



**Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA**

July 9, 2024 - 12:00 PM

**Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Agency. Citizens are asked to limit their time to three (3) minutes each. Comments and questions can be made by: 1) attending in-person; 2) emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the start of the meeting to Shannon Grow, PO Box 617, Lewiston ID 83501; or 4) calling 208-746-1318 x 7265 and leaving a message. Your comments will then be forwarded to the Agency.

III. ACTIVE AGENDA

A. APPROVAL OF MINUTES, JUNE 11, 2024 – ACTION ITEM

B. APPROVAL OF INVOICES – ACTION ITEM

- 1. O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, JUNE 2024, \$132.50**
- 2. CITY OF LEWISTON, EAST ORCHARDS SEWER DESIGN, \$21,865.85**

C. REVIEW OF FINANCIAL SUMMARY – INFORMATION ITEM

- 1. JUNE 2024**

D. DRAFT BUDGET FOR 2025 – ACTION ITEM

IV. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B. STAFF COMMENTS

V. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of

accommodation or have questions about the physical access provided at this meeting, please contact Community Development Specialist Dawn Ortiz at least forty-eight (48) hours in advance of the meeting at 208-746-1318, ext. 7265.

June 11, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, June 11, 2024, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Don Beck; A.L. “Butch” Alford; Joe Anderson; Joe Gish, Vice Chairperson;

BOARD MEMBERS EXCUSED: Jim Kleeburg; Tim Switzer;

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Joe Kaufman, Engineering Supervisor; Dan Johnson, Mayor;

OTHERS PRESENT: Thad O’Sullivan, URA Legal Counsel (via Zoom);

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, May 14, 2024 – Action Item

Board member Alford and Beck moved and seconded, respectively, to approve the May 14, 2024 minutes. Motion passed 5-0.

B. Approval of Invoices

1. Tribune Publishing Company, Inc. Public Hearing Notice – Amended Budget (Termination of Area #4), Invoice 178283, \$190.00.

Vice Chair Gish and Board member Beck moved and seconded, respectively, to approve the Tribune Publishing Company, Inc. invoices in the amounts of \$190.00. Motion passed 4-0-1, with Board member Alford abstaining.

2. O’Sullivan Legal PLLC, Legal Services, May 2024, \$132.00

Board member’s Alford and Anderson moved and seconded, respectively, to approve the O’Sullivan Legal PLLC invoice in the amount of \$132.00. Motion passed 5-0.

Board member Alford asked about Legal Counsel, Thad O’Sullivan, attending an upcoming meeting in person. Mr. O’Sullivan stated that he would try to get to a meeting in person in the coming months and appreciated the Board’s flexibility to allow him to attend via Zoom.

C. Review of Financial Summary

Director Grow presented the May financial summary and was available for questions. Director Grow stated that she had compared the May 2023 financial summary to the May 2024 financial summary and there was a large increase in interest revenue from utilizing the State Treasurer's Pool.

D. Signatories for URA Bank Accounts

Director Grow reminded the board that each year when a new Chairperson is elected, the various bank accounts for the URA have to have signatories deleted and added. Banks require that the minutes reflect, very specifically, which persons are being removed from which accounts and which persons are being added to which accounts. In order to make this process more streamlined in the future, and have language to refer to, Director Grow asked the Board to be specific in their motion to remove the previous chair and to add the current chair and the two directors.

Vice Chair Gish moved to remove JoAnn Cole-Hansen as chair and signer on the Banner Bank and Twin River Bank Urban Renewal Agency bank accounts and to add 2024 Chairperson Sheila Bond, Director Shannon Grow and Assistant Director Katie Hollingshead to the Banner Bank, Twin River Bank and Idaho State Treasurer's Pool accounts. Board member Anderson provided the second. Motion passed 5-0.

E. East Orchards Sewer RAA #5 – Discussion and possible direction to staff

Assistant Director Hollingshead briefly reviewed the current state of the East Orchards Sewer project and the amount of money currently in that revenue allocation area. The city had applied for a DEQ grant that could have provided additional funds for the project but was not awarded monies for this year. Joe Kaufman, Engineering Supervisor, was present for questions and let the board know that there would be 3 more years that this particular DEQ grant would be available and that he would apply again next year. Assistant Director Hollingshead offered some options moving forward.

Three (3) segments have design completed (17,18, and 19) and although the board does not have enough money to build all three (3) at this date, they could go out to bid for segments 17 and 18 and list segment 19 as a bid alternative, with the knowledge that more increment would be collected by the time actual construction would begin.

The board could also wait until 2025 to go out to bid with construction to start in 2026, as was presented in October 2023.

Alternatively, the board could choose to use some of the funds currently available to make an additional bond payment, but this would delay the board's ability to build more segments in the next two years.

The board discussed the options and directed staff to begin the process of soliciting bids for the construction of the three segments that have been designed, and make no additional bond payments this year.

IV. UNFINISHED AND NEW BUISNESS

A. Board Member Comments -

Board Member Beck asked if the Ordinance for Termination of the Main East Main revenue allocation area had been approved by City Council. Director Grow stated

yes, it had been approved the previous evening (June 10, 2024) with no comments or questions from City Council.

