



## Public Works/Finance Committee

### Regular Meeting ~Minutes~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

**Monday  
January 8, 2018**

**4:30 PM**

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

**The meeting was called to order at 4:30 PM**

**PRESENT:** Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

**OTHERS:** Mayor Bill Lambert, Councilmember Art Bettge

**STAFF:** Jen Pfiffner, Alisa Anderson, Jen Meekhof, Brittany Gunderson, Bill Belknap, Tim Davis, Rod Hall, Les MacDonald, Ryan Cash, Laurie M. Hopkins

**1. Approval of Public Works/Finance Committee December 11, 2017 Minutes – Laurie M. Hopkins**

|                |                                            |
|----------------|--------------------------------------------|
| <b>RESULT:</b> | <b>ACCEPTED [UNANIMOUS]</b>                |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan |

**2. Selection of Committee Chair and Vice Chair**

The Committee agreed Kathryn Bonzo will be Chair and Brandy Sullivan will be Vice Chair.

**3. Disbursement Report for December 2017 - Sarah Banks**

Staff will present the Accounts Payable Report for the month ending December 2017. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on January 8, 2018.

**ACTION:** Approve the Disbursements Report for the month of December 2017.

Banks introduced new staff members in the Finance Department. She then went over the major expenditures in the December report. The Committee signed the report, recommended approval and that it be placed on the Council consent agenda.

|                |                                                   |
|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]</b> |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan        |

**4. First Quarter Financial Report October 1, 2017 to December 31, 2017 for FY2018 - Sarah Banks**

First quarter financial report for fiscal year 2018 (October 1, 2017 to December 31, 2017). This was reviewed and recommended for approval by the Public Works/Finance Committee on January 8, 2018.

**ACTION:** Approve the report.

Banks introduced the item and Riedner explained tax revenues are received in January. The Committee recommended approval and that it be placed on the Council consent agenda.

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|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]</b> |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan        |

**5. 2309 and 2315 Itani Drive Lot Line Adjustment - Ryan Cash**

Rafik Itani is requesting a lot line adjustment between two parcels of land currently addressed as 2309 and 2315 Itani Drive in order to accommodate future development at 2315 Itani Drive. 2309 Itani Drive is currently 9,192 square feet in size and 2315 Itani Drive is currently 7,472 square feet in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 9 ft by 116.46 ft area from 2309 Itani Drive to 2315 Itani Drive. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 2309 Itani Drive currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 8, 2018.

**ACTION:** Approve the lot line adjustment request with no conditions.

Cash introduced the item as written above and described the requirements for the R-2 Zoning District. The retention pond in the map is no longer in that location. The Committee recommended approval and that it be placed on the Council consent agenda.

|                |                                                   |
|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]</b> |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan        |

**6. FY20 Local Highway Safety Improvement Program (LHSIP) Grant Application - Alisa Anderson**

The Highway Safety Improvement Program (LHSIP) is a federally funded program aimed at reducing Fatal and Serious Injury (Type A) crashes on the roadway systems. Eligible entities for LHSIP include Local Highway Jurisdictions (LHJs) with at least one Fatal or Serious Injury (Type A) crash from 2011-2015. The City has been notified of its eligibility for the FY20 application process. Grant applications require a local match of not less than 7.34%. LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in a single location or in a larger project area.

In review and analysis of the citywide crash and accident data, staff has identified a project corridor located on Third Street between Lieuallen Street and Lilly Street. This area is a walking and biking corridor frequently traveled by UI students to off-campus housing, restaurants, and many downtown businesses. Third Street is also a designated on street bike route, transitioning from bike lanes to shared lane markings at the intersection of Lieuallen and Third Streets just outside of the Phase 2 project area. A majority of the pedestrian facilities within the project area are hazardous due to deterioration and not compliant with current ADA standards which currently poses great risk to those who travel the corridor, especially at night.

