

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
July 17, 2023**

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council June 20, 2023 Minutes - Laurie M. Hopkins

B. Disbursement Report June 2023 - Sarah Banks

Staff presented the June 2023 Accounts Payable Report to the Public Works / Finance Committee on July 10th, 2023. The Committee received the report and approved the disbursements as presented.

ACTION: Accept the Disbursements Report for the month of June 2023.

C. Third Quarter Financial Report April 1, 2023 to June 30, 2023 for FY2023 - Sarah Banks

Staff presented the third quarter financial report of Fiscal Year 2023 (April 1, 2023 to June 30, 2023) to the Public Works / Finance Committee on July 10th, 2023. The Committee received the financial report and approved it as presented.

ACTION: Accept the FY2023 Third Quarter Financial Report.

D. Agreement for Professional Services for the Comprehensive Water and Sewer System Plans Project - Tyler Palmer/Mike Parker

As part of the management of the City of Moscow's public water and sewer utilities, it is necessary to perform a periodic review of the existing Public Drinking Water and Sewer Conveyance Systems and to conduct an assessment of the system's needs to resolve existing issues and meet long term growth, rehabilitation, and capacity demands. The State of Idaho Department of Environmental Quality (IDEQ) requires Public Drinking Water and Sewer Systems to prepare and update their "System Facilities Plan" periodically. The professional services agreement to update the City's Comprehensive Water and Sewer Conveyance System Plans, before you today, meets the requirements of the IDEQ by providing a review of the existing systems, identification of system inadequacies, and detailing system improvements to resolve deficiencies and meet future growth

needs. The updated Plan, once finalized, will serve as the management and business plan for the water and sewer utilities covering policies, operations, water quality and supply, water rights, and system improvements. It provides a detailed utilities work plan for the next decade, identifies long-term needs and opportunities, and outlines strategies for utility management for the next 50 years. Public Works and Services prepared a draft scope of work and a Request for Qualifications (RFQ) which was advertised. Three Statements of Qualification (SOQ) were received and reviewed. After thorough review, the selection committee chose HDR Engineering, Inc. to manage the project. This was reviewed by the Public Works and Finance Committee at their meeting on July 10, 2023 and was recommended for approval.

ACTION: Approve the agreement for professional services with HDR Engineering, Inc.

E. Lewis Clark State College and City of Moscow Facilities Agreement - Brian Nickerson

Lewis Clark State College (LCSC) has approached the City of Moscow to request occasional use of the Moscow Fire Department's training facilities, equipment, and tools to conduct its Firefighter Training Program. The attached Memorandum of Understanding enumerates the benefits of entering into such an agreement with LCSC, the City's general responsibilities upon approval, LCSC's general responsibilities upon approval, terms, compensation, termination of the agreement and general provisions. This MOU was approved on March 20, 2023, but Staff identified an omission in the agreement in Section 5.A to limit indemnification to the extent permitted by law between two governmental entities. The MOU has been updated to include that language and is before the Council for approval. This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

ACTION: Approve the agreement for use of facilities with Lewis Clark State College.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

3. Public Comment and Mayor's Response Period (limit 15 minutes)

4. Citizen Commission Report – Human Rights Commission – James Fry / Ken Faunce

5. Public Hearing: Ordinance Amending Title 4, Chapter 5, Chapter 8, and Chapter 10 of Moscow City Code Regarding the Procedures for Appeals (ACTION ITEM) - Cody Riddle

Staff is proposing an amendment to Moscow City Code to clarify the procedural requirements associated with appeals. This includes appeals of Zoning Administrator decisions to the Board of Adjustment and those of lower body decisions to City Council. The amendment is necessary to provide a clearer process for consideration of appeals. Standards for the review and consideration of appeals have historically been located in multiple sections of City Code as well as a resolution. It is unnecessary, and confusing for users, to maintain both ordinance provisions and a resolution to guide the appeal process. Council took the first step in cleaning up this issue with the repeal of Resolution 2000-17 on May 1, 2023. The proposed ordinance amendment will correct the remaining deficiencies by consolidating the procedural requirements and review standards in one Chapter of City Code (Title 4, Chapter 8). Section 8-2 addresses appeals of Zoning Administrator decisions and Section 8-5 covers appeals to City Council. Both sections clarify what individuals have standing to appeal, detail the submittal and review process, and specify how the public meeting will be conducted. The result is a clearly defined process that provides predictability and consistency for the public, staff, and final decision makers. On May 15, 2023, the City Council directed Staff to proceed with a hearing before the Planning and Zoning Commission. On June 14, 2023, the Planning and Zoning Commission conducted a public hearing and recommended approval of the proposed ordinance to City Council.

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate

readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take other action deemed appropriate.

6. Multi-family Proposed Recycling Options (ACTION ITEM) - Tim Davis

As a result of the 2021 Sanitation Rate Study and following City Council directives, staff convened a Multi-family Recycling Work Group in August of 2022. The purpose of the work group was to analyze the current delivery of recycling services to multi-family customers, explore opportunities for expanded access to the service and to make recommendations for programmatic changes. The most common issue and concern regarding multi-family curbside recycling at many locations in Moscow was reasonably being able to provide adequate services. A three-tiered approach was developed to address multi-family recycling service delivery and is being proposed for City Council consideration. This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

PROPOSED ACTIONS: Approve the three-tiered option for multi-family recycling services, or take other action deemed appropriate.

7. Proposed Amendment to Title 2, Chapter 2 (ACTION ITEM) - Bill Belknap

Under City Code, the Council President and Vice President may serve as Mayor in the Mayor's absence and have all of the duties of the Mayor while serving in the Mayor's stead. It has been unclear if Council members serving as the Mayor are allowed to vote on motions. Staff is proposing to amend the City Code to clarify that Council members serving as the Mayor still count toward a quorum of the Council and may still exercise their right to vote as a council member. Additionally, under City Code, the Council Administrative and Public Works/Finance Committees are each constituted by one-half of the Council whose members are appointed at the first Council meeting of the year. The Code also describes what topics are generally to be considered by each Committee. Recently, the Council has somewhat regularly canceled certain meetings of the Administrative and Public Works/Finance Committee when there is a lack of agenda items and Committee members commonly request members of the other Committee to attend in their stead when unable to attend. Staff believes it would be appropriate to amend City Code to provide guidance that both Committees may consider all topics when one of the Committee meetings is canceled and to recognize that a Committee member may request a member from the other Committee to attend in their stead. Staff has prepared a draft ordinance to address these two items for the Council's consideration. This was reviewed by the Public Works/Finance Committee on July 10, 2023, and recommended for approval with minor modifications.

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take other action deemed appropriate.

REPORTS

City Council

Mayor

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Moscow City Council



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

**Tuesday
June 20, 2023**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Drew Davis, Maureen Laffin, Hailey Lewis, Julia Parker, Gina Taruscio

ABSENT: Mayor Art Bettge, Sandra Kelly

STAFF: Bill Belknap, Cody Riddle

PLEDGE OF ALLEGIANCE

Council Member Davis led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council June 5, 2023 Minutes - Laurie M. Hopkins

B. Disbursement Report May 2023 - Sarah Banks

Staff presented the May 2023 Accounts Payable Report to the Public Works / Finance Committee on June 12th, 2023. The Committee received the report and approved the disbursements as presented.

ACTION: Accept the Disbursements Report for the month of May 2023.

C. Rendezvous in the Park Alcohol Use request in East City Park - Cody Riddle

Rendezvous in Moscow, Inc. is hosting its annual music and arts festival, Rendezvous in the Park, on Saturday, July 13-15, 2023 in East City Park. The festival features live, family-friendly concerts in the evenings, a two-day arts festival for children during the mornings, food vendors, and one licensed beer/wine vendor. Following standard operating procedures for events with alcohol within a City Park, Rendezvous in Moscow, Inc. is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 4:30 p.m. and 10 p.m. during the aforementioned dates. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration.

ACTION: Approve the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Rendezvous in the Park during the listed times and dates of the event.

D. Southeast Moscow Water and Sewer District Expansion - Cody Riddle

The Board of the Southeast Moscow Water and Sewer District is seeking approval to expand their boundaries to incorporate one additional parcel located at 3600 Lenville Road. The expansion will allow for the connection of an existing single-family residential property to the sanitary sewer system.

ACTION: Approval of the resolution to expand the Southeast Moscow Water and Sewer District.

E. Edington 1st Addition Development Agreement Amendment - Todd Drage

BBC LLC, has submitted to the City a request to modify the phasing for the Edington 1st Addition Subdivision. The final plat, titled Edington 1st Addition, and the Development Agreement for the Addition was approved by City Council on Tuesday, September 6, 2022. Section X - Phasing, in the original agreement contained a figure that detailed 30 single family lots being included in a first phase, and then the remaining 73 lots being included in a second phase. The agreement amendment provides a new figure, detailing 17 lots being included in the first phase and the remaining 86 lots in the second phase. The amendment to the agreement and the original agreement have been included as an attachment to the packet. This item was reviewed by the Public Works / Finance Committee on June 12, 2023 and recommended for approval.

ACTION: Approve the Development Agreement amendment with BBC LLC for the Edington 1st Addition.

F. Second Amendment to Memorandum of Agreement Between BBC, LLC and the City of Moscow - Cody Riddle

Rich Beebe, representing BBC LLC, has requested a modification to an existing Memorandum of Agreement between his organization and the City of Moscow. The only change proposed is to extend the deadline for completion of public improvements from July 1, 2023, to October 31, 2023. This item was reviewed by the Public Works / Finance Committee on June 12, 2023 and recommended for approval.

ACTION: Approve the proposed Amendment to the Memorandum of Agreement between BBC LLC and the City of Moscow.

Taruscio moved and Parker seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Public Comment and Mayor's Response Period (limit 15 minutes)

None offered.

REPORTS

City Council

Planning and Zoning Commission – Taruscio said the Commission is working on amending city code sections and working on questions for the commission survey.

Moscow Tree Commission – Taruscio said the Commission is working on questions for the commission survey.

Moscow Urban Renewal Agency – Laflin said they had a preliminary review of the budget and on July 6 the 6th and Jackson Street proposals will be presented.

SMART Transit – Lewis said two new board members are now on the board. Council members spoke on events they attended.

Mayor

No report.

ADJOURN

It was moved, seconded and mutually agreed upon to adjourn at 7:09 p.m.

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Disbursement Report June 2023 - Sarah Banks

RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending June 30, 2023. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$3,980,523.98.

Payroll	\$1,891,393.00
Professional Services	\$150,240.00
Sanitation	\$352,969.00
Capital Outlay	\$473,950.00
Capital Outlay-Vehicles	\$36,728.00
Capital Outlay-Improvements	\$530,347.00
Supplies	\$176,102.00
Utilities	\$70,915.00
Contractual Payments	\$62,752.00
ACH Wells Fargo	\$41,015.00
Minor Equipment	\$31,928.00
Total	\$3,818,339.00

REVIEWED BY

The Public Works/Finance Committee received the report and approved the disbursements as presented.

PROPOSED ACTIONS

ACTION: Accept the Disbursements Report for the month of June 2023.

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of June 2023.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report June 2023
2. June Revenue Report 2023
3. Cash & Investments Balances June 2023
4. Major Expenditures Report June 2023

DISBURSEMENTS REPORT FOR JUNE 2023													
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
DATE		6/1/2023	6/8/2023	6/15/2023	6/22/2023	6/29/2023	6/5/2023	6/15/2023	6/27/2023	6/2/2023	6/19/2023	6/30/2023	
BATCH #		AP 6.2.2023	AP 6.9.2023	AP 6.16.2023	AP 6.23.2023	AP 6.30.2023	6/20/2023 7/3/2023 AP 6.3.2023 AP 6.16.2023 AP 6.30.2023	AP 6.16.2023	AP 6.27.2023 AP 6.28.2023	PR 72	PR 73	PR 74 PR 75	
CHECK #'s		105553-105600	105601-105689	105690-105756	105757-105825	105826-105880	June's CC ACH's	June's ACH's	105775 105676	21576	21577	21578	
Fund #													
101	GENERAL	5,148.17	14,447.76	32,655.27	14,953.49	24,598.89	12,358.06			353,298.49	388,643.27	336,767.77	1,182,871.17
105	STREETS	3,502.27	28,437.66	2,589.38	1,845.98	91.31	196.39			30,724.36	31,177.43	25,185.86	123,750.64
120	RECREATION AND CULTURE	11,411.76	23,088.36	18,430.21	12,777.60	12,320.02	7,333.54		(1,580.00)	60,494.86	86,958.00	111,669.81	342,904.16
121	MSD COMM. PLAY FIELDS		730.00	100.00	626.80	10.50				4,837.93	4,373.26	3,110.30	13,788.79
123	1912 CENTER		10,750.00										10,750.00
128	TRANSIT CENTER	119.93	13.68	910.00		1,031.84							2,075.45
220	WATER	40,797.13	29,746.70	18,754.84	53,965.85	6,280.27	5,348.23			47,972.09	48,983.34	41,966.36	293,814.81
230	SEWER	35,247.28	39,424.35	78,417.52	14,587.71	9,021.65	3,653.73	19,083.27		53,647.50	54,147.24	46,578.98	353,809.23
235	STORMWATER		1,740.73	3,205.37	608.64	65.48	3,185.17			18,010.76	15,789.05	13,781.45	56,386.65
240	SANITATION		128,944.81	414.63	493.60	90.00		204,940.68		7,664.77	7,914.50	6,784.75	357,274.74
290	FLEET	1,672.80	44,169.71	34,425.72	1,087.24	37,609.87	343.46			10,617.92	10,800.16	9,337.72	150,064.60
295	INFORMATION SYSTEMS	4,157.23	973.00	1,911.28	25,227.41		8,569.66			20,532.67	21,266.42	18,355.58	100,993.25
320	WATER CAPITAL PROJECTS		393,056.25	(6.27)	20,526.28	34,364.71							447,940.97
330	SEWER CAPITAL PROJECTS				10,500.00	156,529.45							167,029.45
335	STORWATER CAPITAL PROJECTS				10,000.00	30,464.24							40,464.24
340	SANITATION CAPITAL PROJ												0.00
350	CAPITAL PROJECTS	3,250.00	44,967.05	149,047.17	23,025.00	116,316.61							336,605.83
355	LID CONSTRUCTION												0.00
380	HAMILTON - PARKS & REC												0.00
590	BONDS & INTEREST												0.00
	TOTAL	105,306.57	760,490.06	340,855.12	190,225.60	428,794.84	41,015.24	224,023.95	(1,580.00)	607,801.35	670,052.67	613,538.58	3,980,523.98

Julia Parker

Sandra Kelly

Drew Davis

Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR JUNE 2023

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	240,369.92	91,889.04	46,933.74	115,896.00	143,678.61	12,445.51	221,776.02	28,064.40	0.00	-2,829.20	898,224.04
105	STREETS	29,947.86	0.00	0.00	0.00	24,718.07	0.00	0.00	9,078.20	0.00	0.00	63,744.13
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	144,338.62	0.00	0.00	863.97	232.00	-0.09	145,434.50
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	6,579.60	0.00	0.00	0.00	0.00	0.00	0.00	6,579.60
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,582.24	0.00	0.00	0.00	0.00	0.00	1,582.24
220	WATER	0.00	0.00	0.00	0.00	639,205.29	0.00	1,317.25	2,512.50	0.00	0.00	643,035.04
230	SEWER	0.00	0.00	0.00	0.00	648,988.90	0.00	1,663.26	154.07	0.00	0.00	650,806.23
235	STORMWATER	0.00	0.00	0.00	0.00	48,258.67	0.00	0.00	11.46	0.00	0.00	48,270.13
240	SANITATION	0.00	0.00	0.00	0.00	520,414.64	0.00	0.00	0.00	0.00	0.00	520,414.64
290	FLEET	0.00	0.00	0.00	0.00	82,527.00	0.00	0.00	0.00	0.00	0.00	82,527.00
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,503.00	0.00	0.00	0.00	0.00	0.00	139,503.00
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335	STORMWATER CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	26,864.27	2,875.00	0.00	0.00	29,739.27
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,933.34	0.00	0.00	0.00	2,933.34
590	BOND & INTEREST	36,376.26	0.00	0.00	0.00	0.00	0.00	2,168.17	0.00	0.00	0.00	38,544.43
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	306,694.04	91,889.04	46,933.74	122,475.60	2,393,215.04	12,445.51	256,722.31	43,559.60	232.00	-2,829.29	3,271,337.59

City of Moscow Cash and Investments Balances as of 6/30/2023		
Fund	Year to Date Balance	
General Fund	\$	7,498,196.04
Street Fund	\$	1,922,445.94
Culture & Recreation	\$	1,746,964.74
MSDCPF	\$	157,369.81
1912 Fund	\$	61,260.08
Transit Center	\$	50,999.72
Water Fund	\$	3,287,167.98
Sewer / WRRF	\$	4,271,785.99
Stormwater	\$	238,442.11
Sanitation Fund	\$	3,832,282.28
Fleet Fund	\$	5,794,717.74
Information Systems	\$	5,183,027.93
Water Capital	\$	7,378,299.20
Sewer Capital	\$	18,056,419.28
Stormwater Capital	\$	560,762.79
Capital Projects	\$	8,334,191.72
Sanitation Capital	\$	7,000,808.16
LID Construction	\$	6,887.20
Hamilton	\$	784,505.36
Bond & Interest	\$	1,038,567.32
LID Funds	\$	35,611.11
Payroll Service	\$	1,128,925.05
Total Cash & Investments	\$	78,369,637.55

Major Expenditures for June 2023

Professional Service		Sanitation		Utilities				
Gropp, LLC	\$	19,535.55	Finlev Buttes Landfill	\$	125,195.44	Avista Utilities	\$	70,915.37
HVAC Project Labor			Garbage for May 2023			May 2023		
Hydro Specialties Company, LLC	\$	11,194.00	Finley Buttes Landfill	\$	3,749.37		\$	70,915.37
Itron FCS intallation/training			Fuel Relief for May 2023					
Ziply Fiber	\$	5,079.60	Latah Sanitation (ACH Payment)	\$	224,023.95	Payroll	\$	1,891,392.60
PRI phone lines and long distance 5/19/23 - 6/18/23			Monthly LSI Billing for May 2023					
Eastern Washington Surf Soccer Club	\$	5,619.37		\$	352,968.76			
Sprin Micro Soccer Pre K-6th Grade Spring 2023						Contractual Payments		
GG Gutters, Inc.	\$	2,923.75	Supplies			Heart of the Arts	\$	10,750.00
PD, HIRC, EYC- janitorial services - May 16th - May 31st			Pioneer Manufacturing Company	\$	5,816.40	Humane Society of the Palouse	\$	4,568.00
Lakeside Industries	\$	6,082.80	Youth/adult sports paint			Moscow Volunteer Fire Department	\$	1,750.00
EZ Street Asphalt for utility patching (29.7 tons @ \$124.00/ea)			Thatcher Company of Montana	\$	10,283.69	Infosend, Inc.	\$	3,725.40
Cherle Patricia Poulson	\$	3,473.00	Aluminum Sulfate Liquid			Latah County Clerk	\$	3,250.00
Spring 2023 April-June. Spotify January-June			Thatcher Company of Montana	\$	9,817.49	Alta Science and Engineering, Inc.	\$	9,480.00
SWS Equipment	\$	38,957.60	Aluminum Sulfate Liquid			PBAC/Facilities Management	\$	18,708.39
Diagnose and repair inop sweeper #2-23 (Streets)			Andritz Separation, Inc.	\$	2,519.95	Alternatives to Violence	\$	4,000.00
Viva Cleaning Company	\$	3,705.48	Shower seals for the two sludge presses			Health Equity - Sick leave payout	\$	3,350.37
WRF, Water Ops & Magyar - Janitorial Services			Correct Equipment, Inc.	\$	14,870.00	HRA Veba Trust - Sick leave payout	\$	3,169.66
Gail Cochran	\$	3,200.00	Meters for Lilly Street and dying meters in system				\$	62,751.82
Phillips Farm Nature Camp Session 1 June 12 - June 16 2023			Oxarc, Inc.	\$	67,556.85	ACH Wells Fargo		
Evcac, Inc.	\$	4,549.89	Chlorine and SO2 - Invoices from January thru June			Commercial Card Expense - June 6th	\$	16,153.07
Janitorial services for multiple City locations			Source Electric, Inc.	\$	21,098.00	Commercial Card Expense - June 9th	\$	5,790.97
GG Gutters, Inc.	\$	2,923.75	Installation of EV charging stations at the Mann Building			Commercial Card Expense - June 16th	\$	5,607.77
PD, HIRC, EYC- Janitorial services - June 1st - June 15th			H.D. Fowler Company	\$	5,918.40	Commercial Card Expense - June 24th	\$	4,060.74
L.N. Curtis & Sons	\$	4,205.60	Meter box stock and bell joint gaskets			Commercial Card Expense - June 30th	\$	9,402.69
Annual SCBA flow testing			H.D. Fowler Company	\$	10,209.10			
Gail Cochran	\$	3,072.00	Inventory re-stock					
Phillips Farm Nature Camp Session 2 June 19 - June 23			Thatcher Company of Montana	\$	3,723.78			
J-U-B Engineers, Inc.	\$	6,658.60	Aluminum Sulfate Liquid					
ADOPT ISPPWC - TASK ORDER #19 - Task 1			Filtration Technology, Inc.	\$	2,979.60	Capital Outlay- Improvements		
Motorola Solutions, Inc.	\$	24,875.00	Parts for the MIOX units			Sprenger Construction	\$	44,967.05
Motorola Solutions - WatchGuard Cloud Storage - Unlimited			Food Services of America, Inc.	\$	3,378.50	Pay App for Mountain View Restroom Renovation		
National Hose Testing Specialties, Inc.	\$	4,184.00	HLAC Concessions food, gloves and sauces			Razz Construction, Inc.	\$	149,040.90
Annual Hose Testing	\$	150,239.99	J & H Printing, Inc.	\$	5,925.75	6th St. Bridge Over Paradise Creek - Water and Street Improvments		
			Artwalk and Plein Air Supplies			Welch-Comer Engineers	\$	2,981.69
			Oxarc, Inc.	\$	176,102.46	Well House 6 - Construction Phase Task 3 - From April to May 2023		
			SO, Chlorine and deposit on containers			Welch-Comer Engineers	\$	50,000.00
Capital Outlay			Minor Equipment			Lilly Street Recon - May Invoice 2023 - Task 1 and Expenses		
Hydro Specialties Company, LLC	\$	18,528.24	Rogers Machinery Company, Inc.	\$	2,629.78	Big Sky Development, Inc.	\$	205,203.56
Itron metering equipment			Filter, Air Compressor and Air Dryers			Pay App #1 for Lilly Street Reconstruction Project		
Avista Utilities	\$	8,510.79	Hahn Supply, Inc.	\$	3,515.63	Motley-Motley	\$	78,154.20
Avista's Electric Service Ext. Agreement for Southview Booster Station			Electric hole cutter			Almon Ashbury Alley Project - Pay App 1	\$	530,347.40
Avista Utilities	\$	5,852.66	L.N. Curtis & Sons	\$	17,763.06			
Avista's Electric Service Ext. Agreement for Orchard Ave Booster Station			Equipment for New Eng 20			Capital Outlay- Vehicles		
T M L Construction, Inc.	\$	378,692.80	Source Electric, Inc.	\$	8,020.00	Joe Hall Ford	\$	36,728.00
Pav App 7 for Booster Stations Phase II			EV Charging stations for Mann Building (Partial)			2023 Ford F-600 #1-27 (Water) Vin1FDF66LN6PDA06256 w/trade-in		
I-U-B Engineers, Inc.	\$	10,544.59		\$	31,928.47			
Booster Station Phase II - Task 2 Bid & Construction Management - May 2023								
Sprenger Construction	\$	47,274.00						
Pav App 3 for Mountain View Restroom Renovation								
Strom Electric, Inc.	\$	4,547.00						
Two LED pole light heads for the Hamilton Lowe Aquatic Center - Pool Lights								
	\$	473,950.08						
			Major Expenditures		\$ 3,818,340.19 96%	of the total expenditures of		\$3,980,523.98
Large Expenditures								
SWS Equipment	\$	38,957.60	Oxarc, Inc.	\$	67,556.85	Welch-Comer Engineers	\$	50,000.00
Diagnose and repair inop sweeper #2-23 (Streets)			Chlorine and SO2 - Invoices from January thru June			Lilly Street Recon - May Invoice 2023 - Task 1 and Expenses		
T M L Construction, Inc.	\$	378,692.80	Sprenger Construction	\$	44,967.05	Big Sky Development, Inc.	\$	205,203.56
Pav App 7 for Booster Stations Phase II			Pay App for Mountain View Restroom Renovation			Pay App #1 for Lilly Street Reconstruction Project		
Sprenger Construction	\$	47,274.00	Razz Construction, Inc.	\$	149,040.90	Motley-Motley	\$	78,154.20
Pav App 3 for Mountain View Restroom Renovation			6th St. Bridge Over Paradise Creek - Water and Street Improvments			Almon Ashbury Alley Project - Pay App 1		
						Joe Hall Ford	\$	36,728.00
						2023 Ford F-600 #1-27 (Water) Vin1FDF66LN6PDA06256 w/trade-in		
							Total:	\$ 1,096,574.96

