# Public Works / Finance Committee

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

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| **Monday** <br> **July 10, 2023** | **4:00 PM** | **Council Chambers** <br> **206 E. Third St.** |

**The meeting was called to order at 4:00 p.m.**
PRESENT: Sandra Kelly, Julia Parker, Drew Davis
OTHERS: Mayor Art Bettge, Councilmember Hailey Lewis
STAFF: Bill Belknap, Tyler Palmer, Cody Riddle, Mia Bautista, Tim Davis, Brian Nickerson, Kyle Steele, Taylor Riedner

**REGULAR AGENDA**

1. **Approval of Public Works/Finance Committee June 12, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Disbursement Report June 2023 (ACTION ITEM) - Sarah Banks**

   Presentation of the Accounts Payable Report for the month ending June 2023.

   **ACTION:** Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of June 2023.

Belknap introduced the item by highlighting major expenditures including Booster Station Phase 2, 6th St Bridge payment, Lilly Street Reconstruction Project, and the Almon and Asbury sewer replacement project. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. **Third Quarter Financial Report April 1, 2023 to June 30, 2023 for FY2023 (ACTION ITEM) - Sarah Banks**

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

   **PROPOSED ACTIONS:** Approve the FY2023 Third Quarter Report, or provide staff further direction.

Belknap introduced the item and shared that most expenditures should be near 75% with the exception of one-time transfers done at the beginning of the year and beginning fund balances. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. **Lewis Clark State College and City of Moscow Facilities Agreement (ACTION ITEM) - 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.

**PROPOSED ACTIONS:** Recommend approval of the agreement for use of facilities with Lewis Clark State College; or provide staff further direction.

Nickerson introduced the item and reflected on the previous approval made by Council in March of 2023. The only change made to the MOU is mentioned above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

5. **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.

**PROPOSED ACTIONS:** Approve the three-tiered option for multi-family recycling services; or provide staff further direction.

Palmer introduced the item as written above and reflected on the previously conducted rate study. Some concerns were identified regarding the current delivery of recycling services to multi-family customers. When the program was initially put in place, 95-gallon containers were initially issued. After the program was reviewed, additional tiered options have been provided to the residents.

The first tier option would include standard curbside single-stream collection and would stand as the default option. The second tier option would consist of the base plus cardboard only dumpsters. The third tier option would be the base rate which would be mandatory for all accounts. A test cardboard collection was also run with a successful outcome.

Discussion ensued regarding concerns of high and low peaks with students moving in and out and the application process. With no recommendation, the Committee placed it on the regular Council agenda.

6. **Agreement for Professional Services for the Comprehensive Water and Sewer System Plans Project (ACTION ITEM) - 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.

**PROPOSED ACTIONS:** Recommend approval of the agreement for professional services with HDR Engineering, Inc., or provide staff further direction.

Palmer introduced the item as written above and reviewed the current agreement. The treatment facility recently had an updated comprehensive plan and is not included in this proposal. This document acts as a guide for future development nearly 30 years in advance and the City's utility system. The Public Drinking Water System includes 98 miles of water main, 1,007 fire hydrants, 3,025 water valves, 6 wells, and 6 booster stations. The Public Sewer Conveyance System includes 87 miles of sanitary sewer mains, 2,059 man holes, and 4 lift stations. Future state funding requests also require updated comprehensive plans in order to qualify. The Committee recommended approval and that it be placed on the Council consent agenda.

7. **Proposed Amendment to Title 2, Chapter 2 Regarding Council Members serving as Mayor and Committee Meetings (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.

   **PROPOSED ACTIONS:** Recommend approval of the proposed Ordinance; or provide staff further direction.

Belknap introduced the item as written above and reviewed the additions to the City Code that provide clarification to Council practice and order. Discussion ensued regarding streamline options and efficiency between committee and council meetings. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

**ADJOURN**

The meeting adjourned at 4:38 p.m.

Minutes Approved On
August 14, 2023
Taylor Riedner
(Clerk Signature)