The proposed Third Street/SH 8 Corridor safety improvements include the demolition and removal of deteriorated and non-ADA compliant infrastructure comprised of concrete sidewalks, outdated curb ramps, and unused vehicle access approaches. The Third Street, Phase 2, LHSIP Systemic Solution funding requested for safety improvements will replace approximately 430 square yards of deteriorated concrete sidewalk with widths ranging from 5 to 15 feet, and approximately 400 linear feet of curb and gutter including 4 ADA pedestrian curb ramps. The project will also install 8 new LED luminaires to improve night-time visibility. Total project costs are estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500.

This was reviewed and recommended for approval by the Public Works/Finance Committee on January 8, 2018.

**PROPOSED ACTIONS:** Approve submittal of the grant request for the FY20 Local Highway Safety

Improvement Program for the SH8/Third Street Corridor Safety Improvement Project Phase 2 with total project costs estimated not exceed to \$305,000 with a local match of 7.34% not to exceed \$22,500 or take such other such action as deemed appropriate.

Anderson explained the Local Highway Technical Assistance Council recommended Moscow come back this year and apply for Phase 2 since last year when applying for both, only Phase 1 was awarded. Anderson gave details about Phase I, applied for in 2019 and is scheduled in the Idaho Transportation Improvement Plan for design in 2020 and construction in 2021. Staff is considering with the new application if awarded, they may allow both portions could be designed and constructed at the same time. Anderson described Phase 2 as written above. A portion adjacent to the Nissan dealership has already been completed. The application is due January 18 with awarding of preliminary approval March to June of this year. The Committee recommended approval and that it be placed on the Council regular agenda.

|                |                                                   |
|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]</b> |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan        |

**7. Task Order Agreement for Design and Construction Administration of Booster Stations Phase II - Les MacDonald**

The City of Moscow has nearly completed the construction of the Taylor, White, and Vista Booster Stations in Phase I of the Booster Station Improvements Project. Phase II of the project will replace the remaining two existing water pressure booster stations, the Ponderosa Booster Station, and the Indian Hills Booster Station. Replacement of the Ponderosa and Indian Hills stations will allow us to achieve our long term goal of replacement of all of the City's booster stations as recommended in the City of Moscow Comprehensive Water System Plan. This project is being implemented to address current pressure limitations, improve pump efficiency and fire flow in the Indian Hills and Ponderosa pressure zones, upgrade the electrical systems, provide emergency power to both stations, and to improve maintenance access and safety by bringing both stations above grade. The project will include the design and construction of approximately 3,000 linear feet of new water main

The existing Ponderosa Station located on the north side of Ponderosa Drive near Orchard Avenue will be relocated to the southeast corner of Orchard Avenue and Lanny Lane. The existing Indian Hills Station located on Indian Hills Drive near its intersection with Northwood Drive will be relocated to property to be acquired on Southview Avenue.

Staff has negotiated the attached agreement with JUB Engineers for design and construction management of the project in the amount of \$425,750. The agreement provides for completion of a preliminary evaluation and engineering report, site surveying and easement acquisition, preparation of plans and specifications, bidding assistance, and construction inspection for the replacement of both pump stations. The project is expected to be advertised for construction in the summer of 2018 with construction occurring through the following fall and winter. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 8, 2018.

**PROPOSED ACTIONS:** Approve the Task Order Agreement with JUB Engineers, Inc., or take such other action as deemed appropriate.

MacDonald said this agreement is in regards to the Well 10 project which has two phases and the booster station replacement project, which also has two phases. He gave a history of the phases of both projects and provided pictures of the buildings, pumps and landscaping (see attached). Department of Environmental Quality requires booster stations to be above ground and all the stations have difficulty with fire flow. MacDonald gave further details as written above. The Committee recommended approval and that it be placed on the Council regular agenda.