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Third Quarter Financial Report April 1, 2023 to June 30, 2023 for FY2023 - Sarah Banks

RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

DESCRIPTION

Presentation the financial report for the third quarter of Fiscal Year 2023 (April 1, 2023 to June 30, 2023).

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on July 10th, 2023 and recommended for approval.

PROPOSED ACTIONS

ACTION: Accept the FY2023 Third Quarter Financial Report.

STAFF RECOMMENDATION

Accept the third quarter financial report for Fiscal Year 2023 (April 1, 2023 to June 30, 2023).

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Quarterly Financials June FY23 - Council Report
2. Quarterly Financials June FY23 - Summary

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2023
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

				Percent of Year 75%	
				Budget to Actual	
				To Date	
	Fund	Original Budget	Final Budget	June-23 YTD	
101	General Fund Revenues	20,275,998	20,275,998	13,404,131	66.11%
	Salaries & Benefits	10,382,724	10,382,724	6,820,807	65.69%
	Operations	4,688,383	4,688,383	2,977,125	63.50%
	Capital Outlay	23,865	23,865	20,503	85.91%
	Transfers	5,181,026	5,181,026	3,329,068	64.25%
	Total General Fund Expenditures	20,275,998	20,275,998	13,147,503	64.84%
105	Street Department Revenues	4,236,497	4,236,497	2,202,673	51.99%
	Salaries & Benefits	939,406	939,406	579,873	61.73%
	Operations	1,398,391	1,398,391	859,053	61.43%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,898,700	1,898,700	1,474,653	77.67%
	Total Street Fund Expenditures	4,236,497	4,236,497	2,913,579	68.77%
120	Recreation & Culture Revenues	3,751,662	3,751,662	2,630,658	70.12%
	Salaries & Benefits	2,234,848	2,234,848	1,225,015	54.81%
	Operations	1,338,864	1,338,864	729,020	54.45%
	Capital Outlay	28,250	28,250	18,886	66.85%
	Debt Service	0	0	0	0.00%
	Transfers	149,700	149,700	149,700	100.00%
	Total Parks & Rec Expenditures	3,751,662	3,751,662	2,122,620	56.58%
121	MSD Community Playfields Revenues	304,676	304,676	115,546	37.92%
	Salaries & Benefits	68,392	68,392	45,359	66.32%
	Operations	117,469	117,469	24,217	20.62%
	Transfers	118,815	118,815	91,119	76.69%
	Total MSD Community Playfields	304,676	304,676	160,695	52.74%
123	1912 Center Revenues	159,420	159,420	119,565	75.00%
	Operations	139,500	139,500	98,929	70.92%
	Capital Outlay	19,920	19,920	0	0.00%
	Total 1912 Center Expenditures	159,420	159,420	98,929	62.06%
128	Transit Center Revenues	98,865	98,865	34,931	35.33%
	Operations	23,865	23,865	15,173	63.58%
	Transfers	75,000	75,000	75,000	100.00%
	Total Transit Center Fund	98,865	98,865	90,173	91.21%
220	Water Fund Revenues	7,814,094	7,814,094	4,936,379	63.17%
	Salaries & Benefits	1,522,055	1,522,055	890,962	58.54%
	Operations	2,861,553	2,861,553	1,049,956	36.69%
	Capital Outlay	130,000	130,000	202,174	155.52%
	Debt Service	268,222	268,222	233,115	86.91%
	Transfers	3,032,264	3,032,264	2,301,452	75.90%
	Total Water Fund Expenditures	7,814,094	7,814,094	4,677,659	59.86%

230	Sewer Fund Revenues	9,048,413	9,048,413	6,778,918	74.92%
	Salaries & Benefits	1,525,705	1,525,705	978,864	64.16%
	Operations	2,505,302	2,505,302	1,326,755	52.96%
	Capital Outlay	168,000	168,000	53,075	31.59%
	Debt Service	1,100,981	1,100,981	1,068,510	97.05%
	Transfers	3,748,425	3,748,425	2,823,828	75.33%
	Total Sewer Fund Expenditures	9,048,413	9,048,413	6,251,032	69.08%
235	Stormwater Fund Revenues	1,376,719	1,376,719	907,707	65.93%
	Salaries & Benefits	525,731	525,731	330,677	62.90%
	Operations	357,959	357,959	89,381	24.97%
	Capital Outlay	25,000	25,000	3,595	14.38%
	Debt Service	0	0	0	0.00%
	Transfers	468,029	468,029	337,496	72.11%
	Total Sewer Fund Expenditures	1,376,719	1,376,719	761,149	55.29%
240	Sanitation Fund Revenues	6,537,987	6,537,987	5,117,654	78.28%
	Salaries & Benefits	209,905	209,905	145,507	69.32%
	Operations	5,279,987	5,279,987	3,405,890	64.51%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,048,095	1,048,095	786,075	75.00%
	Total Sanitation Fund	6,537,987	6,537,987	4,337,472	66.34%
290	Fleet Management Revenues	5,168,274	5,168,274	1,871,731	36.22%
	Salaries & Benefits	351,556	351,556	230,106	65.45%
	Operations	3,635,718	3,635,718	444,937	12.24%
	Capital Outlay	1,181,000	1,181,000	678,500	57.45%
	Debt Service	0	0	0	0.00%
	Transfers	0	0	0	0.00%
	Total Fleet Management Expenditures	5,168,274	5,168,274	1,353,542	26.19%
295	Information Systems	5,584,613	5,584,613	1,385,546	24.81%
	Salaries & Benefits	623,469	623,469	405,554	65.05%
	Operations	2,445,910	2,445,910	575,260	23.52%
	Capital Outlay	2,511,234	2,511,234	202,997	8.08%
	Transfers	4,000	4,000	4,000	100.00%
	Total Information Systems Expenditures	5,584,613	5,584,613	1,187,810	21.27%
Revenue for Miscellaneous Funds					
320	Water Construction Fund	10,610,214	10,610,214	4,763,948	44.90%
330	Sewer Construction Fund	17,691,255	17,691,255	1,755,007	9.92%
335	Stormwater Capital Fund	598,429	598,429	558,025	93.25%
340	Sanitation Constructon Fund	7,198,083	7,198,083	126,322	1.75%
350	Capital Projects Fund	7,592,559	7,592,559	2,827,886	37.25%
355	LID Construction Fund	26,975	26,975	283	1.05%
380	Hamilton P & R	32,000	32,000	18,395	57.48%
590	Bond & Interest Debt Service Fund	1,046,920	1,046,920	671,015	64.09%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0.00%
	Total Miscellaneous Fund Revenue	44,832,046	44,832,046	10,720,881	23.91%
Expenses for Miscellaneous Funds					
320	Water Construction Fund	10,610,214	10,610,214	2,730,123	25.73%
330	Sewer Construction Fund	17,691,255	17,691,255	188,830	1.07%
335	Stormwater Capital Fund	598,429	598,429	45,464	7.60%
340	Sanitation Constructon Fund	7,198,083	7,198,083	0	0.00%
350	Capital Projects Fund	7,592,559	7,592,559	1,985,246	26.15%
355	LID Construction Fund	26,975	26,975	20,234	75.01%
380	Hamilton P & R	32,000	32,000	24,002	75.01%
590	Bond & Interest Debt Service Fund	1,046,920	1,046,920	126,200	12.05%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0.00%
	Total Miscellaneous Fund Expenses	44,832,046	44,832,046	5,120,099	11.42%
Total City Revenue (1)					
	Total City Revenue (1)	109,189,264	109,189,264	50,226,321	46.00%
Total City Expenses					
	Total City Expenses	109,189,264	109,189,264	42,222,263	38.67%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements

(1) Revenues do not include beginning fund balance as a resource available in this report

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2023

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Original Budget	Final Budget	June-23 YTD	Percent of Year 75% Budget to Actual To Date
General Fund				
Revenues	20,275,998	20,275,998	13,404,131	66.11%
Salaries & Benefits	10,382,724	10,382,724	6,820,807	65.69%
Operations	4,688,383	4,688,383	2,977,125	63.50%
Capital Outlay	23,865	23,865	20,503	85.91%
Transfers	5,181,026	5,181,026	3,329,068	64.25%
Total General Fund Expenditures	20,275,998	20,275,998	13,147,503	64.84%
Bond & Interest Debt Service Revenue	1,082,531	1,082,531	671,015	61.99%
Bond & Interest Debt Service Expenditures	1,082,531	1,082,531	126,200	11.66%
Other Governmental Funds				
Revenues	8,551,120	8,551,120	5,103,373	59.68%
Salaries & Benefits	3,242,646	3,242,646	1,850,247	57.06%
Operations	3,018,089	3,018,089	1,726,392	57.20%
Capital Outlay	48,170	48,170	18,886	0.00%
Transfers	2,242,215	2,242,215	1,790,472	79.85%
Debt Service	0	0	0	0.00%
Total Other Governmental Expenditures	8,551,120	8,551,120	5,385,996	62.99%
All Capital Projects Funds				
Revenues	43,749,515	43,749,515	10,049,866	22.97%
Capital Outlay	43,749,515	43,749,515	4,993,899	11.41%
Total Capital Projects Expenditures	43,749,515	43,749,515	4,993,899	11.41%
Enterprise Funds				
Revenues	24,777,213	24,777,213	17,740,658	71.60%
Salaries & Benefits	3,783,396	3,783,396	2,346,010	62.01%
Operations	11,004,801	11,004,801	5,871,982	53.36%
Capital Outlay	323,000	323,000	258,844	80.14%
Debt Service	1,369,203	1,369,203	1,305,220	95.33%
Transfers	8,296,813	8,296,813	6,248,851	75.32%
Total Enterprise Fund Expenditures	24,777,213	24,777,213	16,030,907	64.70%
Internal Service Funds				
Revenues	10,752,887	10,752,887	3,257,277	30.29%
Salaries & Benefits	975,025	975,025	635,660	65.19%
Operations	6,081,628	6,081,628	1,020,197	16.78%
Capital Outlay	3,692,234	3,692,234	885,091	23.97%
Debt Service	0	0	0	0.00%
Transfers	4,000	4,000	4,000	100.00%
Total Fleet & IS Expenditures	10,752,887	10,752,887	2,544,947	23.67%
Total City Revenue (1)	109,189,264	109,189,264	50,226,321	46.00%
Total City Expenses	109,189,264	109,189,264	42,229,453	38.68%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements.

(1) Revenues do not include beginning fund balance as a resource available in this report

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Agreement for Professional Services for the Comprehensive Water and Sewer System Plans Project - Tyler Palmer/Mike Parker

RESPONSIBLE STAFF

Tyler Palmer, Deputy Director - Operations

ADDITIONAL PRESENTER(S)

DESCRIPTION

As part of the management of the City of Moscow's public water and sewer utilities, it is necessary to perform a periodic review of the existing Public Drinking Water and Sewer Conveyance Systems and to conduct an assessment of the system's needs to resolve existing issues and meet long term growth, rehabilitation, and capacity demands. The State of Idaho Department of Environmental Quality (IDEQ) requires Public Drinking Water and Sewer Systems to prepare and update their "System Facilities Plan" periodically. The professional services agreement to update the City's Comprehensive Water and Sewer Conveyance System Plans, before you today, meets the requirements of the IDEQ by providing a review of the existing systems, identification of system inadequacies, and detailing system improvements to resolve deficiencies and meet future growth needs. The updated Plan, once finalized, will serve as the management and business plan for the water and sewer utilities covering policies, operations, water quality and supply, water rights, and system improvements. It provides a detailed utilities work plan for the next decade, identifies long-term needs and opportunities, and outlines strategies for utility management for the next 50 years. Public Works and Services prepared a draft scope of work and a Request for Qualifications (RFQ) which was advertised. Three Statements of Qualification (SOQ) were received and reviewed. After thorough review, the selection committee chose HDR Engineering, Inc. to manage the project.

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve the agreement for professional services with HDR Engineering, Inc.

STAFF RECOMMENDATION

Approve the agreement for professional services with HDR Engineering, Inc.

OTHER RESOURCES

FISCAL IMPACT

This project is anticipated in the professional services lines for both the Water and Sewer Utilities. Water has budgeted \$300,000 in FY2023 and Sewer has \$250,000. This project will continue into FY2024, and is anticipated to do so in the proposed F20Y24 budget.

PERSONNEL IMPACT

ATTACHMENTS

1. 2023-Moscow Water Sewer System Plans PSA_final with attachments

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR COMPREHENSIVE WATER AND SEWER SYSTEM PLANS PROJECT
BETWEEN CITY OF MOSCOW, IDAHO AND
HDR ENGINEERING, INC.**

THIS AGREEMENT FOR PROFESSIONAL SERVICES FOR COMPREHENSIVE WATER AND SEWER SYSTEM PLANS PROJECT BETWEEN CITY OF MOSCOW, IDAHO AND HDR ENGINEERING, INC. (hereinafter “Agreement”), is made and entered into this ____ day of _____, 2023, by and between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”), and HDR Engineering, Inc., a corporation of the State of Nebraska, licensed to conduct business in the State of Idaho, with offices located at 412 East Parkcenter Blvd., Suite 100, Boise, Idaho, 83706 (hereinafter “CONSULTANT”).

W I T N E S S E T H:

WHEREAS, CITY published a request for qualifications (RFQ) for Engineering Services to update the CITY’s public drinking water and wastewater conveyance systems comprehensive plans, see Attachment “A”; and

WHEREAS, CITY received responses to the RFQ, and determined CONSULTANT was the most qualified for the services requested to be provided; and

WHEREAS, CITY intends to update CITY’s Comprehensive Water System Plan (hereinafter “CWSP”) and Comprehensive Sanitary Sewer System Plan (hereinafter “CSSP”) pursuant to the Scope of Work provided by CONSULTANT, see Attachment “B” (hereinafter the “Project”); and

WHEREAS, CITY intends the Project will result in a presentation of final plan updates to City Council; and

WHEREAS, CONSULTANT agrees to perform the various professional services, including public outreach, required for the Project as detailed herein;

NOW, THEREFORE, the Parties to this Agreement, for and in consideration of the mutual covenants, promises, and stipulations contained herein, agree that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

SECTION 1: THE PROJECT

CONSULTANT shall provide professional services for the Project as outlined in this Agreement, and in the referenced Attachments, in accordance with the terms and conditions stated herein for the preparation and completion of professional services.

This Agreement for professional services will update CITY’s CWSP and CSSP. The objective is to provide CITY an effective short and long-range planning, modeling, and reference tool for the drinking water distribution system and sanitary sewer collection system operations and capital

improvements program. The documents created for the Project will serve as the planning and engineering strategy to meet the capacity needs of CITY for the next ten, twenty, and fifty-year planning periods.

CONSULTANT will follow a structured method to develop an updated CWSP and CSSP, in accordance with the Scope of Services document, see Attachment “B”, to be presented to City Council. This will enable CONSULTANT to perform the work in an orderly, efficient, and results-oriented manner.

SECTION 2: SCOPE OF WORK

CONSULTANT shall furnish services for the Project as specified in the Scope of Work, see Attachment “B”, which is adopted and incorporated herein.

SECTION 3: COMPENSATION

- A. The total cost to CITY for Professional Services for the Project, as described in Section 1, shall be an amount not to exceed Six-Hundred and Six Thousand, Six Hundred Ninety-Two Dollars (\$606,692) in current funds for work performed by CONSULTANT as shown in Attachment “C” of this Agreement.
- B. CITY shall pay ENGINEER for the identified Services as described in Section 1 as follows:
1. For Lump Sum fees: The portion of the Lump Sum amount billed for ENGINEER’s services will be based upon ENGINEERS’s estimate of the percentage of the total services actually completed during the billing period.
 2. ENGINEER may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

COMPENSATION AND COMPLETION SCHEDULE				
Task	Task Name	Fee Type	Amount	Anticipated Schedule
100	Comprehensive Water System Plan	Lump Sum	\$309,524	Completed by January 31, 2025
200	Comprehensive Sewer System Plan	Lump Sum	\$297,168	Completed by January 31, 2025
AGREEMENT TOTAL: \$606,692				

No compensation will be paid over the Not-To-Exceed amount without prior written approval by CITY in the form of a Change Order. Monthly invoices shall be billed as a percentage of work completed. Any and all travel will only be reimbursed if pre-approved by the Project Manager, and only per CITY Travel Policy. Reimbursable expenses will be paid at cost and only if pre-approved by the Project Manager and accompanied by an itemized receipt. Any travel and/or reimbursables paid will be paid as part of the Not-To-Exceed Task Order Total per the Compensation and Completion Schedule above.

SECTION 4: CONSULTANT RESPONSIBILITIES

- A. CONSULTANT shall complete the entire work on Project. Such work shall be conducted in a good and workmanlike professional manner which meets or exceeds industry standards.
- B. CONSULTANT shall release all rights to the Project after receipt of the final payment.
- C. CONSULTANT shall not use or sell the work created pursuant to this Agreement, without express written authorization by CITY.
- D. CONSULTANT shall release any Copyright rights to the work created for the Project, at no additional cost to CITY.

SECTION 5: CITY RESPONSIBILITIES

CITY shall make available to CONSULTANT all technical data of record in CITY's possession required by CONSULTANT relating to this Project.

SECTION 6: PROJECT SCHEDULE

CONSULTANT shall achieve final completion of the Project on or before January 31, 2025. In the event of unavoidable delays beyond CONSULTANT's reasonable control, CONSULTANT, upon concurrence of CITY, shall be granted a reasonable extension. The length of extensions due to such delays shall be as determined by CITY. CITY shall be notified of such delays or potential delays within two (2) working days of CONSULTANT's knowledge of such delays.

