied. Where possible the first coat of sealer should be allowed to dry for 12 hours, or minimum dry to touch, prior to the application of the second coat. Multiple coats should be applied in cross directions. Recommended cure time before opening to traffic is 24 hours.
 - 3.04.4 Coverage: Final project material coverage (or yield) should not exceed 40 square feet (approximately 4 square yards) per gallon, per coat. Actual coverage will range from depending on surface conditions, traffic and project objective. Recommended application is 50 – 75 square feet per gallon, per coat. Potable water may be added per the manufacturer's recommendation, not exceeding 10% by volume. If the seal coat is unsuitable after the addition of the water, the seal coat shall be rejected and removed from the project.
 - 3.04.5 All striping and marking shall not be applied to a seal coat surface until a minimum of 14 calendar days have passed.
- 3.05 CLEAN UP:
- 3.05.1 Wash tools and equipment with water before material has dried. Use diesel fuel if material has hardened, or dispose of tools.
 - 3.05.2 Dispose of waste materials properly.

4. PART5 – MEASUREMENT AND BASIS OF PAYMENT

- 4.01 The measurement and basis of payment for seal coat shall be square feet, or linear feet where applicable. The price shall be full compensation for furnishing all materials; for preparation, mixing, and applying these materials; and for all labor, equipment, tools, test design, cleanup, and incidentals necessary to complete and warrant the project as specified herein. Scale tickets for raw seal coat material.



Dad



Fwd: BCRD Pool Draw 6

Sent - BCRD POP

July 23, 2020 at 1:51 PM



[Details](#)

To: Joan Kino, Katrina Collins, Eric Rector, Cc: Mike Burchmore

Katrina,

You have my approval to process this final check for Conrad Brothers for \$332,136.74. This should conclude the financial side of this transaction. Paul has provided a letter of obligation to finish 2-3 punch list items that I will send for the file as well. Eric is fully aware of those items.

You can code to Fox Park Project/capex.

Joan, I know we have talked but please utilize all of our remaining LGIP funds for a portion of this amount. I expect to receive ~100k in Eccles funding in next two weeks and hopefully LWCF \$100 reimbursement in next two weeks. We also expect to receive final pay authorizations for the ASL contract within the next two weeks.

Katrina, I know you mentioned you saw a \$45k under-billing when considering this invoice. I just checked the math below and my calculations are that this is the correct final invoice that concludes the contract bid (w/some change orders). Let me know if you see any issue with this accounting:

Prior Invoices Paid	
\$ 319,033.99	App #1
\$ 370,899.73	App #2
\$ 296,891.77	App #3
\$ 151,882.44	App #4
\$ 109,557.02	App #5
\$ 1,248,264.95	Project Conrad Main Bid to date (thru 7/1)

Last Invoice Submitted
 \$ 332,136.74 App #6 - final invoice with retainage

Final Accounting
 \$ 1,580,401.69 Final total cumulative billing including last invoice & retainage
 \$ 1,580,401.69 Total Bid w/change orders included
 0 Net Delta

Thanks all,

-jim



Conrad Brothers
General Contractors and Builders
P.O. Box 3432 - Hailey, Idaho 83333
208-726-3830 Fax 208-726-5788
www.conradbrothersconstruction.com

7/20/20

Re: BCRD Pool Completion

Jim,

Please allow this Letter to function as a Project Completion Guarantee for the BCRD Hailey Pool. There are a handful of small punch items left which will be completed in the next 2 weeks. Conrad Brothers will continue to withhold the Retention amount owed to Infinity Pool in the amount of \$ 57,000 until the punch list is completed and we have conducted a final walkthrough.

As well, we will be issuing a joint Warranty Extension for all work and material in the equipment room, along with a 3rd party letter verifying the acceptable status of all equipment affected by the acid leak.

Please let me know if you need anything else from us at this point.

Sincerely,

Paul Conrad

Lap Pool

Notes

Replace Grates 5 Grates-In Production No ETA Available
Joint Sealant On Lap Pool- Monday 8-3
Stair Rail Install- Waiting on Delivery of 3 Rails No ETA Available
Clean Lap Lane Tile- Pool is draining now clean on Wednesday. Refill
Basketball hoop post replacement- On Order not in scope
Caps for Climbing wall bolts, clean grates at climbing wall On Order
Install Winter Covers- End Of season
Diving Stanchions – potential reinstall pending winter cover install.

Leisure Pool

Install Handrails-Waiting on handrails No ETA Available
Install Log Toy- getting quote for additional mounting parts. Need BCRD approval. Still waiting for quote install only our scope
Final Deck Clean, Power Wash – After Completion

Equipment Room

Fire Heaters, Dial in Exhaust- New part to be installed
Issue Mechanical Room, Acid leak Report/Inspection – Sending in the morning 7-28
Warranty on Equipment and Contractor – Sending in the morning 7-28
Build and Install Step box for pipes on floor – Incomplete
Fix outlet outside mechanical door – Incomplete (buffalo)
Hardwire Irrigation on Chemical Room Side, Delete old wiring on Snack Shack side – Incomplete (Buffalo, BCRD Expense)

Chem Room




Inspect & Replace Acid Valves – 7-28

Conrad Brothers

Caulk exterior wood at Mechanical Room
Paint touch up around building
Fix Chem Room Door- Extra, TBD
Fix Men's Room Corrugated Metal Panel & Stucco.

BCRD Financial Dashboard Summary
Financial Review Period - June 2020

Legend

 Behind plan or trend
 Close to plan or trend
 Ahead of plan or trend

Total BCRD Income Statement Jun-20	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Total Revenue	-158,087		-863,800		777,725	
COGS	-5,000		-7,567		-170	
Operating Expenses	-100,168		-253,395		-145,510	
Capital Expenditures	-73,030		-1,496,707		1,094,315	
Net income	20,111		893,869		-170,910	

Total BCRD Income Statement Jun-20	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Property Tax	329		37,859		40,193	
Program Fees + Passes	-28,048		-78,859		-78,489	
Fundraising	-19,268		71,048		-24,046	
Other Revenue	-107,238		-925,505		850,714	
Total Revenue	-3,863		31,656		-10,647	
Total Revenue	-158,087		-863,800		777,725	
Cost of Goods Sold	-5,000		-7,567		-170	
Wages & Benefits	-42,853		-89,867		34,721	
Marketing	-16,294		-52,264		-33,913	
Repair & Maintenance	-7,329		-11,251		-48,853	
Consulting/Legal	1,344		6,597		-75,897	
Rent	666		-4,657		18,360	
Supplies	-146		-12,424		-11,196	
Utilities	-7,343		-5,525		9,429	
Other	-28,214		-84,005		-38,160	
Capex	-73,030		-1,496,707		1,094,315	
Total Expenses	-178,198		-1,757,669		948,635	

Key Metrics Jun-20	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
League fees	0		-15,485		-13,980	
Aquatics fees	-7,550		-12,175		-11,966	
Aquatics passes	-16,000		-31,700		-28,942	
Fitworks passes	-3,268		-20,473		-25,503	
Fitworks classes	-500		-2,623		-3,723	
NVT Season passes	0		104,431		30,423	
NVT day passes	0		13,474		-26	
Rental Revenue	-688		240		324	
Operational Fundraising	18,568		123,713		41,274	
Earmarked Fundraising	-125,806		-1,049,218		809,440	
Gas	-1,219		-14,810		-3,888	

Net Income by Major Division Jun-20	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Tax Related Recreation	2,635		424,161		-180,246	
G&A	-60,714		351,771		14,137	
BCRD@CC (Programs)	7,996		61,488		-36,159	
Aquatics	42,261		16,626		-35,885	
Tax Trails (WRT)	13,091		-5,723		-122,340	
GNVT	17,476		469,708		9,336	

Total BCRD Income Statement July-20 Preliminary and	MTD to Budget		YTD to Budget		Year on Year	
	Variance	Status	Variance	Status	Variance	Status
Total Revenue	-139,146		-1,002,945		736,200	
COGS	-5,320		-12,887		-4,620	
Operating Expenses	-73,170		-326,565		-141,316	
Capital Expenditures	510,712		-985,995		1,596,195	
Net income	-571,368		322,501		-714,058	
Net Income Normalized						

