Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
October 8, 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.

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, SEPTEMBER 10, 2024 – ACTION ITEM**

B. **APPROVAL OF INVOICES – ACTION ITEM**

1. **O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, SEPTEMBER 2024, $132.50:**

2. **CITY OF LEWISTON REIMBURSEMENT FOR EAST ORCHARDS SEWER $101,974.75:** - Action Item

C. **REVIEW OF FINANCIAL SUMMARY – INFORMATION ITEM**

1. **SEPTEMBER 2024:** - Presentation

D. **ROCK BORING STUDY REVIEW WITH MERRICK**

IV. **UNFINISHED & NEW BUSINESS**

A. **BOARD MEMBER COMMENTS**

B. **STAFF COMMENTS**

V. **ADJOURNMENT - Action Item** - 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 Nikki Province, ADA

Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

September 10, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, September 10, 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; Jim Kleeburg; Tim Switzer;

BOARD MEMBERS EXCUSED: Joe Gish, Vice Chairperson;

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Luke Antonich, City Engineer;

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

II. CITIZEN COMMENTS

Luke Antonich, City Engineer, invited the board to a public open house on Tuesday, September 10, 2024 at the Lewiston City Library for the downtown reconstruction project. Mr. Antonich said that the downtown reconstruction project is from the blue bridge to 11th Street and includes replacing the water and sewer infrastructure as well as the road and sidewalk. Welch Comer is the consultant on the project and the open house is at 5:30.

Board member Anderson asked what the timeline for the project was. Mr. Antonich said that the consultant anticipates having the 10% design completed by the end of 2024 and that the City will pursue a general obligation bond in May 2025.

Nate Titus, property owner at 2022 Cedar Ave, told the board that he had been speaking with Joe Kaufman in Public Works about sewer connections on some properties he owned in the East Orchards Sewer Revenue Allocation Area. Mr. Titus said that he had previously been able to access some grant funds that the City had available for septic conversion and wondered if there were still grant funds available.

Director Grow asked Mr. Titus for his contact information and said that she would have to follow up with Joe Kaufman in regards to the grant funds as those did not come from the URA and were monies that the City had received separately.

III. ACTIVE AGENDA (ACTION ITEM)

Chair Bond noted that there was a typo on the Active Agenda and that the Approval of Minutes should be for the August 13, 2024 minutes and not the July 9, 2024 minutes. Chair Bond asked for a motion to amend the Active Agenda to reflect the August 13, 2024 minutes. Board members Beck and Alford moved and seconded, respectively, to amend the Active Agenda to read A. Approval of Minutes, August 13, 2024. Motion passed 6-0.

A. Approval of Minutes, August 13, 2024 – Action Item

Board members Switzer and Anderson moved and seconded, respectively, to approve the August 13, 2024 minutes. Motion passed 6-0.

B. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, July 2024, $132.50
   Board members Anderson and Switzer moved and seconded, respectively, to approve the O'Sullivan Legal PLLC invoice. Motion passed 6-0.
2. Tribune Publishing Company, 2025 Budget Publication, $220.00
   Board members Beck and Switzer moved and seconded, respectively, to approve the Tribune Publishing Company invoice. Motion passed 5-0-1, with Board member Alford abstaining.
3. ICRMP, INV. 18038-205-1, $1,306.00
   Board members Switzer and Anderson moved and seconded, respectively, to approve the ICRMP invoice. Motion passed 6-0.

C. Review of Financial Summary – Information Item

Director Grow presented the August financial summary and said that the statement from the State Investment Pool had not arrived until September 9, 2024 leaving no time to amend the meeting agenda or packet. Director Grow reviewed the amounts paid out in August from the closure of the Main East Main Revenue Allocation Area (RAA #4) and stated that she had transferred an additional $172,681.35 from the State Investment Pool for the second round of distributions from the Main East Main Revenue Allocation Area (RAA #4). Director Grow was available for questions.

D. Update on Rebates to Taxing Entities from Closure of RAA #4 – Information Item

Director Grow stated that she would read off the amounts being rebated back to the taxing entities so that it was reflected in the meeting minutes. $230,000 total is being rebated back.

City of Lewiston $131,882.00
Nez Perce County $78.085.00
School District $18,446.00
Port of Lewiston $1,587.00

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

No Board Member comments.

B. Staff Comments

Director Grow announced that the September meeting would be her last as Director of the URA and that Assistant Director Hollingshead would take over as Director of the URA starting October 1, 2024.

Assistant Director Hollingshead said that the board would see a presentation from Merrick regarding the rock boring study at the October meeting and that she would then return to reviewing the existing Revenue Allocation Area plans with the board so that they could make decisions on projects in the coming year.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Alford and Switzer moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:16 p.m.