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|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]</b> |
| <b>AYES:</b>   | Kathryn Bonzo, Jim Boland, Brandy Sullivan        |

## Reports

### Long-Term Disposal RFP Update - Tim Davis

Davis gave a brief history of the current disposal contract. Waste Management had plans to open a regional landfill in Washtucna. When Moscow signed the contract, the cost was based on that location. The Washtucna site never came to fruition and Moscow's waste had to be hauled to Arlington Oregon, which added another 300 miles per round trip. The current contract with Waste Management, subcontracted by Waste Connections, has one remaining five year option. Moscow averages about three trucks a day, five days a week and is hauled to Finley Butte Landfill in Boardman Oregon. Waste Connections was approached regarding extending the current contract under the same terms but they declined and insisted that any extension be tied to a surcharge escalator. Fuel escalators added to contracts brings uncertainty and staff isn't comfortable with that option. Staff developed a Request for Proposal (RFP) for transportation and disposal for Moscow's municipal solid waste. It's a good opportunity to review other options for a longer term contract while maintaining the last five year option on current contract. There would be no obligation to enter into a contract with any proposals to the RFP.

Recently large disposal companies have contracted with rail roads for long term transportation of waste to regional landfill sites. There is a rail hub located in Spokane Valley. Several northeastern counties, such as Whitman County, truck containers of waste to Spokane Valley and are transferred to rail cars and hauled to the Regional landfill in the Columbia Gorge. Whitman County's current cost for transportation and disposal is comparable to what Moscow is paying now.

Riedner said the contract is very favorable to Moscow but the Council has been very good about giving relief to Waste Connections when fuel prices have skyrocketed. He gave a brief history of why we ship out of Latah County.

The deadline to exercise the five year extension is June 1, 2018. If the RFP goes out now, there is time to see what other options there is.

Davis said he also issued a Request for Qualifications (RFQ) for development of a sanitation master plan that is due by December. A committee will be put together to interview respondents. Some of the tasks included in the RFQ was evaluation of programs to identify vulnerabilities, review a yard waste option, and relocation of recycling center as well as others. A workshop presentation to City Council will be at the end of the process. The most costly part of the recycling program is shipping and sorting. The RFQ also includes a feasibility analysis for operating a local material and recovery center for recyclables. The interviews for the RFQ is scheduled for January 17.

Riedner gave a history of the recycling program in Moscow. Issues with the current location is the yard waste area, viability of drop off bins, and the location in a commercial neighborhood. It was also identified as a major challenge area in the strategic plan. Hopefully citizen surveys on the recycling center will be done prior to decision of bond but plenty of information will be provided on the process. Latah Sanitation will be included in the process and also on the interview committee. The RFQ will look at volumes of the quad cities to see if a local material recovery facility is feasible and should be out by the end of the week. The relocation of the recycling is not on the bond issue but will be financed from the Sanitation Fund. The Committee approved moving forward with the RFP and RFQ.

