



AMENDMENT #1

This amendment to the engagement agreement dated _____, is made by and between the City of New Meadows, referred to as the "City" located at 401 Virginia ST, New Meadows, ID 83654, AND Clearwater Financial, LLC located at PO Box 505 Eagle, ID 83616, referred to as the "Consultant."

1. **Scope of Services.** The City hereby employs the Consultant to perform the following services in accordance with the terms and conditions set forth in this agreement. These services will include:

- a) **Comprehensive Financial Planning – Initiation, analysis, testing, recommendations, implementation, and annual updates of the plan. Additional detail of each of the phases include:**
 - i. **Initiation:** Project logistics, facility tours, review existing documentation, leadership summit.
 - ii. **Analysis:** Departmental interviews, facility & site analysis, review & confirm demographic analysis; financial, economic, and cost forecasts; operational analysis.
 - iii. **Testing:** Functional space programming; campus and building scenarios; preliminary cost estimates; comparative evaluations.
 - iv. **Recommendations:** Preferred scenario with funding & financing options; study documentation; present results to decision-making body; refine plans based on feedback.
 - v. **Implementation:** Implementation guidance; capital investment plan; comprehensive financial planning process; identify funding gaps; provide financial strategies including bonding and other financing opportunities.
 - vi. **Annual updates:** Review the plan for completed projects and/or analysis of projects not completed; plan for completion strategies; facilitate Economic Forecast Committee (EFC); annual rolling update to plan based on the EFC's financial forecasting.
 - vii. **Other services to be provided as need to complete this scope of services.**



b) Water Facility Rate Study

- i. Evaluate the City's rates, and fees in comparison to operating expenses, peer utilities, industry benchmarks, debt service, and capital finance plan.
- ii. Provide recommendations to the City regarding water system rate management based on the results of the rate study.

The completion of this scope of services will be dependent on the availability of market information and necessary City cooperation to complete the scope some of which may be provided by the City.

2. Subject Sites, Properties and Projects. The subject sites include the following properties identified by the City.

- i. Facilities –
 - i. City Hall, Control Building, light industrial building #1, light industrial building #2, Restroom
- ii. Property
 - i. Tank Plant, Well #3, Well #4, Pump house
- iii. Project analysis within the CFP –
 - i. Water system –
 1. Create well house for well #5
 2. Replace booster station and well at the park
 - ii. Sewer System –
 1. Repair and update pond including leak repair, seepage testing and dredging
 - iii. Streets –
 1. Upgrades to stormwater drainage, street paving and sidewalks
 - iv. Buildings
 1. Growth opportunities including purchasing land and industrial park building from Adams County.
 2. Create youth center building/space

If additional properties and related services are identified by the City, these services can be provided by the Consultant under the terms of this addendum and may extend the required hours in section 4. Cost of Services below.

3. Terms of Agreement. This agreement will begin when this agreement is fully executed by both the City and the Consultant. The time frames for delivery of services will be measured from the execution of this agreement. This addendum will end upon the completion of the scope of services



listed above or October 1, 2023. This addendum may have one-year extensions beginning October 2, 2023 if needed to complete the project(s) and to reflect the need to annually update the Comprehensive Financial Plans.

4. Cost of Services.

- a) **Comprehensive Financial Planning Costs.** It is estimated that this scope of services will require 110-135 hours to complete. The Consultant will communicate with the City in advance if more time is necessary to complete this scope of services.
- b) **Water System Rate Study.** It is estimated that this scope of services will require 20-30 to complete.

The Consultant will perform services within the per hour rate of \$200.

If the City desires a scope of services significantly beyond these assumptions, we would appreciate the opportunity to discuss any time and amend the fee accordingly.

The Consultant will submit an invoice for payment to the City before the end of each calendar month for services rendered. The City will pay the Consultant the amount due as indicated within thirty (30) days.

If additional expenses such as travel, meals, communications, print, software, data sources, and other out-of-pocket expenses are required; these costs will be paid by the City to the Consultant.

5. All other terms and conditions as outlined in the Master Engagement Agreement remain in force.

Signed by **City of New Meadows**

Name: Julie Good

Title: Mayor

/s/: _____

Date: _____

Signed by **Clearwater Financial**

Name: Cameron Arial

Title: President

/s/: _____

Date: _____