SECTION 7: INDEPENDENT CONTRACTOR

CITY and CONSULTANT hereto warrant by their signatures that no employer/employee relationship is established between CITY and CONSULTANT by the terms of this Agreement. It is understood by the Parties hereto that CONSULTANT is an independent contractor and, as such, neither it nor its employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

SECTION 8: TERMINATION

A. Termination of Agreement

This Agreement may be terminated by CONSULTANT upon thirty (30) days' written notice, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement with thirty (30) days' written notice without cause and without further liability to CONSULTANT, except as designated by this Section. In the event of termination, CONSULTANT shall be paid for services performed to termination date, including direct expenses and a pro rata share of the fees based upon work completed. All Deliverables, whether partially or fully completed, related to the Project, produced by CONSULTANT as part of Project services, shall become the property of, and shall be surrendered to CITY at or before such termination and prior to payment. However, CITY agrees that all Deliverables provided or prepared by CONSULTANT are intended for the purposes of this Agreement only and any reuse or modification of the Deliverables by

CITY or others for any other project or purpose shall be at CITY's or other's sole risk and without liability to CONSULTANT. CONSULTANT may retain copies of all Deliverables for its records.

B. Termination of the Project

If any portion of the Project covered by this Agreement shall be suspended, abated, abandoned or terminated, CITY shall pay CONSULTANT for the services rendered to the date of such suspended, abated, abandoned or terminated work; the payment to be based, insofar as possible, on the amounts established in this Agreement or, where this Agreement cannot be applied, the payment shall be based upon a reasonable estimate as mutually agreed upon between the Parties as to the percentage of the work completed.

SECTION 9: INSURANCE AND LIABILITY

A. CONSULTANT's Professional Liability Insurance

In performance of professional services, CONSULTANT will use that degree of care and skill ordinarily exercised under similar circumstances at the same time and locality by members of the consulting profession; and no warranty, either expressed or implied, is made in connection with rendering

B. CONSULTANT's services

Should CONSULTANT or any of CONSULTANT's agents or employees be found to have been negligent in the performance of professional services from which CITY sustains damage, CONSULTANT has obtained Professional Liability Insurance in the amount of One Million Dollars (\$1,000,000) per claim/annual aggregate, and said insurance shall be held active for a two (2) year (minimum) period from the date of completion of the Project. CITY shall receive notice of any pending termination of said insurance within five (5) days of first notice to CONSULTANT.

C. CONSULTANT's Additional Insurance

CONSULTANT shall maintain automobile insurance and statutory workers' compensation insurance coverage, employer's liability, and comprehensive general liability insurance coverage. The comprehensive general liability insurance shall have a minimum limit of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) aggregate, and CONSULTANT shall cause CITY to be named as an additional insured under said policy.

D. Indemnification

CONSULTANT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless CITY, its officers, agents, and employees from and against any and all losses, lawsuits, actions, claims, judgment for damages, or any injuries or damages received or sustained by any person, persons, or property, and losses, expenses and other costs including litigation costs and reasonable attorney's fees arising out of, resulting from, or in connection with the acts and/or any performances, activities, errors or omissions by CONSULTANT or its subcontractors (if any) in performance of professional services under this Agreement; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of CONSULTANT or its subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark or

copyright; or from any claims or amounts arising or recovered under the Workmen's Compensation Act or any other law, ordinance, order or decree. CONSULTANT shall not be obligated to indemnify CITY for CITY's own negligence.

SECTION 10: CONFLICT OF INTEREST

CONSULTANT covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the Project which would conflict in any manner or degree with the performance of services hereunder. CONSULTANT further covenants that, in performing this Agreement, it will employ no person who has any such interest. Should any conflict of interest arise during the performance of this Agreement, CONSULTANT shall immediately disclose such conflict to CITY.

SECTION 11: ENTIRE AGREEMENT, MODIFICATION AND ASSIGNABILITY

This Agreement, and the exhibits hereto, contain the entire Agreement between the Parties concerning the Project, and no statements, promises, or inducements made by either Party, or agents of either Party, are valid or binding unless contained herein. This Agreement may not be enlarged, modified, or altered except upon written agreement signed by the Parties hereto, which may be done by a Task Order to set forth the desired amendments to this Agreement. CONSULTANT shall not subcontract, transfer, sell, or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

SECTION 12: LICENSES AND ADHERENCE TO LAW REQUIRED

CONSULTANT represents that it possesses the skill and experience necessary and all licenses required to perform the services under this Agreement. CONSULTANT further agrees to comply with all applicable Federal, State and local statutes and regulations in the performance of the services hereunder and such laws and regulations are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes and/or regulations by CONSULTANT shall be deemed material and shall subject CONSULTANT to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of CONSULTANT will, in any way, serve to modify the provisions of this requirement. CONSULTANT and its surety shall defend, hold harmless, and indemnify CITY and its employees, agents, and representatives, against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by CONSULTANT, CONSULTANT's officers, agents, employees, or its subcontractors.

Anti-Boycott Against Israel Act. CONSULTANT certifies it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with I.C. section 67-2346 will result in this Agreement being void as against public policy.

Ownership or Operation by China. Pursuant to Idaho Code section 67-2359, CONSULTANT certifies that it is not currently owned or operated by the government of China and will not for

the duration of this Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code section 67-2359 shall have the meaning defined therein.

SECTION 13: NON-DISCRIMINATION

It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity. CONSULTANT shall not discriminate against any employee or applicant for employment. CONSULTANT's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this Non-Discrimination Section.

SECTION 14: LEGAL FEES

In the event either Party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing Party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

SECTION 15: JURISDICTION, VENUE AND NON-WAIVER

It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of either Party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

SECTION 16: SPECIAL WARRANTY

CONSULTANT warrants that nothing of monetary value has been given, promised, or implied as remuneration or inducement to enter into this Agreement. CONSULTANT declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by CONSULTANT shall make this Agreement null and void. CONSULTANT further warrants that all materials and goods supplied under this Agreement shall be of good and merchantable quality and that all services will be performed in a good and workmanlike manner. CONSULTANT acknowledges that it will be liable for any breach of this warranty.

SECTION 17: BINDING OF SUCCESSORS

CITY and CONSULTANT each bind themselves, their partners, successors, assigns, and legal representatives to the other Parties to this Agreement and to the partner, successors, assigns and legal representatives of such other Parties with respect to all covenants of this Agreement.

SECTION 18: NOTICES AND COMMUNICATION

Any and all notices required to be given by either of the Parties hereto, unless otherwise stated in this Agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

CONSULTANT

HDR Engineering, Inc.
412 E. Parkcenter Blvd
Suite 100
Boise, ID 83706
(208) 387-7000

CITY

City of Moscow, Idaho
Michael Parker, Public Utility Planning Manager
206 East Third Street
P O Box 9203
Moscow, ID 83843
(208) 892-8624

Either Party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

CITY shall designate Michael Parker as the representative authorized to act on behalf of CITY. The authorized representative shall examine the documents of the work as necessary, and shall render decisions related thereto in a timely manner so as to avoid unreasonable delays.

SECTION 19: NON-APPROPRIATION

This Agreement is contingent upon CITY receiving the necessary funding to fulfill the obligations of CITY. While CITY shall exercise good faith, in the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party.

SECTION 20: APPROVAL REQUIRED

This Agreement shall not become effective or binding until approved by the City of Moscow.

SECTION 21: PUBLIC INFORMATION

Pursuant to Idaho Code § 74-124, *et seq.*, information or documents received from CONSULTANT may be open to public inspection and copying unless exempt from disclosure. CONSULTANT shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. CONSULTANT shall indemnify and defend CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for CONSULTANT's failure to designate individual documents as exempt. CONSULTANT's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by such release.

SECTION 22: CONSTRUCTION AND SEVERABILITY

If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

SECTION 23: EXECUTION

IN WITNESS WHEREOF, said CONSULTANT and CITY have caused this Agreement to be executed on the day and year first above written.

I, Jonathan Osier, certify under penalty of perjury pursuant to the law of the State of Idaho, that I am the authorized agent to bind HDR Engineering, Inc. into this Agreement.

CONSULTANT

HDR Engineering, Inc.

CITY

City of Moscow, Idaho

Jonathan Osier, Vice President

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

ACKNOWLEDGMENT

STATE OF _____)
County of _____) ss:

On this ____ day of _____, 2023, before me, a Notary Public in and for the State of Idaho, appeared Jonathan Osier, known to me to be the person named above and acknowledged that they executed the foregoing as the duly authorized representative of HDR Engineering, Inc.

Notary Public for the State of _____
Residing at _____
My commission expires _____

City of Moscow Comprehensive Public Drinking Water and Wastewater Conveyance Systems Plan

**Request for Qualifications (RFQ) for Engineering Services
to update the City's Public Drinking Water and
Wastewater Conveyance Systems Comprehensive Plans**

October 2022

Project contact:	Michael Parker. Utility Planning Manager (208) 892-8624
Response deadline:	November 30 th , 2022
Response location:	City of Moscow P. O. Box 9203 Moscow, ID 83843

Requested Services

The City of Moscow is seeking Statements of Qualifications from qualified consulting firms for the preparation of a Comprehensive Public Drinking Water and Wastewater Systems Plan ("Comprehensive Plan") consistent with Idaho Department of Environmental Quality (DEQ) and State of Idaho codes and regulations (e.g., IDAPA 58.01.08 and 58.01.16).

Intent

The intent of this RFQ is to select an experienced engineering company to complete the Comprehensive Plan. The City understands this RFQ may not fully describe the work envisioned. The information contained in this RFQ is the City's best understanding of the current needs to complete the Comprehensive Plan. The selected Consultant must be capable of performing the following tasks on behalf of the City:

Task 1- Existing Conditions and Data Gathering

- Delineate study area;
- Review existing sewer and water GIS maps;
- Assess current sewer and water populations and determine Per Capita Use.

Task 2 – Current State Assessment

- Condition assessment of existing sewer and water facilities to include Probability and Consequence of Failure Scores;
- Identification of existing private wells and septic users within the City limits;
- Inflow and Infiltration Assessment.

Task 3 – Future Conditions

- Evaluate projected land use and development trends to identify growth areas and allowed densities and delineate underserved sewer and water areas;
- Evaluate 20-yr population growth projections and identify the areas where the growth will occur. Determine the future sewer and water demands associated with the projected growth;
- Assessment of the available capacity of the existing sewer and water infrastructure and identify areas where development density will impact these areas and/or create unfavorable conditions to existing infrastructure;
- Review the most current Comprehensive Plan for Latah County and provide recommendations that impact the City's future;
- Identification of any present and future regulatory concerns for the distribution and collections systems.

Task 4 – Hydraulic Modeling of the sewer and water systems, to include Future Service Options

- Review the existing sewer and water models and verify accuracy and note all deficiencies;
- Update the City's existing sewer and water models;
- Incorporate the projected 5-yr, 15-yr and 20-yr sewer and water demands in the models to determine the options available to provide sewer and water services
- Modeling should identify where static distribution system pressures cannot meet minimum pressure requirements at building sites as required by IDAPA 58.01.08.;
- Modeling should account for the aquifer levels decreasing which can impact well production.

Task 5- Comprehensive Plan Implementation

- Develop a Sewer and Water Rehabilitation Capital Improvement Plan to include a project description and Engineer's Opinion of Probable Cost and Risk Prioritization;
- Review of existing inter-local agreements. Make recommendations for updates/improvements.

Task 6 – Funding Evaluation

- Develop strategies to fund the Capital Improvement Plans developed in Task 5;
- Provide a short and long-term capital improvement plan (CIP) to address identified deficiencies, including prioritization, alternatives, analysis, and schedules.

Background

The City of Moscow is approximately 30 miles north of Lewiston, ID and eight (8) miles east of Pullman, WA, and is the home of the University of Idaho. The City owns and operates Public Drinking Water and Wastewater Systems that serves a population of 26,000 customers in accordance with federal and state statutes and regulations. Comprehensive Plans for the Water and Wastewater Systems (conveyance system only) were developed, independently, in 2011 and 2012.

Scope of Services

A more extensive and detailed scope of services and budget will be developed with the selected consultant.

Submittal Guidelines

Statements of Qualification shall not exceed 20-pages including title page, photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. A separate cover letter may be included and will not be considered within the 20-page limit. All responders will provide a minimum of five complete (hard copy) submittals for review. **Electronic submittals will not be allowed for this solicitation;** however, one additional copy on CD is welcome.

Responder submittal information requested

General experience and qualifications of the consulting firm to conduct and complete the proposed scope of work: Specifically identify any recommended deviations from the City of Moscow suggested scope of work and include a discussion supporting any alterations of the proposed scope. Include a brief description of similar projects of the same size successfully completed within the previous five years. Reference contacts for each project listed must be included.

Project team member experience and qualifications: Identify specific project team members to be committed to the project, and their roles in completing the work.

Specific Sanitary Sewer System Planning Experience: provide details on specific experience of the firm and team members regarding past work on Sewer System Plans and modeling.

Specific Water Distribution System Planning Experience: provide details on specific experience of the firm and team members regarding past work on Water System Plans and modeling.

Proposed Project Approach and Schedule: Include a timeline to demonstrate ability of the firm to complete the entire project.

Statements of Qualifications review process and submittal scoring

A selection committee will numerically rate each Statement of Qualifications, summarize the ratings in a matrix, and provide comments when available.

All submittals will be evaluated on the following point allocation:

Firm general experience and qualifications	20 points
Project team member experience and qualifications	25 points
Availability of proposed staff	20 points
Sewer & Water System Planning experience.	20 points
Proposed project approach and schedule	15 points

The City may elect to conduct supplementary interviews, based on selection committee recommendation.

Responder notification

All responders will be notified by the solicitation contact regarding selection.

Following notification, the successful responder will negotiate a scope of services and project fee with the City and sign the City's professional services contract. The City reserves the right to terminate contract negotiations if it is determined that the responder is unable to meet City expectations for project cost or performance. The City will then initiate negotiations with the next highest rated responder.

Supplemental Information

Upon request, the City of Moscow will provide any additional information that the responder feels may aid in determining the consultant's ability to meet the anticipated project scope of services and timeline.

RFQ Revisions

If a proposing firm finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretations shall be submitted to Laurie Hopkins, City Clerk. Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing firm and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.

Attachment “B”

City of Moscow Comprehensive Water and Sewer System Plans

Scope of Services

May 15, 2023

Introduction

This scope of service outlines the approach to update the City of Moscow's (City's) Comprehensive Water System Plan (CWSP) and Comprehensive Sanitary Sewer System Plan (CSSP). The objective is to provide the City an effective short- and long-range planning, modeling, and reference tool for the drinking water distribution system and sanitary sewer collection system operations and capital improvements program. This document will serve as the planning and engineering strategy to meet the capacity needs of the City for the next ten, twenty, and fifty-year planning periods.

This scope of services presents the CWSP (Task 100) services first, followed by the CSSP (Task 200) services, and concludes with the fee summary.

Task 100 – Comprehensive Water System Plan

Task List

- Task 101 Project Management
- Task 102 Data Collection
- Task 103 Water System Description
- Task 104 Service Area Policies, Plans, and Agreements
- Task 105 System Demand & Supply Requirements/Projections
- Task 106 Conservation Program
- Task 107 Water Rights and Supply Options
- Task 108 System Analysis
- Task 109 Regulatory Compliance Program
- Task 110 Operation and Maintenance
- Task 111 Capital Improvement
- Task 112 Draft and Final CWSP Assembly
- Task 113 Management Reserve

101.0 Project Management

101.1 Consultant Services

1. Meet (virtually) with Idaho Department of Environmental Quality (DEQ) to determine DEQ expectations and share City Planning approach. Develop an acceptable approach for developing the Comprehensive Water System Plan (CWSP), and determine if there are special concerns or issues DEQ believes need to be addressed. Budget adjustments may be necessary if additional areas beyond the current scope of work and associated level of effort need to be addressed.
2. The Consultant and the City staff will meet (in person) to initiate the Project. The objectives of the meeting will include reviewing the scope, budget, and schedule.
3. Organize and manage Consultant project team and coordinate with City project Coordinator.

4. Prepare project guide, including scope, schedule and budget; project contacts and responsibilities; and updates to the guide as needed.
5. Prepare brief monthly progress reports including the following:
 - Work Completed During the Month
 - Needs for Additional Information/Reviews
 - Scope, Schedule, and Budget Issues and Changes
 - Project completion status spreadsheet.
6. Prepare and submit monthly invoices.

101.2 City Responsibilities

1. Schedule project initiation meeting in Moscow
2. Review monthly reports and requests for information

101.3 Assumptions

1. Project duration will be from August 2023 through January 2025.
2. Consultant project manager and up to two technical leads will attend DEQ and City project initiation meetings.
3. Major milestone meetings (up to four throughout the course of the project) will be in-person while regular check-in meetings will be virtual.

101.4 Deliverables

1. Initiation meetings - agendas, notes, and action items (PDF format).
2. Project Management Plan, with updates as needed (PDF format).
3. Monthly project reports (project duration; up to 18) (PDF format).
4. Monthly invoices (project duration; up to 18) (PDF format).

102.0 Data Collection

102.1 Consultant Services

1. Prepare a data request summary and CWSP reference materials needed from the City.
2. Coordinate data transfer with the City and maintain a running list of data received and data required. Additional data may be considered necessary as the project progresses.
3. Meet with City staff to tour water system facilities and review system condition and operational issues and concerns. Note that this will occur as part of the kickoff meeting in Task 1.
4. Prepare a memorandum summarizing existing conditions and operational issues.

102.2 City Responsibilities

1. Provide copies of requested water system data and reference materials in a timely manner (i.e., within two weeks, to the extent possible).
2. Host a water system facilities tour for the project team.

102.3 Assumptions

1. The data collection meeting and facilities tour site visit will be coordinated with project initiation meetings described in Task 1.
2. The City will provide the available requested water system data and reference materials within a four-week period.

102.4 Deliverables

1. Data and reference materials request summary.
2. Existing system conditions and operational issues memorandum.

103.0 Water System Description (CWSP Chapter 2)

103.1 Consultant Services

1. Work with appropriate City staff to update the Water System Description from previous CWSP. The following water system components will be described:
 - Ownership and Management
 - Service area history and characteristics
 - Source and Quality of Supply (including summary data on coliform, contaminants, chemicals, and turbidity)
 - Production Capacity (including addition of Well #10 and consideration of inactivation of Well #3)
 - Water Treatment Facilities (including treatment process, hydraulic capacity, constituents, and disposal)
 - Transmission System
 - Pump Stations (including hydraulic capacity)
 - Storage Facilities
 - Distribution System
 - System Interties
2. The Consultant will provide an initial mark-up of the chapter indicating where new information is likely required and not readily available.
3. Develop new maps and figures of service area and system components where necessary.

103.2 City Responsibilities

1. Work with the Consultant team to create a water system description.
2. Review and comment on draft documents provided by Consultant. Provide review comments within two-week period, unless additional time is required.

103.3 Assumptions

1. The City will review the draft CWSP Water System Description chapter and work with the Consultant team to provide necessary information for revising the draft chapter.

2. Detailed system description information and maps judged to be important to system vulnerability will be summarized in a separate confidential memorandum to be provided only to personnel authorized by the Public Works Director.

103.4 Deliverables

1. Word document electronic file of draft Plan Chapter 2 – Water System Description for City review and comment.
2. Word document electronic file of the final draft Chapter 2.

104.0 Service Area Policies, Plans, and Agreements (CWSP Chapter 3)

104.1 Consultant Services

1. Create up to four maps for this task showing the following:
 - Current City Limits;
 - Current Area of City Impact boundary;
 - The City's current and future (50-year planning horizon) service area including In State and Out of State areas (if applicable);
 - University of Idaho water utility service area;
 - Projected City growth areas for the 10, 20, and 50 year periods per the Comprehensive Land Use Plan;
 - Current and projected zoning or land use within the City service area both In State and Out of State (if applicable).
2. Review related planning documents from City, University of Idaho (UI) and County.
3. Mapping review meeting, with up to two HDR staff (virtual).
4. Review current version of Idaho Administrative Code IDAPA 58.01.08 (Idaho Rules for Public Drinking Water Systems) and compare to utility policies for compliance.
5. Summarize the City's water service ordinances.
6. Describe the City's intertie agreements with UI.
7. Describe University of Idaho Wastewater Reuse Agreement and water rights for City of Moscow Wastewater Treatment Plant effluent and their potential impacts on potable water supply with respect to limitation on use of treated effluent in lieu of source water.
8. Summarize consistency with the City's land use plan, and note differences (e.g. the 20 year scenario will likely go beyond the existing information in the comprehensive land use plan and portions of the service area will be outside the projected City Limits and current Area of City Impact).
9. Review water system's fire flow goals by customer class from previous CWSP and determine if updates should be made.

104.2 City Responsibilities

1. Provide the following source data, per the data and reference materials request associated with Task 2: map data layers, City water service ordinances, City intertie agreements, related plans, City Base Map/Parcel Map in GIS format, aerial map, utility map, land use maps (current and future), UI Water Rights, UI/City Effluent Use Agreement.
2. Review the draft CWSP chapter, including maps, and provide written comments. Provide review comments within two-week period, unless additional time is required.
3. Acquire planning documents from City, UI, and County.

104.3 Assumptions

1. The Consultant has access to publicly available data.
2. Limited source data will be available beyond the 20-year planning horizon. Consultant shall collaborate with the Community Development Department and the Engineering Division to determine the 20-year (including interim time-steps) and 50-year planning horizon data utilizing the Comprehensive Land Use Plan as the baseline for growth projections;
3. These task activities will be completed in conjunction with Task 5.

104.4 Deliverables

1. Word document electronic file of draft Plan Chapter 3 – Service Area Policies for City review and comment.
2. Word document electronic file of the final draft Chapter 3.