### Adjourn

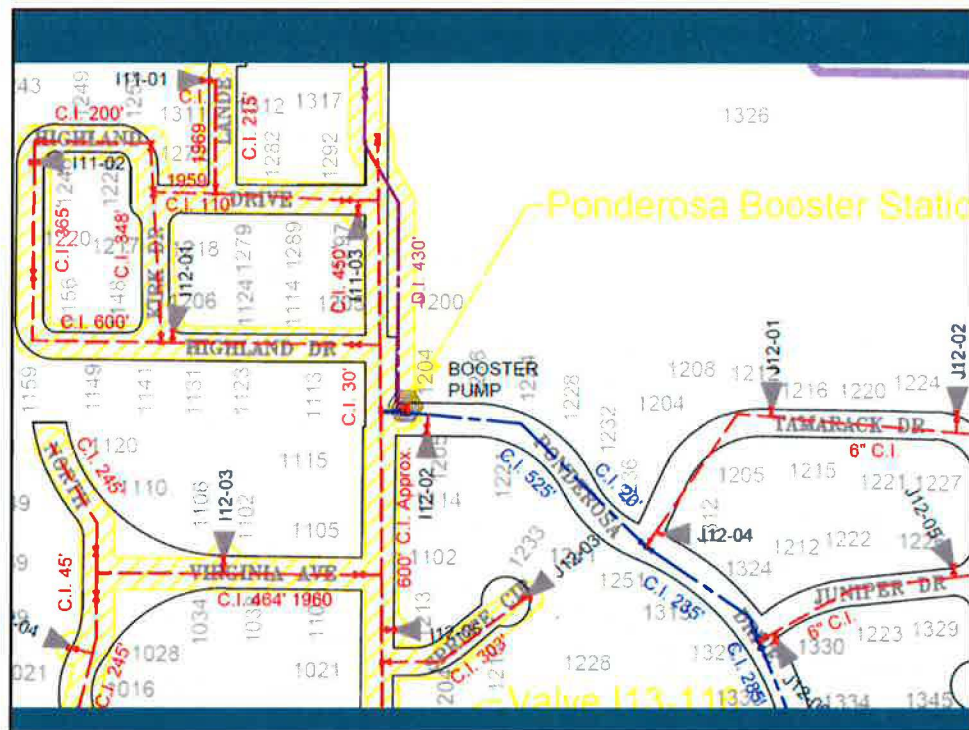
The meeting was closed at 5:36 PM



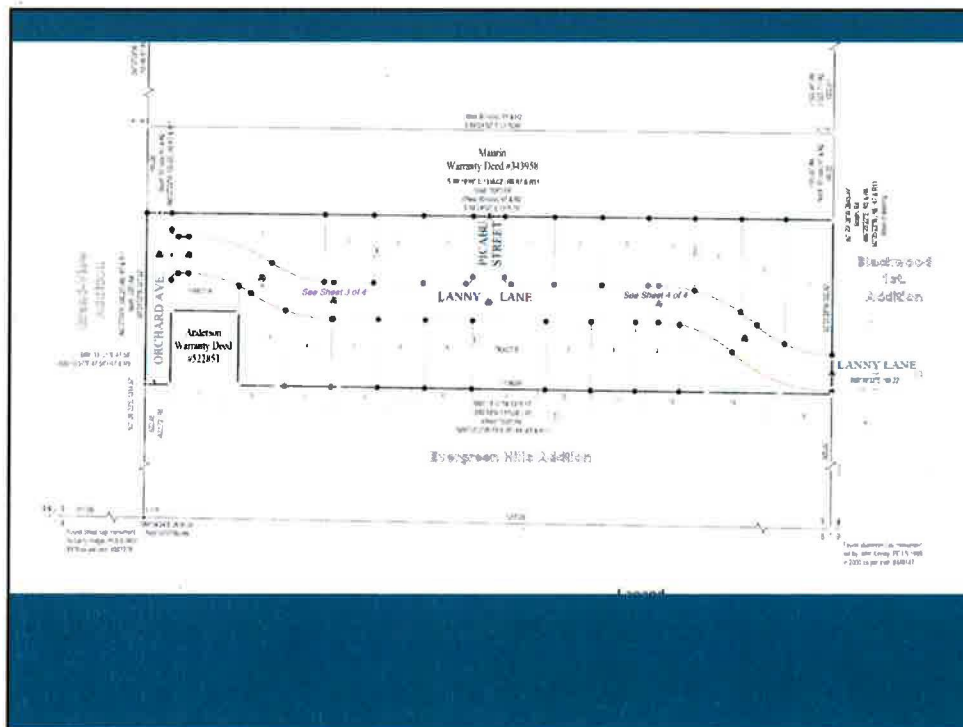
# MOSCOW BOOSTER STATIONS PROJECT PHASE II

