Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
February 11, 2025 - 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 Katie Hollingshead, 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 Urban Renewal Agency.

III. **ACTIVE AGENDA**

A. **APPROVAL OF MINUTES, JANUARY 14, 2025**

B. **APPROVAL OF INVOICES - O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, JANUARY 2025 $708.00**

C. **APPROVAL OF INVOICES - REDEVELOPMENT ASSOCIATION OF IDAHO, INC. ANNUAL DUES $4,600.00**

D. **REVIEW OF FINANCIAL SUMMARY JANUARY 2025 - INFORMATION ITEM**

E. **PRELIMINARY ENGINEERING REPORT OF WATER AND SEWER (PRESENTATION BY STANTEC)**

F. **FOLLOW UP ON BYLAWS, OPEN BOARD SEAT AND SCHOOL DISTRICT**

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

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, January 14, 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; Jim Kleeburg; Joe Anderson; Joe Gish, Vice Chairperson;

BOARD MEMBERS EXCUSED: A.L. "Butch" Alford; Tim Switzer;

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director; Luke Antonich, City Engineer; Joe Kaufman, Engineering Supervisor;

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

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. Election of Chair and Vice Chair – Action Item

Chair Bond asked for nominations for Chairperson for 2025. Board member Anderson nominated Chair Bond. Director Hollingshead called for the roll call vote, aye or nay to elect Sheila Bond as Chairperson for 2025.

Board member Bond : Aye
Board member Anderson: Aye
Board member Gish: Aye
Board member Kleeburg: Aye

Motion carried 4-0.

Chair Bond asked for nominations for Vice Chairperson for 2025. Board member Anderson nominated Tim Switzer. Director Hollingshead called for the roll call vote, aye or nay to elect Tim Switzer as Vice Chairperson for 2025.

Board member Bond: Aye
Board member Anderson: Aye
Board member Gish: Aye
Board member Kleeburg: Aye

Motion carried 4-0.

B. Resignation letter from Board member Gish as an at-large member – Discussion

Chair Bond read the resignation letter from Board member Gish (letter attached) who was resigning his at-large seat on the board due to his election as a Nez Perce County Commissioner. Board member Gish stated that he was present at today's meeting representing the County, but for future meetings, Commissioner Doug Havens would be in attendance as the County representative.

Board member Gish brought up in his resignation letter the idea that the board amend its bylaws to include the Lewiston Independent School District No. 1 as a representative seat on the board. Director Hollingshead told the board that she had done some research and former Superintendent of Schools, Joy Rapp, had held an at-large position on the board, at the request of the school district, from the March 14, 2006 meeting minutes. Director Hollingshead stated that giving the school district a representative seat could prove limiting to the board, as previous legal counsel had advised against elected officials holding the Chair or Vice Chair positions on the board. Hollingshead also stated that although the current Superintendent of Schools, Lance Hansen was supportive of Board member Gish's recommendation, no feedback had been provided from any of the elected school board members on their willingness or interest to join the URA Board.

The board discussed the current bylaws and asked Mr. O'Sullivan for his opinion on elected officials not holding the Chair or Vice Chair positions. Mr. O'Sullivan stated that he would need to review the originating documents for the URA and the bylaws before providing the board with an opinion. Director Hollingshead stated that since there was a current at-large seat open on the board that she could extend the invitation to Mr. Hansen and the school board and see if any of them would be interested in applying. Once Mr. O'Sullivan can review the documents and provide an opinion on amending the bylaws, the board can decide if that is the direction they would like to pursue.

C. Approval of Minutes, November 12, 2024 – Action Item
Board members Gish and Kleeburg moved and seconded, respectively, to approve the November 12, 2024 minutes as written. Motion passed 4-0.

D. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, November 2024, $238.50
   Board member Gish asked for clarification on the amount owed since the invoice provided did not account for a previously issued check that since been cashed. Director Hollingshead clarified that the actual amount owed was $291.50. Board member Anderson moved to pay $291.50 to O'Sullivan Legal PLLC, Board member Gish provided the second. Motion passed 4-0.

E. Review of Financial Summary – Information Item
Director Hollingshead provided a brief review of November financial summary that had been included in the meeting packet and handed out a paper copy of the December financial summary. The were no questions from the board.

F. Bid package for East Orchards Sewer – Presentation

Engineering Supervisor Joe Kaufman handed out the cover page of the bid specifications and reviewed the steps with the board. The full package is being reviewed by the city's purchasing department for completeness and then will be advertised two (2) times, one (1) week apart. Submitted bids will be evaluated for being responsive or complete and then those bids will be presented to the URA board for consideration and recommendation to City Council. The City Council ultimately enters into the contract with the construction company and will submit requests for reimbursement to the URA board as work is completed.