105.0 System demand & Supply Requirements/Projections (CWSP Chapter 4)

105.1 Consultant Services

1. **Demographic Projections:** Describe demographics for the City's service area for these time periods: 10-year, 20-year, and 50-year. All demographics will be based on data provided by the City, the County planning department, and/or the U.S. Census, depending on data availability. The preferred demographic data are projections of single family households, multifamily households, and employment through the 20-year time period. If such data is not available, alternative methods of describing demographics include: 1) using population data rather than households, 2) using utility connections data rather than households, 3) analyzing historical data to determine historical growth rates and extrapolate growth rates forward as appropriate given input from City staff, and 4) analyzing buildable lands inventory, zoning, and timing of development. A range of demographic projections (such as low, medium and high) can be provided, if desired by City.
2. **Analysis:** The demographic projections will be matched to the City's existing and projected service area using appropriate analysis with input from the City's Comprehensive Land Use Plan. Please note that GIS data may not be available. The demographic projections should be divided into sub-areas such as pressures zones, and current versus new service areas, as data allows and as desired by the City. Current water demands will be geolocated by pairing water billing data with meter GIS data. Non-revenue demands will be assumed to be equally divided among customer meters. Once demographic projections are made and future demand growth is quantified, a following step will be conducted to identify specific areas of focus where significant amount of growth will occur.

3. **Supply and Demand Characteristics:** Summarize ten years (or a lesser amount if ten years is not available) of historical supply characteristics such as the number of connections by customer category, production, sales, water balance showing non-revenue water and leaks, peaking factor, and water use factors. (Note: the current Utility Billing System does not readily produce information on water use by customer class. This information can be determined via an extraction of the data from the Utility Billing System and manual development of the customer related details via spreadsheet.) This information will be presented on an annual or monthly basis as appropriate. Water use factors, including ERUs, will then be calculated based on this data. Information will be analyzed and presented separately for potable and reclaimed water.
4. **Technical Memo:** Prepare a Technical Memorandum for City review with summary tables and graphs of the demographic projections and historical supply characteristics. Edits and adjustments of this information shall occur before the data is used to develop the demand forecasts.
5. **Demand Forecasts:** Generate demand forecasts using the demographic projections and water use factors for the 10-year, 20-year, and 50-year time periods. The forecasts will be presented by billing category (e.g., single family, multifamily, commercial, non-revenue) and additionally will be divided into the same sub-areas as the demographic projections. Information will be presented separately for potable and reclaimed water. The demand forecasts will include adjustments to reflect the conservation program from Task 6.
6. **Chapter:** Prepare the associated chapter for inclusion in the CWSP.

105.2 City Responsibilities

1. Provide data per the data and reference material request associated with Task 2.
2. Review the draft Technical Memorandum summarizing demographic projections and historical supply characteristics and provide written comments. Provide review comments within two-week period, unless additional time is required.
3. Review the draft CWSP chapter and provide written comments.

105.3 Assumptions

1. Limited source data will be available beyond the 20 year planning horizon. Consultant shall collaborate with the City to determine the 50 year planning horizon data utilizing the Comprehensive Land Use Plan as the baseline for growth projections
2. Water use factors used in the demand forecast (ERUs, peaking factors, etc.) will be based on the most recent three years of data (2020 – 2022). Due to the effects of COVID-19 on water use patterns, the Consultant will investigate if years prior to 2020 should be included in these calculations.
3. A meeting between the City Planning Staff and Consultant may be necessary to discuss details of the demand forecast methodology. Up to three members of the consultant team may attend this meeting.
4. These task activities will be completed in conjunction with Tasks 4 and 6.

105.4 Deliverables

1. Word document electronic files of draft and final Technical Memorandum summarizing demographic projections and historical supply characteristics.

2. Word document electronic files of draft and final CWSP chapter.

106.0 Conservation Program (CWSP Chapter 5)

106.1 Consultant Services

1. **Prepare Chapter:** Using information and narrative provided by the City, prepare the associated chapter for inclusion in the CWSP.

106.2 City Responsibilities

1. Provide data and narrative describing the City's current and planned future conservation program (including discussion of related goals and strategies/actions) per the data and reference materials request associated with Task 2.
2. Review the draft CWSP chapter and provide written comments. Provide review comments within two-week period, unless additional time is required.

106.3 Assumptions

1. The City has already prepared the conservation-related materials. These will be provided for inclusion in the CWSP, with no additional analysis required of the Consultant.

106.4 Deliverables

1. Word document electronic files of draft and final CWSP chapter.

107.0 Water Rights and Supply Options (CWSP Chapter 6)

107.1 Consultant Services

1. **Prepare Chapter:** Using information and narrative provided by the City, prepare the associated chapter for inclusion in the CWSP. Document the long-range planning work conducted by PBAC that has explored various long-term supply options, including surface water supply alternatives, aquifer storage and recovery, water reuse, and enhanced conservation.

107.2 City Responsibilities

1. Provide data and narrative describing the City's water rights and long-range water supply options per the data and reference materials request associated with Task 2.
2. Review and comment on CWSP Draft Chapter 6. Provide review comments within two-week period, unless additional time is required.

107.3 Assumptions

1. The City and PBAC has already prepared the water rights and supply options related materials. These will be provided for inclusion in the CWSP, with no additional analysis required of the Consultant.
2. No technical or financial analysis will be performed on long-range supply options; rather, such information already collected and prepared by PBAC will be referenced.

107.4 Deliverables

1. Word document electronic files of draft and final CWSP Chapter 6 - Water Rights and Supply Options.

108.0 System Analysis (CWSP Chapter 7)

108.1 Consultant Services

108.1.1 System Physical Capacity Analyses

Source Capacity Analysis

- Compile source capacity requirements as outlined in IDAPA 58.01.08.
- Evaluate water level SCADA data for City wells for the last 5-years and determine average and low water levels.
- Determine if assumed well water level elevations should be adjusted for future forecast years.
- Using nominal hydraulic grade line (HGL) elevation for the Main Pressure Zone, current (and future) well water levels, and well pump curves to determine pumping capacity for well sources. If wells have influence on each other's pumping capacity, City to provide observed well capacities for various combinations of wells being online.
- Evaluate the existing source (wells, booster pumps, etc.) capacity for the entire system and for individual pressure zones, and compare it to the projected demands for planning horizons. Identify deficiencies. Evaluation will be a spreadsheet exercise using nominal pumping capacities.
- Identify potential solutions to identified source capacity deficiencies.
- Develop listing of recommended source improvements for the Capital Improvements Plan update.
- Capital Improvements Plan update shall identify locations and types of piping additions and upgrades needed for improved use of existing sources and those necessary to serve new sources.

Storage Capacity Analysis

- Compile source capacity requirements as outlined in IDAPA 58.01.08.
- Evaluate the existing storage capacity and compare it to the required storage for the following storage components for planning horizons:
 - Operational Storage – calculated as defined in IDAPA 58.01.08.
 - Equalization Storage – calculated based on Washington Department of Health (WDOH) Water System Design Manual (WSDM) equalizing storage equation.
 - Fire Suppression Storage – calculated as largest fire flow requirement for zone being analyzed.
 - Standby Storage – calculated as defined in IDAPA 58.01.08.

- Dead Storage

Storage capacity analysis will assume nested storage of fire suppression storage and standby storage volume (greater of the two).

Identify deficiencies. Evaluation will be a spreadsheet exercise.

- Evaluate storage capacity if largest reservoir is offline.
- Identify potential solutions to identified source capacity deficiencies.
- Determine hydraulic grade line (HGL) elevation associated with the following:
 - Depleted operational and equalizing storage volumes for planning horizons.
 - Depleted operational, equalizing, and fire suppression storage volumes for planning horizons.
- Develop listing of recommended storage improvement for the Capital Improvements Plan update

Water Treatment Plant Capacity Analysis

- Evaluate the existing water treatment facilities at water source facilities (sand filtration, chlorination, and permanganate) to determine ability to treat water produced to meet the supply requirements for projected demands in planning horizons.
- Identify potential solutions to deficiencies in water treatment facilities including lack of capacity, location limitations, and distance from proposed supply sources.
- Develop listing of recommended treatment facility improvements for the Capital Improvements Plan update.
- Capital Improvements Plan update shall identify locations and types of treatment facility additions and upgrades needed for improved use of existing sources and those necessary to serve new sources. The focus of this analysis will be on Wells 9 and 10.

Chlorine Disinfection Study

Conduct a chlorine disinfection study, involving both breakpoint chlorination analyses and water age/tracing evaluations, to identify recommended chlorination adjustments to consider for addressing chlorine-related taste/odor issues. This will involve the following services:

- Develop a breakpoint chlorination test plan. It is assumed this will involve testing of source water at six (6) well locations plus up to six (6) additional sites throughout the distribution system (e.g., booster pump station locations in area of high taste/odor complaints).
- Coordinate sampling with City. City staff will obtain samples and ship to Consultant for offsite testing.
- Conduct two days of breakpoint chlorination testing.
- Conduct 14-day demand and decay testing (six time periods: days 1, 2, 3, 7, 10, 14). Analysis will be conducted for free chlorine, total chlorine, and free ammonia, using a Hach colorimeter.

- Evaluate breakpoint chlorination results in combination with water age and source tracing hydraulic modeling (see table of water age related modeling runs on Page 14) to understand chlorine demand at various locations throughout the distribution and under various source operational scenario. Consideration will be given to the two forms of chlorination utilized, as well as potential linkages between the evaluation results and adverse taste and odor issues. Recommendations regarding potential dosing changes and physical system modifications will be developed.
- Summarize chlorine disinfection study in a technical memorandum.

108.1.2 Hydraulic Modeling

108.1.2.1 Model Update

Update and calibrate the City's existing model to be used for planning, fire flow analysis, sizing of facilities, and extended period simulations (EPS). This task includes the following:

- Update distribution system piping based off latest water system GIS pipe network data. This includes adding new pipes, removing abandoned pipes, closing pipes that are normally closed, and populating diameter (using nominal diameter) and material for pipes.
- Identify growth areas where existing infrastructure is not currently in place and create a conceptual pipe network / looping for buildout areas within water service area (current and future as identified in Task 4) that currently do not have piping.
- Update model junction elevation data based on LIDAR data.
- Update model controls for both typical summer and winter operations include pump and well setpoints, and PRV setpoints.
- Develop winter and summer diurnal demand patterns for overall system by using SCADA data provided by the City with well flow rate data and reservoir level information (in 10 minute intervals or less) for a week during peak summer demands and a week during the lowest winter demands.
- Develop system-wide monthly seasonal demand pattern based off averaging source production data for the last 5-years.
- Update required fire flows for model junctions based on land use.
- Update reservoir initial elevations for various depleted scenarios developed as part of the Storage Capacity Analysis.
- Update initial well water level elevations for forecast years per source capacity analysis.
- Allocate demands into the model for the following demand scenarios:
 - Existing annual average day demand (ADD) for steady-state model run
 - Existing maximum day demand (MDD) for steady-state model run
 - Existing peak hour demand (PHD) for steady-state model run
 - Existing lowest monthly ADD with winter diurnal demand pattern for EPS model run
 - Existing MDD with summer diurnal demand pattern for EPS model run

- 10-year annual ADD for steady-state model run
- 10-year MDD for steady-state model run
- 10-year PHD for steady-state model run
- 10-year lowest monthly ADD with winter diurnal demand pattern for EPS model run
- 10-year MDD with summer diurnal demand pattern for EPS model run
- 20-year annual ADD for steady-state model run
- 20-year MDD for steady-state model run
- 20-year PHD for steady-state model run
- 20-year lowest monthly ADD with winter diurnal demand pattern for EPS model run
- 20-year MDD with summer diurnal demand pattern for EPS model run
- Set up model to conduct water quality modeling for water age.

108.1.2.2 Model Calibration / Validation

- Create map identifying preferred hydrant flow test locations and provide for City review to determine if flow locations are readily feasible for testing.
- Create hydrant testing plans which include information on flow hydrant, residual hydrant(s), estimated flow for desired pressure drop, and valves to close for up to 2 locations.
- Provide field observation of hydrant flow tests and data collection.
- Review data collected as part of hydrant flow tests.
- Based off two testing points, validate model's steady-state calibration to meet planning level accuracy in accordance with *Calibration Guidelines for Water Distribution System Modeling* prepared by the Engineering Computer Applications Committee of the AWWA.
- Perform EPS validation by completed model scenarios for current peak summer and low winter demands and compare to reservoir level SCADA data, and pump/well flow data for a similar period.

108.1.2.3 Distribution System Analysis

- The below model scenarios will be utilized to evaluate the system's ability to meet fire flow goals. Steady-state scenario will assume operational, equalizing, and fire suppression storage is depleted:

Demand	Model	Facilities	Purpose
Current MDD	Steady-state	Existing	System-wide fire flow calculation to determine deficiencies and identify projects needed.
10-year MDD	Steady-state	Existing + projects for current deficiencies	
20-year	Steady-	Existing + conceptual pipe	

MDD	state	network for future service areas + projects for up to 10-year deficiencies	Large required fire flow calculated at up to 3 locations to determine system's ability to meet fire flow, reservoir response and recovery, identify projects needed.
20-year MDD	Steady-state	Existing + conceptual pipe network for future service areas + identified projects	
Current MDD	Summer EPS	Existing	
10-year MDD	Summer EPS	Existing + projects for current deficiencies	
20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + projects for up to 10-year deficiencies	
20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + identified projects	

- The below model scenarios will be utilized to evaluate the system's ability to meet required pressures.

Demand	Model	Facilities	Purpose
Current PHD	Steady-state	Existing	Steady-state model runs of PHD with operational and equalizing storage depleted to determine ability of system to maintain 40 psi throughout the distribution system, peak pipe velocities, identify deficiencies, and develop CIP projects.
10-year PHD	Steady-state	Existing + projects for current deficiencies	
20-year PHD	Steady-state	Existing + conceptual pipe network for future service areas + projects for up to 10-year deficiencies	
20-year PHD	Steady-state	Existing + conceptual pipe network for future service areas + identified projects	
Current MDD	Summer EPS	Existing	EPS model runs of peak summer conditions to determine ability of system to maintain 40 psi throughout the distribution system, peak pipe velocities, identify
10-year MDD	Summer EPS	Existing + projects for current deficiencies	
20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + projects for up to 10-year deficiencies	

20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + identified projects	deficiencies, and develop CIP projects.
Current lowest month ADD	Winter EPS	Existing	EPS model runs of low winter demands to determine peak pressures throughout the system and identify high pressure areas that may need to be addressed.
10-year lowest month ADD	Winter EPS	Existing + projects for current deficiencies	
20-year lowest month ADD	Winter EPS	Existing + conceptual pipe network for future service areas + projects for up to 10-year deficiencies	
20-year lowest month ADD	Winter EPS	Existing + conceptual pipe network for future service areas + identified projects	

- The below model scenarios will be utilized to evaluate water age.

Demand	Model	Facilities	Purpose
Current MDD	Summer EPS	Existing	Determine water age for peak demand periods.
10-year MDD	Summer EPS	Existing + projects for current deficiencies	
20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + projects for up to 10-year deficiencies	
20-year MDD	Summer EPS	Existing + conceptual pipe network for future service areas + identified projects	
Current lowest month ADD	Winter EPS	Existing	Determine water age for low demand periods.
10-year lowest month ADD	Winter EPS	Existing + projects for current	
20-year lowest month	Winter EPS	Existing + conceptual pipe network for future service areas + projects for up to 10-year	

ADD		deficiencies	
20-year lowest month ADD	Winter EPS	Existing + conceptual pipe network for future service areas + identified projects	

- Create color coded maps summarizing available fire flows, pressures, and deficiencies for model runs.
- In association with the baseline model runs, additional model runs will be completed to answer the following questions:
 - Assess the need for a new reservoir facility in the South Moscow area to address deficiencies in available fire flow and pressure including potential areas of location.
 - Assess operational parameters of Southeast Reservoir under high flow demand periods and emergency operations.
 - Utilize hydraulic model to assess current storage operations, determine location and size of additional piping needed to improve operations, and determine piping necessary to service and new storage facilities that were identified.
 - Identify projects needed in the pipe network to promote resiliency.
- Utilize model to determine necessary system modifications/additions to meet projected growth and system demand. Findings shall be the basis of recommended Capital Improvement Program update.
- Identify area where existing infrastructure is unable to adequately provide required demand and fire flow. Provide color coded map noting existing conditions or deficiencies that may require immediate attention from the analysis.
- Develop Table of Capital Improvements for inclusion in final CIP listing. Scheduling of CIP items will take into account the City's street overlay and improvement program as well as other scheduled capital projects.
- Develop drawing that shows the locations of the CIP items included in the final list.

108.1.3 Energy Consumption Assessment

For Wells 9 and 10 only, conduct an energy consumption assessment, to be comprised of:

- Gather and summarize data on existing water system equipment and facilities energy consumption and efficiency. This will be completed concurrent with pump station tests to monitor electrical usage and pump efficiencies.
- Assess existing facilities energy consumption and identify equipment or facilities with potential for energy savings through operational modifications, upgrades, or replacement. Describe energy savings anticipated for each recommended action or improvement.

108.2 City Responsibilities

- Work with local fire authority to explore possibility and advisability of nesting of fire flow and standby storage
- Provide input for the selection of feasible sites for calibration fire flow tests.
- Provide staff and equipment to perform hydrant flow tests and collect data as outlined in the hydrant testing plans.
- City to obtain and ship (including cost of shipping) samples to consultant for breakpoint chlorination study.
- Provide data regarding equipment and facilities energy consumption and operations.
- Review and comment on draft documents provided by Consultant. Provide review comments within three-week period.

108.3 Assumptions

- Existing InfoWater hydraulic model as maintained by HDR will be utilized.
- Hydraulic model pressures for distribution system piping will be based off of ground surface elevation. Reservoirs, PRVs, and pump stations will be based off piping elevations if record drawing information is available.
- Travel assumes hydrant flow testing observation will occur on one day.
- No steady-state model calibration is included, only model validation.
- No water quality calibration of the model will be completed.
- Water quality modeling will consist of only water age.
- Modeling assessments of system pressures will be based off the ground surface elevation for distribution system mains at model junction locations (typically street ground surface elevation).
- Detailed system description information or maps judged to be important to system vulnerability will be summarized in a separate confidential memorandum to be provided only to personnel authorized by the City Coordinator.

108.4 Deliverables

The following products will be created during this task. Some will be produced by Consultant and others will be produced by Moscow

- Source adequacy analysis by pressure zone with recommendations for Capital Improvements, as needed.
- Storage adequacy analysis by pressure zone with recommendations for Capital Improvements, as needed.
- Distribution system adequacy analysis by pressure zone with recommendations for Capital Improvements Plan, as needed
- Capital improvement table that contains improvements recommended for the 20-year planning horizon.

- Model outputs for use in developing capital improvement program (tables and maps to be color coded to note existing conditions or deficiencies that may require immediate attention).
- Summary of Power Consumption Assessment process, findings, and recommendations.
- Limited release technical memorandum of vulnerable system details.
- Word document electronic files of draft and final CWSP Chapter 7 – System Analysis.

109.0 Regulatory Compliance Program (CWSP Chapter 8)

109.1 Consultant Services

1. **Prepare Chapter:** Using information and narrative provided by the City, prepare the associated chapter for inclusion in the CWSP.

109.2 City Responsibilities

1. Provide data and narrative describing the City's water quality regulatory compliance program per the data and reference materials request associated with Task 2.
2. Review draft chapter 8 and provide comments. Provide review comments within two-week period, unless additional time is required.

109.3 Assumptions

1. The City has already prepared the regulatory compliance program related materials. These will be provided for inclusion in the CWSP, with no additional analysis required of the Consultant.

109.4 Deliverables

1. Draft and final CWSP Chapter 8.

110.0 Operations and Maintenance (CWSP Chapter 9)

110.1 Consultant Services

1. Meet with City staff to review information and create the following sections.
 - Organization Structure and Responsibility
 - Operator Certification
 - System Operation, Maintenance and Control
 - Emergency Response Operations
 - Safety
 - Cross Connection Control
 - Supplies and Equipment
 - Record Keeping and Reporting
 - O&M Improvements

2. Identify recommended changes to current operations and maintenance program that will require funding through the CIP.
3. Identify and recommend changes to current Operations and Maintenance program that shall be necessary to provide adequate resources to address the expanded infrastructure outlined in the recommended Capital Plan

110.2 City Responsibilities

1. Review available records and provide to the Consultant as requested.
2. Web conference meetings with Consultant to review available records.
3. Review and comment on draft Chapter 9. Provide review comments within two-week period.

110.3 Assumptions

1. Detailed system description information and maintenance information judged to be important to system vulnerability will be summarized in a separate confidential memorandum to be provided only to personnel authorized by the City Project Coordinator.

110.4 Deliverables

1. Draft and final Chapter 9 of the CWSP
2. List of O&M improvements to be included in the CIP and addressed in Operational budgets.
3. Limited release Technical memorandum of vulnerable system details.

111.0 Capital Improvement Plan (CWSP Chapter 10)

111.1 Consultant Services

1. Compile CIP projects identified as part of previous tasks, and combine with other projects currently on the City's CIP.
2. Prepare a standard cost estimating methodology that will be used to compare and evaluate project alternatives.
3. Develop costs for CIP projects.
4. Work with the City during a workshop (in person, up to three HDR staff) to discuss and develop project evaluation, screening and prioritization criteria to be used in the selection of and prioritization of projects. The contents of the CIP table and project sheets will also be reviewed and refined at this workshop.
5. Describe the CIP prioritization process, project justification and description.
6. Work with City staff to organize and summarize system pipe age and line break information to help evaluate remaining pipe life throughout the system. Data may be in the form of GASB 34 inventory database.
7. As other project information is made available by the City, water CIP projects will be scheduled to coordinate with other City utility and street improvement projects in the same areas to evaluate overall infrastructure improvement costs.
8. Provide justification for proposed capital and non-capital improvement projects.

