



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
January 8, 2018**

3:00 PM

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

The meeting was called to order at 3:00 PM

PRESENT: Art Bettge Councilmember, Anne Zabala Councilmember, Jim Boland Councilmember

ABSENT: Gina Taruscio Chair

OTHERS: Mayor Bill Lambert, Councilmember Brandy Sullivan

STAFF: Gary J. Riedner, Sarah Banks, Tim Davis, Rod Hall, Kathleen Burns, Jen Meekhof, Brittney Gunderson, Laurie M. Hopkins

Banks introduced new staff members of the Finance Department.

1. Approval of Administrative Committee November 27, 2017 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Art Bettge, Anne Zabala, Jim Boland
ABSENT:	Gina Taruscio

2. Approval of Administrative Committee December 11, 2017 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Art Bettge, Anne Zabala, Jim Boland
ABSENT:	Gina Taruscio

3. Selection of Committee Chair and Vice Chair

The Committee agreed Gina Taruscio would be Chair and Art Bettge will be Vice Chair.

4. Idaho Commission on the Arts Grant Application - Kathleen Burns

The Idaho Commission on the Arts (ICA) Entry Track Grant is an annual opportunity designed to support public programs in the arts delivered by Idaho's arts organizations. Americans for the Arts is the federal agency that provides funding that is administered by the ICA. Grant awards are based on a formula that considers the panel review assessment, fiscal size of the organization, and past Commission funding. If awarded, funds would be used for purchasing new display cases for the Third Street Gallery, enhancements to an exhibit scheduled for this fall regarding family collections and preservation, and potentially for funds related to hosting the Northwest Public Art Consortium (NowPAC). The City of Moscow has applied and received this grant for several consecutive years. The current cycle requires an application due on January 31, 2018. Awards are anticipated to be announced in June of 2018 and funding is available in July of 2018. The grant was not included in the FY2018 budget. While it will be received during fiscal year 2018 it will be deferred and expended in fiscal year 2019. This was reviewed and recommended for approval by the Administrative Committee on January 8, 2018.

ACTION: Approve the Idaho Commission on the Arts (ICA) Entry Track Grant.

Burns introduced the item by saying last year staff applied for two, the Public Art grant that went to the library and the other was the entry track grant used for projects. The public art around the City was curated last year with the entry track grant. Ideas for a cultural café of murals have been talked about and if awarded, this year's entry track will go towards that. Cultural cafes are events where we receive input from citizens as to where they would like to see art placed. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Art Bettge, Anne Zabala, Jim Boland
ABSENT:	Gina Taruscio

Reports

Long-Term Disposal RFP Update - Tim Davis

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

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

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

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

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

Riedner gave a history of the recycling program in Moscow. Issues with the current location is the yard waste area, viability of drop off bins, and the location in a commercial neighborhood. It was also identified as a major challenge area in the strategic plan. Hopefully citizen surveys on the recycling center will be done prior to decision of bond but plenty of information will be provided on the process. Latah Sanitation

will be included in the process and also on the interview committee. The RFQ will look at volumes of the quad cities to see if a local material recovery facility is feasible and should be out by the end of the week. The relocation of the recycling is not on the bond issue but will be financed from the Sanitation Fund. The Committee approved moving forward with the RFP and RFQ.

Adjourn

The meeting was closed at 3:31 PM