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2019 through June 2020

	MTD				TOTAL			
	Jun 20	Budget	\$ Over Budget	% of Budget	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
	Ordinary Income/Expense							
Income								
Property Tax								
4000 · Property Tax	71,029	70,700	329	100%	1,080,897	1,043,038	37,859	104%
Total Property Tax	71,029	70,700	329	100%	1,080,897	1,043,038	37,859	104%
Program Fees, Lessons								
4100 · Program Fees	13,092	25,940	-12,848	50%	58,415	90,660	-32,245	64%
4101 · Program Fees (non-taxable)	2,675	7,875	-5,200	34%	47,239	73,900	-26,661	64%
4350 · Lessons	0	7,000	-7,000	0%	1,480	15,310	-13,830	10%
4360 · Class Fees	0	3,000	-3,000	0%	7,077	13,200	-6,123	54%
Total Program Fees, Lessons	15,767	43,815	-28,048	36%	114,211	193,070	-78,859	59%
Passes								
4305 · Combo Annual Pass	0	0	0	0%	56,019	40,000	16,019	140%
4310 · Annual Passes	624	10,500	-9,876	6%	466,217	407,800	58,417	114%
4315 · Combo Day Pass	0	0	0	0%	0	0	0	0%
4320 · Day Passes	32	5,800	-5,768	1%	105,563	99,269	6,294	106%
4330 · Weekly Passes	0	0	0	0%	30,220	24,903	5,317	121%
4335 · Month Pass	2,876	6,500	-3,624	44%	42,701	57,700	-14,999	74%
Total Passes	3,532	22,800	-19,268	15%	700,720	629,672	71,048	111%
Fundraising								
4700 · Fundrasing - Nordic Pins	0	0	0	0%	15,050	14,000	1,050	108%
4710 · Fundraising-Donations	22,304	3,875	18,429	576%	186,934	88,725	98,209	211%
4711 · Fundraising-Earmarked Donations	74,194	200,000	-125,806	37%	815,782	1,865,000	-1,049,218	44%
4720 · Fundraising-Sponsorships	0	0	0	0%	350	2,200	-1,850	16%
4730 · Fundraising-Special Events	13,925	13,000	925	107%	185,219	113,000	72,219	164%
4740 · Fundraising-Grants	3,542	4,328	-786	82%	8,656	12,984	-4,328	67%
4750 · Fundraising-Taxable	0	0	0	0%	58,412	100,000	-41,588	58%
Total Fundraising	113,965	221,203	-107,238	52%	1,270,404	2,195,909	-925,505	58%
Other Revenue								
4020 · Proceeds From Asset Sales	0	0	0	0%	8,261	0	0	0%
4200 · Facility Rental	0	200	-200	0%	3,697	2,600	1,097	142%
4201 · Facility Rental (non-taxable)	162	650	-488	25%	10,993	11,850	-857	93%
4210 · Equipment Rental	0	150	-150	0%	113	150	-37	75%
4400 · Merchandise Sales	0	1,200	-1,200	0%	675	1,500	-825	45%
4410 · Food Sales	8	4,010	-4,002	0%	100	4,090	-3,990	2%
4500 · Miscellaneous	1,004	0	1,004	100%	9,745	6,500	3,245	150%
4900 · Interest Income	4,924	3,750	1,174	131%	58,505	33,742	24,763	173%
Total Other Revenue	6,097	9,960	-3,863	61%	92,088	60,432	31,656	152%
Total Income	210,391	368,478	-158,087	57%	3,258,321	4,122,121	-863,800	79%
Cost of Goods Sold								
5010 · COS-Merchandise	0	2,100	-2,100	0%	4,068	9,900	-5,832	41%
5020 · COS-Food	0	2,900	-2,900	0%	36,455	38,190	-1,735	95%
Total COGS	0	5,000	-5,000	0%	40,523	48,090	-7,567	84%
Gross Profit	210,391	363,478	-153,087	58%	3,217,798	4,074,031	-856,233	79%
Expense								
Payroll & Payroll Related								
Salaries								
6010 · Salaries	30,491	41,944	-11,453	73%	325,539	398,470	-72,931	82%
6011 · Salary Sick Leave	0	0	0	0%	2,505	0	2,505	100%
6012 · Salary Vacation Leave	3,625	0	3,625	100%	10,036	0	10,036	100%
6013 · Salary FFCRA Sick Leave	0	0	0	0%	592	0	592	100%
Total Salaries	34,116	41,944	-7,828	81%	338,672	398,470	-59,798	85%
Hourly								
6020 · Hourly Wages	41,884	38,470	3,414	109%	379,731	365,477	14,254	104%
6021 · Hourly Sick Leave	76	0	76	100%	10,009	0	10,009	100%
6022 · Hourly Vacation Leave	2,677	0	2,677	100%	11,521	0	11,521	100%
6023 · Hourly FFCRA Sick Leave	551	0	551	100%	8,598	0	8,598	100%
6030 · Overtime	28	450	-422	6%	99	7,550	-7,451	1%
Total Hourly	45,215	38,920	6,295	116%	409,957	373,027	36,930	110%
Seasonal								
6040 · Seasonal Payroll	29,875	63,700	-33,825	47%	187,465	225,019	-37,554	83%
6041 · Seasonal FFCRA Sick Leave	464	0	464	100%	4,508	0	4,508	100%
6045 · Seasonal Overtime	0	0	0	0%	0	0	0	0%