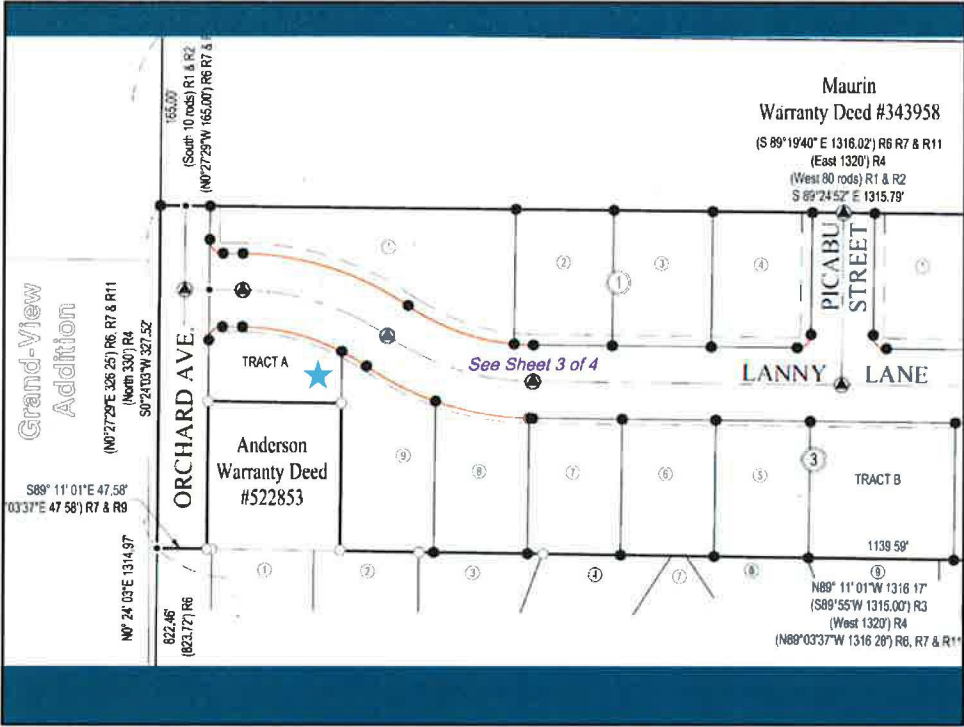
PUBLIC WORKS/FINANCE COMMITTEE  
JANUARY 8, 2018

## PONDEROSA BOOSTER STATION











## INDIAN HILLS BOOSTER STATION









## VISTA BOOSTER STATION





## WHITE AVENUE BOOSTER STATION









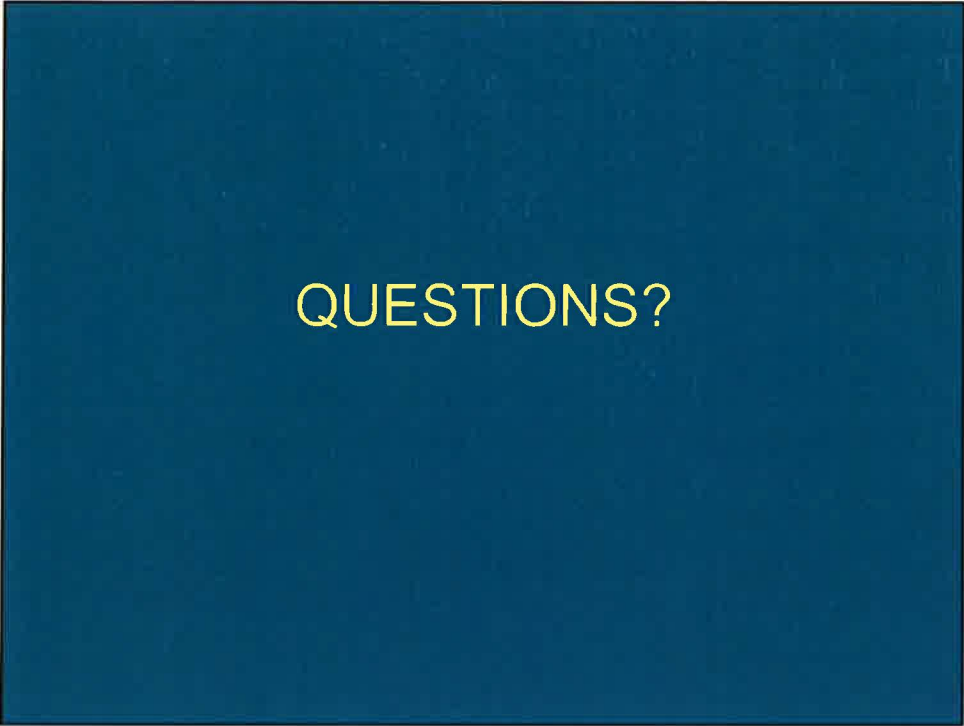
# TAYLOR BOOSTER STATION











QUESTIONS?