Chair Bond asked Mr. Kaufman when he thought those bid packages would be presented to the board and Mr. Kaufman answered that he expected to return at the March meeting with bid information to review.

Board member Anderson asked Director Hollingshead if the board would have the receipts of the December tax payments in time for that presentation and Ms. Hollingshead stated that hopefully that information would be included in the January financial summary, depending on when the County transmits the funds.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Gish stated that he had had his first meeting as a Nez Perce County Commissioner that morning and that there was a potential project for a solar array that may be placed in the Area of City Impact and could possibly affect the East Orchards Sewer project. Mr. Gish said that it was something that the URA should keep an eye on.

Board member Anderson said that construction is underway for the Port's cruise dock project and there is also planning happening for a dark fiber project.

B. Staff Comments

Director Hollingshead asked for a show of hands to attend the regular meeting on February 11, 2025 and all in attendance plan on attending. Director Hollingshead said that she would email out a new zoom link to the board members.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Kleeburg and Gish moved and seconded, respectively, to adjourn. The motion carried 4-0 and the Urban Renewal Agency Board adjourned at approximately 12:30 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

INVOICE NUMBER: 351
INVOICE DATE: FEBRUARY 03, 2025

City of Lewiston URA
215 D Street
Lewiston, ID 83501

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
JAN-14-25	General Legal	Prepare for and attend meeting	0.80	$295.00	$236.00
JAN-16-25	General Legal	Analyze legal issue; correspond with client; review documents	0.80	$295.00	$236.00
JAN-27-25	General Legal	Review governing documents and statutory provisions; correspond with client	0.80	$295.00	$236.00
		Total amount of this invoice			$708.00

ACCOUNT INFORMATION	
Prior account balance as of DEC-02-2024	$530.00
Payment DEC-04-2024 - Check 1555	($238.50)
Payment JAN-21-2025 - Check 1556	($291.50)
Invoice 351 FEB-03-2025	$708.00
Current account balance	$708.00

AMOUNT DUE: $708.00

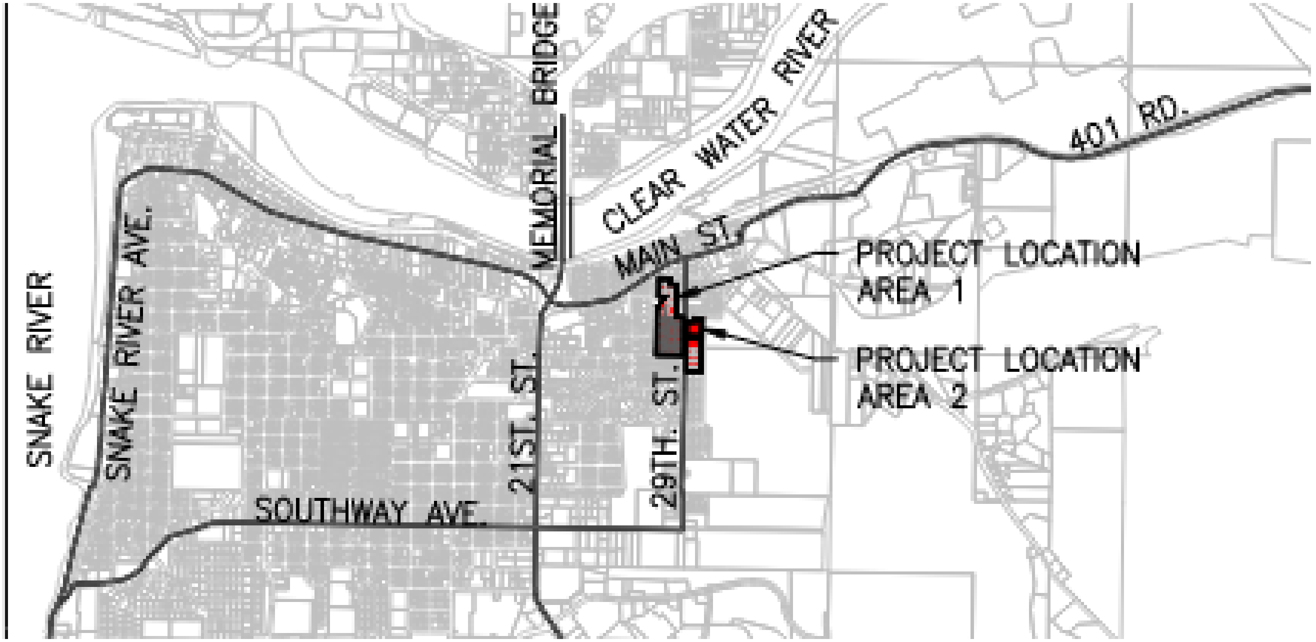
Invoice

Redevelopment Association of Idaho. Inc.
379 East Shore Drive, Suite 100
Eagle, Idaho 83616