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2019 through June 2020

	MTD				TOTAL			
	Jun 20	Budget	\$ Over Budget	% of Budget	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
	Total Seasonal	30,338	63,700	-33,362	48%	191,973	225,019	-33,046
Payroll Expenses								
6080 · Worker's Compensation	0	0	0	0%	15,612	22,040	-6,428	71%
6110 · FICA	8,046	11,055	-3,009	73%	69,406	76,240	-6,834	91%
6120 · SUTA	166	728	-562	23%	1,986	4,998	-3,012	40%
6130 · PERSI	9,472	10,503	-1,031	90%	90,083	95,430	-5,347	94%
6140 · Health Insurance	8,086	12,683	-4,597	64%	83,238	114,127	-30,889	73%
6141 · HSA Company Contribution	1,422	0	1,422	100%	9,243	0	9,243	100%
6145 · Employee Benefits	272	256	16	106%	2,496	2,304	192	108%
Total Payroll Expenses	27,463	35,225	-7,762	78%	272,064	315,139	-43,075	86%
6050 · Bonuses	0	0	0	0%	0	0	0	0%
6070 · Employee Relations	9	205	-196	4%	13,482	4,360	9,122	309%
6100 · Employee Sick Leave	0	0	0	0%	0	0	0	0%
Total Payroll & Payroll Related	137,141	179,994	-42,853	76%	1,226,148	1,316,015	-89,867	93%
Marketing								
7015 · Advertising-Design	180	1,950	-1,770	9%	1,980	9,075	-7,095	22%
7020 · Advertising-Production	331	7,000	-6,669	5%	5,018	20,780	-15,762	24%
7025 · Advertising-Distribution	0	500	-500	0%	0	4,100	-4,100	0%
7030 · Advertising-Placement	297	1,100	-803	27%	8,351	20,370	-12,019	41%
7035 · Advertising-Other	0	50	-50	0%	0	1,350	-1,350	0%
7222 · Fundraising Expense	1,429	3,700	-2,271	39%	15,762	17,800	-2,038	89%
7500 · Marketing	20	0	20	100%	521	1,000	-479	52%
7520 · Postage	0	120	-120	0%	4,102	6,725	-2,623	61%
7535 · Promotion	0	4,130	-4,130	0%	4,258	11,055	-6,797	39%
Total Marketing	2,256	18,550	-16,294	12%	39,991	92,255	-52,264	43%
Repair & Maintenance								
7410 · Repair/Maintenance - other	249	520	-271	48%	1,498	4,410	-2,912	34%
7420 · Automobiles R/M								
7421.09 · F350 - 1997	0	0	0	0%	697	0	697	100%
7421.10 · Silverado - 2005	6	0	6	100%	1,856	0	1,856	100%
7421.11 · F250 - 1997 - RETIRED	0	0	0	0%	0	0	0	0%
7421.13 · F550 - 2008	0	0	0	0%	610	0	610	100%
7421.14 · Outback - 2002 - RETIRED	0	0	0	0%	12	0	12	100%
7421.15 · Dodge Ram - 2008	0	0	0	0%	97	0	97	100%
7421.16 · Ford F250 - 2008	0	0	0	0%	187	0	187	100%
7421.17 · Ford F150 - 2016	100	0	100	100%	216	0	216	100%
7421.18 · Dodge Ram 2500 - 2016	53	0	53	100%	311	0	311	100%
7421.19 · Dodge Journey - 2018	0	0	0	0%	15	0	15	100%
7420 · Automobiles R/M - Other	0	810	-810	0%	306	5,290	-4,984	6%
Total 7420 · Automobiles R/M	160	810	-650	20%	4,307	5,290	-983	81%
7430 · Buildings Repair/Maint	2,109	3,678	-1,569	57%	15,476	11,527	3,949	134%
7440 · Equipment R/M								
7441.07 · Sun Valley Tractor-07	0	0	0	0%	0	0	0	0%
7441.08 · WRT Tractor-08	0	0	0	0%	0	0	0	0%
7441.11 · John Deer Compact Excavator	0	0	0	0%	129	0	129	100%
7441.12 · Sutter 300 Mini Trail Dozer	0	0	0	0%	145	0	145	100%
7441.14 · Tool Cat-2015	677	0	677	100%	3,163	0	3,163	100%
7441.15 · 2019 Polaris 500 Ranger	0	0	0	0%	117	0	117	100%
7441.16 · 2019 Polaris Sportsman 850SP	0	0	0	0%	949	0	949	100%
7440 · Equipment R/M - Other	183	1,040	-857	18%	4,434	10,760	-6,326	41%
Total 7440 · Equipment R/M	860	1,040	-180	83%	8,937	10,760	-1,823	83%
7450 · Grooming Equipment R/M								
7451.01 · 2007 PB200-Edge-(Rotarun)-SOLD	0	0	0	0%	0	0	0	0%
7451.03 · 2006 PB100-Croy-RETIRED	0	0	0	0%	0	0	0	0%
7451.07 · 2009 PB100-Vamps-(082)	3,788	0	3,788	100%	6,507	0	6,507	100%
7451.08 · 2011 PB400-Cow-(086)	0	0	0	0%	511	0	511	100%
7451.09 · 2011 PB100-(083)	559	0	559	100%	1,812	0	1,812	100%
7451.10 · 2012 PB100 WRT-Lake Creek-(083)	1,328	0	1,328	100%	2,551	0	2,551	100%
7451.11 · 2017 PB100-NVT-(083)	0	0	0	0%	9,605	0	9,605	100%
7451.12 · 2018 PB100-NVT-(083)	0	0	0	0%	-1,120	0	-1,120	100%
7450 · Grooming Equipment R/M - Other	0	2,000	-2,000	0%	338	28,500	-28,162	1%
Total 7450 · Grooming Equipment R/M	5,675	2,000	3,675	284%	20,205	28,500	-8,295	71%
7460 · Path Field Grounds Repair/Maint	2,566	11,800	-9,234	22%	16,995	21,970	-4,975	77%

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2019 through June 2020

	MTD				TOTAL			
	Jun 20	Budget	\$ Over Budget	% of Budget	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
7470 · Snowmobiles Repair/Maint	899	0	899	100%	6,188	2,400	3,788	258%
Total Repair & Maintenance	12,519	19,848	-7,329	63%	73,606	84,857	-11,251	87%
Consulting / Legal								
7400 · Legal Fees	1,940	475	1,465	408%	7,850	3,175	4,675	247%
7530 · Professional & Consulting Fees	1,879	2,000	-121	94%	9,367	7,445	1,922	126%
Total Consulting / Legal	3,819	2,475	1,344	154%	17,217	10,620	6,597	162%
Rent								
7620 · Property Rent	17,450	16,784	666	104%	137,241	141,898	-4,657	97%
Total Rent	17,450	16,784	666	104%	137,241	141,898	-4,657	97%
Supplies								
7097 · Computer Supplies	0	25	-25	0%	167	825	-658	20%
7510 · Office Supplies	337	817	-480	41%	2,152	4,969	-2,817	43%
7511 · Operating Supplies	740	250	490	296%	3,238	3,340	-102	97%
7845 · Supplies - other	3,690	3,821	-131	97%	10,501	19,347	-8,846	54%
Supplies - Other	0	0	0	0%	0	0	0	0%
Total Supplies	4,767	4,913	-146	97%	16,057	28,481	-12,424	56%
Utilities								
7810 · Sanitation	848	542	306	156%	8,586	4,556	4,030	188%
7910 · Electric	555	2,055	-1,500	27%	7,199	9,115	-1,916	79%
7915 · Natural Gas	10	1,575	-1,565	1%	731	4,052	-3,321	18%
7920 · Water	431	5,073	-4,642	8%	8,954	13,437	-4,483	67%
7925 · Cable TV	94	92	2	103%	754	828	-74	91%
7930 · Internet Connection	188	132	56	142%	1,294	1,056	238	123%
Total Utilities	2,126	9,469	-7,343	22%	27,519	33,044	-5,525	83%
Other Miscellaneous								
7005 · Accounting & Auditing Fees	0	0	0	0%	11,500	11,750	-250	98%
7050 · Allocated Expenses	0	0	0	0%	0	-7	7	0%
7055 · Amenities	0	1,600	-1,600	0%	535	3,400	-2,865	16%
7060 · Automobile	0	1,210	-1,210	0%	8	2,090	-2,082	0%
7065 · Bad Debt	0	0	0	0%	0	0	0	0%
7070 · Bank Charges/Financing	0	0	0	0%	10	0	10	100%
7085 · Cellular & Satellite Phones	759	730	29	104%	5,106	5,780	-674	88%
7090 · Chemicals	-1,837	3,800	-5,637	-48%	-1,837	4,500	-6,337	-41%
7095 · Computer Services	1,695	2,313	-618	73%	15,584	20,066	-4,482	78%
7096 · Computer Software	0	0	0	0%	3,600	3,660	-60	98%
7099 · Computer Hardware	0	0	0	0%	5,009	3,560	1,449	141%
7105 · Credit Card Fees	1,167	2,578	-1,411	45%	35,143	35,514	-371	99%
7200 · Dues	0	500	-500	0%	1,152	1,660	-508	69%
7205 · Entertainment & Meals	0	75	-75	0%	451	1,545	-1,094	29%
7209 · Equipment Purchase	0	2,000	-2,000	0%	13,474	5,250	8,224	257%
7215 · Fertilizer	0	0	0	0%	312	0	312	100%
7220 · Freight	0	0	0	0%	0	0	0	0%
7223 · Furniture & Fixtures	0	0	0	0%	288	4,700	-4,412	6%
7225 · Gasoline, Diesel & Motor Oil	686	1,905	-1,219	36%	46,141	60,951	-14,810	76%
7230 · Insurance	0	0	0	0%	32,516	33,516	-1,000	97%
7250 · Janitorial Services	0	2,500	-2,500	0%	0	3,000	-3,000	0%
7255 · Laundry	0	45	-45	0%	288	405	-117	71%
7310 · Automobile Lease	0	0	0	0%	0	100	-100	0%
7330 · Equipment Lease	64	0	64	100%	349	0	349	100%
7360 · Office Equipment	0	0	0	0%	0	0	0	0%
7405 · Licenses & Permits	0	2,103	-2,103	0%	20,063	31,473	-11,410	64%
7505 · Miscellaneous Exp	0	697	-697	0%	12,892	7,991	4,901	161%
7515 · Penalties & Late Fees	0	0	0	0%	0	0	0	0%
7525 · Printing	0	0	0	0%	288	100	188	288%
7610 · Equipment Rent	165	10	155	1650%	530	7,960	-7,430	7%
7630 · Other Rent	90	75	15	120%	1,718	1,515	203	113%
7800 · Sales Tax	0	0	0	0%	0	0	0	0%
7815 · Security	0	106	-106	0%	0	604	-604	0%
7820 · Seeds & Plants	0	0	0	0%	450	0	450	100%
7823 · Signs	0	500	-500	0%	2,014	2,050	-36	98%
7825 · Small Tools and Parts	299	300	-1	100%	1,102	2,250	-1,148	49%
7840 · Subscriptions	357	1,528	-1,171	23%	4,890	8,974	-4,084	54%
7850 · Telephone	128	482	-355	26%	1,081	3,256	-2,175	33%