9. Apply a standardized cost apportionment methodology to each recommended CIP project which describes the estimated cost of the project in a cost per water service connection. These values will be used for comparison of alternatives and prioritization of projects within the confines of the Plan.
10. Prepare a CIP spreadsheet that can be used to describe and sort projects by date, schedule, priority, or type. Each project in the spreadsheet will be linked to a project sheet that describes the project and project justification.
11. Outline and summarize the schedule of capital improvement projects in a summary table by year for the first 5 years, in 5 year increments for the next 15 years, and projects beyond the 20 year time frame. Develop a system exhibit that identifies projects and timeframe for implementation.

111.2 City Responsibilities

1. Work with Consultant team to evaluate alternatives and select CIP projects.
2. Help to select project prioritization criteria
3. Provide recent City water project bid tabulations to be used in developing the cost estimating tool.
4. Review and comment on draft CIP Chapter 11. Provide review comments within three-week period.

111.3 Assumptions

1. City will provide available similar project cost information to help set up cost models.

111.4 Deliverables

1. Draft and final CIP Microsoft Excel spreadsheets, project cost estimating tool, and map.
2. Draft and final CIP Chapter 10.
3. Map of City distribution system showing locations of projects identified in the CIP table with attached project number for ease in cross-referencing.

112.0 Draft and Final CWSP Assembly

112.1 Consultant Services

1. Assemble Preliminary Draft CWSP for City Review and Final Draft Plan for Submittal to appropriate agencies and Public Participation process.
 - Assemble the draft chapters and supporting memoranda into the draft CWSP and appendices document.
 - Provide data on computer analysis of the distribution system if requested by DEQ.
 - The draft plan will be provided digitally as a PDF. The plan body and appendices will be provided separately during the draft phase. HDR will coordinate with the City regarding transmittal of draft plan documents to reviewing agencies.
2. Public Participation Process
 - Prepare for and attend one public open house session (in person, up to two HDR staff) to present the draft plan, address comments and questions, and document public input.

- Summarize public input and make recommendations to City on potential modifications to the draft plan.
3. Respond to City and Public Comments and Assemble Final Plan for City Approval.
- Prepare an Executive Summary of the plan to be included at the front of the plan document (5 – 10 pages).
 - Assemble the final chapters and supporting memoranda into the final CWSP and appendices digital document.
 - Detailed system description information or maps judged to be important to system vulnerability will be summarized in a separate confidential memorandum to be provided only to personnel authorized by the Public Works Director.
 - Consultant Presentation to City Council for Plan Adoption
 - Provide the following deliverables to the City:
 - Copy ready original paper copy of document.
 - One PDF set of Water Plan documents and appendices.
 - One electronic Word/Excel file copies of the Water Plan and appendices.

113.0 Management Reserve

As provided in the Project budget up to ten thousand dollars (\$10,000) has been set aside for optional services. Optional services must be authorized in writing by the City after the City has requested the Consultant has prepared a supplemental services scope and budget, and the City has agreed to the scope and budget.

Task 200 – Comprehensive Sewer System Plan

Task List

- Task 201 Project Management
- Task 202 Introduction and Basis of Planning
- Task 203 Data Collection
- Task 204 Sewer System Description
- Task 205 Service Area Policies, Plans, and Agreements
- Task 206 System Demand Projections
- Task 207 Water Reclamation and Reuse Options
- Task 208 System Analysis
- Task 209 Regulatory Compliance Program
- Task 210 Operations and Maintenance
- Task 211 Capital Improvement Plan
- Task 212 Draft and Final CSSP Assembly
- Task 213 Management Reserve

201.0 Project Management

201.1 Consultant Services

1. Meet with the Idaho Department of Environmental Quality (DEQ) to assess DEQ expectations and share City Planning approach. Assess if there are special concerns or issues DEQ believes need to be addressed. Budget adjustments may be necessary if additional areas beyond the current scope of work and associated level of effort need to be addressed.
2. Meet with the City staff to initiate the Project. The objectives of the meeting will include reviewing the study scope, budget, and schedule.
3. Organize and manage Consultant project team and coordinate with City project manager.
4. Coordinate with HDR for preparation of project guide, including study scope, schedule and budget; project contacts and responsibilities; and updates to the guide as needed.
5. Prepare brief monthly progress reports including the following:
 - Work Completed During the Month
 - Need for Additional Information/Reviews
 - Scope, Schedule, and Budget Issues and Changes
 - Project completion status spreadsheet.
6. Prepare and submit monthly invoices.
7. Monthly virtual meetings / conference calls with internal team.

201.2 City Responsibilities

1. Schedule project initiation meeting in Moscow.
2. Review monthly reports and requests for information.

201.3 Assumptions

1. Project duration will be from August 2023 through January 2025.
2. Consultant project manager and project principal will attend DEQ and City project initiation meetings. Major milestone meetings will be in-person while check-in meetings will be virtual.

201.4 Deliverables

1. Initiation meetings - agendas, notes, and action items
2. Monthly project reports (project duration, up to 18)
3. Monthly invoices (project duration, up to 18)

202.0 Introduction and Basis of Planning (CSSP Chapter 1)

The Introduction and Basis of Planning establishes the planning constraints, clarifies the issues that will impact planning decisions, and provides a clear foundation for the development of the conveyance and capacity alternatives for the City. It is assumed that some of the planning information required in this task will be available from the City's Comprehensive Water System Plan (CWSP) which is being developed concurrently with this process. This task will focus on the consolidation, completion, evaluation, and interpretation of existing information and data to define the drainage basins, existing system conditions, and assessment methodologies to be utilized in the development of the collection system model, system improvements analysis, and Capital Program recommendations. The Basis of Planning will be developed through the following activities:

202.1 Consultant Services

1. Describe purpose, scope, planning goals, and goals of the plan.
2. Prepare the background and system history.
3. Describe the approach to addressing topography, soils, geography, precipitation, groundwater, and demographics. Use CWSP information, as applicable and available.
4. Define how the collection system will be evaluated and the definition of a capacity problem in the City.
5. Prepare plan section.
6. Conduct and attend virtual review meeting with City to review planning data prior to moving forward with other elements of plan.

202.2 City Responsibilities

1. Work with Consultant to provide historic perspective, planning goals, and supporting documentation and data necessary to develop Basis of Planning.
2. Attend review meeting virtually.

202.3 Assumptions

1. Special generators of flow (UI, medical facilities, schools, special event facilities, new service area growth, etc.) or anticipated major future economic impacts will be identified by the City, and flow rate data provided by the City, for incorporation into the analysis by Consultant.

202.4 Deliverables

1. Word document electronic files of the preliminary and final Draft CSSP Chapter 1 – Introduction and Basis for Planning.
2. Word document electronic file of the final CSSP Chapter 1 – Introduction and Basis for Planning.

203.0 Data Collection

203.1 Consultant Services

1. Prepare a summary of data (request for information) and CSSP reference materials needed from the City, to be included and coordinated with the data request summary to be prepared for the CWSP. This is anticipated to include at least the following:
 - a. Discharge Monitoring Reports (DMRs) with daily influent and water quality data (previous 14 years) in spreadsheet format. List of known permit violations.
 - b. Winter-time water consumption data (previous 2 years). Identify major water users within the service area with private water supplies. Also identify major users with highly consumptive uses (i.e. bottling plant) and private industries within the study area with their own wastewater systems.
 - c. Lift station daily pump run time (previous 2 years).
 - d. 24-hour SCADA data for lift station flow rates and wastewater treatment plant (WWTP) influent flows for high flow periods to be identified by Consultant (if available).
 - e. Base mapping, including roadways, parcel lines, political boundaries, land use, topographic contours, current aerial imagery, manholes, and pipelines (along with material, age, and size attributes) to be provided in GIS format. GIS to include survey grade pipe invert data for modeled lines, incorporating recent survey information of collection system as applicable.
 - f. Record drawings for each lift station, with pump on/off control settings and pump curves (if available). Record drawings for major trunklines completed since 2009.
 - g. Precipitation data (15-minute intervals) for flow monitoring period.
 - h. Most recent Sanitary Sewer Survey.
 - i. Population growth projections, land use, anticipated development densities, and anticipated growth areas.
 - j. List of known problems/issues. Facility inspection reports, if available.
 - k. Summary of pipeline conditions information from select CCTV video files of sewer mains, to date. CCTV files for select segments, as requested.

- l. Sewer system ordinances and codes.
 - m. Previous amendments to the wastewater system master plan. Copies of other related planning documents (i.e. Transportation plans, water master plans, comprehensive plans, buildable lot inventories, energy audits/studies, rate studies, etc.).
2. Review summary CCTV records and provide review of up to 16 hours of CCTV footage of problematic locations identified by the City and at various locations through the system. Summarize general pipeline conditions information for these areas. Review City pipeline assessment data.
3. Meet with City staff to tour sewer system facilities (including lift stations and known problem manholes and diversion structures) and review system condition and operational issues and concerns.
4. Collect Field Data – Additional spot reviews will be completed in the field to check that new improvements are recorded and added to the model.
 - a. Pump Test. Consultant will conduct a pump test at each lift station to observe available suction and discharge pressures and flow meter readings, then compare this data to available pump curves and previously reported pump rates.
5. Survey Field Locates – Information on the Collection system currently within the City's GIS that includes data on pipe size, pipe material, and manhole ring and invert elevations. If additional information is required which can not be provided by the City this task will conduct field survey of critical areas to update the data set for the system model. Survey will allow critical invert and rim elevations to be added to the model to improve accuracy.
 - a. Survey Manholes and Inverts. Conduct supplemental surveying of up to 20 manholes in the collection system. The surveyor will obtain horizontal and vertical coordinates of the center of each manhole structure as well as the inverts for each manhole.
6. In support of Task 8 – System Analysis, identify locations where flow monitoring is needed for calibration of the hydraulic model. Scope and extent of monitoring will be determined based upon Consultant's review of availability of data necessary to model calibration. It is recommended that the flow monitoring locations are in similar locations to the 2011 Moscow Comprehensive Sewer Collection Plan with a duration of 2 to 3 weeks at each location. For budgeting purposes two rounds of flow monitoring (dry season and wet season) for up to 10 locations is assumed, with a cost of flow meter rental cost of \$1,100 per meter included.

203.2 City Responsibilities

1. Provide the following source data, per the data and reference materials request associated with this chapter: map data layers in GIS format, City sewer service ordinances, City service agreements, related plans and studies, and collection system data such as pipe materials, pipe sizes, year of installation (if available), and manhole invert and rim elevations. Provide data within two weeks of request, to the extent possible.
2. Host a sewer system facilities tour for the project team.
3. Provide traffic control during field data collection process, if necessary.

4. Provide field tested discharge pressure gauges installed prior to lift station pump tests.
5. Flow monitors will be installed by City staff at locations identified by the Consultant for the purpose of calibrating the hydraulic model. Provide traffic control and confined space entry as required.

203.3 Assumptions

1. If possible, the data collection meeting and facilities tour site visit will be coordinated with project initiation meetings described in Task 1.
2. The City will provide the available requested sewer system data and reference materials within a four-week period.
3. Elevations between surveyed points and available invert elevation data will be estimated based upon available data.
4. Flow monitoring will be accomplished by coordination between the City utilizing the Keller's flow monitoring equipment.
5. No confined entry by Keller or HDR staff is required.
6. Additional surveying beyond that identified in the scope of work above, will be provided as an additional service.
7. Consultant shall be entitled to rely on the accuracy and completeness of the information provided by Owner, Owner's consultants and Contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty Contractors, manufacturers, suppliers, and publishers of technical standards. This assumption applies to this task and subsequent tasks.

203.4 Deliverables

1. Data and reference materials request summary.
2. Data to be included in GIS Database.
3. Spreadsheet summarizing system data collected through field investigation including flow monitoring.

204.0 Sewer System Description (CSSP Chapter 2)

204.1 Consultant Services

1. Work with appropriate City staff to create a Sewer System Description. The following sewer system components will be described:
 - Ownership and Management
 - Overview – Sewer Drainage Basins (Consultant will update previous basin delineations to reflect current conditions within the existing study area)
 - Collection and Conveyance Capacity
 - Lift Station descriptions (including location, condition, and hydraulic capacity)
 - Historic Pumping and Treatment

- Inflow and Infiltration (I&I) - Summarize system-wide influence of infiltration and inflow based on seasonal flow patterns and responses to precipitation events.
 - Wastewater Treatment Facilities Overview (high level overview summarizing treatment process, hydraulic capacity, constituents, and disposal information documented by others)
 - System Interties (locations and description)
2. Using the existing GIS format Sewer System Base Map create an appropriate format system map (full size plan in appendices) for use in developing the collection system hydraulic model. This map shall include the existing system, completed improvements, anticipated expansions, and knowledge of system conditions obtained from City staff. Utilize data collected in Task 3 for use in system map including zoning, ground elevations, land use, the existing collection system, and other appropriate information.
 3. Prepare plan section.
 4. Conduct and attend virtual review meeting with City.

204.2 City Responsibilities

1. Provide existing system data in the form of lift station data, GIS mapping data, and other available information. Provide review comments generally within two-week period unless additional time is requested.
2. Work with the Consultant team to create a Sewer System Description.
3. Review and comment on draft documents provided by Consultant.
4. Attend review meeting (virtual).

204.3 Assumptions

1. System data accuracy will be based upon available data from the City. Data gaps will be identified, and City will determine the need to supplement data with field collection or confirmation.

204.4 Deliverables

1. Word document electronic files of the preliminary and final Draft CSSP Chapter 2 – Sewer System Description.
2. Word document electronic file of the final CSSP Chapter 2 – Sewer System Description.

205.0 Service Area Policies, Plans, and Agreements (CSSP Chapter 3)

205.1 Consultant Services

1. Create up to four maps for this task (in coordination with CWSP) showing the following:
 - Current City Limits
 - Current Area of City Impact boundary
 - The City's service area for the current, 10-year, 20-year, and 50-year time frames including In State and Out of State areas (if applicable)

- University of Idaho and S.E. Moscow Water & Sewer District sewer utility service areas
 - Projected City growth areas for the 10-, 20-, and 50-year periods per the Comprehensive Land Use Plan
 - Current and projected zoning or land use within the City service area both In State and Out of State (if applicable).
2. Summarize the City's sewer service ordinances and provide recommendations regarding possible revisions and updates.
 3. Describe operations agreement with the S.E. Moscow Water & Sewer District and current and projected impacts on City operations.
 4. Describe University of Idaho and S.E. Moscow Water & Sewer District sewer system interties with the City of Moscow collection system including information on drainage area of each intertie and nature of facilities served. Identify potential impacts to the City of Moscow system related to growth, maintenance, and general operations of both systems.
 5. Summarize consistency with the City's land use plan and note potential discrepancies.
 6. Prepare plan section for review and comment.
 7. Conduct and attend virtual review meeting with City.

205.2 City Responsibilities

1. Provide the following source data, per the data and reference materials request associated with Task 3: City sewer service ordinances, City intertie agreements, Related plans, City Base Map/Parcel Map in GIS mapping, Aerial Map, Utility Map, Land Use Maps (Current and future), updated UI/City Effluent Use Agreement, and S.E. Moscow Water & Sewer District Agreements.
2. Review the draft CSSP chapter, including maps, and provide written comments. Provide review comments generally within two-week period unless additional time is requested.
3. Attend virtual review meeting.

205.3 Assumptions

1. Limited source data will be available beyond the 20-year planning horizon. Consultant shall collaborate with the City to identify data for the 50-year vision in the Capital Plan.

205.4 Deliverables

1. Word document electronic files of the preliminary and final Draft CSSP Chapter 3 – Service Area Policies.
2. Word document electronic file of the final CSSP Chapter 3 – Service Area Policies.

206.0 System Demand Projections (CSSP Chapter 4)

206.1 Consultant Services

1. **Demographic Projections:** Describe demographics, in conjunction with CWSP for the City's service area for three time periods: 10-year, 20-year, and 50-years.
2. **Analysis:** The demographic projections will be matched to the City's existing and projected service area using appropriate analysis with input from the City's

Comprehensive Land Use Plan. Where growth projections for areas span multiple sewer basins, these flows will be allocated based on anticipated gravity sewer service basins.

3. **Loading Characteristics:** Summarize the 2022 historical anticipated wastewater flows (loading) characteristics such as the number of connections by customer category, and seasonal peaking factors using available utility billing data (provided in spreadsheet form). Current Commercial sewer billings are based on water meter consumption data. This information will be presented on an annual or monthly basis as appropriate. This sub-task includes preliminary verification by City after customer class is broken out to get buy-in on accuracy prior to moving forward.
4. **Demand Forecasts:** Generate demand forecasts using the demographic projections for the 10-year, 20-year, and 50-year time periods in conjunction with CWSP. The forecasts will be presented by billing category (e.g., residential and non-residential) and additionally will be divided into the same sub-areas as the demographic projections.
5. **Chapter:** Prepare the associated chapter for inclusion in the CSSP.
6. **Meeting:** Conduct and attend virtual review meeting with City.

206.2 City Responsibilities

1. Provide data per the data and reference material request associated with Task 3.
 - a. Provide utility billing system historical data exported in a useable electronic spreadsheet format.
2. Review the draft CSSP chapter summarizing demographic projections and historical demand characteristics and provide written comments and provide written comments. Provide review comments generally within two-week period unless additional time is requested.
3. Attend review meeting.

206.3 Assumptions

1. Limited source data will be available beyond the 20-year planning horizon.

206.4 Deliverables

1. Word document electronic files of the preliminary and final Draft CSSP Chapter 4 – System Demand Projections.

207.0 Water Reclamation and Reuse Options (CSSP Chapter 5)

207.1 Consultant Services

1. Describe the history and present configuration of the joint City of Moscow/University of Idaho wastewater reuse program. Document the status of the existing UI reuse water interties and agreements.
2. Prepare plan section.
3. Conduct and attend virtual review meeting with City.

207.2 City Responsibilities

1. Provide available information regarding the existing WWTP effluent reuse program with the University of Idaho including existing reuse agreement and UI water right.
2. Review the draft CSSP chapter and provide written comments. Provide review comments generally within a two-week period.
3. Attend virtual review meeting.

207.3 Assumptions

1. The City will provide available wastewater reuse system production data, UI/City effluent reuse agreement, current Moscow WRRF facility plan, and UI water rights information. Knowing that UI currently uses 100% of available flow, this section will document the permit and conditions.

207.4 Deliverables

1. Word document electronic files of the preliminary and final Draft CSSP Chapter 5 – Water Reclamation and Reuse Options

208.0 System Analysis (CSSP Chapter 6)

208.1 Consultant Services – Hydraulic Computer Model

1. Model Acquisition and Calibration
 - Develop a PC based computer model using InfoSWMM that can be used for planning, flow analysis, and sizing of facilities. The model will consist of a single input file that includes the City's drainage basins. This task includes the following:
 - a. Obtain the current sewer system data from the existing InfoSewer model, GIS data, and collected field data. Previous modeling was performed for the Wastewater Treatment Plant facility plan but has not been updated since 2009. Use the system update information obtained in Task 3.
 - b. Construct Existing Conditions Model
 - 1) Update the existing hydraulic model.
 - c. Flow load model using assumptions described in the Basis of Planning (Task 2)
 - d. Identify network data gaps that may include missing elevation (rim, invert), geometry (pipe/manhole), and pumping characteristics by listing missing data for the City to determine and provide to Consultant to include in the model.
 - Model Calibration
 - a. The existing condition model will be calibrated based on flow monitoring (Task 3), available lift station, and wastewater treatment plant influent data.
 - b. Using collected flow monitoring data, calibrate the hydraulic model for current conditions in wet weather peak flow condition. The model will be calibrated for peak flow and volume.
 - Populate the database with physical attributes of manholes, pipes, diversions, interties, pumping, and other hydraulic appurtenances deemed hydraulically connected to the City interceptors.

- Refine the operation of the model so that it will work in peak flow and extended period simulation modes.
- Utilizing City provided field data, calibrate in accordance with standard practices for the industry.

2. Conveyance System Capacity Analysis & Modeling Scenarios

- The following base simulations will be run:

Description	Facilities	Mode	Demand	Purpose
Existing Peak Hour	Existing	Extended Period	2023 Peak Day with Diurnal Curve	Evaluate existing peak hour conditions and identify deficiencies
2033 CIP Peak Hour	2033 CIP	Extended Period	2033 Peak Day with Diurnal Curve	Develop CIP for existing peak hour deficiencies
2043 Peak Hour	2043 CIP	Extended Period	2043 Peak Day with Diurnal Curve	Evaluate 2043 peak hour conditions w/2023 CIP improvements and identify deficiencies
2073 CIP Peak Hour	2073 CIP	Extended Period	2073 Peak Day with Diurnal Curve	Determine CIP for 2073 peak hour deficiencies

- Use the calibrated hydraulic model to evaluate the existing collection system to evaluate capacity to convey wastewater under normal and peak flow conditions. Identify system deficiencies and improvements necessary to resolve them. Specifically, assess ability of system to convey flow from new developments on the edge of the City through the existing pipe network.
- Use model to evaluate system modifications/additions to meet projected growth and system demand for the 10-, 20- and 50-year planning horizons. Findings shall be the basis of recommended Capital Improvement Plan.
- Use model to assess potential need for major system improvements anticipated to be necessary to meet system demands beyond the 20-year CIP planning horizon. This assessment is meant to be general in nature and only to address significant system improvements which may be identified during the course of the review of the planning horizons.
- Utilize model to assess current Capital Improvement Program projects to determine if they should continue to be included in the program.
- Develop table of recommended Capital Improvements for inclusion in final CIP listing. Scheduling of CIP items will take into account the City's street overlay and improvement program as well as other scheduled capital projects.
- Develop figures(s) that shows the locations of the CIP items included in the final list.
- Identify future growth areas within the study area where existing infrastructure is not currently in place and develop a conceptual plan showing major trunklines to serve the area at build out.
- Develop a comprehensive summary of the modeling results including model documentation and model use to be placed in an appendix.

