

Council Chambers at City Hall
602 College Ave.
St. Maries, Idaho



July 28, 2025
at 5:30 p.m.
Regular Meeting

Posted 07/25/2025

CITY COUNCIL

Agenda

Please Turn Off/Mute Cell Phones

1. **Call to Order.**
2. **Roll Call.**
3. **Pledge of Allegiance.**
4. **Consent Calendar – none.**
5. **Old Business – none.**
6. **New Business**
 - a. Benewah County Request for Commercial Building Services. – **action item**
 - b. Cyber Operations and Resilience Program Capstone Agreement. – **action item**
7. **Reports and Communications**
 - a. Mayor's Update.
 - b. City Council Comments.
 - c. Public Works Director's Update.
 - d. Police Update.
 - e. Building Official Update.
8. **Public Comments**
 - a. Members of the public may address the council on any topic not on the agenda. (Time limit: 3 minutes per speaker)
9. **Adjourn.**

What we do and how we do it:

As part of the Cyber Operations and Resilience Senior Capstone at Boise State University, we empower our students to assist underserved communities in assessing their organization's digital security. We focus on educational and government institutions that may not otherwise have the resources to have an outside entity assess the security of their computer and network systems, policies, and practices.

Questions to the reader:

- How well do you know your network?
- What is your cybersecurity maturity?
- How aware are you of your cybersecurity posture?

*If you don't know the answers to some of these questions, **that's okay**. Here's how we can help:*

- **By Performing a Risk Assessment:**
 - Understand potential risks
 - Evaluate likelihood and impact
 - Prioritize and manage risks effectively
- **By Executing a Vulnerability Assessment:**
 - Identify weaknesses in systems
 - Use tools to find security flaws
 - Take actions to fix vulnerabilities

This sounds great, but how much money will this cost us?

The great thing about this program is that it requires no payment. We use this as an opportunity to give back to the community while providing our students with tangible, real-world experience.

I'm in; what do you need from me?

Send us an email! We will have a few Zoom meetings to plan the project. You will assign a contact (sponsor) for our students to work with. Once the plan is approved, we will identify risks and vulnerabilities in your systems and provide a report with actionable steps to improve your security.

Contact us for more information:



Kody Walker, Dr. Sin Ming Loo
kodywalker@boisestate.edu | smloo@boisestate.edu
Cyber Operations and Resilience Program

Boise State University Capstone Sponsor Agreement

Date: July 18, 2025

Company Name: City of St. Maries – Idaho

Project Name: Cyber Risk Assessment for City of St. Maries

Thank you for your support as a sponsor of the Capstone Program at Boise State University (the "University"). We look forward to working with you this year.

Your project sponsor fee of (\$ Zero Dollars and No Cents) for the _____ project makes the Capstone Program possible and will be used to offset project administration costs (poster printing, project notebooks, miscellaneous laboratory consumables, etc.). In addition to the project sponsor fee, all project materials, equipment, and supplies needed to execute the project shall be provided by the Capstone Sponsor. Also, if your project requires the Capstone team to travel, we will ask you to approve and pay for those travel costs. All estimated expenses will be outlined in the proposal budget for your review and approval.

The Capstone Program is an educational program designed to help students learn the practice of engineering. Because students are responsible for the work on the project, we can only provide the work of the University faculty and students "as is." Students are not considered agents or employees of the University. The University makes no warranties, express or implied, as to the condition, accuracy, originality, merchantability, or fitness for purpose of any products, processes, materials or intellectual property developed in the program.

Several presentations are held throughout the academic year, including the Senior Design Showcase and the Final Presentations. The students will also be required to prepare reports and posters regarding the project.

The University takes the exchange of confidential or proprietary information very seriously and the exchange should only be undertaken if the appropriate non-disclosure agreements have been executed. In the event an exchange of confidential or proprietary information is made under such an agreement, the University will make reasonable efforts to protect any confidential or proprietary information you or a third-party collaborator provide to it. However, please be aware that students and faculty may discuss some information associated with the project as part of the normal educational activities in the Program. As part of the normal classroom activities, faculty and students must have the right to present certain information at public events and to other participants in the Capstone program.

You may execute a non-disclosure agreement (NDA) with the University through the Office of Technology Transfer that will provide protection of information disclosed to University faculty. Your capstone course faculty contact can help you with this. Such agreements only cover

University employees and do not generally apply to students, therefore you may want to execute a separate NDA with each of the student team members. If you wish to utilize student NDAs, the agreement you plan to use must be made available to your faculty contact at least 30 days prior to the student project selection process. This is necessary because students who are currently employed may need to get employer approval of the agreement prior to selecting a project. This NDA will become part of the documentation package along with the project description and requirements.