Blaine County Recreation District
All BCRD Income Statement vs. Budget
October 2019 through June 2020

	MTD				TOTAL			
	Jun 20	Budget	\$ Over Budget	% of Budget	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
7855 · Training	0	2,200	-2,200	0%	2,192	15,366	-13,174	14%
7860 · Travel	0	1,925	-1,925	0%	1,166	6,875	-5,709	17%
7865 · Uniforms	590	3,194	-2,604	18%	6,930	19,094	-12,164	36%
Total Other Miscellaneous	4,162	32,376	-28,214	13%	224,943	308,948	-84,005	73%
Total Expense	184,241	284,409	-100,168	65%	1,762,723	2,016,118	-253,395	87%
Net Ordinary Income	26,150	79,069	-52,919	33%	1,455,075	2,057,913	-602,838	71%
Other Income/Expense								
Other Expense								
9010 · Capital Expenditures	136,970	210,000	-73,030	65%	1,122,293	2,619,000	-1,496,707	43%
Total Other Expense	136,970	210,000	-73,030	65%	1,122,293	2,619,000	-1,496,707	43%
Net Other Income	-136,970	-210,000	73,030	65%	-1,122,293	-2,619,000	1,496,707	43%
Net Income	-110,820	-130,931	20,111	85%	332,782	-561,087	893,869	-59%

Blaine County Recreation District

Balance Sheet

As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
0105 · Mountain West Bank-Checking	28,555.70
0110 · Mountain West-Imprest	1,172.87
0115 · Petty Cash	100.00
0120 · Cash On Hand	250.00
0140 · Savings-General Fund #980	803,361.22
0142 · Savings-Fox Park Acct #3468	201,173.95
0145 · Savings - WRT Fund #3178	523,071.19
0150 · Savings-Galena #1396	2,025,959.05
0160 · Savings-Harriman Trail #2273	215,457.45
0170 · Diversified Fund	388,677.02
0180 · Mtn West Bank-FLEX Acct	25,635.82
Total Checking/Savings	4,213,414.27
Accounts Receivable	
0205 · Accounts Receivable	4,359.72
0207 · Activenet CreditCard Receivable	13,312.46
Total Accounts Receivable	17,672.18
Other Current Assets	
1499 · Undeposited Funds	3,578.20
Total Other Current Assets	3,578.20
Total Current Assets	4,234,664.65
Fixed Assets	
1110 · Property/Equip-Rec Dist	138,804.39
1120 · Property/Fixtures-Rec Dist	118,133.10
1130 · Aquatic-Property/Equipment	741,040.24
1140 · Aquatic-Furn/Fixtures	40,965.32
1150 · Aquatic-Design	54,951.06
1160 · Aquatic-Engineering	15,137.17
1170 · Aquatic-Construction	715,647.65
1180 · Aquatic-Landscape	36,703.72
1190 · Aquatic-Phase I	18,073.00
1220 · Storage Shed	2,485.00
1230 · Parks	128,625.94
1310 · WRT-Maintenance Equipment	2,264,461.25
1320 · WRT-Construction	5,972,966.05
1330 · WRT-Engineering	208,403.43
1340 · WRT-Land	308,258.54
1360 · Quigley Land	75,000.00
1410 · Galena Lodge	1,736,698.84
1420 · Galena Equipment	291,627.97
1510 · Community Campus Construction	666,747.00
1553 · Construction in Progress	867,535.00
1610 · HUB-Construction	183,089.00
1620 · HUB-Equipment	3,373.00
1700 · Accumulated Depreciation	-6,698,961.63
Total Fixed Assets	7,889,765.04

Blaine County Recreation District
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
TOTAL ASSETS	<u>12,124,429.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	
2011 · Rent Payable	82,500.00
2010 · Accounts Payable - Other	-1,836.96
Total 2010 · Accounts Payable	<u>80,663.04</u>
Total Accounts Payable	80,663.04
Other Current Liabilities	
2110 · FICA Payable	8,469.00
2115 · Federal Withholding	3,482.00
2120 · State Withholding Tax Payable	2,380.00
2125 · SUTA Payable	683.21
2130 · PERSI Payable	7,583.06
2140 · PERSI Choice-Payable	677.24
2161 · AFLAC Pre-tax Payable	288.46
2162 · AFLAC (After-tax) Payable	129.98
2200 · Sales Tax Payable	997.92
2323 · Advanced Revenue-NVT/ Harriman	6,146.16
2327 · Advanced Rev-Aquatic/Fox Park	4,000.00
2329 · Advanced Revenue-Other Programs	
2329.03 · Advanced Rev Quigley Developmnt	621,140.54
Total 2329 · Advanced Revenue-Other Programs	<u>621,140.54</u>
2350 · Galena Adventure Camp Scholarsh	3,342.40
Total Other Current Liabilities	<u>659,319.97</u>
Total Current Liabilities	<u>739,983.01</u>
Total Liabilities	739,983.01
Equity	
3000 · Investment in Fixed Asset	7,889,765.04
3010 · Fund Balance	3,161,899.63
Net Income	332,782.01
Total Equity	<u>11,384,446.68</u>
TOTAL LIABILITIES & EQUITY	<u>12,124,429.69</u>

Blaine County Recreation District Budget Hearing Notice

Budget for FYE September 30, 2021

Revenue

Property Tax Income	\$	1,546,241
Earned Income	\$	1,044,224
Contributed Income		423,673
Total Revenue	\$	3,014,138
% Revenue from Taxes		51.3%

Expenditures

Cost of Sales	\$	32,270
General & Administrative	\$	455,866
Youth and Adult Programs	\$	1,095,127
Trails and Facilities	\$	1,335,875
Capital Expenditures		422,500
Total Expenditures	\$	3,341,638

Surplus (Deficit)

\$	(327,500)
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NOTICE IS HEREBY GIVEN that the Blaine County Recreation District's Board of Directors will hold a public hearing to consider the district's budget for the fiscal year ending September 30, 2021. The hearing will be held August 3, 2020, 4:00 P.M., BCRD Conference Room, Community Campus, 1050 Fox Acres Road, Hailey, Idaho. This is a virtual meeting and will be available to the public via Zoom invite or call-in access number below.

Zoom Invitation:

<https://us02web.zoom.us/j/88692239680?pwd=TitSRjY3bXlydVlnMEs3Q3FaZll0QT09>

Call In Information:

1-253-215-8782 (Meeting ID 886 9223 9680; Passcode 6RZv7u)

ALL INTERESTED PERSONS ARE INVITED to attend this public hearing to comment on the budget. Persons may review the budget prior to the public hearing during normal business hours at the Blaine County Recreation District's offices at the Community Campus, 1050 Fox Acres Road, Hailey, Idaho.