- Prepare a future project recommendation summary based on modeling results.
 - The recommendation plan should identify and prioritize projects based on year and impact
 - Include planning level project cost estimates with recommended improvements
 - Provide a project cut sheet with a single map showing the project as well as pertinent project assumptions, details, cost, and probable year of implementation or growth trigger (i.e. upstream remaining connections). Note if projects are dependent on future or past projects.

3. Lift Stations Capacity Analysis

- This task will include lift station analysis and recommendations for improvement. In addition, the interviews will provide a general review of four existing city lift stations. The Consultant will analyze each site for capacity and recommend site and/or discharge improvements as necessary. This section will include a brief discussion of the alternatives modeled and a comparison of dry and wet weather flow characteristics (i.e. How I/I was modeled and incorporated in the system evaluation).
 - Utilize hydraulic model to evaluate the capacity of each existing and proposed lift station and compare it to the projected demands for the 10-, 20- and 50-year planning horizons. Evaluation shall include downstream force main capacity and discharge condition. Identify deficiencies and potential solutions for lift stations, force mains, and downstream receiving systems. Assess the existing capacity and operation of the South Lift Station and the Southeast Lift Station with respect to providing service to the South Fork Palouse River drainage basin. Determine sufficiency of South Lift Station to serve the basin upstream to Robinson Park Road without the Southeast Lift Station or other stations in the basin.
 - Develop listing of recommended lift station, force main, receiving system for the Capital Improvements Plan.
4. Prepare plan section.
 5. Conduct and attend combo virtual/in-person review meeting with City.

208.2 City Responsibilities

1. Assist Consultant in field verification of model by providing available system flow monitoring or operation and maintenance data.
2. Review and comment on modeling results.
3. Review and comment on draft documents provided by Consultant. Provide review comments generally within a two-week period.
4. Attend review meeting.

208.3 Assumptions

1. The City's existing hydraulic model of the Sanitary Sewer system was developed for the Wastewater Treatment Plant Facilities Plan and has not been updated since 2009. Data utilized from this model shall be confirmed and updated to represent the current system. InfoSewer model (original 2009 model platform) data can be imported into InfoSWMM (proposed / preferred model platform).

2. It is anticipated that pump “run time” data for each pumping station, influent flow meter for the treatment plant, and the supplementary flow monitoring data developed in Task 5 of this project will be the primary source for model calibration.
3. The sewer collection system model will be developed for gravity sewers with a diameter of six (6) inches and greater, manholes, and pump stations and force mains.
4. Data gaps in the collection system will be discussed with the City and determined whether additional field information will need to be obtained by the Consultant or reasonable modeling assumptions can be made.
5. An assumed rate of Infiltration/Inflow will be used in the model and proportioned across the City based on available data.
6. Consultants will use similar flow projections and hydraulic data that may be available for input from other systems that discharge into the City system (i.e. UI).
7. Model data will be provided in the database format of the selected modeling software.
8. The existing conditions model will be used as the basis to determine priorities for near term improvements.

208.4 Deliverables

The following products will be created during this task.

- Conveyance system adequacy analysis by sub-basin with recommendations for Capital Improvements Plan, as needed
- Lift Station adequacy analysis by station with recommendations for Capital Improvements, as needed.
- Capital improvement table that contains improvements recommended through 20-year planning horizon.
- Model outputs for use in developing capital improvement program (tables and maps).
- Completed operational hydraulic model of the City’s Sanitary Sewer Collection and Conveyance system.
- One-day staff training session on modeling results and necessary data submissions to keep the model updated.
- Excel Spreadsheet with listing and notes of each site visit, calculated hydraulic capacity and recommended improvements of each lift station.
- Word document electronic files of draft Modeling Documentation Appendix – Modeling Documentation.
- Word document electronic files of the preliminary and final Draft CSSP Chapter 6 - System Analysis.

209.0 Regulatory Compliance Program (CSSP Chapter 7)

209.1 Consultant Services

2. Incorporate City’s existing regulatory compliance program into the overall Plan.

3. Provide a statement of compliance with water quality management plans as may be required by DEQ.
4. Consultants will prepare draft plan section for City review and conduct review meeting to provide comments that will be incorporated into final draft.

209.2 City Responsibilities

3. Provide existing Comprehensive Regulatory Compliance Plan in WORD format for incorporation into the Plan.
4. Review and comment on draft documents provided by Consultant. Provide review comments generally within a two-week period.

209.3 Assumptions

2. City has an existing regulatory compliance program.

209.4 Deliverables

2. Word document electronic files of the preliminary and final Draft CSSP Chapter 7 – Regulatory Compliance Program.
3. Word document electronic files of the final CSSP Chapter 7 – Regulatory Compliance Program.
4. Word document electronic files of the draft and final Regulatory Analysis checklists.

210.0 Task 10 – Operations and Maintenance (CSSP Chapter 8)

210.1 Consultant Services

4. Generate interview form as agreed to by City and Consultant. Finalize form format with City prior to interviews.
5. Meet with City staff to review information and create the following Chapter sections.
 - Organization Structure and Responsibility
 - Operator Certification
 - System Operation, Maintenance and Control including Cross Connection Control program
 - Known collection system problems and potential solutions
 - Emergency Response Operations
 - Safety
 - Supplies and Equipment
 - Record Keeping and Reporting
6. O& M Recommendations: Identify potential changes which will improve general operations and the condition of the existing collection system such as jetting programs, root control, and slip lining programs. Identify recommended changes to current operations and

maintenance program that will require funding through the CIP including pipeline replacement and lift station short-lived asset replacement program budgets.

7. Summarize past and current Infiltration and Inflow elimination efforts and provide recommendations on modifications to the current approach and practices.
8. Identify and recommended changes to current staffing and Operations and Maintenance program that shall be necessary to provide adequate resources to address the expanded infrastructure outlined in the recommended Capital Plan
9. Draft plan section for review by City
10. Review meeting to discuss plan section.

210.2 City Responsibilities

4. Review available records and provide them to the Consultant as requested.
5. Teleconference or video meeting with Consultant to review available records.
6. Attend review meeting, review and comment on draft documents provided by Consultant. Provide review comments within a two-week period unless additional time is requested.
7. Plan for staff availability.

210.3 Assumptions

2. Staff interviews will take place over one day.

210.4 Deliverables

4. Word document electronic files of the preliminary and final Draft CSSP Chapter 8 – Operations and Maintenance
5. Word document electronic files of the final CSSP Chapter 8 – Operations and Maintenance
6. List of O&M improvements to be included in the CIP and addressed in Operational budgets.
7. Written documentation of the interviews including interview forms and list of items that require attention.

211.0 Capital Improvement Plan (CSSP Chapter 9)

211.1 Consultant Services

12. Review the City's current CIP and recommend improvements for the sewer collection and conveyance system as determined from the system modeling and evaluation. The recommended improvements will be prioritized, and a Capital Improvement Plan prepared with a description of the recommended system improvements, a capital improvement schedule, projected costs, and recommendations for implementation. Allocate the recommended capital improvements between expenditures for system expansion (growth) versus expenditures for enhancing the current system.
13. Work with the City during a workshop to discuss and develop project evaluation, screening and prioritization criteria to be used in the selection of and prioritization of projects. The contents of the CIP table and project sheets will also be reviewed and refined at this workshop.
 - Describe the CIP prioritization process, project justification and description.

- Prepare a CIP spreadsheet system that can be used to describe and sort projects by date, schedule, priority, or type. Each project in the spreadsheet will be linked to a project sheet that describes the project and project justification. As other project information is made available by the City, sewer CIP projects will be scheduled to coordinate with other City utility and street improvement projects in the same
 - Provide justification for proposed capital and non-capital improvement projects.
14. Work with City staff to organize and summarize system pipe age and line failure information to help evaluate remaining pipe life throughout the system. Develop annual pipeline replacement/rehabilitation costs, pump station short-lived asset replacement budgets for developing annual replacement budget.
 15. Prepare a standard cost estimating methodology that will be used to compare and evaluate project alternatives. Costs will be updated to account for changes in the schedule.
 16. Outline and summarize the schedule of capital improvement projects in a summary table by year for the first 5 years, in 5-year increments for the next 15 years, and projects beyond the 20-year time frame. Develop a system exhibit that identifies projects and timeframe for implementation. Describe long-term strategies for a 50-year system vision. It is expected that details of these strategies will be refined in subsequent CSSP updates.
 17. Prepare draft section.
 18. Virtual review meeting of section.

211.2 City Responsibilities

5. Work with Consultant team to evaluate alternatives and select CIP projects.
6. Help to select project prioritization criteria.
7. Provide recent City wastewater project bid tabulations to be used in developing the cost estimating tool.
8. Review and comment on draft documents provided by Consultant. Provide review comments within a two-week period unless additional time is requested.

211.3 Assumptions

1. City will provide available similar project cost information to help establish cost models.

211.4 Deliverables

1. Draft and final CIP Microsoft Excel spreadsheets containing project cost estimates.
2. Word document electronic files of the preliminary and final Draft CSSP Chapter 9 – Capital Improvement Plan
3. Word document electronic files of the final CSSP Chapter 9 – Capital Improvement Plan
4. Map of City collection and conveyance system showing locations of projects identified in the CIP table with attached project number for ease in cross-referencing.

212.0 Task 12 – Draft and Final CSSP Assembly

212.1 Consultant Services

4. Assemble Preliminary Draft Plan for City Review and Final Draft Plan for Submittal to appropriate agencies and Public Participation process.
 - Draft plan will be updated per city review comments and final draft plan prepared for submittal to IDEQ.
 - Assemble the draft chapters into the draft CSSP and appendices document. The document will be assembled into two loose-leaf, three-ring binders with dividers.
 - Provide data on computer analysis of the collection system if requested by DEQ.
 - Provide the following deliverables to the City:
 - One PDF of preliminary draft Sewer Plan and appendices.
 - One PDF of final Sewer Plan document for agency review, if needed, or WRIA 34 Planning Unit if appropriate including plan and appendices.
5. Public Participation Process
 - Prepare for and attend one public open house session to present the draft plan, address comments and questions, and document public input.
 - Summarize public input and make recommendations to City on potential modifications to the draft plan.
6. Respond to City and Public Comments and Assemble Final Plan for City Approval.
 - Prepare an Executive Summary of the plan to be included at the front of the plan document (5 – 10 pages).
 - Assemble the final chapters into the final CSSP and appendices document. The document will be delivered electronically as PDF.
 - Consultant Presentation to City Council for Plan Adoption. Consultant will prepare presentations and exhibit maps for city staff to review utilizing information derived under Task activities described above, finalize presentations per City comments, and present information at a council workshop.
 - Provide the following deliverables to the City:
 - Copy ready original paper copy of document
 - One PDF set of Sewer Plan documents and appendices.
 - One PDF file copies of the Sewer plan and appendices.
 - One electronic Word/Excel files copies of the Sewer plan and appendices.
 - Printed exhibits for workshop

213.0 Management Reserve

As provided in the Project budget up to ten thousand dollars (\$10,000) has been set aside for optional services. Optional services must be authorized in writing by the City after the City has requested the Consultant has prepared a supplemental services scope and budget, and the City has agreed to the scope and budget.

Attachment “C”

Fee Summary

The fee summary is provided in the table below.

City of Moscow Water/Sewer Comprehensive Plans Budget Summary																
Task No.	Task Description	Labor Hours by Staff Position												LABOR COST	EXPENSES	TOTAL COST
		Principal in Charge	Project Manager	Project Engineer	Senior Modeler	Project Accountant	Project Assistant	Project Planner	Water Rights	Water Quality	GIS Analyst	QC Reviewer	TOTAL HOURS			
WATER (Task 100, HDR-Led)																
101	Project Management	3	52	11	0	36	4	25	0	0	0	0	131	\$25,404	\$3,929	\$29,333
102	Data Collection	0	2	5	3	0	0	16	3	3	0	0	32	\$5,605	\$0	\$5,605
103	Water System Description	0	3	4	0	0	1	20	0	12	14	2	56	\$8,998	\$0	\$8,998
104	Service Area Policies, Plans, Agreements	0	8	5	0	0	1	34	0	0	32	2	82	\$11,992	\$0	\$11,992
105	System Demdn & Supply Reqt	0	17	3	0	0	1	84	0	0	0	2	107	\$17,393	\$0	\$17,393
106	Conservation Program	0	1	0	0	0	1	6	0	0	0	1	9	\$1,438	\$0	\$1,438
107	Water Rights and Supply Options	0	1	0	0	0	1	6	2	0	0	1	11	\$1,782	\$0	\$1,782
108	System Analysis	0	39	291	24	0	12	97	8	48	24	32	575	\$110,160	\$5,320	\$115,480
109	Regulatory Compliance Program	0	1	0	0	0	1	6	0	2	0	1	11	\$1,858	\$0	\$1,858
110	Operations and Maintenance	0	5	2	0	0	1	13	0	0	0	2	23	\$4,144	\$0	\$4,144
111	Capital Improvement	0	44	138	0	0	12	20	0	6	8	18	246	\$49,942	\$3,929	\$53,871
112	Draft and Final CWSP Assembly	4	40	20	0	0	20	96	8	8	16	18	230	\$40,524	\$2,619	\$43,143
113	Management Reserve	0	10	20	0	0	0	20	0	2	0	0	52	\$10,000	\$0	\$10,000
	SUB-TOTAL (HDR)	7	223	499	27	36	55	443	21	81	94	79	1,565	\$289,240	\$15,796	\$305,036
	Task 108 Energy Assessment (Keller)		4	12				4					20	\$3,480	\$600	\$4,080
	HDR Subconsultant Markup															\$408
	SUB-TOTAL (WATER)															\$309,524
SEWER (Task 200, Keller-Led)																
		Principal in Charge	QA/QC	Project Manager	Senior Engineer	Project Engineer II	Project Engineer I	Surveyor	Admin				TOTAL HOURS			
201	Project Management	7	5	114	0	0	0	0	14				140	\$23,755	\$0	\$23,755
202	Introduction and Basis of Planning	1.5	2	10	0	6	31	0	4				54.5	\$7,043	\$0	\$7,043
203	Data Collection	1	5	78	0	12	136	30	0				262	\$36,615	\$11,000	\$47,615
204	Sewer System Description	1	3	14	0	14	92	0	4				128	\$15,595	\$0	\$15,595
205	Service Area Policies, Plans, and Agreements	1	4	19	0	20	59	0	4				107	\$13,830	\$0	\$13,830
206	System Demand Projections	1	2	14	0	26	87	0	4				134	\$16,485	\$0	\$16,485
207	Water Reclamation and Reuse Options	0	1	8	4	8	18	0	2				41	\$5,600	\$0	\$5,600
208	System Analysis	9	2	40	4	103	351	0	4				477	\$63,130	\$5,000	\$68,130
209	Regulatory Compliance Program	0	1	8	0	0	19	0	4				32	\$4,030	\$0	\$4,030
210	Operations and Maintenance	1	3	25	0	0	105	0	4				138	\$17,060	\$0	\$17,060
211	Capital Improvement Plan	1	3	36	2	14	122	0	4				182	\$23,135	\$0	\$23,135
212	Draft and Final CSSP Assembly	0	7	31	0	10	78	0	14				140	\$17,875	\$0	\$17,875
213	Management Reserve	0	0	0	0	0	0	0	0				0	\$0	\$10,000	\$10,000
	SUB-TOTAL (Keller)	23.5	38	397	10	213	1,098	30	62				1,836	\$244,153	\$26,000	\$270,153
	HDR Subconsultant Markup															\$27,015
	SUB-TOTAL (SEWER)															\$297,168
	TOTAL												20	\$536,873	\$42,396	\$606,692

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Lewis Clark State College and City of Moscow Facilities Agreement - Brian Nickerson

RESPONSIBLE STAFF

Brian Nickerson, Fire Chief

ADDITIONAL PRESENTER(S)

DESCRIPTION

Lewis Clark State College (LCSC) has approached the City of Moscow to request occasional use of the Moscow Fire Department's training facilities, equipment, and tools to conduct its Firefighter Training Program. The attached Memorandum of Understanding enumerates the benefits of entering into such an agreement with LCSC, the City's general responsibilities upon approval, LCSC's general responsibilities upon approval, terms, compensation, termination of the agreement and general provisions. This MOU was approved on March 20, 2023, but Staff identified an omission in the agreement in Section 5.A to limit indemnification to the extent permitted by law between two governmental entities. The MOU has been updated to include that language and is before the Council for approval.

REVIEWED BY

City Attorney, City Supervisor

This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve the agreement for use of facilities with Lewis Clark State College.

STAFF RECOMMENDATION

Approve the agreement for use of facilities with Lewis Clark State College.

OTHER RESOURCES

FISCAL IMPACT

None.

PERSONNEL IMPACT

None.

ATTACHMENTS

1. LCSC MOU Final Revised

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF MOSCOW, IDAHO AND
LEWIS-CLARK STATE COLLEGE**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”), is entered into effective the _____ day of _____ 2023 by and between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”), and Lewis-Clark State College, an Idaho Public Educational Institution whose address is 500 8th Street, Lewiston, Idaho, 83501 (hereinafter “LC State”). CITY and LC State are each individually referred to as a “Party”, and collectively, the “Parties.”

W I T N E S S E T H:

WHEREAS, CITY has an interest in the control of fires, fire protection, emergency medical services, hazardous materials control and any other major emergency support; and

WHEREAS, CITY has an existing Mutual Aid Agreement with the City of Lewiston, Moscow Rural Fire District, City of Pullman, City of Clarkston, Asotin County Fire Protection District No. 1, City of Asotin, and Potlatch Corporation located in Lewiston, Idaho, whereby in the event of a major fire, disaster or other emergency, any party to the Mutual Aid Agreement may provide assistance to the party in need through supplemental fire suppression, emergency medical service equipment and personnel, hazardous materials control, and any other emergency support; and

WHEREAS, CITY has been approached by LC State to request the use of CITY’s fire facilities and CITY fire equipment to provide the location and tools for LC State to conduct its Firefighter Training Program and to allow LC State to occasionally conduct classes and training sessions utilizing CITY facilities and equipment; and

WHEREAS, CITY has an interest in collaborating with LC State to provide the use of CITY facilities and equipment for LC State’s firefighting education to students;

NOW, THEREFORE, for and in consideration of the mutual covenants and representations set forth in the MOU, LC State and CITY hereby agree as follows:

SECTION 1: CITY GENERAL RESPONSIBILITIES

- A. CITY shall make fire equipment, apparatus and training facilities available for occasional use by LC State students and staff for use in LC State’s Firefighter Training Program for demonstration and use upon CITY’s premises.
- B. CITY shall provide training to LC State’s instructor(s), on a schedule approved in writing by CITY, through the Fire Department, as needed regarding safety and operating procedures associated with all equipment, apparatus, and training facilities made available for use.

- C. CITY shall coordinate with LC State's instructor(s) regarding any necessary permissions, CITY required release and hold harmless agreements and any other documentation needed for students to participate in program activities.
- D. CITY shall respond to LC State's requests to use CITY personnel, equipment, apparatus, and training facilities requests within five (5) business days of receipt of such requests.
- E. CITY shall reserve the right to determine what and when the requested personnel, equipment, apparatus, and training facilities will be made available to LC State based upon CITY's needs and personnel, equipment, apparatus, and training facility availability.
- F. CITY reserves the right to terminate the participation of any LC State student and/or instructor who does not comply with applicable CITY policies, procedures, or directions from LC State instructor(s) or CITY personnel involved in the training.
- G. CITY shall have the final approval of all LC State requested operations of the use of CITY facilities, equipment and personnel, including but not limited to scheduling, equipment procurement, personnel, and/or other services requested by LC State.

SECTION 2: LC STATE GENERAL RESPONSIBILITIES

- A. LC State shall provide a qualified Level I Fire Instructor at all times where LC State students are present at CITY facilities and who shall be solely responsible for the supervision, direction and oversight of the LC State students.
- B. LC State shall submit written requests no less than two (2) weeks prior notice for use of CITY's personnel, equipment, apparatus, and training facilities and/or equipment. Such request shall specifically include what personnel, equipment, apparatus, and training facilities are being requested and the time and duration of such use.
- C. LC State shall reimburse CITY through Moscow Fire Department for any damage caused to equipment, apparatus, or training facilities by LC State's instructor(s) or students.
- D. LC State shall provide appropriate liability coverage to cover the instructor(s) and students of LC State. Limits of liability are five hundred thousand dollars (\$500,000) per occurrence, such amount is LC State's limit of liability under the Idaho Tort Claims Act, specified in Idaho Code § 6-901 through § 6-929. LC State students shall be covered by LC State's Student Errors and Omissions Policy with coverage of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate while on CITY premises.

- E. LC State shall coordinate with CITY through the Moscow Fire Department regarding any necessary permissions or documentation needed for LC State students to participate in program activities.

SECTION 3: TERM AND COMPENSATION

The term of this MOU shall be for a period of three (3) years from the date of execution, unless terminated earlier by either PARTY hereto. Parties agree there is no compensation to be paid to either Party for the services being provided and the equipment and facilities being utilized, with the exception of any cost of damage pursuant to Section 2.