If you require an interest in any intellectual property (IP) that may be created during the course of the project, you should discuss this need with your Capstone course faculty contact. The University has developed a default IP agreement available which, when properly executed prior to the commencement of the project, will convey non-exclusive, royalty-free IP rights related to work done on the project that may be attributed to faculty involvement. If you require an agreement that is different from the default agreement, you should contact the Office of Technology Transfer to discuss alternatives. Since the University does not claim ownership of student IP, you may wish to execute an IP agreement with each of the student team members. If you wish to utilize a student IP agreement, the agreement you plan to use must be made available to your faculty contact at least 30 days prior to the student project selection process. This is necessary because students who are currently employed may need to get employer approval of the agreement prior to selecting a project. This IP agreement will become part of the documentation package along with the project description and requirements.

As a Capstone Sponsor, you may host students and faculty at your facility. Should you host University faculty, students, or agents at your facility, you agree to comply with all health and safety laws, regulations and ordinances imposed by federal, state and local government. Further, you agree that the working environment, equipment, machinery and all other matters which affect visitor health and safety shall be maintained in compliance with OSHA standards. Additionally, you agree to provide or ensure use of all personal protection gear and/or equipment required by federal, state and local government.

The University students are not employees of the University and are not eligible for workers' compensation insurance under the University. Should University faculty, students, or agents suffer an injury or accident at your facility, you acknowledge and agree that you will be liable as you would for any other guest at your facility.

As a Capstone Sponsor you agree to release and to indemnify the University, its faculty, students, and agents from any claims arising out of the originality, design, manufacture, or use of any of the products, processes, technologies, or intellectual property generated as a result of the project, unless such claims arise out of the willful misconduct or gross negligence of the University, its faculty, students, or agents.

The University and Capstone Sponsor agree to indemnify each other from any claims or liability, including reasonable attorneys' fees, due to their respective negligent acts or omissions arising from or in conjunction with the student's participation in the project. Neither the University nor Capstone Sponsor will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes (collectively "Claims") arising out of or caused solely by the

other party's actions, inactions, or negligence. If, however, any Claims arise from the joint fault of both, each party agrees to indemnify the other from any claims or liability, due to their respective negligent acts or omissions. Notwithstanding anything herein to the contrary, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party's respective fault.

This Agreement shall be construed in accordance with and governed by the laws of the State of Idaho. Nothing herein should be deemed as a waiver of the University's sovereign immunity or of any of the protections afforded it as an agency of the State of Idaho, including but not limited to the protections of the Idaho Tort Claims Act.

University is prohibited by state law from entering into certain contractual agreements. Capstone Sponsor hereby certifies that (i) pursuant to Idaho Code Section 67-2359, it is not currently owned or operated by the People's Republic of China and will not for the duration of the Agreement be owned or operated by the People's Republic of China; and (ii) it is not an abortion provider or an affiliation of an abortion provider under the No Public Funds for Abortion Act. The terms in this section defined in Idaho Code 67-2359, and in Title 18, Chapter 87, Idaho Code, respectively, shall have the meanings defined therein.

The University thanks you again for your participation in and support of the Capstone Program, and looks forward to working with you in this educational effort.

[Signatures Follow on the Next Page.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives:

Boise State University
College of Engineering –
Cyber Operations and
Resilience Program

By: CORE Program

Name: Kody M Walker

Title: Associate Director CORE

Date: July 10, 2025

By: _____

Name: _____

Title: _____

Date: _____

Capstone Course Faculty Contact

Name: Kody M. Walker

Title: Associate Director CORE

Email: kodywalker@boisedstate.edu

Phone: 208-426-2485

Address: 1910 University Drive,
Boise, ID 83725-1121
MEC 411B

Capstone Sponsor Contact Information

Name: _____

Title: _____

Email: _____

Phone: _____

Address: _____

CORe - Project Proposal

Submit to **kodywalker@boisestate.edu**

Sponsor / Company Information

| | |
|-------------------------|---|
| Sponsor / Company Name: | City of St Maries Idaho |
| Project Title: | Cyber Risk Assessment / Vulnerability Assessment / Physical Security Assessment |
| Academic Terms: | Fall 2025 |

Contact Information

| | | | |
|--------|-----------------|--------|--|
| Name: | Jaidyn Reynolds | | |
| Title: | City Clerk | | |
| Phone: | 208-245-2577 | Email: | jkinzer@cityofstmaries.org |

Project Abstract

In this section please describe your project at the 30K foot view. Please keep this to 500 words or less.

Conduct a Cyber Risk Assessment / Vulnerability Assessment / Physical Security Assessment for City of St. Maries Idaho.