BCRD

BLAINE COUNTY
RECREATION DISTRICT

**Blaine County Recreation District
Board Meeting**

2020/2021 Fiscal Budget Hearing

August 3, 2020

Blaine County Recreation District Budget Hearing Notice

Budget for FYE September 30, 2021

Revenue

Property Tax Income	\$	1,546,241
Earned Income	\$	1,044,224
Contributed Income		423,673
Total Revenue	\$	3,014,138
% Revenue from Taxes		51.3%

Expenditures

Cost of Sales	\$	32,270
General & Administrative	\$	455,866
Youth and Adult Programs	\$	1,095,127
Trails and Facilities	\$	1,335,875
Capital Expenditures		422,500
Total Expenditures	\$	3,341,638

Surplus (Deficit)	\$	<u>(327,500)</u>
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Zoom Invitation:

<https://us02web.zoom.us/j/88692239680?pwd=TitSRjY3bXhydVlnMEs3Q3FaZll0QT09>

Call In Information:

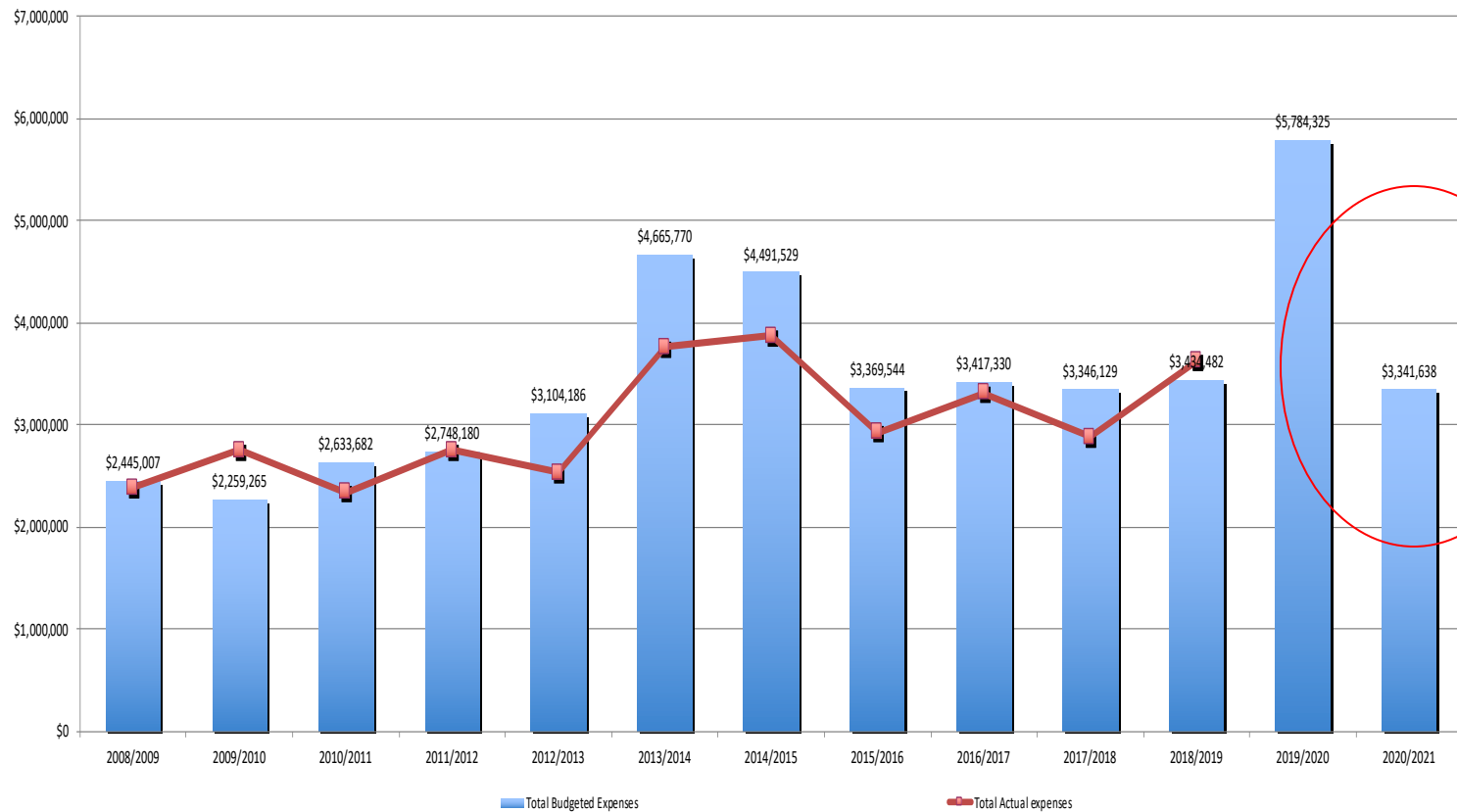
1-253-215-8782 (Meeting ID 886 9223 9680; Passcode 6RZv7u)

ALL INTERESTED PERSONS ARE INVITED to attend this public hearing to comment on the budget. Persons may review the budget prior to the public hearing during normal business hours at the Blaine County Recreation District's offices at the Community Campus, 1050 Fox Acres Road, Hailey, Idaho.

Key Objectives

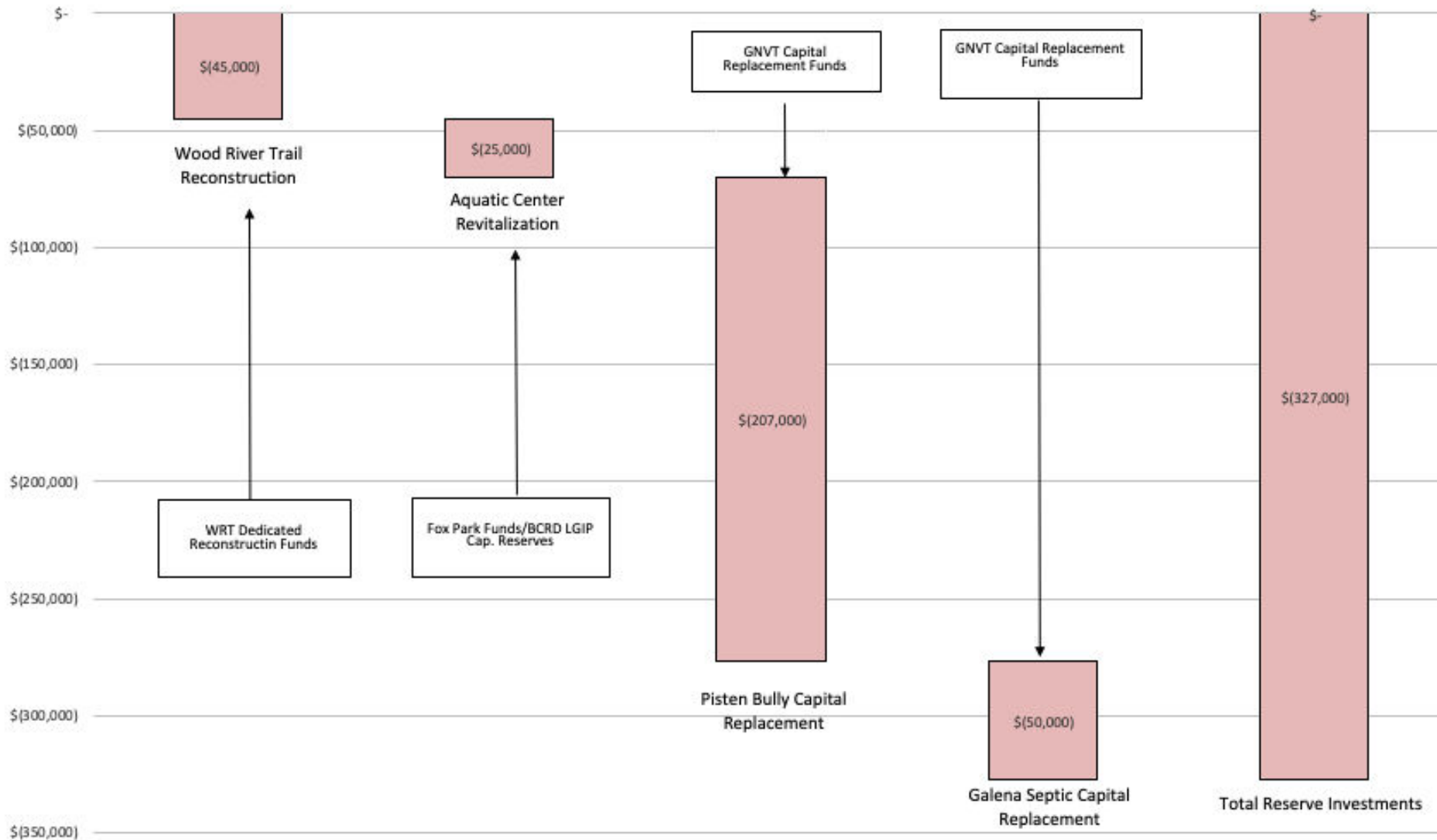
- ① Reflect COVID-19 impacts in earned income and adjusted costs
- ① Focus on operational execution across departments and new facilities
- ① Invest targeted capital replacement funds for grooming equipment, critical septic repair, & Wood River Trail reconstruction
- ① Focus on sustainable transition to new executive leadership and invest in staff as key resource
- ① Balanced operating budget net of planned capital investments from dedicated capital replacement funds