SECTION 4: TERMINATION

Either Party, LC State or CITY, may unilaterally terminate this MOU without penalty, upon providing thirty (30) days' notice delivered in accordance with Section 5 of this MOU.

SECTION 5: GENERAL PROVISIONS

- A. Indemnification. The Parties shall be responsible for the negligent acts or omissions of its own employees, officers, students or agents in the performance of this MOU. Neither Party shall be considered the agent of the other and neither Party assumes any responsibility to the other Party for the consequences of any act or omission of any person, firm, or corporation not a party to this MOU.
 - i. LC State Indemnification. LC State shall, to the extent permitted by Idaho law, indemnify, defend, and hold CITY harmless from and against any and all claims, losses, damages, injuries, liabilities and costs, including attorney fees, court costs and expenses and liabilities incurred in or from any such claim, arising from any breach or default in the performance of any obligation to be performed under the terms of this MOU by LC State, or arising from any act, negligence or omission by LC State or any of its agents, employees, students and volunteers. LC State's liability under this paragraph shall be limited by the terms of the Idaho Tort Claims Act.
 - ii. Further, the Parties understand that the Idaho Tort Claims Act, Idaho Code § 6-903(2)(ii), states that each Party's liability is secondary to the obligation of an insurer or indemnitor of any automobile or other vehicle not owned or leased by the Party.
- B. Rights Not Assignable. LC State and CITY shall not assign any rights or duties under this MOU to any other person or entity, governmental or otherwise, without the prior written approval of the other Party.
- C. No Separate Entity Created, No Joint Venture and No Joint Powers Agreement. Nothing contained in this MOU shall be in any way construed as creating a separate legal entity,

or expressing or implying that the Parties have joined together in any joint venture partnership or agency relationship.

- D. No Employer-Employee or Agency Relationship. The Parties warrant by their signatures that no employer-employee or agency relationship is established between LC State and CITY by the terms of this MOU.
- E. Interpretation. As a further condition of this MOU, LC State and CITY acknowledge that this MOU shall be deemed and construed to have been prepared mutually by each Party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any Party.
- F. Jurisdiction and Venue. It is agreed that this MOU shall be construed under and governed by the laws of the State of Idaho. In event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in the County of Latah.
- G. Binding Authority. LC State and CITY each represents and warrants to the other that this MOU (i) has been validly executed and delivered; (ii) has been duly authorized; and (iii) constitutes a valid binding Agreement of such Party enforceable in accordance with its terms.
- H. Notice. All communication or notification to be given pursuant to this MOU shall be given to the following:
- | | |
|---------------------------|------------------------|
| Notice to LC State: | Notice to CITY: |
| Lewis-Clark State College | Moscow City Supervisor |
| 500 8 th Ave. | 206 East Third Street |
| Lewiston, ID 83501 | P O Box 9203 |
| | Moscow, ID 83843-1703 |
- I. Complete Agreement. This MOU constitutes the entire expression of intent and/or agreement of the Parties and supersedes all prior agreements or understandings, written or oral, with respect thereto.
- J. Amendments. The terms of this MOU may be amended by mutual agreement of the Parties. The Party seeking an amendment shall submit a written request for amendment to the other Party. The request shall clearly describe the proposed change and why the change is necessary. The responding Party shall schedule a review of the request within thirty (30) days from receipt of the request and shall respond within sixty (60) days from receipt of the request. The responding Party may approve, deny, or suggest modifications to the amendment. Any amendment shall be in writing, shall refer specifically to this MOU, and shall be executed by both Parties.

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COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Public Hearing: Ordinance Amending Title 4, Chapter 5, Chapter 8, and Chapter 10 of Moscow City Code Regarding the Procedures for Appeals (ACTION ITEM) - Cody Riddle

RESPONSIBLE STAFF

Cody Riddle, Deputy City Supervisor - Community Development

ADDITIONAL PRESENTER(S)

DESCRIPTION

Staff is proposing an amendment to Moscow City Code to clarify the procedural requirements associated with appeals. This includes appeals of Zoning Administrator decisions to the Board of Adjustment and those of lower body decisions to City Council. The amendment is necessary to provide a clearer process for consideration of appeals. Standards for the review and consideration of appeals have historically been located in multiple sections of City Code as well as a resolution. It is unnecessary, and confusing for users, to maintain both ordinance provisions and a resolution to guide the appeal process. Council took the first step in cleaning up this issue with the repeal of Resolution 2000-17 on May 1, 2023. The proposed ordinance amendment will correct the remaining deficiencies by consolidating the procedural requirements and review standards in one Chapter of City Code (Title 4, Chapter 8). Section 8-2 addresses appeals of Zoning Administrator decisions and Section 8-5 covers appeals to City Council. Both sections clarify what individuals have standing to appeal, detail the submittal and review process, and specify how the public meeting will be conducted. The result is a clearly defined process that provides predictability and consistency for the public, staff, and final decision makers. On May 15, 2023, the City Council directed Staff to proceed with a hearing before the Planning and Zoning Commission. On June 14, 2023, the Planning and Zoning Commission conducted a public hearing and recommended approval of the proposed ordinance to City Council.

REVIEWED BY

Planning and Zoning Commission

PROPOSED ACTIONS

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take other action deemed appropriate.

STAFF RECOMMENDATION

After conducting the public hearing and consideration of testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Public Hearing Notice
2. P&Z Minutes
3. Ordinance 2023 - Amending T4 C10 S10-8_T4 C8 S8-5_Final 7-12-23

NOTICE OF PUBLIC HEARING

Legislative Hearing Providing for the Repeal of Title 4, Chapter 10, Section 10-8; Providing for the Amendment of Title 4, Chapter 5, Chapter 8, and Chapter 10 of Moscow City Code Regarding the Procedures for Appeals.

A public hearing at which you may be present and speak will be conducted before the Moscow City Council at which time the following proposal will be considered:

Legislative Hearing Providing for the Repeal of Title 4, Chapter 10, Section 10-8; Providing for the Amendment of Title 4, Chapter 5, Chapter 8, and Chapter 10 of Moscow City Code; Providing for the Amendment of the Procedures for Appeals Related to Interpretation, Administration, and Certain Land Use Decisions.

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed amendment on June 14, 2023 and recommended approval to City Council.

HEARING DATE: Monday, July 17, 2023

HEARING LOCATION: Council Chambers on the Second Floor of Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 7:00 p.m.

Note: Meeting start time is not necessarily indicative of hearing start time for the proposal advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur later in the meeting.

The file containing information on this matter is available for public review at the Community Development Department located in the Haddock Building at 504 South Washington Street, Moscow, Idaho. Call 208-883-7035 to get a meeting agenda and further information about the matter.

Verbal testimony at the hearing is generally limited to three (3) minutes time. Minor amounts of written materials (less than two (2) pages) may be submitted to the hearing body at any time prior to the close of comments, as determined by the hearing body. More in-depth written materials require at least five (5) calendar days for review prior to the hearing. You may obtain further information about the public hearing process and procedures on the City's Website at: <https://www.ci.moscow.id.us/593/Public-Hearing-Notices>

Laurie M. Hopkins, Moscow City Clerk


Jennifer R. Fleischman, Deputy City Clerk

Published: Saturday, June 24, 2023

PLANNING & ZONING COMMISSION



Robb Parish
Commission Chair
P&Z@ci.moscow.id.us

Regular Meeting
~Minutes~

Mike Ray
Staff Liaison
208.883.7008

<https://www.ci.moscow.id.us/457/Planning-Zoning-Commission>

Wednesday
June 14, 2023

7:00 PM

Council Chambers
206 E Third Street

Parish called the meeting to order at 6:59 PM

MEMBERS PRESENT: Robb Parish, Chair; Joel Hamilton, Nels Reese, Sue Scott, Victoria Seever
MEMBERS ABSENT: Rich Beebe, Scott Gropp, Cole Mize, Dennis Wilson
STAFF: Jennifer Fleischman, Mike Ray

REGULAR AGENDA

1. Approval of May 24, 2023 Minutes (ACTION ITEM)

Scott moved for approval of the minutes as written, seconded by Seever. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

None.

3. Public Hearing: Legislative Hearing Providing for the Repeal of Title 4, Chapter 10, Section 10-8; Providing for the Amendment of Title 4, Chapter 5, Chapter 8, and Chapter 10 of Moscow City Code Regarding the Procedures for Appeals (ACTION ITEM)

Staff is proposing an amendment to Moscow City Code to clarify the procedural requirements associated with appeals. This includes appeals of Zoning Administrator decisions to the Board of Adjustment and those of lower body decisions to City Council. The amendment is necessary to provide a clearer process for consideration of appeals. Standards for the review and consideration of appeals have historically been located in multiple sections of City Code as well as a resolution. It is unnecessary, and confusing for users, to maintain both ordinance provisions and a resolution to guide the appeal process. Council took the first step in cleaning up this issue with the repeal of Resolution 2000-17 on May 1, 2023. The proposed ordinance amendment will correct the remaining deficiencies by consolidating the procedural requirements and review standards in one Chapter of City Code (Title 4, Chapter 8). Section 8-2 addresses appeals of Zoning Administrator decisions and Section 8-5 covers appeals to City Council. Both sections clarify what individuals have standing to appeal, detail the submittal and review process, and specify how the public meeting will be conducted. The result is a clearly defined process that provides predictability and consistency for the public, staff, and final decision makers. On May 15, 2023, the City Council directed Staff to proceed with a hearing before the Planning and Zoning Commission.

Ray presented the proposed Appeal Procedure code amendment as described above, and recommended approval of the draft ordinance to City Council. There was a discussion about the difference between “applicant” and “appellant” in the draft. The Commissioners were concerned about the confusing nature of some of the language in the amendment.

Public Hearing opened at 7:17 PM

No comments.

Public Hearing closed at 7:18 PM

Hamilton moved for approval of the Appeals Procedure code amendment with a recommendation that a definitions section potentially be added, seconded by Scott. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

4. Approval of Reasoned Statement of Relevant Criteria and Standards (ACTION ITEM)

Proposal for a Comprehensive Plan Land Use Designation, Zoning Designation, and a Preliminary Subdivision Plat for a 51.53-Acre Property Proposed to be Annexed into the City of Moscow and Generally Located South of the South Fork of the Palouse River and East of Highway 95. Permit Applications LUP2022-0025 and LUP2022-0026 (ACTION ITEM)

1. *Comprehensive Plan Land Use Designation amendment from a combination of Auto-Urban Commercial, Industrial, and Rural and Agricultural to the Auto-Urban Commercial designation.*
2. *Rezoning of the subject property from the combination of Motor Business (MB) and Agriculture Forestry (AF) Zone to the Motor Business (MB) Zone.*
3. *Proposed Preliminary Plat of a 29.46-acre area to create 15 lots ranging from 0.82 to 4.18 acres in size, referred to as SOMO Subdivision.*

Seever moved to approve the Reasoned Statement of Relevant Criteria and Standards for the proposed Rezone, Comp Plan Designation, and Preliminary Plat, seconded by Scott. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

5. 2023 Citizen Survey Questions (ACTION ITEM)

Commission will discuss potential survey questions which should be included within the survey sent out this year.

The Commission talked about the three draft questions that Seever provided. There was a discussion about the general topics that the questions addressed. The Commissioners were generally in favor with the style and topic of the questions, and decided to work on editing before having another discussion at the next meeting.

REPORTS

1. *Transportation Commission meeting report.*

Hamilton gave a brief report of the Transportation Commission meeting that occurred last week.

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next Planning & Zoning Commission meeting is scheduled for June 28, 2023.

A Public Hearing for a Rezone application will be conducted at the next meeting.

Parish declared the meeting adjourned at 7:40 PM



Robb Parish, Chair

ORDINANCE NO. 2023 - ____

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE REPEAL OF MOSCOW CITY CODE TITLE 4, CHAPTER 10, SECTION 10-8, PROCEDURES FOR APPEALS OF INTERPRETATION OR ADMINISTRATION; PROVIDING FOR THE AMENDMENT OF TITLE 4, CHAPTER 5, SECTION 5-6. D. AMENDING THE REFERENCE TO THE SECTION BEING REPEALED BY THIS ORDINANCE; PROVIDING FOR THE AMENDMENT OF TITLE 4, CHAPTER 8, SECTION 8-2 AMENDING THE APPEAL PROCESS; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 4, CHAPTER 8, SECTION 8-5, APPEALS TO CITY COUNCIL; PROVIDING FOR THE AMENDMENT OF TITLE 4, CHAPTER 8, TABLE OF CONTENTS; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS; Moscow City Code Title 4, Chapter 10, Section 10-8 is located in a Chapter that addresses “Public Hearing Procedures”; and

WHEREAS; appeal considerations are not public hearings, rather, they are matters to be addressed in a public meeting; and

WHEREAS; Moscow City Code Title 4, Chapter 8, Section 8-5 currently addresses appeals to City Council related to Board of Adjustment decisions and Planning and Zoning Commission decisions regarding the interpretation or administration of the Zoning Code; and

WHEREAS; Moscow City Code Title 4, Chapter 10, Section 10-8 is redundant and duplicative to the standards contained within Moscow City Code Title 4, Chapter 8, Section 8-5; and

WHEREAS; the amendments contained herein provide a clearer process for Council consideration of appeals, specifies the grounds upon which an appeal can be made which are consistent with the requirements of I.C. §§ 67-6521(d) and 67-5279(3), as well as eliminate the establishment of appeal procedures and guidelines by resolution; and

WHEREAS; City Council believes the proposed amendments are in the public’s best interest; and

WHEREAS; on June 14, 2023, the Planning and Zoning Commission conducted a public hearing upon the amendments contained herein and recommended approval to the City Council; and

WHEREAS; on July 17, 2023, the Moscow City Council conducted a public hearing and considered and adopted the amendments contained herein.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Ordinance.

SECTION 2: That Moscow City Code Title 4, Chapter 10, Section 10-8 be repealed:

~~Sec. 10-8. Procedures for Appeals of Interpretation or Administration.~~

~~C. The Council shall review the appeal on the written record generated and/or preserved by the Board. Decisions made regarding appeals herein should be founded upon sound reason and practical application of recognized principles of law. When considering the merits of an appeal, no additional public testimony or information shall be taken or considered by the Council. After considering the record and the reasons for the appeal, the Council shall take one or more of the following actions:~~

- ~~1. Sustain the Decision. Sustain the decision of the Board in whole or in part.~~
- ~~2. Reverse the Decision. Reverse the decision of the Board in whole or in part.~~
- ~~3. Remand the Decision. a. Remand the matter in whole or in part to the Board with comments and/or instructions for further consideration by the Board or for remand by the Board to the Zoning Administrator in order to gather more information on the matter. The Council shall remand the appeal in whole or in part for gathering of additional material information and a subsequent decision only where it is shown by a preponderance of the evidence that there is:
 - ~~(1) New material information not available or readily discoverable at the time of the Zoning Administrator's decision; and~~
 - ~~(2) It is in the public interest to develop such additional material information on the matter.~~~~

~~B. Procedures and guidelines for an appeal in addition to that contained herein may be established from time to time by resolution of the Council.~~
(Ord. 2007-10, 09/17/2007)

SECTION 3: That Moscow City Code Title 4, Chapter 5, Section 5-6. D. be amended as follows:

Sec. 5-6 Variance and Appeal Procedures.

...

- D. Appeals. The Board of Adjustment shall hear and decide appeals from the interpretations of the Zoning Administrator. Procedures regarding appeals are governed by MCC Section 4-8-2 and ~~4-8-54-10-8~~. The Board of Adjustment shall consider the following in ruling on an appeal: All technical evaluations, all relevant factors, standards specified in other sections of this Ordinance, including:
1. The danger that materials may be swept onto other lands with potential for the injury of others;
 2. The danger to life and property due to flooding or erosion damage;

3. The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual landowner;
4. The importance of the services provided by the proposed facility to the community;
5. The necessity of the facility to a waterfront location, where applicable;
6. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
7. The compatibility of the proposed use with existing and anticipated development;
8. The relationship of the proposed use to the comprehensive plan and flood plain management program for that area;
9. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
10. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
11. The cost of providing government services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, water systems, and streets and bridges.

SECTION 4: That Moscow City Code Title 4, Chapter 8, Section 8-2 be amended as follows:

Sec. 8-2 Appeals of Zoning Administrator Decisions.

- A. Appeals to the Board of Adjustment concerning the interpretation or administration of this Zoning Code by the Zoning Administrator may be made by any applicant, City representative, or affected person thereby. Such appeal shall be made within thirty (30) days from the date the appellant first knew of or, with reasonable diligence, could have known of such interpretation or administration of the Zoning Code by the Zoning Administrator. An appeal shall be made by filing with the Zoning Administrator a written notice ~~of appeal~~ specifying the grounds thereof ~~and paying an appeal fee established from time to time by Resolution of the Council.~~ Upon the filing of an appeal, the Zoning Administrator shall forthwith submit to the Board of Adjustment all materials constituting the record upon which the appeal is made. Should the appellant acquire additional information pertinent to the Zoning Administrator's interpretation or administration of the Zoning Code, the appellant shall be presented the additional information to the Zoning Administrator for consideration and issuance of a new decision prior to consideration of an appeal by the Board of Adjustment.
- B. The Board of Adjustment shall fix a reasonable time for the consideration of the appeal within thirty (30) days of the receipt of notice of appeal by the Zoning Administrator. Consideration of the appeal shall be pursuant to ~~Section 4-8-54-10-8 of this Code~~ the procedures contained herein. At the consideration on the appeal, the appellant and any affected person may appear in person or by agent or attorney.
 1. Grounds upon which an appeal to the Board of Adjustment may be made following a final decision of the Zoning Administrator:
 - a. Decision violates statutory or constitutional provisions;
 - b. Decision exceeds statutory authority;
 - c. Decision was made upon unlawful procedure;
 - d. Decision was unsupported by substantial evidence in the records or as a whole; or
 - e. Decision was arbitrary, capricious, or an abuse of discretion.

2. Scope of Appeal. The appeal shall be limited to the issues raised in the written notice of appeal, which shall specifically state the allowed grounds upon which the appeal is being made to the Board of Adjustment as provided herein. The appellant must indicate in the appeal whether they are requesting oral argument before the Board of Adjustment.
3. Record. The Zoning Administrator shall provide the Zoning Board of Adjustment all documentation, information, City ordinances, and records considered by the Zoning Administrator in making their final decision. New information that was not considered by the Zoning Administrator shall not be provided to or considered by the Zoning Board of Adjustment.
4. Public Meeting. Upon receipt of the complete Record, City Clerk will notice the matter for consideration before the Zoning Board of Adjustment as a noticed public meeting.
5. If no oral argument is requested, City Staff will introduce the appeal, and then the Board of Adjustment may ask questions of the Appellant and City Staff and then the Board of Adjustment will conduct its deliberations.
6. If oral argument is requested, the process for the Zoning Board of Adjustment to hear the appeal will proceed as follows:
 - a. Staff Introduction of Appeal. City staff shall provide an introduction of the facts pertaining to the appeal, the procedure followed by the Zoning Administrator, and answer questions about the content of the established Record.
 - b. Appellant Argument. Appellant will be allowed to argue the issues presented in the appeal. The time allowed for argument is set by the Chair of the Zoning Board of Adjustment.
 - c. Applicant, if not the Appellant, is permitted to offer a rebuttal. The time allowed is set by the Chair of the Zoning Board of Adjustment.
 - d. Appellant will be permitted a rebuttal to the Applicant's rebuttal. The time allowed is set by the Chair of the Zoning Board of Adjustment.
 - e. At the conclusion of arguments, the Zoning Board of Adjustment will conduct its deliberation.
7. After considering the record, the reasons for the appeal, and oral argument if requested, the Zoning Board of Adjustment shall take one or more of the following actions:
 - a. Sustain the Decision. Sustain the decision of the Zoning Administrator in whole or in part.
 - b. Reverse the Decision. Reverse the decision of the Zoning Administrator in whole or in part.
 - c. Remand the Decision. Remand the matter in whole or in part to the Zoning Administrator with comments and/or instructions for further consideration. The Zoning Board of Adjustment shall remand an appeal in whole or in part for gathering additional material information, and a decision based upon the original and the additional presented evidence where the appellant shows the Zoning Board of Adjustment, by a preponderance of the evidence, that there is:
 - i. New material information which was not available or readily discoverable at the time of the final decision, and
 - ii. It is in the public interest to develop such additional material information on the matter.

- C. Stay of Proceedings: The filing of an appeal shall stay all interpretations, proceedings and/or activities and furtherance of the action appealed from, including the issuance of building and/or other permits related to the subject property. A stay may be lifted, in whole or in part, only where the Zoning Administrator files a written affidavit with the City Clerk certifying that a stay would, in the opinion of the Zoning Administrator, not serve the purposes for which relevant Code provisions were intended or would cause endangerment to life and/or property. The Zoning Administrator should lift the stay, in whole or in part, only to the extent necessary to further the intent of relevant Code provisions. Where the Zoning Administrator files such an affidavit, interpretations, proceedings and/or activities shall not be stayed other than by the Board, Commission or Council before whom the matter is pending or by a Court of Record. A request for review of the Zoning Administrator's affidavit regarding the stay shall be heard with the consideration of the related appeal, if requested by an affected person not less than ten (10) days prior to such consideration.
- D. The appellant shall submit an appeal fee established from time to time by the Council by resolution.

(Ord. 2007-10, 09/17/2007)

SECTION 5: That Moscow City Code Title 4, Chapter 8, Section 8-5 be amended as follows:

Sec. 8-5. Appeals to City Council.