Vice Chair Gish asked about the school district having a seat on the URA Board since they pay a large portion of taxes. Director Grow stated that the school district had previously held a seat, but had given it up several years ago. Vice Chair Gish asked if the board had any objections to him reaching out to the current school superintendent to see if there was any interest on their part to hold a seat again. The board had no objections to Vice Chair Gish reaching out.

B. Staff Comments

Director Grow stated that the draft FY2025 budget would be presented at the July 9 meeting.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Alford and Gish moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 12:31 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2024.

O'Sullivan Legal PLLC

PO Box 8027
3120 S Grand Blvd
Spokane, 99203
PHONE: 5094344547

INVOICE

City of Lewiston URA
215 D Street
Lewiston, ID 83501

INVOICE NUMBER: 267
INVOICE DATE: JULY 01, 2024

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
JUN-11-24	General Legal	Prepare for and attend meeting	0.50	\$265.00	\$132.50

INVOICE BALANCE INFORMATION

Total amount of this invoice	\$132.50
Current invoice balance	\$132.50

AMOUNT DUE ON THIS INVOICE: \$132.50



June 25, 2024

Shannon Grow
Urban Renewal Agency
Via Hand Delivery
Lewiston, ID 83501

RE: East Orchards Sewer Improvements Phase 3 – Inv 3REV1

Dear Shannon:

The City of Lewiston is requesting reimbursement for consultant design services on the above-referenced project. This is the third reimbursement request in the amount of \$21,865.85 for additional expenses through October 1, 2023.

PO #	Payee / Vendor	Date	Amount Paid
22301489	Merrick/MWW	5/16/23	4,259.85
22400548	Merrick/MWW	10/1/23	15,821.00
22400548	Merrick/MWW	10/1/23	1,785.00
Total			\$21,865.85

In support of this request, I have attached copies of the invoices and evidence of payment, please let me know if you would like me to submit that separately.

Please call me at (208)790-8803 or email jtolman@cityoflewiston.org if you have any questions or need additional information.

Sincerely,

Jill Tolman
Public Works

G:\Shared drives\Public Works CAPITAL\Wastewater\Wastewater Collections\WW061 East Orchards Sewer Expansion Phase 2\Financial\Submitted for Reimbursement to URA\Reimb 3 for Ph 3REV1.docx

ecopy: Katie Hollingshead, URA
Aimee Gordon, City Finance
Joe Kaufman, PE, Engineering Project Supervisor

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
08/31/2023	7399	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22301489 - WASTEWATER GL#:09-220-222-91180- \$5,537.35	\$5,537.35
08/31/2023	7398	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040- \$40,254.71	\$40,254.71

Overpaid -
Corrected Invoice
Below in amount of
\$4,259.85

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
5204	MERRICK & COMPANY	111285	09/28/2023	\$45,792.06



City of Lewiston
PO Box 617
Lewiston, ID 83501-0617
(208) 746-3671

Vendor Number	Check Number	Check Date
5204	111285	09/28/2023

\$45,792.06

Pay *Forty-five Thousand Seven Hundred Ninety-two Dollars and 06 Cents*

To the
Order of MERRICK & COMPANY
5970 GREENWOOD PL BLVD
GREENWOOD VILLAGE, CO 80111-0000

**FILE COPY
NON-NEGOTIABLE**



Mountain Waterworks, Inc.

PO Box 9906

Boise, ID 83707-

Tel: 208-780-3990 Fax: 208-780-3980

Email: office@mountainwtr.com

Website: www.mountainwtr.com

City of Lewiston
P.O. Box 617
Lewiston, ID 835011930

PO 22301489 Contract \$171,715
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by jk VIA EMAIL

Invoice

Invoice Date: Aug 31, 2023

Invoice Num: 7399

Billing Through: Aug 25, 2023

East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 - 181.0270: - Managed by **rehder**

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	\$79,105.00	100.00	\$74,845.15	\$4,259.85

Total Amount Due: **\$4,259.85**

This invoice is due on 9/30/2023

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
02/29/2024	7700	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-	\$32,257.50
11/30/2023	7549	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-	\$27,251.37
10/01/2023	7280	WR070 PALISADES & SOUTHPORT STUDY PO #: 22400775 - WATER GL#:08-210-211-91170-	\$3,105.00
10/01/2023	7282	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22400548 - WASTEWATER GL#:09-220-222-91180-	\$15,821.00
03/31/2024	7787	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-	\$42,604.00
10/01/2023	6902	WR070 PALISADES & SOUTHPORT STUDY PO #: 22400775 - WATER GL#:08-210-211-91170-	\$975.00
10/01/2023	7072	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22400548 - WASTEWATER GL#:09-220-222-91180-	\$1,785.00

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
5204	MERRICK & COMPANY	114260	05/02/2024	\$123,798.87



City of Lewiston
PO Box 617
Lewiston, ID 83501-0617
(208) 746-3671

Vendor Number	Check Number	Check Date
5204	114260	05/02/2024

\$123,798.87

Pay *One Hundred Twenty-three Thousand Seven Hundred Ninety-eight Dollars and 87 Cents*

To the
Order of

MERRICK & COMPANY
5970 GREENWOOD PL BLVD
GREENWOOD VILLAGE, CO 80111-0000

FILE COPY
NON-NEGOTIABLE

Merrick & Co.