Trends Budget Expenditures/Actuals



- ① Wood River Trail seal coating and targeted pocket park improvements
- ① Investment in ALTRU new integrated database solution
- ① Quigley Trail Park launch of bike park operations spring 2021
- ① Launch of completed BCRD Aquatic Center late Spring 2020
- ① Transition to new executive leadership and future strategic planning
- ① Investments in Galena west side septic and planned Piston Bully capital replacement
- ① Effective operating cost management and discipline to bridge revenue risk from Covid-19
- ① Continued programmatic focus on safe, protocol driven offerings during COVID-19
- ① Continued BLM planning and coordination regarding Wood River Valley Access and recreation EA
- ① Galena Benefit transition to alternative model
- ① Maintain existing staff positions and structure

Capital Replacement Funding Bridge/Assessment



Summary Compares

Category	Budget 2016-2017	Budget 2017-2018	Budget 2018/2019	Budget 2019-2020	Budget 2020/2021	% Change	Trend	Comments
Wages & Benefits	\$1,573,869	\$1,644,792	\$1,722,087	\$1,836,270	\$1,858,142	1.19%	▬	3% cola, merit adjustments; position adjustments versus prior budgets, new medical, staff transitions.
Base Property Tax Levy	\$1,314,145	\$1,358,529	\$1,426,398	\$1,481,870	\$1,546,241	4.34%	▲	Annual property tax base levy adjustment (3%) plus other tax adjustments to run rate
WRT Reconstruction Levy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	▬	All levy dollars for WRT reconstruction received in 2013-2014 and 2014-2015 fiscal year
Operational Fundraising	\$ 342,100	\$ 352,600	\$ 355,567	\$ 361,717	\$ 348,673	-3.61%	▼	Adjusted to run rates; Maintain strategic operational fundraising but reduce for Benefit revenue
Earmarked Fundraising	\$ 140,000	\$ 190,000	\$ 557,000	\$2,165,000	\$ 75,000	-96.54%	▼	Budget reduced to reflect revenue release for remaining Quigley Phase I expenditures
GNV T Pass Sales	\$ 487,500	\$ 487,500	\$ 510,000	\$ 513,722	\$ 600,000	16.79%	▲	Budget adjusted up to reflect day/season pass performance trend + COVID impacts
Fitworks Pass Sales	\$ 109,150	\$ 116,100	\$ 123,600	\$ 107,050	\$ 66,668	-37.72%	▼	Budget reduced to reflect membership/class performance trend + COVID run rates
Marketing	\$ 110,375	\$ 98,985	\$ 105,780	\$ 101,300	\$ 110,790	9.37%	▲	Budget adjusted to optimal Marketing and communications plan; less COGs, more fundraising expense for benefit
Gas	\$ 75,116	\$ 75,116	\$ 65,116	\$ 65,316	\$ 60,013	-8.12%	▼	Budget reduced to about \$3.20 per gallon; trending less during COVID impacts
Property Rent	\$ 148,100	\$ 155,100	\$ 181,045	\$ 191,695	\$ 207,675	8.34%	▲	Rent increase to reflect new shop and CC capital costs
Seasonal Payroll	\$ 361,936	\$ 362,632	\$ 375,261	\$ 344,885	\$ 360,200	4.44%	▲	Budget increased to reflect increased programming staff needs
Interest Income	\$ 13,000	\$ 20,001	\$ 38,000	\$ 45,000	\$ 45,500	1.11%	▬	Budget similar to reflect improved run rates but also lower yields and principal
Capex	\$ 931,000	\$ 775,000	\$ 761,600	\$2,964,000	\$ 422,500	-85.75%	▼	Capex significantly lower with Aq. Ctr and Quigley progress 2019-2020

Compares by Major Category/Department

	2014/2015	2015/2016	2016/2017	2017/2018	Original*	2019/2020	2020/2021	Major Capital Adjusted	
Net Income	Budget	Budget	Budget	Budget	2018/2019	Budget	Budget	2020/2021	Budget
G&A	\$921,863	\$930,150	\$939,299	\$898,077	\$1,016,268	\$723,083	\$1,082,375	\$1,107,375	25k fox park(-)
Programs Only (BCRD @CC)	-\$338,710	-\$340,614	-\$333,522	-\$346,431	-\$369,657	-\$446,173	-\$473,670	-\$473,670	
Aquatics Only	-\$118,744	-\$132,253	-\$402,689	-\$167,390	-\$183,130	-\$199,969	-\$214,749	-\$214,749	
Tax Related Trails	-\$464,409	-\$937,284	-\$665,111	-\$506,668	-\$560,228	-\$559,441	-\$463,956	-\$418,956	45k WRT recon (-)
GNVT	\$0	\$0	-\$193,543	-\$355,702	\$0	-\$270,500	-\$257,500	\$0	207k bully(-); 50k septic (-)
Total Net Income	\$0	-\$480,000	-\$655,566	-\$478,114	-\$96,747	-\$753,000	-\$327,500	\$0	
WRT adjusted NI									
Tax Related	\$0	-\$480,000	-\$462,023	-\$122,412	-\$96,746	-\$482,500	-\$70,000	\$0	
GNVT	\$0	\$0	-\$193,543	-\$355,702	\$0	-\$270,500	-\$257,500	\$0	
	\$0	-\$480,000	-\$655,566	-\$478,114	-\$96,746	-\$753,000	-\$327,500	\$0	
Income Statement	Budget	Budget	Budget	Budget	Original*	Budget	Budget	Major Capital Adjusted	2019-2020
					2018/2019			2019-2020	Budget
Total Revenue	\$4,491,529	\$2,889,544	\$2,761,765	\$2,868,015	\$3,337,735	\$5,031,325	\$3,014,138	\$2,939,138	
COGS	\$53,150	\$56,300	\$57,150	\$52,075	\$51,700	\$62,270	\$32,270	\$32,270	
Wages & Benefits	\$1,518,004	\$1,554,121	\$1,573,869	\$1,644,792	\$1,722,087	\$1,836,270	\$1,858,142	\$1,858,142	
Other Operating Costs	\$801,375	\$798,123	\$855,311	\$874,262	\$899,095	\$921,785	\$1,028,726	\$1,028,726	
Total Operating Costs	\$2,319,379	\$2,352,244	\$2,429,180	\$2,519,054	\$2,621,182	\$2,758,055	\$2,886,868	\$2,886,868	
Capex	\$2,119,000	\$961,000	\$931,000	\$775,000	\$761,600	\$2,964,000	\$422,500	\$20,000	
Net Income	\$0	-\$480,000	-\$655,565	-\$478,114	-\$96,747	-\$753,000	-\$327,500	\$0	

Compares by Category-Total BCRD

- ② Total Tax revenue up at 3% cap amount plus other tax adjustments
- ② Capex includes remaining Quigley & Aq. Ctr. investments + WRT projects + Galena septic + Pisten Bully per cap schedule
- ② Gas reduced to ~\$3.20/gallon
- ② Decrease in program fees and passes to reflect COVID-19 impacts
- ② Increase in Nordic pass revenue
- ② Wages and Benefits reflect 3% adjustments + maintaining position restructuring from 2019-2020