- A. Appellant. Any applicant, City representative, or affected person, may appeal a final decision of the Board of Adjustment or of the Planning and Zoning Commission to the Council within ten (10) calendar days following a final decision of such Board or Commission regarding an interpretation of or administration of the Zoning Code by the Zoning Administrator, **which includes:** a variance application, conditional use permit, ~~special-use permit~~, or PUD, by filing written notice of appeal specifying the grounds therefor with the City Clerk, **or their designee.** Grounds upon which an appeal to the City Council may be made following a final decision of the Board of Adjustment or of the Planning and Zoning Commission includes the following:
1. Decision violates statutory or constitutional provisions;
 2. Decision exceeds statutory authority;
 3. Decision was made upon unlawful procedure;
 4. Decision was unsupported by substantial evidence in the records or as a whole; or
 5. Decision was arbitrary, capricious, or an abuse of discretion.
- B. Appeal Process.
1. **Intent.** It is the intent of the Council that decisions made regarding appeals herein should be founded upon sound reason and practical application of recognized principles of law. The Council shall not act on an appeal, which, in the judgment of the Council, differs materially from that which was considered by the Board or Commission.

2. Scope of Appeal. The appeal shall be limited to the issues raised in the written notice of appeal, which shall specifically state the allowed grounds upon which the appeal is being made as provided herein. The appellant must indicate in the appeal whether they are requesting oral argument before the Council.

3. Record. The Council shall receive a transcript of the public hearing held by the Board of Adjustment or the Planning and Zoning Commission, along with all other documentation, information, and records considered by the Board or Commission in making its final decision. New information or public testimony that was not considered by the Board or Commission shall not be provided to or considered by the Council.

4. Public Meeting. Upon receipt of the complete Record, City Clerk will notice the matter on a regularly scheduled City Council meeting. Mailed notice of the public meeting shall be provided to the same persons as were provided notice of the original public hearing on the matter no less than seven (7) days prior to the meeting during which the appeal will be considered.

5. If no oral argument is requested, City Staff will introduce the appeal, and then the Council may ask questions of the Appellant and City Staff and then the Council will conduct its deliberations.

6. If oral argument is requested, the process for the Council to hear the appeal will proceed as follows:

- a. Staff Introduction of Appeal. City staff shall provide an introduction of the facts pertaining to the appeal, the procedure followed by the Board or Commission, and answer questions about the content of the established Record.
- b. Appellant Argument. Appellant will be allowed to argue the issues presented in the appeal. The time allowed for argument is set by the Mayor.
- c. Applicant, if not the Appellant, is permitted to offer a rebuttal. The time allowed is set by the Mayor.
- d. Appellant will be permitted a rebuttal to the Applicant's rebuttal. The time allowed is set by the Mayor.
- e. At the conclusion of arguments, the Council will conduct its deliberation.

~~BC. The Council shall review the appeal on the written record generated and/or preserved by the Board or Commission. Council Action. It is the intent of the Council that decisions made regarding appeals herein should be founded upon sound reason and practical application of recognized principles of law. The Council shall not act on an appeal, which, in the judgment of the Council, differs materially from that which was considered by the Board or Commission. When considering the merits of an appeal, no additional public testimony or information shall be taken or considered by the Council.~~ After considering the record, and the reasons for the appeal, and oral argument if requested, the Council shall take one or more of the following actions:

1. Sustain the Decision. Sustain the decision of the Board or Commission in whole or in part.
2. Reverse the Decision. Reverse the decision of the Board or Commission in whole or in part.
3. Remand the Decision.

- a. Remand the matter in whole or in part to the Board or Commission with comments and/or instructions for further consideration by the Board or Commission. The Council shall remand an appeal in whole or in part for gathering of additional material information, and a decision and an accompanying reasoned statement based upon the original and the additional presented evidence where the appellant shows the Council, by a preponderance of the evidence, that there is:
 - i. New material information which was not available or readily discoverable at the time of the final decision, and
 - ii. It is in the public interest to develop such additional material information on the matter.
- b. Any public hearing on remand, at which additional testimony or evidence is to be admitted, shall observe notice and hearing requirements applicable to the original public hearing.

ED. The appellant shall submit an appeal fee established from time to time by the Council by resolution.

~~D. Procedures and guidelines for an appeal in addition to that contained herein shall be established from time to time by resolution of the Council.~~
(Ord. 2007-10, 09/17/2007)

SECTION 6: That Moscow City Code Title 4, Chapter 8 Table of Contents be amended as follows:

APPEALS, VARIANCES, ~~AND~~ ~~CONDITIONAL AND SPECIAL~~ USES

- Sec. 8-1: Duties of the Board of Adjustment
- Sec. 8-2: Appeals of Zoning Administrator Decisions
- Sec. 8-3: Variances
- Sec. 8-4: Conditional Uses
- Sec. 8-5: ~~Special Uses~~ Appeals to City Council
- Sec. 8-6: Ability of Use Permits to Assume Variance Functions

SECTION 7: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of the remaining provisions which can be given effect without the invalid provision. The remaining sections of Title 4 shall be in full force and effect.

SECTION 8: ENFORCEMENT. The adoption of this Ordinance shall not, in any manner, affect any prosecution for violation of any other ordinance committed prior to the effective date of this Ordinance or be construed as a waiver of any license or penalty due under any other ordinance, or in any manner affect the validity of any action heretofore taken by the City of Moscow City Council, or the validity of any such action to be taken upon matters pending before the City Council on the effective date of this Ordinance.

SECTION 9: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow and **APPROVED** by the Mayor of the City of Moscow, this ____ day of _____, 2023.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2023, and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Multi-family Proposed Recycling Options (ACTION ITEM) - Tim Davis

RESPONSIBLE STAFF

Tim Davis, Sanitation Operations Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

As a result of the 2021 Sanitation Rate Study and following City Council directives, staff convened a Multi-family Recycling Work Group in August of 2022. The purpose of the work group was to explore and recommend potential strategies and programmatic changes to increase the availability and access to on-site single-stream recycling at multi-family residential properties. The most common issue and concern regarding multi-family curbside recycling at many locations in Moscow was reasonably being able to provide adequate services. A three-tiered approach was developed to address multi-family recycling service delivery and is being proposed for City Council consideration.

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the three-tiered option for multi-family recycling services, or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the three-tiered option for multi-family recycling services.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Multi-Family Workgroup Executive Summary
2. Multi-Family Recycling Memo



2023 Multi-Family Recycling Workgroup Report

As directed by City Council, in response to concerns with single-stream recycling access at multi-family residences in Moscow; a report on the process and outcomes of the Multi-Family Recycling Workgroup and recommendations for programmatic adjustments.

***Developed by: Tyler Palmer, Deputy City Supervisor-Public Works and Services
May 10, 2023***

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Executive Summary

In July of 2021, the City of Moscow (City) contracted with FCS Group to assist in a Sanitation Utility rate study update. During the course of review with the Citizen Rate Committee, concerns arose regarding the feasible access to the single-stream recycling program offered by the City. City Council adopted the recommended rates from the study in May of 2022, and instructed staff to form a workgroup to study and make recommendations for multi-family recycling.

The City formally convened the Multi-Family Recycling Workgroup (Workgroup) on August 22, 2022, with a charge to analyze the current delivery of recycling services to multi-family customers, explore opportunities for expanded access, and make recommendations for programmatic updates:

The Workgroup includes representation from multi-family property owners, managers, and Inland North Waste. Workgroup members include:

Aleta Maki, Property Management
Dan Schoenberg, Property Management
Merida McClanahan, Property Management
Brian Points, Points Consulting
Brandon Steely-Johnson, Inland North Waste
Stevie Steely-Johnson, Inland North Waste

The Committee was supported by City staff.

Workgroup Activities

The first meeting of the CRC was held in the conference room at the Public Works and Services Administration Building on September 7, 2022.

City staff provided background and historical information regarding the Sanitation Fund, the single-stream recycling program history, and reviewed challenges and concerns. The Workgroup discussed potential program updates in an open format to allow staff to hear concerns and ideas and gather feedback.

The Workgroup met on two additional occasions to share information and refine a proposal for updates.

Workgroup Activities		
Meeting	Date	Agenda
1	September 7, 2022	Introductions, background, and group discussion of challenges and opportunities.
2	October 4, 2022	Staff presentation on research from other programs, further discussion of potential program updates.
3	March 30, 2023	Refinement of alternatives based on research. Consensus on developing a three-tier alternative proposal.

Workgroup Recommendation

- The Workgroup asked staff to develop a three-tier approach to recycling services available to multi-family customers including; full single-stream and recycling center services, cardboard and recycling center services, and only recycling center services.
- The Workgroup recommends close monitoring of the updated system to assure effective, appropriate use.
- The Workgroup proposes that the City's Sanitation Department be formally included in the review process for multi-family developments

First Meeting



Multi-Family Recycling Work Group

Wednesday, September 7, 2022

2:00pm – 3:00pm

PWS Administration Conference Room

1. Introductions
 - a. In attendance: Tyler Palmer, Tim Davis, Brian Points, Stevie Steely-Johnson, Brandon Steely Johnson, Aleta Maki, Dan Schoenberg, Merida McClanahan
2. Review of Work Group's scope
3. History and components of program
4. Conversation about challenges and opportunities to improve program access
5. Plans for subsequent meetings
6. Adjourn

Meeting Notes:

- Look to add a variety of sizes to best fit specific needs of each property
 - Potentially have sizes assigned based on number of units
- Locking mechanisms and procedures to deal with dates vulnerable to high contamination and misuse (move-in/move-out).
- Robust, cooperative education, signage, color consistency to help increase odds of appropriate use.
- Potential to start with limited commodity (cardboard in particular).
- Consider centralized drop-off locations where special constraints preclude receptacle placement.
- Look at bulky-waste pickup options.
- Explore enhanced enforcement for misuse.
- Consider a procedure for properties to apply for waivers where service cannot be reasonable rendered, and look at what equitable rates may look like in that circumstance.

Second Meeting



Multi-Family Recycling Work Group Meeting #2

Tuesday, October 04, 2022
2:30pm – 3:30pm

PWS Administration Conference Room

7. Review of last meeting outcomes
8. Report on research from other similar communities
9. Discussion about measures to move forward for further exploration
10. Plans for subsequent meetings
11. Adjourn

Previous Meeting Notes:

- Look to add a variety of sizes to best fit specific needs of each property
 - Potentially have sizes assigned based on number of units
- Locking mechanisms and procedures to deal with dates vulnerable to high contamination and misuse (move-in/move-out).
- Robust, cooperative education, signage, color consistency to help increase odds of appropriate use.
- Potential to start with limited commodity (cardboard in particular).
- Consider centralized drop-off locations where special constraints preclude receptacle placement.
- Look at bulky-waste pickup options.
- Explore enhanced enforcement for misuse.
- Consider a procedure for properties to apply for waivers where service cannot be reasonably rendered, and look at what equitable rates may look like in that circumstance.

Meeting Notes:

- Look at fine amount for misuse.
- City to work with INW to generate a rate and strategy for a hybrid system that includes centralized and curb-side bulky waste.
- All to submit locations for satellite bulky-waste and also locations for centralized recycling.
- City and INW to work on size options, categories, and requirements for clearance.

- Explore effective monitoring to assure programmatic efficiency.
- City to draft waiver policy.
- City to send out current requirements for new building space for solid waste.

Third Meeting



Multi-Family Recycling Work Group Meeting #3

Tuesday, March 30, 2023

2:00pm – 3:00pm

PWS Administration Conference Room

12. Review of last meeting outcomes
13. Work conducted on previous action items
14. Proposal
15. Plans for subsequent meetings
16. Adjourn

Previous Meeting Notes:

- Look at fine amount for misuse.
- City to work with INW to generate a rate and strategy for a hybrid system that includes centralized and curb-side bulky waste.
- All to submit locations for satellite bulky-waste and also locations for centralized recycling.
- City and INW to work on size options, categories, and requirements for clearance.
- Explore effective monitoring to assure programmatic efficiency.

- City to draft waiver policy.
- City to send out current requirements for new building space for solid waste.

Meeting Notes:

- City to develop options for a three-tiered system for multi-family to include; full single-stream and recycling center services, cardboard and recycling center services, and only recycling center services.
- City to monitor program
- City to draft service level selection documents.
- City to assure Sanitation is formally included in review processes for new multi-family developments.



Memo

To: Tyler Palmer, Deputy City Supervisor – Public Works & Services

From: Tim Davis, Sanitation Manager

Date: 6-27-2023

Re: Proposed Multi-family Recycling Options

As a result of the 2021 Sanitation Rate Study and following City Council directives, staff convened a Multi-family Recycling Work Group in August of 2022. The purpose of the work group, as laid out in the July 26, 2022 memorandum from City Supervisor, Bill Belknap to Mayor Art Bettge, was “to explore and recommend potential strategies and programmatic changes to increase the availability and access to on-site single-stream recycling at multi-family residential properties.”

Practical access to curbside recycling services has been the most common challenge for multi-family properties. This issue stems from a lack of space and access for roll carts given the 3-foot roll cart separation requirement, coupled with already limited parking in many instances. At the conclusion of the 2021 Rate Study, a pilot program was put in place using cardboard only recycling dumpsters at four of the larger multi-family complexes. The pilot has been very successful with approximately 41 tons of cardboard recycled from the four sites to date and little to no contamination. A four-yard cardboard recycling dumpster collected once per week can yield approximately 8 tons of recycled cardboard annually, assuming it is full each week. Cardboard accounts for approximately 70%, by weight, of all recyclables processed at Moscow Recycling.

After much discussion and the consideration of many different alternatives, the work group asked staff to develop a three-tier approach to recycling services available to multi-family customers. The tiers are as follows:

Tier 1, Standard Curbside Single-Stream Collection: This option would serve as the default option and consist of bi-weekly single stream collection with roll carts as it currently exists and also includes full access to recycling center services. The current fee for this service is \$5.05 per unit, per month.

Tier 2, Base plus Cardboard: \$1.50 per unit per month for base recycling center access and separately the property owner contracts directly with Inland North Waste for cardboard-only dumpsters.

Tier 3, Base Rate: \$1.50 per unit per month for proportional share of cost for access to the recycling center and associated services. This base option would be mandatory for all accounts.

Given the constraints of space and accessibility and the affordability of implementing larger, more efficient containers, where possible, the three options recommended by staff and the work group appear to be the best path forward at this time. If approved, Sanitation staff will develop an application process for property owners to request the level of service that is feasible for their respective locations.

If the proposed program is adopted, we will generate the necessary documents and monitor the program. We will also formalize processes for the inclusion of Sanitation in reviews of new multi-family developments to assure adequate space for appropriate solid waste and recycling access.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 17, 2023



AGENDA ITEM TITLE

Proposed Amendment to Title 2, Chapter 2 (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

Bill Belknap, City Supervisor

ADDITIONAL PRESENTER(S)

DESCRIPTION

Under City Code, the Council President and Vice President may serve as Mayor in the Mayor's absence and have all of the duties of the Mayor while serving in the Mayor's stead. It has been unclear if Council members serving as the Mayor are allowed to vote on motions. Staff is proposing to amend the City Code to clarify that Council members serving as the Mayor still count toward a quorum of the Council and may still exercise their right to vote as a council member. Additionally, under City Code, the Council Administrative and Public Works/Finance Committees are each constituted by one-half of the Council whose members are appointed at the first Council meeting of the year. The Code also describes what topics are generally to be considered by each Committee. Recently, the Council has somewhat regularly canceled certain meetings of the Administrative and Public Works/Finance Committee when there is a lack of agenda items and Committee members commonly request members of the other Committee to attend in their stead when unable to attend. Staff believes it would be appropriate to amend City Code to provide guidance that both Committees may consider all topics when one of the Committee meetings is canceled and to recognize that a Committee member may request a member from the other Committee to attend in their stead. Staff has prepared a draft ordinance to address these two items for the Council's consideration. This was reviewed by the Public Works/Finance Committee on July 10, 2023, and recommended for approval with minor modifications.

REVIEWED BY

Legal Department

This was reviewed by the Public Works/Finance Committee on July 10, 2023 and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Ordinance 2023-__Amending T02Ch02 Council

ORDINANCE NO. 2023-__

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 2, CHAPTER 2, SECTIONS 2-15, 2-16, 2-17, AND 2-18; CLARIFYING THE DUTIES AND POWERS OF THE COUNCIL PRESIDENT AND VICE PRESIDENT WHILE ACTING AS THE MAYOR IN THE MAYOR'S ABSENCE; PROVIDING FOR THE ABILITY OF COMMITTEE MEMBERS TO TEMPORARILY SERVE IN THE PLACE OF ANOTHER AND FOR COUNCIL COMMITTEES TO CONSIDER ALL MATTERS UPON CANCELLATION OF THE OTHER COUNCIL COMMITTEE MEETING; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Council desires to clarify the duties and powers of the Council President and Vice President who may serve as Mayor during the Mayor's absence; and

WHEREAS, the Council desires to formally allow members of the Council Committees to attend in place of other Committee members when they are unable to attend a meeting of their appointed Committee; and

WHEREAS, the Council wishes to clarify that either Council Committee may consider any and all matters routinely considered by the alternate Council Committee when such Committee meeting is canceled; and

WHEREAS, City Council believes the proposed amendments are in the public's best interest.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOSCOW AS FOLLOWS:

SECTION 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Ordinance.

SECTION 2: That Title 2, Chapter 2, Section 2-15 of the Moscow City Code be, and the same is hereby amended to read as follows:

...

Sec. 2-15. City Council President.

The Council shall elect a President from among its members during its first meeting in January every year. The Council President shall serve as Mayor and shall have all of the duties and powers of the Mayor during periods when the Mayor is absent from the City or incapacitated and shall be counted toward a quorum of the Council and shall retain the duties and powers of a Council member while serving as Mayor. The Council President shall have such other duties and responsibilities as the Council may from time to time direct by vote or by resolution.

...

SECTION 3: That Title 2, Chapter 2, Section 2-16 of the Moscow City Code be, and the same is hereby amended to read as follows:

...

Sec. 2-16. City Council Vice President.

The Council shall elect a Vice President from among its members during its first meeting in January every year. The Council Vice President shall serve as Mayor and shall have all of the duties and powers of the Mayor during periods when the Mayor and the Council President are both either absent from the City or are incapacitated and shall be counted toward a quorum of the Council and shall retain the duties and powers of a Council member while serving as Mayor. The Council Vice President shall serve as Council President during periods when the President is absent from the City or incapacitated. The Council Vice President shall have such other duties and responsibilities as the Council may from time to time direct by vote or by resolution.

...

SECTION 4: That Title 2, Chapter 2, Section 2-17 of the Moscow City Code be, and the same is hereby amended to read as follows:

...

Sec. 2-17. Administrative Committee.

The Administrative Committee shall be made up of three (3) Council members appointed by the Council. A member of the Public Works/Finance Committee may attend in place of the Administrative Committee member who is unable to attend, who shall have all duties and powers of said member. The Committee shall meet ~~on a regular basis as needed~~ to consider matters concerning Police, Fire, Parks and Recreation, Community Development, Legal, personnel, ~~and~~ other administrative affairs of the City, and matters routinely considered by the Public Works and Finance Committee when such Committee meeting is canceled. Notice of Administrative Committee meetings shall comport with the Idaho Code. The Administrative Committee shall report and make recommendations to the Council on a regular basis. It shall select a chairperson who shall direct the meeting and oversee preparation of agendas. The Administrative Committee Chair, or the Vice Chair of the Administrative Committee, in the absence or incapacity of the Administrative Committee Chair, shall serve as Mayor and shall have all of the duties and powers of the Mayor during periods when the Mayor, Council President, and Council Vice President are absent from the City or are incapacitated. The Administrative Committee Chair or Vice Chair shall have such other duties and responsibilities as the Council may from time to time direct by vote or by resolution.

(Ord. 91-11, 3/25/91; 2004-38, 12/20/2004; 2013-11, 06/03/2013)

...

SECTION 5: That Title 2, Chapter 2, Section 2-18 of the Moscow City Code be, and the same is hereby amended to read as follows:

...

Sec. 2-18. Public Works/Finance Committee.

The Public Works/Finance Committee shall be made up of three (3) Council members appointed by the Council. A member of the Administrative Committee may attend in place of the Public Works/Finance Committee member who is unable to attend, who shall have all duties and powers of said member. The Committee shall meet ~~on a regular basis as needed~~ to consider matters concerning the City's public works activities, solid waste issues of the City, and financial matters, including insurance, and matters routinely considered by the Administrative Committee when such Committee meeting is canceled. Notice of Public Works/Finance Committee meetings shall comport with the Idaho Code. The Public Works/Finance Committee shall report to and make recommendations to the Council on a regular basis. It shall select a chairperson who shall direct the meeting and oversee preparation of agendas. The Public Works/Finance Committee Chair, or the Vice Chair of the Public Works/Finance Committee, in the absence or incapacity of the Public Works/Finance Committee Chair, shall serve as Mayor and shall have all of the duties and powers of the Mayor during periods when the Mayor, Council President, Council Vice President, Administrative Committee Chair and Vice Chair are absent from the City or are incapacitated. The Public Works/Finance Committee Chair or Vice Chair shall have such other duties and responsibilities as the Council may from time to time direct by vote or by resolution.

(Ord. 91-11, 3/25/91; 2004-38, 12/20/2004; 2013-11, 06/03/2013)

...

SECTION 6: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of the remaining provisions. The remaining sections of Title 2, Chapter 2 shall be in full force and effect.

SECTION 7: EFFECTIVE DATE. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Moscow. This Ordinance shall be in full force and effect from and after the date of its passage, approval and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____

Maureen Laflin

Drew Davis

Julia Parker

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ____ day of _____, 2023.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2023.

Laurie M. Hopkins, City Clerk