PO Box 9906

Boise, ID 83707-

Tel: 208-780-3990 Fax: 208-780-3980

Email: office@mountainwtr.com

Website: www.mountainwtr.com

RECEIVED**By Jill Tolman at 9:44 am, Apr 29, 2024**

City of Lewiston
P.O. Box 617
Lewiston, ID 835011930

PO 22400548 Contract \$171,715
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by JK via email 5/1/24

Invoice**Invoice Date:** Jun 30, 2023**Invoice Num:** 7282**Billing Through:** Jun 25, 2023**East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 - 181.0270:** - Managed by **rehder**

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	\$79,105.00	90.00	\$55,373.50	\$15,821.00

Total Amount Due: **\$15,821.00***This invoice is due on 7/30/2023*

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
02/29/2024	7700	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-\$32,257.50	\$32,257.50
11/30/2023	7549	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-\$27,251.37	\$27,251.37
10/01/2023	7280	WR070 PALISADES & SOUTHPORT STUDY PO #: 22400775 - WATER GL#:08-210-211-91170-\$3,105.00	\$3,105.00
10/01/2023	7282	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22400548 - WASTEWATER GL#:09-220-222-91180-\$15,821.00	\$15,821.00
03/31/2024	7787	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-\$42,604.00	\$42,604.00
10/01/2023	6902	WR070 PALISADES & SOUTHPORT STUDY PO #: 22400775 - WATER GL#:08-210-211-91170-\$975.00	\$975.00
10/01/2023	7072	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22400548 - WASTEWATER GL#:09-220-222-91180-\$1,785.00	\$1,785.00

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
5204	MERRICK & COMPANY	114260	05/02/2024	\$123,798.87



City of Lewiston

PO Box 617

Lewiston, ID 83501-0617

(208) 746-3671

Vendor Number

5204

Check Number

114260

Check Date

05/02/2024

\$123,798.87

Pay *One Hundred Twenty-three Thousand Seven Hundred Ninety-eight Dollars and 87 Cents*

To the
Order of

MERRICK & COMPANY
5970 GREENWOOD PL BLVD
GREENWOOD VILLAGE, CO 80111-0000

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Mountain Waterworks, Inc.

PO Box 9906

Boise, ID 83707-

Tel: 208-780-3990 Fax: 208-780-3980

Email: office@mountainwtr.com

Website: www.mountainwtr.com

RECEIVED

By Jill Tolman at 9:44 am, Apr 29, 2024

City of Lewiston
P.O. Box 617
Lewiston, ID 83501-1930

PO 22400548 Contract \$171,715
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by JK via email 5/1/24

Invoice

Invoice Date: Feb 28, 2023

Invoice Num: 7072

Billing Through: Feb 25, 2023

East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 (181.0270:) - Managed by (jrehder)

Design & Project Management Services (181.0270:TASK 01)

Professional Services:

Activity	Classification	Hours	Rate	Amount
Final Design				
▶ Senior Project Manager		7.50	\$200.00	\$1,500.00
▶ Project Coordinator		0.50	\$150.00	\$75.00
▶ Infrastructure Specialist 1		1.50	\$140.00	\$210.00
Subtotal:				\$1,785.00

Total 181.0270:TASK 01 Amount Due: \$1,785.00

Total Amount Due This Invoice: \$1,785.00

This invoice is due on 3/30/2023

ACCOUNT SUMMARY

Contract Amount	Paid To Date	Previous Unpaid Amount
\$171,715.00	\$0.00	\$0.00

URA BUDGET FY25

Adopted:

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	690,000	560,000	220,000
Interest	15,000	20,000	7,500
City of Lewiston	-	-	-
Total Revenues	\$ 705,000	\$ 580,000	\$ 227,500
EXPENSES			
Project Costs	\$ 125,000		\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	16,500	16,500	16,500
Publications/misc	300	300	300
Total Expenses	\$ 290,750	\$ 16,800	\$ 16,800
Subtotal: Revenues Less Expenses	\$ 414,250	\$ 563,200	\$ 210,700
FUND BALANCE BEGINNING OF YEAR	\$ 1,704,731	\$ 1,234,326	\$ 226,000
PLUS TOTAL REVENUES	705,000	580,000	227,500
LESS TOTAL EXPENSES	290,750	16,800	16,800
FUND BALANCE END OF YEAR	\$ 2,118,981	\$ 1,797,526	\$ 436,700
Debt Service Reserve	\$ 628,519		
Projected Available Fund Balance	\$ 1,490,462	\$ 1,797,526	\$ 436,700

⁽¹⁾ Audit, Insurance, Legal, RAI Dues, Admin Services