Administrative Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday
November 27, 2023

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.
PRESENT: Julia Parker, Sandra Kelly, Gina Taruscio
OTHERS:
STAFF: Bill Belknap, Tyler Palmer, Cody Riddle, Sarah Banks, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. **Approval of Administrative Committee October 23, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

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

   Presentation of the Accounts Payable Report for the month ending October, 2023.

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

Banks introduced the item by highlighting major expenditures including payment 4 and 5 for Lilly Street reconstruction, annual ICRMP premium, and Whitcom quarterly charges. The Lilly Street payments are made monthly until the project is done. Belknap shared that Whitcom should be attending a December council meeting to provide an update report. The Lilly Street reconstruction does not have a defined number of payments, instead payments continue monthly until the project is complete. The Committee recommended approval and that it be placed on the Council consent agenda.

3. **Palouse Basin Aquifer Committee Memorandum of Agreement (ACTION ITEM) - Tyler Palmer**

   The Palouse Basin Aquifer Committee (PBAC) operates under an interagency agreement which expired August, 2023. The Committee has formed a sub-Committee and tasked them with drafting updates to the interagency agreement to better reflect current needs and practices. This Memorandum of Agreement will allow the entities time to draft and review the changes while adhering to the tenets of the previous agreement.

   PROPOSED ACTIONS: Recommend approval of the Memorandum of Agreement for the Palouse Basin Aquifer Committee or provide staff with further direction.

Palmer introduced the item by reflecting on the purpose and goals of PBAC and the intent of the Memorandum. PBAC is an entity to which the City cooperates with regionally on water resource concerns and alternate water supplies. The Memorandum will extend the provisions of the current agreement until August of 2024. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. **Sanitation Franchise Fee Amendment Ordinance (ACTION ITEM) - Bill Belknap**

   A recent Idaho Supreme Court decision involving a suit against the City of Lewiston has required the City of Moscow to review and amend our historical financial practices related to transfers from the City's enterprise utility funds to the City's Street Fund to compensate the Street Fund for the impact the City's underground utilities and sanitation vehicles have upon the City's roadways. To compensate for this lost street maintenance funding, Staff is proposing to increase the sanitation franchise fee from the current 5% to 10%, similar to what the City of Lewiston did following the court's decision. The proposed franchise fee increase will not have a direct impact upon current sanitation rates as the increased franchise fee will simply take the place of prior direct fund transfers, and recently the City was able to defer the programmed rate increases for FY2024. Staff have prepared an ordinance to increase the franchise fee 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. There will be no impact on rate payers with this change. It is unforeseen at this time if there will be any Legislative change to this practice in the near future. The Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting adjourned at 4:10 p.m.

Minutes Approved On

January 22, 2024

Taylor Riedner

(Clerk Signature)