

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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Monday, October 28, 2019

3:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 3:00 p.m.

PRESENT: Art Bettge, Brandy Sullivan, Anne Zabala

ABSENT: Jim Boland

OTHER: Mayor Bill Lambert, Council Member Gina Taruscio

STAFF: Gary J. Riedner, Mia Vowels, Bill Belknap, Tim Davis, Caylee Birge

REGULAR AGENDA

1. Approval of the October 14, 2019 Public Works / Finance Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
The minutes were approved as presented.

2. Professional Service Prequalification Process Resolution (ACTION ITEM) - Bill Belknap

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho requires that procurement of professional service contracts with design professionals (professional engineers, architects and landscape architects), construction managers and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. As a result, each time the City needed design services, the City historically published project specific requests for qualifications to identify a qualified provider, negotiated an agreement for the professional design services, and then brought it forward to the Council for approval. Idaho Code § 67-2320(2)(h) allows the option for public agencies to create a preapproved list of qualified professional service providers following a published request for qualifications. Once a list has been established, the City can then directly negotiate a professional services agreement with any of those preapproved professionals. Administration has requested that staff formalize the prequalification process through adoption of a Council Resolution which has been prepared for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution; recommend denial of proposed Resolution; or provide staff further direction.

Belknap introduced the item as written above. A prequalification process allows a more streamlined process than conducting numerous individual RFQ's. The City would prequalify professional service providers every three years with an annual supplemental qualification process for firms or service providers that did not participate in the process. The City would retain the right to publish a

request for qualifications for professional services per the Idaho State Code. Staff received comments the use of "may" in place of "shall" as it relates to the annual supplemental advertisement and the potential need for a process to remove a prequalified provider. This Resolution addresses several items by giving structure for staff to follow with decisions based by qualifications and the price negotiated after the selection. Assuming the cost to run the publication, we want to have as many qualified candidates possible without spending the money every year with no applicants. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Idaho Department of Environmental Quality Domestic Water System Loan Offer Phase II (ACTION ITEM) - Bill Belknap

In 2014, the City sought and received judicial confirmation granting the City the authority to issue revenue bonds, without a public vote, to finance improvements to City's Water System including the reconstruction of six water booster stations, the drilling and development of a new domestic well, and construction of limited piping systems associated with the booster stations and well, to rectify existing fire flow and water production deficiencies within the City's domestic water system. The City has utilized nearly all of the \$4.3 million of the initial DEQ loan to fund the improvements that have been completed at this time. The remaining improvements are anticipated to cost an additional \$6.8 Million to complete. DEQ has offered to issue an additional \$4.3 million loan to the City under the same terms and conditions as the initial loan offer. The City and DEQ would close out the initial loan and the City would begin repayment of that loan in 2020. If the City accepted the phase II funding loan offer, the City would complete Well #10 and the Indian Hills water main in 2020, and construct the two booster stations in 2021.

PROPOSED ACTIONS: Recommend approval of the DEQ Phase II Domestic Water System Improvement Loan Offer and associated Resolution; or provide staff further direction.

Belknap introduced the item as written above. The booster stations are not able to meet the needs of fire flow. City Council accepted a revolving loan offer from the Idaho Department of Environmental Quality (IDEQ) for improvements. The remaining system improvements include the reconstruction of two additional booster stations, development of Well 10, and construction of a water main. Staff has prepared a resolution for the Council's consideration for acceptance of phase II of the State Revolving Loan Funding to support the completion of the necessary domestic water system improvements. Once the construction is complete, the City will get a promissory note and payment schedule. IDEQ is finalizing the 20-year loan offer agreement and once the construction phase is complete, a promissory note and payment schedule will be issued. The Committee recommended that it be placed on the Council regular agenda.

4. Idaho Department of Commerce Opportunity Fund Agreements (ACTION ITEM) – Bill Belknap

During EMSI's recent corporate headquarters competitive site selection process, the State of Idaho offered a \$350,000 incentive from the State's Opportunity Fund Incentive Program to assist with necessary public infrastructure improvements associated with the project. The program is similar to the Community Development Block Grant Program except the funding is at the discretion of the Director of the Idaho Department of Commerce. Within the Opportunity Fund Program, the funding must be received by a public entity who in turn reimburses the subject company for approved public improvement expenses. This requires two separate

agreements: one between the City and State, and one between the City and Company. Staff has prepared the draft Agreements for the Council's review and approval.

PROPOSED ACTIONS: Recommend approval of the Opportunity Fund Agreements; or provide staff further direction

Belknap introduced the item as written above. The funding is proposed to be utilized for the relocation of the portion of Hogg Creek that crosses the property as well as fund sidewalk improvements around the perimeter. The existing culvert is 42 inches and will be increased to 60 inches to minimize potential flood. The funding would be disbursed in four equal installments upon the achievement of four milestones: the completion and acceptance of Hogg Creek reallocation; issuance of building permits and commencement of construction; completion of construction and issuance of the certificate of occupancy; and the creation of 27 new jobs by the company. The company must expend funds toward the subject improvements, provide supporting documents, and achieve the four milestones prior to the city reimbursing EMSI, with no other costs to the City other than staff's time to process and reimburse requests. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Recycling Center Update and Program - Tim Davis

Davis introduced the report. Staff was able to collect 520 pounds of plastic and 260 delivered plastic from the charter school. The plastics baler can handle about 800 pounds. The event could be a monthly event. Most items were recyclable and the public was pleased with the process. The event was posted on social media and the city's website. Following the 2017 recycling ban, the markets have plummeted and Latah Sanitation and Moscow recycling receives revenue for operation based on tonnage. The recycling center may need to be re-purposed for another city purpose. The yard waste has been expanded as much as possible. Aluminum is the only commodity that has remained the same.

Regional Housing Study Workshop Update - Gary J. Riedner

Riedner explained all governmental entities and funders have received the Regional Housing Study report. The Council requested a broader discussion regarding the report. Staff has scheduled it for the December 2 Council meeting.

ADJOURN

The meeting was closed at 4:13 p.m.