RESPECTFULLY SUBMITTED, ATTEST:

___________________________ ___________________________________

KATIE HOLLINGSHEAD, URBAN RENEWAL AGENCY CHAIR
RECORDING SECRETARY

Approved this _____ day of ________________, 2024.

O'Sullivan Legal PLLC

PO Box 8027
3120 S Grand Blvd
Spokane, 99203

PHONE: 5094344547

INVOICE

INVOICE NUMBER: 303
INVOICE DATE: OCTOBER 01, 2024

City of Lewiston URA
215 D Street
Lewiston, ID 83501

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
SEP-05-24	General Legal	Correspond with client regarding legal issue	0.10	$265.00	$26.50
SEP-11-24	General Legal	Review documents; prepare for and attend meeting	0.40	$265.00	$106.00
		Total amount of this invoice			$132.50

ACCOUNT INFORMATION	
Prior account balance as of SEP-03-2024	$132.50
Payment SEP-16-2024 - Check 1543	($132.50)
Invoice 303 OCT-01-2024	$132.50
Current account balance	$132.50

AMOUNT DUE: $132.50

CITY OF LEWISTON
PUBLIC WORKS
DEPARTMENT
1861

September 24, 2024

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

RE: East Orchards Sewer Improvements Phase 3 – Inv 4

Dear Shannon & Katie:

The City of Lewiston is requesting reimbursement for consultant design services on the above-referenced project. This is the fourth reimbursement request in the amount of $101,974.75 for additional expenses through July 25, 2024.

PO #	Contract Line Item	Invoice Number	Payee / Vendor	Date	Amount Paid
22400548	Amend #1	7706	Merrick/MWW	2/29/24	11,197.25
22400548	Original	7707	Merrick/MWW	2/29/24	2,100.00
22400548	Amend #1	7789	Merrick/MWW	3/31/24	420.00
22400548	Original	7790	Merrick/MWW	3/31/24	630.00
22400548	Amend #2	7851	Merrick/MWW	5/31/24	1,722.50
22400548	Amend #2	7900	Merrick/MWW	6/30/24	5,250.00
22400548	Amend #1	7900	Merrick/MWW	6/30/24	2670.00
22400548	Amend #2	7947	Merrick/MWW	7/31/24	77,250.00
22400548	Amend #1	7947	Merrick/MWW	7/31/24	735.00
Total					$101,974.75

In support of this request, I have attached copies of the invoices.

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

Sincerely,

Jill

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 4 for Ph 3.docx
ecopy: Aimee Gordon, City Finance & Joe Kaufman, PE, Engineering Project Supervisor

RECEIVED
By Jill Tolman at 3:08 pm, Jun 26, 2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

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

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
Approved by ok to pay per JK via email
9/20/24

Invoice

Invoice Date: Feb 29, 2024

Invoice Num: 7706

Billing Through: Feb 25, 2024

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

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	$95,055.00	95.00	$79,105.00	$11,197.25

Total Amount Due: **$11,197.25**

This invoice is due on 3/30/2024

RECEIVED
By Jill Tolman at 3:07 pm, Jun 26, 2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

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

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
ok to pay per JK via email 9/20/24

Invoice

Invoice Date: Feb 29, 2024

Invoice Num: 7707

Billing Through: Feb 25, 2024

EOS Project: Phase 3 (FY2023) - Management Reserve (181.0270:TASK 06) - Managed by (rrehder)

Professional Services

Date	Employee	Description	Hours	Rate	Amount
2/16/2024	rrehder	Management Reserve URA meeting attendance and update.	2.00	$210.00	$420.00
2/22/2024	rrehder	Management Reserve EC LOI research	2.00	$210.00	$420.00
2/23/2024	rrehder	Management Reserve EC LOI writeup	6.00	$210.00	$1,260.00
				Total Service Amount:	**$2,100.00**
				Amount Due This Invoice:	**$2,100.00**

This invoice is due on 3/30/2024

RECEIVED
By Jill Tolman at 3:07 pm, Jun 26, 2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
Approved by JK via email 9/20/24

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

Invoice

Invoice Date: Mar 31, 2024

Invoice Num: 7789

Billing Through: Mar 25, 2024

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

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	$95,055.00	95.44	$90,302.25	$420.00

Total Amount Due: **$420.00**

This invoice is due on 4/30/2024

RECEIVED
By Jill Tolman at 3:05 pm, Jun 26, 2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
Approved by JK via email 9/20/24

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

Invoice

Invoice Date: Mar 31, 2024

Invoice Num: 7790

Billing Through: Mar 25, 2024

EOS Project: Phase 3 (FY2023) - Management Reserve (181.0270:TASK 06) - Managed by (rrehder)

