Public Works / Finance Committee

	Regular Meeting **~Minutes~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Monday **November 8, 2021**	**3:00 PM**	**Council Chambers** **206 E. Third St.**

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

PRESENT: Art Bettge, Maureen Laflin, Brandy Sullivan

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio, Council Member Anne Zabala (3:02), Council Member Sandra Kelly (3:19), Council Member Elect Hailey Lewis (3:35), Council Member Elect Julia Parker (3:54)

STAFF: Karl Riedinger, Bob Buvel, Evan Timar, Tyler Palmer, Brian Nickerson, Bill Belknap, Sarah Palmer, Gary Riedner, Alisa Anderson, David Schott (3:48), Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee October 25, 2021 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Disbursement Report October 2021 (ACTION ITEM) - Sarah Banks**

   Staff will present the Accounts Payable Report for the month ending October 2021. An updated September report with final FY2021 revenue figures is also attached.

   PROPOSED ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of October 2021 or provide staff further direction.

Banks introduced the item by highlighting major expenses for the previous month, including a Haddock construction payment, Sixth Street sanitary replacement payment, Third Street underground utility payment, police services facility payments, and half of the ICRMP annual insurance payment. The Committee approved the disbursement report, authorized the use of digital signature, and that it be placed on the Council consent agenda.

3. **Appaloosa Court Development Agreement (ACTION ITEM) – Bob Buvel**

   The Appaloosa Trailer Court is located on the Old Pullman Highway outside of the Moscow city limits. The property currently contains approximately 66 mobile home spaces. The Idaho Department of Environmental Quality (DEQ) has notified the owner of the property that the septic system currently serving the trailer court is out of compliance with DEQ wastewater treatment regulations. In an effort to bring the property into compliance, the owner is proposing to connect the property's sanitary sewer system to the City of Moscow's sewer system by constructing approximately 4,000 feet of sewer main across University of Idaho property. On July 1, 2019, City Council decided it was in the public's best interest to provide sanitary sewer service to Appaloosa Court if the owner agreed to enter into a development agreement. The City Council decided that in the agreement the owner would agree to waive future rights to protest annexation, pay the general facilities charge in place at the time of connection, pay the current out-of-city rate of 200% of the in-city rate, and require City approval of any future development. The owner of the Appaloosa Trailer Court is now preparing to construct the utility connection and Staff has prepared the development agreement for Council's consideration and approval.

   PROPOSED ACTIONS: Recommend approval of the Appaloosa Court Development Agreement, or provide staff further direction.

Buvel introduced the item by providing background on the location and Council's request for the agreement in 2019. The current site is unsuitable for any on-site treatment; therefore, attaching to the City's sewer system is the only available option. The proposed line would run along Old Pullman Road to Perimeter Drive, across the parking lot to Sixth Street, and tie into the City's existing line. Of the 66 open spaces, approximately 44 of them are occupied and additions must be notified to the City.

Riedner shared that in 1985, the development had a sufficient water supply system and from 2019 to now, the court and the university have been discussing the route of the pipe.

The university is aware of the agreement and the start of construction. A lift station will need to be installed to reach Pullman Road, and then gravity fed from there. The development agreement and project does not place any financial responsibility on the City. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Request to Exercise Option to Transfer One-half Interest in the Pullman-Moscow Regional Airport to the City of Moscow (ACTION ITEM) – Gary J. Riedner**

   The real property and fixtures of the Pullman-Moscow Regional Airport (PMRA) are owned by the City of Pullman. Since 1939, the Cities of Pullman and Moscow have jointly operated PMRA through the Pullman Moscow Regional Airport Board, and both cities continue to serve as joint sponsors of PMRA. Both cities contribute funds from their annual budgets for the operations and capital improvements for PMRA. In 2014, Pullman and Moscow negotiated a new Joint Operating Agreement for the Pullman-Moscow Regional Airport, which provides that upon the written request of the City of Moscow, the City of Pullman will transfer one-half of the real property and fixtures to Moscow as tenants in common. No additional compensation is required from the City of Moscow. The proposed Resolution, if approved by City Council, will be transmitted to the City of Pullman, to begin the process of the transfer. The proposed transfer of an undivided interest in PMRA to the City of Moscow was reviewed by the City's consulting attorneys, who issued a legal opinion and is included in the packet.

   PROPOSED ACTIONS: Recommend adoption of the proposed Resolution, or provide staff further direction.

Riedner introduced the item as written above and noted that in 2014, the FAA had notified the PMRA Board that revisions would need to be made to the Joint Operating Agreement, in order to meet FAA requirements to qualify for funding for the runway realignment project. Pullman and Moscow are the two sponsors of PMRA, and the revisions would allow Board members to be appointed by the sponsors rather than have designated representative seats. This change triggered the City to review the partnership agreement of PMRA, including a section which granted the City of Moscow as tenants in common to one-half of PMRA's real property and fixtures. The City has worked with attorneys and ICRMP to consider any additional liabilities or concerns with Moscow taking one-half PMRA ownership. ICRMP has stated interest in seeing liability and casualty limits increased on the insurance policy which is currently being reviewed and presented to the Board. ICRMP has also asked for the airport's current value, which will cause the premium to be adjusted.

Mayor Lambert reflected on the importance of the City of Moscow's equal share and responsibility as Pullman with the PMRA. Should there ever be a dispute, the City would have an equal say in the matter as half owners. The surrounding acreage to the airport will invite developments in the future and important decisions will need to be made. Airport usage has dramatically grown over the last few years, and with that comes more responsibility which has likely triggered this agreement reaction. Taxpayers are invested in the airport realignment and terminal projects and it makes sense that the two sponsor cities should have equal ownership and responsibilities.