	2017/2018 Actuals	2018/2019 Actuals	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	1,422,907	1,476,758	1,358,529	1,426,398	1,481,870	1,546,241
Programs & Fees	269,136	262,898	258,690	259,050	271,390	246,546
Passes	755,312	763,929	643,000	672,500	668,072	713,968
Miscellaneous Revenue	13,738	11,007	21,500	6,500	6,500	6,500
Fundraising - Donations	121,041	170,914	93,600	87,100	94,450	120,454
Fundraising - Earmarked	190,462	755,109	190,000	557,000	2,165,000	75,000
Fundraising - Sponsorships	9,598	12,012	11,000	14,500	8,300	7,600
Other Fundraising	248,477	358,120	248,000	253,967	258,968	220,619
Other Revenue	131,391	135,158	43,696	60,720	76,772	77,210
Total Revenue	3,162,060	3,945,906	2,868,015	3,337,735	5,031,322	3,014,138
Cost of Goods Sold	46,419	52,147	52,075	51,700	62,270	32,270
Wages + Benefits	1,576,054	1,716,982	1,644,792	1,722,087	1,836,271	1,858,142
Marketing	89,770	97,079	98,985	105,780	108,415	110,790
Repair/Maintenance	138,994	198,498	133,235	136,455	131,246	180,366
Gas	43,453	53,612	75,116	65,116	65,311	60,013
Consulting/Legal	58,285	39,254	14,000	13,650	14,990	14,940
Rent	144,298	164,711	155,100	181,045	191,694	207,675
Other Operating Costs	380,622	354,068	397,826	397,049	410,125	454,943
Total Operating Costs	2,431,477	2,624,205	2,519,055	2,621,183	2,758,052	2,886,868
Capital Expenditures	407,216	1,037,110	775,000	761,300	2,964,000	422,500
Net Income	276,949	232,443	-478,115	-96,748	-753,000	-327,500

Galena & The North Valley Trails

Pass revenue up with day pass, season pass trend

Operational fundraising and benefit with 40k reduction for new model

Operating cost increase to reflect Quigley Trail Park maintenance

Capex includes Quigley Trail Park, Galena Septic, & Pisten Bully

Gas down to reflect price decreases

	2017/2018 Actuals	2018/2019 Actuals	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	0	0	0	0	0	0
Programs & Fees	0	0	1,000	1,000	1,000	1,000
Passes	587,788	608,355	487,500	510,000	513,722	600,000
Miscellaneous Revenue	8,916	7,538	6,500	6,500	6,500	6,500
Fundraising - Donations	90,232	133,018	64,600	64,600	59,600	66,600
Fundraising - Earmarked	180,462	561	190,000	500,000	500,000	75,000
Fundraising - Sponsorships	0	0	0	0	0	0
Other Fundraising	238,332	337,289	228,000	228,000	226,000	187,652
Other Revenue	77,028	54,383	14,259	21,560	33,346	33,850
Total Revenue	1,182,757	1,141,145	991,859	1,331,660	1,340,168	970,602
Cost of Goods Sold	35,989	42,877	41,300	41,300	51,300	21,300
Wages + Benefits	266,433	298,613	283,434	300,138	312,727	317,300
Marketing	52,255	54,800	55,850	55,850	55,390	60,390
Repair/Maintenance	81,732	110,124	61,300	68,800	62,000	91,000
Gas	35,862	43,215	61,551	51,551	51,546	47,597
Consulting/Legal	31,574	27,933	2,000	2,000	2,000	2,000
Rent	17,657	32,387	19,000	21,500	32,496	31,000
Other Operating Costs	245,833	253,845	245,626	258,022	256,709	325,016
Total Operating Costs	731,344	820,915	728,761	757,861	772,868	874,302
Capital Expenditures	316,765	146,037	577,500	532,500	786,500	332,500
Net Income	98,659	131,317	-355,702	-1	-270,500	-257,500

BCRD @ The Community Campus (Programs)

- ④ Fees down to reflect lower expected enrollments, price adjustments
- ④ Passes adjusted to 40% reduction
- ④ Rent to support potential capital needs CC
- ④ Capex includes annual investment in equipment replacement

	2017-2018 Actuals	2018/2019 Actuals	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	-	-	0	0	0	0
Programs & Fees	226,405	223,134	223,990	220,650	230,511	205,671
Passes	127,975	111,396	116,100	123,600	107,050	66,668
Miscellaneous Revenue	171	515	0	0	0	0
Fundraising - Donations	5,520	21,831	15,000	10,000	18,350	42,354
Fundraising - Earmarked	-	-	0	0	0	0
Fundraising - Sponsorships	5,535	7,992	7,000	10,500	4,300	3,600
Other Fundraising	-	-	0	0	0	0
Other Revenue	6,223	4,264	2,895	2,920	2,580	2,510
Total Revenue	371,829	369,132	364,985	367,670	362,791	320,803
Cost of Goods Sold	142	50	425	50	50	50
Wages + Benefits	395,521	440,737	426,889	431,485	489,151	477,342
Marketing	14,611	14,499	10,625	12,330	11,865	9,605
Repair/Maintenance	1,282	7,836	4,025	3,725	6,200	6,950
Gas	100	65	415	415	615	465
Consulting/Legal	1,258	2,287	2,000	1,550	1,940	1,890
Rent	79,563	81,493	86,100	100,196	100,750	112,730
Other Operating Costs	173,704	164,909	175,937	172,576	178,393	175,440
Total Operating Costs	666,039	711,826	705,991	722,277	788,914	784,423
Capital Expenditures	0	7,930	5,000	15,000	20,000	10,000
Net Income	-294,353	-350,674	-346,431	-369,657	-446,173	-473,670 x

- ② Fees and passes modeled on new operation and planned opening
- ② Operating costs maintained to reflect increased utility cost relative to increase in pool volume and usage
- ② Wage increase reflects expected lifeguard needs of 10k for additional pool and management

	2017/2018 Actuals	2018/2019 Actuals	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	0	0	0	0	0	0
Programs & Fees	42,731	39,764	33,700	37,400	39,875	39,875
Passes	39,549	44,177	39,400	38,900	47,300	47,300
Miscellaneous Revenue	2	1,092	0	0	0	0
Fundraising - Donations	1,256	139	3,500	2,000	6,000	1,000
Fundraising - Earmarked	0	0	0	0	0	0
Fundraising - Sponsorships	4,063	4,020	4,000	4,000	4,000	4,000
Other Fundraising	0	0	0	0	0	0
Other Revenue	14,454	15,689	12,650	12,150	14,700	14,700
Total Revenue	102,054	104,880	93,250	94,450	111,875	106,875
Cost of Goods Sold	10,287	9,220	10,350	10,350	10,920	10,920
Wages + Benefits	143,708	146,664	145,820	145,777	154,491	162,400
Marketing	4,901	3,972	4,360	4,450	3,435	3,435
Repair/Maintenance	9,596	7,474	9,400	9,400	11,400	11,400
Gas	286	172	0	0	0	0
Consulting/Legal	4,030	1,627	4,300	4,400	5,350	5,350
Rent	1,115	1,142	0	945	945	945
Other Operating Costs	97,596	92,479	86,410	102,258	125,304	127,174
Total Operating Costs	261,231	253,529	250,290	267,230	300,925	310,704
Capital Expenditures	0	0	0	0	0	0
Net Income	-169,464	-157,869	-167,390	-183,130	-199,970	-214,749

Tax Related Trails - Wood River Trail, Other

- ④ Select WRT Reconstruction project of 10k for park enhancements + signage
- ④ Seal Coating forecast at \$35k as Capex investment
- ④ Gas prices set to \$3.20/gallon projection
- ④ \$20k for maintenance of new Fox Park around Aq. Ctr.