Plan of support

*Please describe how you, or your company, plans on supporting the project during the semester.
Please keep this to 500 words or less.*

City of St. Maries team will work with the students to assist in facilitating this project.



Technologies

*If you have specific technology requirements you must list them here. Examples include, assessment tools, software, programing suites, cloud tools, etc. If you have no preference simply state **"no preferences"** and the student team will determine what technologies to use in the project.*

If your project requires the use of proprietary/non-free tech you must detail how students will get access to what they need to complete the project.

Cyber Operations and Resilience (COrE) Program will provide the technology to conduct this assessment.



Artifact Ownership

*It is the responsibility of the **sponsor** to review [University Policy #1130](#) regarding the use of copyrighted works and [University Policy #1090](#) regarding Intellectual Property ownership. Unless otherwise stated, the sponsor should assume that all artifacts are owned by the students.*

Large percentage of CORE students are already employed in some capacity while taking CORE 405 and CORE 480 – Capstone Sequence and may have already signed a “work for hire” agreement with a local/international company that could impact code ownership.

Sponsors must detail in this section what they expect the student team to do regarding artifact ownership and or licensing. Boise State University has approved the MIT, BSD, and GPLv2/v3 licenses for software projects.

- ***Boise State University cannot force students to execute copyright transfer or intellectual property transfer agreements.***

All artifacts that belong to City of St. Maries will remain with the owners.



Logistics

I certify that by submitting this proposal I am aware that Boise State University team **may fail to deliver** a working final product over the course of the semester due to unforeseen circumstances that are beyond the control of the student team. I certify that I have acknowledge the guidelines outlined below and understand that my team will be reassigned if I cannot comply.

- Boise State University is not responsible for supporting any student created software/apps/product beyond the end of the semester.
- It is the responsibility of the **sponsor** to provide access to any hardware or software that is required to complete the project and must be available for the students on week 1 of the semester in question.
- Any legal paperwork that is required by the sponsor **MUST** be disclosed in this proposal. This includes, but is not limited to, non-disclosure agreements (NDA), Intellectual Property (IP) transfer agreements, or Memorandum of Agreement (MOA). Any legal paperwork introduced post-mortem will result in the student team being reassigned.
- Students must be allowed to discuss the entire project with the instructor and complete all assignments. Any proposal that requires legal paperwork (NDA, IP transfer agreements, etc.) that prevents completion of the course will be rejected.

Boise State University
COPRe Program

Date: _____ Capstone Sponsor Signature:

COrE Capstone Schedule

Fall 2025 (FA25)

Fall classes start August 25, 2025. Students will start with COrE 405 Cyber Project Management Design.

Module 1 (August 25 thru August 31) – students bid on their projects. Due to this being a local event, only students within the local area can bid on this project.

Module 2 (September 1 thru September 7) – students are notified of their group and project. They will meet with their group and mentor this week. They will also reach out to you (**sponsor**) to schedule a meeting in week 3.

Module 3 (September 8 thru September 14) – students will have there meeting with you (**sponsor**) where you will go over the project in detail and provide some topics they will need to study for prior to the event.

Module 4 (September 15 thru September 21) – students will work on the project management plan build and meet with their mentor.

Module 5 (September 22 thru September 28) - students will meet with you (**their sponsor**) and provide an update and ask any questions they might have.

Module 6 (September 29 thru October 5) – students will meet with their mentor and complete the project plan.

Module 7 (October 6 thru October 12) – students will meet with you (**their sponsor**) to present their project management plan.

Off Week (October 13 thru October 19) – students will either work ahead or take this week off. I promote that they work ahead to maximize time and effort for their capstone project. **This will also be close to the on-site assessment. (Around this time)**

COrE 480 Capstone – Official Open Date – October 20, 2025

Module 1 (October 20 thru October 26) – students will meet with their teams and meet with their mentor.

Module 2 (October 27 thru November 2) – students will meet with their **sponsor**.

Module 3 (November 3 thru November 9) – students will meet with their mentor and work on their poster for Virtual Senior Design Showcase.

Module 4 (November 10 thru November 16) – students will meet with mentor and **sponsor**.

Module 5 (November 17 thru November 23) – students will meet with mentor and work on Final Report for **sponsor**.

Thanksgiving Break (November 24 thru November 30) No classes – holiday break

Module 6 (December 1 thru December 7) – students will meet with mentor and present to **sponsor their final report. This is when you want to schedule a head for board / staff to attend the presentation.**

Module 7 December 8 thru December 12) – students participate in Virtual Senior Design Showcase their project and their project poster. The teams will also provide the sponsor with any deliverables. Close out the course.