Additional discussion will ensue during the City Council Airport Terminal Workshop later this same day.

The Committee recommended approval and that it be placed on the Council regular agenda.

5. **Resolution for the Use of ARPA Funds (ACTION ITEM) - Gary J. Riedner**

President Biden signed the $1.9 trillion American Rescue Plan Act (HR 1319), (ARPA) into law on March 11, 2021. ARPA supports local government's urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control, replace lost revenue for eligible local governments in order to support vital public services and to retain jobs, support immediate economic stabilization for households and businesses, and address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic. The City of Moscow was allocated a total of $5,528,399, to be paid in two installments. ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026. In light of the time constraints for obligation and full expenditure of the ARPA funds, City Staff was directed to bring forward recommendations for potential uses of ARPA funding, which were considered by City Council in a workshop on October 25, 2021. Staff has prepared a proposed Resolution as a result of Council direction given at the workshop.

PROPOSED ACTIONS: Recommend adoption of the proposed Resolution directing the use of the City's allocated ARPA funds, or provide staff further direction.

Riedner introduced the item as written above and shared the results from the Council workshop on October 25, 2021. Of the second installment of $2,764,199 million, $750,000 will be allocated to business and non-profit assistance as directed by City Council. Additional information of this allocation will be presented at the following Administrative Committee meeting. $150,000 will be allocated to affordable housing assistance with the intent of distributing $50,000 over 3 years. $1,000,000 is to be allocated to the City's stormwater infrastructure with $600,000 of that towards a new storm sewer jet truck and $400,000 for the Lilly Street rehab project which will reroute Hogg Creek. The remaining balance of the first installment plus the total of the second will be $3,628,399 and will be allocated to water infrastructure.

The resolution requires staff to give regular updates to confirm funds are being utilized in the manner they were directed. Staff does not anticipate unutilized funds for the affordable housing program, however, any unused funds for the business non-profit assistance will be transferred to water infrastructure. Council has authority to change allocations by amending the resolution as long as funds are obligated by the end of 2024.

Sullivan shares concerns that maximized opportunities are not being met with affordable housing and non-profit funding. If additional infrastructure money comes, more revisions may need to be made. She would support having another Council Workshop to further discuss allocation options.

Riedner shared that the sooner funds can be allocated, the sooner engineers can begin working on infrastructure projects

Bettge shares concerns with pushing off obligating funds for too long and not allowing projects to begin sooner than later.

Anderson commented later that there will be strong competition for the infrastructure and that the program may not be implemented for potentially another year and a half.

With no recommendation, the Committee asked that it be placed on the Council regular agenda.

6. Idaho Community Block Grant Request - Fire Engine - (ACTION ITEM) - Alisa Anderson / Brian Nickerson

City Staff is proposing to submit a funding request to the Idaho Department of Commerce under the Idaho Community Development Block Grant program in an amount not to exceed $500,000 to assist with the purchase of a new fire engine under the Public Facilities funding category. Grant application requirements require the City to approve and execute the Certifications and Assurances and a Citizen Participation Plan. Also, as a requirement to submit a funding request, the City must hold a public hearing which will include an overview of the grant application, scope of work, budget, schedule, benefits of the project, how the funds will benefit low- and moderate-income persons, and the proposed project location. This hearing is scheduled to be held at 7:00 p.m. on November 15, 2021, before the

City Council.

PROPOSED ACTIONS: Recommend approval to submit a funding request to the Idaho Department of Commerce under the Idaho Community Block Grant program for an amount not to exceed $500,000 to assist with the purchase of a new fire engine under the Public Facilities funding category and approval of the Certifications and Assurances and a Citizen Participation Plan to be included in the grant application, or provide staff further direction.

Anderson shared the requirements in order to apply for this grant and collaboration with the local Economic Advisory Council. If the engine can be paid in full up front, there is an opportunity to receive up to $25,000 in discounts towards the purchase. A final decision for the application will be brought to staff the following week. Additional forms within the grant application are similar to those that have been reviewed in the past with no significant changes.

Chief Nickerson has proposed phasing in new engines every 5 years to allow the City to build the funding to replace them.

The Committee recommended approval and that it be placed on the Council regular agenda for a Public Hearing.

REPORTS

Water Reclamation Annual Report - Evan Timar

Timar reflected some updates and highlighted events at the Water Reuse and Reclamation Facility (WRRF). This is a biological nutrient removal facility that treats pollutants with microorganisms. This practice helps the City stay compliant with the NPDES permit. In 2019, total phosphorus was at 0.062 mg/l and is now 0.042 mg/l. In order to be compliant with the permit, the City must have 0.136 or less. At the facility, 15 to 30 samples are pulled for review to provide a baseline. The process for this has included increasing the mixed liquor suspended solids concentration (MLSS), increasing RAS rates, and finally reduced the detention time. In 2021, roughly 84 million gallons were reused and sent to the U of I. since 1977, approximately 3.7 billion gallons have been reused. A bi-annual compliance inspection was completed with a report of 0 major and 0 minor concerns. 2 large projects consisted of aeration and headworks. 3 large aerators take the microorganisms and perform an oxygen transfer. The machines have not turned off in 20 years and each of them were rebuilt this year. The headworks screens see roughly 600-700 million gallons each year and this was also rebuilt this year. Currently, they are working on a facility plan update that includes site master planning and rehabilitation of current equipment.

Staff Report (if needed)

No report needed

ADJOURN

The meeting adjourned at 3:55 p.m.

Minutes Approved On
November 22, 2021
Taylor Riedner
(Clerk Signature)