	2017/2018 Actuals	2018/2019 Actuals	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	9,576	6,110	0	0	0	0
Programs & Fees	0	0	0	0	0	0
Passes	0	0	0	0	0	0
Miscellaneous Revenue	2,590	703	15,000	0	0	0
Fundraising - Donations	19,014	14,266	10,500	10,500	10,500	10,500
Fundraising - Earmarked	10,000	6,990	0	7,000	0	0
Fundraising - Sponsorships	0	0	0	0	0	0
Other Fundraising	10,145	20,831	20,000	25,967	32,968	32,967
Other Revenue	11,545	18,916	4,084	8,510	11,150	9,150
Total Revenue	62,870	67,816	49,584	51,977	54,618	52,617
Cost of Goods Sold	0	0	0	0	0	0
Wages + Benefits	239,005	250,205	245,700	268,908	260,463	252,545
Marketing	8,962	7,393	12,900	12,900	20,000	19,500
Repair/Maintenance	45,198	72,000	57,850	54,050	50,446	69,696
Gas	7,111	10,036	13,000	13,000	13,000	11,711
Consulting/Legal	1,719	7,216	1,300	1,300	1,300	1,300
Rent	8,254	11,089	8,500	11,000	11,004	11,000
Other Operating Costs	110,658	100,600	124,502	106,947	112,845	95,822
Total Operating Costs	420,907	458,539	463,752	468,105	469,058	461,573
Capital Expenditures	51,267	44,306	92,500	144,100	145,000	55,000
Net Income	-409,304	-435,028	-506,668	-560,228	-559,440	-463,956

- ☉ Tax revenue slight increase with annual adjustment 3%
- ☉ Wages reflect both communications and development positions
- ☉ Capital includes final Aquatics/Fox Park construction costs to ensure opening summer 2021

	2017-2018 Actuals	2018/2019 Actuals	2017-2018 Budget	2018/2019 Budget	2019/2020 Budget	2020/2021 Budget
Tax Revenue	1,413,331	1,470,647	1,358,529	1,426,398	1,481,870	1,546,241
Programs & Fees	0	0	0	0	0	0
Passes	0	0	0	0	0	0
Miscellaneous Revenue	2,058	1,158	0	0	0	0
Fundraising - Donations	5,019	1,660	0	0	0	0
Fundraising - Earmarked	0	747,558	0	50,000	1,665,000	0
Fundraising - Sponsorships	0	0	0	0	0	0
Other Fundraising	0	0	0	0	0	0
Other Revenue	22,141	41,907	9,808	15,580	15,000	17,000
Total Revenue	1,442,549	2,262,930	1,368,337	1,491,978	3,161,870	1,563,241
Cost of Goods Sold	0	0	0	0	0	0
Wages + Benefits	531,387	580,762	542,949	575,774	619,433	648,555
Marketing	9,041	16,416	15,250	20,250	17,925	17,860
Repair/Maintenance	1,187	1,065	660	480	1,200	1,320
Gas	94	124	150	150	150	240
Consulting/Legal	19,706	192	4,400	4,400	4,400	4,400
Rent	39,179	38,600	41,500	46,500	46,500	52,000
Other Operating Costs	-248,638	-257,765	-234,648	-241,844	-263,321	-268,509
Total Operating Costs	351,956	379,395	370,261	405,710	426,287	455,866
Capital Expenditures	39,183	838,838	100,000	70,000	2,012,500	25,000
Net Income	1,051,410	1,044,697	898,076	1,016,268	723,083	1,082,375 x

Backup

Fundraising Summary

2020/2021 Budget

Account Name	Aquatics only	Fox Park	Programs only	G&A(Mkt Dev)	Tax Trails	Quigley	NVT	Galena	Galena Summer Trails	Harriman	Quigley Development	Total
Fundraising - Nordic Pin	0	0	0	0	0	0	15652	0	0	0	0	15652
Fundraising - Donations	1000	0	42354	0	10500	0	30000	27000	0	9600	0	120454
Fundraising - Earmarked Donations	0	0	0	0	0	0	0	0	0	0	75000	75000
Fundraising - Developer Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Sponsorships	4000	0	3600	0	0	0	0	0	0	0	0	7600
Fundraising - Special Events	0	0	0	0	7000	0	0	160000	0	12000	0	179000
Fundraising - Grants	0	0	0	0	25967	0	0	0	0	0	0	25967
Fundraising - Raffles	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Taxable	0	0	0	0	0	0	0	0	0	0	0	0
Adjusted for deferred/earmarked	5000	0	45954	0	43467	0	45652	187000	0	21600	75000	423673
	5000	0	45954	0	17500	0	45652	187000	0	21600	75000	322706

2019/2020 Budget

Account Name	Aquatics only	Fox Park	Programs only	G&A(Mkt Dev)	Tax Trails	Quigley	NVT	Galena	Galena Summer Trails	Harriman	Quigley Development	Total
Fundraising - Nordic Pin	0	0	0	0	0	0	14000	0	0	0	0	14000
Fundraising - Donations	6000	0	18350	0	10500	0	30000	20000	0	9600	0	94450
Fundraising - Earmarked Donations	0	1665000	0	0	0	0	0	0	0	0	500000	2165000
Fundraising - Developer Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Sponsorships	4000	0	4300	0	0	0	0	0	0	0	0	8300
Fundraising - Special Events	0	0	0	0	7000	0	0	100000	0	12000	0	119000
Fundraising - Grants	0	0	0	0	25967	0	0	0	0	0	0	25967
Fundraising - Raffles	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Taxable	0	0	0	0	0	0	0	100000	0	0	0	100000
	10000	1665000	22650	0	43467	0	44000	220000	0	21600	500000	2526717
Adjusted for deferred/earmarked	10000	0	22650	0	17500	0	44000	220000	0	21600	500000	335750

2019/2020 Actuals to Date

Account Name	Aquatics only	Fox Park	Programs only	G&A(Mkt Dev)	Tax Trails	Quigley	NVT	Galena	Galena Summer Trails	Harriman	Quigley Development	Total
Fundraising - Nordic Pin	0	0	0	0	0	0	15050	0	0	0	0	15050
Fundraising - Donations	275	0	68443	0	14931	0	16946	82089	0	4750	0	187434
Fundraising - Earmarked Donations	0	666883.53	0	0	0	0	645	7500	0	0	66560	741589
Fundraising - Developer Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Sponsorships	0	0	350	0	0	0	0	0	0	0	0	350
Fundraising - Special Events	0	0	0	0	250	0	0	171044	0	14525	0	185819
Fundraising - Grants	0	0	0	0	5114	0	0	0	0	0	0	5114
Fundraising - Raffles	0	0	0	0	0	0	0	0	0	0	0	0
Fundraising - Taxable	0	0	0	0	0	0	0	58412	0	0	0	58412
	275	666884	68793	0	20296	0	32641	319045	0	19275	66560	1193768
Adjusted for deferred/earmarked	275	0	68793	0	15181	0	31996	311545	0	19275	66560	447065

Earmarked/Capital Expenditures Summary 2018-2019

Planned activity worksheet (2020-2021)

	Capex Budget	Earmarked	Net	Dept.
WRT Park + Signage	\$ 10,000	\$ -	\$ 10,000	WRT Recon
WRT Recon. Seal Coating	\$ 35,000	\$ -	\$ 35,000	WRT Recon
Fitworks Equipment	\$ 10,000	\$ -	\$ 10,000	Prog Adm
Quigley Transition and Parcel Development	\$ 75,000	\$ 75,000	\$ -	Quig. Dev.
Snowmobile replacement	\$ -	\$ -	\$ -	NVT
Pisten Bully Replacement	\$ 207,500	\$ -	\$ 207,500	NVT
Galena Cabin repair (Various)	\$ -	\$ -	\$ -	Galena
Galena Septic west side	\$ 50,000	\$ -	\$ 50,000	Galena
Truck/SUV Replacement	\$ -	\$ -	\$ -	Prog Adm
Aquatics Reconstruction/Enhancement	\$ 25,000	\$ -	\$ 25,000	Fox Park
Carey Park Infrastructure	\$ 10,000	\$ -	\$ 10,000	Other Fac
	\$ 422,500	\$ 75,000	\$ 347,500	
	\$ 327,500			

By Major Department (2020-2021)

	Capex Budget	Earmarked	Net	Category
GNVT	\$ 257,500	\$ -	\$ 257,500	NA
WRT Recon	\$ 45,000	\$ -	\$ 45,000	NA
WRT/Tax Trails	\$ 10,000	\$ -	\$ 10,000	NA
GST	\$ -	\$ -	\$ -	NA
Quigley Development	\$ 75,000	\$ 75,000	\$ -	
Fox Park/Aquatic Reconstruction	\$ 25,000	\$ -	\$ 25,000	NA
PROG	\$ 10,000	\$ -	\$ 10,000	NA
Ed Admin/General			\$ -	NA
	\$ 422,500	\$ 75,000	\$ 347,500	
All GNVT	\$ 332,500	\$ 75,000	\$ 257,500	
Tax Related	\$ 90,000	\$ -	\$ 90,000	