

Public Works / Finance Committee



Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday,
October 11, 2021

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge

OTHERS: Mayor Bill Lambert, Ben Aiman (SMART Transit),

STAFF: Gary Riedner, Bill Belknap, Tyler Palmer, Brian Nickerson, James Fry, Scott Bontrager, Mia Bautista, Taylor Riedner

1. Approval of Public Works/Finance Committee September 27, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Disbursement Report for September 2021 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending September, 2021.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of September 2021.

Riedner introduced the item by highlighting major expenses for the previous month, including a Haddock building remodel payment, the HLAC structure replacement, and the purchase of three vehicles. Needing no further discussion, the Committee approved the disbursement report, authorized the use of digital signatures, and that it be placed on the Council consent agenda.

3. Well House No. 6 Bid Results (ACTION ITEM) - Scott Bontrager

The City published an advertisement for bids on September 4 and 11, 2021 for the Well House No. 6 project. The project included the reconstruction of Well House No. 6, electrical improvements, an on-site chlorine generation system, and the installation of a new generator. The Engineer's Estimate for the project was \$641,019. Bid opening for the project took place on October 1st, 2021, at which one (1) bid was received. The bid received was in the amount of \$987,630 and was submitted by Quality Contractors, LLC. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Recommend rejection of the low bid from Quality Contractors, LLC; or provide staff with further direction.

Bontrager introduced the item as written above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Memorandum of Understanding with Moscow School District for SRO Program (ACTION ITEM) – Gary J. Riedner / James Fry

The City of Moscow, through the Moscow Police Department, has been employing a School Resource Officer (SRO) position for over 18 years to provide a law enforcement presence and additional resources to the Moscow School District to assist in providing and maintaining a safe and healthy student environment. Previously, the MSD and City had agreed to have two SRO positions, with the costs of the two positions to be evenly divided between the MSD and City. However, with the advent of COVID-19, MSD requested that one of the positions be eliminated for budgetary reasons, and that we return to one SRO, with the costs of the position to be evenly divided between the City and the MSD. The attached Memorandum of Understanding contemplates one SRO position.

PROPOSED ACTIONS: Recommend approval of the MOU with Moscow School District for the School Resource Officer program, or provide staff further direction.

Chief Fry introduced the item as written above. Riedner added that the MSD superintendent has indicated once COVID subsidies, they would like to go back to the two SROs. This program primarily focuses on high school but also works with middle and grade schools. When there were two officers, one was assigned to the high school, the other to the middle school, and then shared elementary schools. They visit each school, report to Captain Dahlinger, and collaborate with the superintendents of each school. Officers are still bound to follow the City's policies and procedures while cooperating with the schools' rules at the same time to the best of their ability. During the summer, when school is out, the SROs will help with other school programs and assist the patrol division. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Comprehensive Mutual Aid Agreements for Fire Assistance (ACTION ITEM) – Brian Nickerson

The City of Moscow benefits significantly from having mutual and automatic aid agreements with our fire and EMS partners in the quad counties. This type of agreement provides the opportunity to give and receive assistance in the event the need should arise from an emergency situation including both fire and EMS. This updated agreement also enhances the opportunity to possibly receive credit for Insurance Service Office (ISO) Rating system for fire classification for the city. This update provides the ability to create a Response Plan / Card system for response on an automatic basis with no need to special request mutual aid from our partners. The Moscow Fire Department would like to enter into this Mutual and Automatic Aid Agreement with the following agencies; Moscow Rural Fire District, City of Lewiston, City of Pullman, City of Clarkston, City of Asotin, Asotin County Fire District, Potlatch Corporation Rural Fire Protection District, City of Troy, Troy Rural Volunteer Fire Department, Deary Rural Fire District, City of Genesee, Genesee Rural Fire District, Genesee Community Firemen Inc., City of Julietta, City of Kendrick, Bovill Fire Protection District, City of Palouse, Whitman County Rural Fire District No. 4, Whitman County Fire District No. 12, Whitman County Fire District 14, The City of Colfax, J-K Ambulance, Bennett Lumber Products, Clearwater Paper. All partners receive assistance as necessary to help our surrounding agencies.

PROPOSED ACTIONS: Recommend approval of the mutual and automatic aid agreement, or provide staff further direction.

Nickerson introduced the item as written above and mentioned the agreement had not been updated since 2005. The same partners are included in the agreement, but mutual and automatic aid has been added. Mutual aid allows entities to share resources that they may not have otherwise. Resources that are called for mutual aid will not affect resources reserved for local aid. Mutual aid sends a special request to other entities to reduce response times, whereas automatic aid does not require a request to respond. The response plan defines scenarios in which other entities will react and how credit will be distributed. There are five levels of alarms, and each class will reach out to different entities. The City is asking for other entities to be more specific in their aid requests to conserve resources. Not all individuals that respond are volunteers. The private entities included in the agreement assist with water tenders, brush trucks, ladder trucks, technical rescue expertise, and other resources that the City may not have immediately on hand.

REPORTS

SMART Transit Suspension of Saturday Service Report – Ben Aimen

Aimen announced that SMART Transit will pause Saturday service beginning the first week in November through April. The transit has been trying to cooperate schedules with Farmers Market and didn't want to make any changes until the Market was over. 7 full-time drivers are needed to maintain entire operations. Currently, there are only four full-time with three part-time drivers. Driver shortages have been an essential factor, and maintenance time and parts available have also been affected. The Monday through Friday schedules should remain the same. Saturdays are currently seeing one-third of the average dial-to-ride requests. SMART will be reviewing the compensation package for workers and their funding

availability, including insurance benefits, overall pay, paid time off benefits, holiday time off, hazard pay, and retirement planning. CARES Act funding may assist with many of these but will continue to be reviewed shortly. SMART Transit was awarded a grant of just over \$400,000 through CARES Act funding for technology improvement. This will assist with tracking rides, schedules, real-time vehicle locations, and rider alerts available to the public. There will also be additional improvements on the dispatch side. A regional partnership through Valley Transit will assist in buying other hardware and software updates. The software installation should be complete in April or May of next year and fully operational by next fall. The new website is also under development to help get information out and interact with the public. Finally, Monday through Friday ridership has stabilized and is trending upward with the return of U of I students and dial-to-ride continuing to increase.

Staff Report (if needed)

ADJOURN

The meeting adjourned at 3:24 p.m.