Professional Services

Date	Employee	Description	Hours	Rate	Amount
2/29/2024	rrehder	Management Reserve Lewiston EOS EC LOI	3.00	$210.00	$630.00

Total Service Amount: **$630.00**

Amount Due This Invoice: **$630.00**

This invoice is due on 4/30/2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
ok to pay per JK via email 9/20/24

RECEIVED
By Jill Tolman at 7:38 am, Sep 03, 2024

Invoice

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

Invoice Date: May 31, 2024

Invoice Num: 7851

Billing Through: May 25, 2024

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

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270-TASK 07:A	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Project Management	$2,500.00	62.40	$0.00	$1,560.00
181.0270-TASK 07:B	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Preliminary Siting and Routing	$11,500.00	12.52	$0.00	$1,440.00

Overpayment Credit: **($1,277.50)**

Total Amount Due: **$1,722.50**

This invoice is due on 6/30/2024

Merrick & Co.
PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

RECEIVED
By Jill Tolman at 7:38 am, Sep 03, 2024

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

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
ok to pay per JK via email 9/20/24

Invoice

Invoice Date: Jun 30, 2024

Invoice Num: 7900

Billing Through: Jun 25, 2024

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

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	$95,055.00	98.25	$90,722.25	$2,670.00
181.0270-TASK 07:A	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Project Management	$2,500.00	100.00	$1,560.00	$940.00
181.0270-TASK 07:B	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Preliminary Siting and Routing	$11,500.00	50.00	$1,440.00	$4,310.00

Total Amount Due: **$7,920.00**

This invoice is due on 7/30/2024

RECEIVED
By Jill Tolman at 7:38 am, Sep 03, 2024

Merrick & Co.

PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990
Email: idaho@merrick.com
Website: www.merrick.com

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

PO 22400548
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Amendment #1 - $15,950.00
Amendment #2 - $85,500.00
ok to pay per JK via email 9/20/24

Invoice

Invoice Date: Jul 31, 2024

Invoice Num: 7947

Billing Through: Jul 25, 2024

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

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	$95,055.00	99.02	$93,392.25	$735.00
181.0270-TASK 07:B	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Preliminary Siting and Routing	$11,500.00	100.00	$5,750.00	$5,750.00
181.0270-TASK 07:C	EOS Project: Phase 3 (FY2023) - Rock Boring Study - Rock Boring	$71,500.00	100.00	$0.00	$71,500.00

Total Amount Due: **$77,985.00**

This invoice is due on 8/30/2024

Name/Phase of Project	Contractor	Invoice Date	Date Paid	Amount	Invoice Order from Merrick	$79,105.00
EOS Phase 3	Merrick/MWW	2/28/2023	6/11/2024	$ 1,785.00	1	$77,320.00
EOS Phase 3	Merrick/MWW	3/31/2023	8/8/2023	$ 14,036.00	2	$63,284.00
EOS Phase 3	Merrick/MWW	4/30/2023	8/8/2023	$ 20,415.00	3	$42,869.00
EOS Phase 3	Merrick/MWW	5/31/2023	8/8/2023	$ 19,137.50	4	$23,731.50
EOS Phase 3	Merrick/MWW	7/31/2023	10/10/2023	$ 3,650.65	5	$20,080.85
EOS Phase 3	Merrick/MWW	6/30/2023	6/11/2024	$ 15,821.00	6	$4,259.85
EOS Phase 3	Merrick/MWW	8/31/2023	6/11/2024	$ 4,259.85	7	$0.00

						$ 15,000.00
Management Reserve	Merrick/MWW	2/29/2024		$ 2,100.00		$ 12,900.00
Management Reserve	Merrick/MWW	3/31/2024		$ 630.00		$ 12,270.00

Name/Phase of Project	Contractor	Invoice Date	Date Paid	Amount	Invoice Order from Merrick	$85,500.00
Rock Boring	Merrick/MWW	5/31/2024		$ 1,722.50	1	$83,777.50
Rock Boring	Merrick/MWW	6/30/2024		$ 5,250.00	2	$78,527.50
Rock Boring	Merrick/MWW	7/31/2024		$ 77,250.00	3	$1,277.50

Name/Phase of Project	Contractor	Invoice Date	Date Paid	Amount	Invoice Order from Merrick	$15,950.00
Segment 7 Full Design	Merrick/MWW	3/31/2024		$ 420.00	1	$15,530.00
Segment 7 Full Design	Merrick/MWW	6/30/2024		$ 2,670.00	2	$12,860.00
Segment 7 Full Design	Merrick/MWW	7/31/2024		$ 735.00	3	$12,125.00
Segment 7 Full Design	Merrick/MWW	2/29/2024		$ 11,197.25	4	$927.75