

Administrative Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Tuesday, May 27, 2025

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Bryce Blankenship, Sandra Kelly

ABSENT: Drew Davis, Gina Taruscio

OTHERS: Mayor Art Bettge

STAFF: Bill Belknap, Tyler Palmer, Bonnie Dennler, Amanda Argona, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Administrative Committee April 28, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Amendment to Moscow Rugby Block Party Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

Moscow Rugby is hosting an End-of-Season block party for its club on Saturday, May 31st, from 5 pm to 8 pm on Second Street between the alley and Washington Street. Moscow Rugby is working with one licensed alcohol provider for the block party. The event has been reviewed and approved by staff as of April 8, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Rugby is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12, a draft resolution was prepared for the Council's consideration. This was reviewed by the Public Works/Finance Committee on Monday, May 12, 2025 and approved by City Council on Monday, May 19, 2025. The applicant is seeking an amendment regarding the location of their licensed alcohol vendor to serve off-premise within the event footprint, rather than on-premise. An updated site map has been prepared to reflect this minor change for Council's consideration.

PROPOSED ACTIONS: Recommend approval of the amendment allowing for the licensed alcohol vendor to serve off-premise within the event footprint of Moscow Rugby End-of-Season block party for the duration of the event pursuant to a City catering permit; or provide staff with further direction.

Argona introduced the item explaining alcohol service was originally going to be done within Slice but the applicant would like to move it off-premises into the street with an approved catering permit. The site plan has been updated. Belknap added Staff did not want to modify the point of service without the Council recognizing the change since the application is an attachment to the resolution. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Task Order NO. 09 Palouse Basin Alternate Water Supply Project (ACTION ITEM) - Tyler Palmer

The City of Moscow, in cooperation with the Palouse Basin Aquifer Committee (PBAC), has identified a surface water diversion from the Clearwater River as a high-potential future water supply option. This is based on previous planning efforts conducted by PBAC that explored multiple long-range future

supply alternatives, and a preliminary examination of a Clearwater River option in 2019. The City is building upon those prior efforts and conducting a more in-depth evaluation of this option's feasibility. The City has selected HDR Engineering, INC to provide engineering and consulting services in support of this effort. In February 2025, the City entered an agreement with the Idaho Water Resource Board for \$182,500 in funding toward this project. On May 15, 2025, PBAC voted to authorize up to \$187,000 to complete the project (\$153,341 plus a 10% contingency). This project is anticipated to take 12 months to complete.

PROPOSED ACTIONS: Recommend approval of Task Order NO. 09 Palouse Basin Alternate Water Supply Project; or provide staff with further direction.

Palmer said the Clearwater River has been identified as a likely alternative for alternate water supply. He went through a brief description of the Palouse Basin Aquifer Committee and participating entities. The rate of decline is lower than historical values but continues to decline. In 2016, a study was conducted to identify all potential sources of water and rank them according to their feasibility. The initial project was a series of smaller projects within the basin but it became apparent it wouldn't be financially feasible and wouldn't meet the water demand. The next project was pumping from the Clearwater River. Water would be diverted somewhere along the Clearwater to Moscow/Pullman where it would be treated and used as potable or aquifer recharge. Palmer further explained with the information from above. The project has four components: water supply assessment, conceptual design development, regulatory permitting assessment, and stakeholder engagement.

Kelly expressed concern about potentially dissolving PBAC, noting it is perceived as more of an Idaho-focused initiative. Palmer clarified that the project's scope encompasses the needs of the entire basin, not solely Idaho. He added that the Department of Ecology and other relevant Washington regulatory agencies have been kept informed throughout the process. The hope is that a basin solution will be created for a basin problem and all users in the basin will participate in the solution. Kelly said with funding uncertainty in other areas of government, can PBAC count on funding. Palmer responded there are programs that are intended to finance large projects like these. If a feasible project can be found that has a reasonable cost per acre foot, a funding package can be put together. In answer to Blankenship, Palmer explained PBAC is funded locally by the local entities. Funding has been pursued and received from both the states of Washington and Idaho.

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

4. Adoption of the State of Idaho Deferred Compensation Plan (ACTION ITEM) - Bonnie Dennler

The City of Moscow currently partners with Mission Square, previously ICMA-RC, to offer eligible employees the ability to participate in a 457 Deferred Compensation Plan. This retirement solution allows employees to make tax-deferred contributions through payroll deductions. The State of Idaho, in accordance with Idaho Code Section 59-513 permits the State of Idaho and any county, city or political subdivision of the state, working through its governing body, to contract with an employee to defer income to a 457 Deferred compensation plan through the State Deferred Compensation Plan, administered through Nationwide. The State of Idaho Deferred Compensation Plan offers employees lower administration fees as well as a one-time bonus for new enrollments, which is more financially beneficial to our employees. If adopted, the City would allow those currently enrolled in Mission Square's Deferred Compensation Plan to phase out contributions through payroll deduction over the next 12 months. New enrollments would only be offered through the State of Idaho Deferred Comp Plan. The resolution to adopt the State of Idaho deferred compensation plan is now before the Council for review and approval.

PROPOSED ACTIONS: Recommend approval of the resolution to adopt the State of Idaho Deferred Compensation Plan, or provide staff further direction.

Dennler introduced the item as written above. If approved, over the next 12 months those in Mission Square would be transitioned to the State of Idaho plan which is run through Nationwide. Nationwide handles all the training and employee communication. Open enrollment will be open in mid-June. While deferred comp is not tied to open enrollment, HR will already have the attention of the employees. Roll over could start in June or July. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 4:26 p.m.

Minutes Approved On
June 23, 2025

(Clerk Signature)