Date	Invoice #
10/1/2024	M16005

Bill To
Lewiston Urban Renewal Agency Attn: Laura VonTersch PO Box 617 Lewiston, ID 83501

Item	Qty	Description	Rate	Amount
	1	**Membership Dues - fiscal year 2025**		**$ 1,200.00**
	1	**Legislative Contribution - FY 2025**		**$ 3,400.00**
			Total Due	**$ 4,600.00**



City of Lewiston MJ007 Utility Concept Evaluation for Development Infill

Urban Renewal Board Meeting

February 11, 2025

Stantec

Agenda

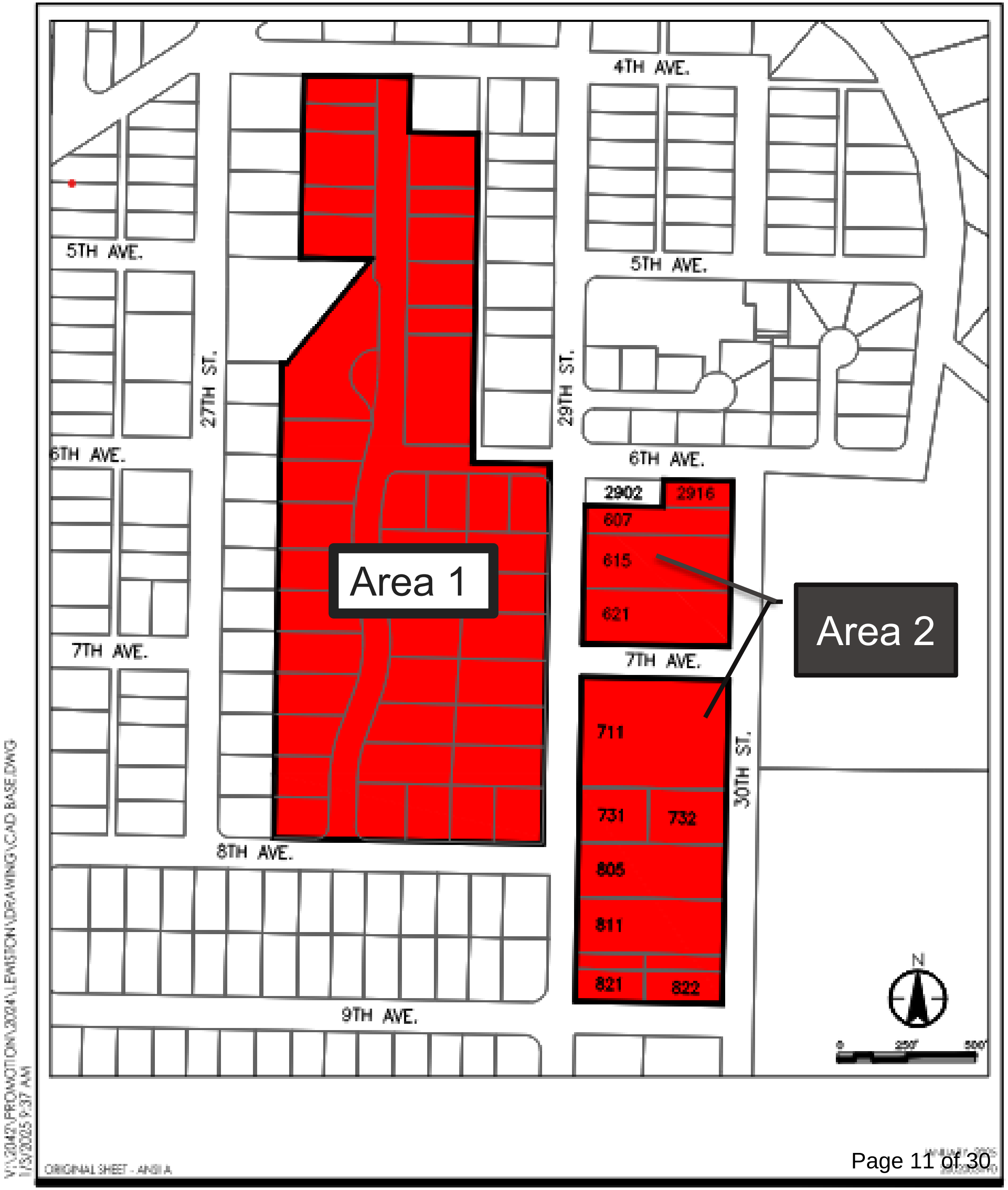
1. Project Goals and Overview
2. Existing System
3. Utility Improvements
4. Costs Estimate

Project Goals and Overview

Review Project Overview and Goals

Project Overview / Goal

- To determine the feasibility of supplying water and sewer service to Area 1 and Area 2.

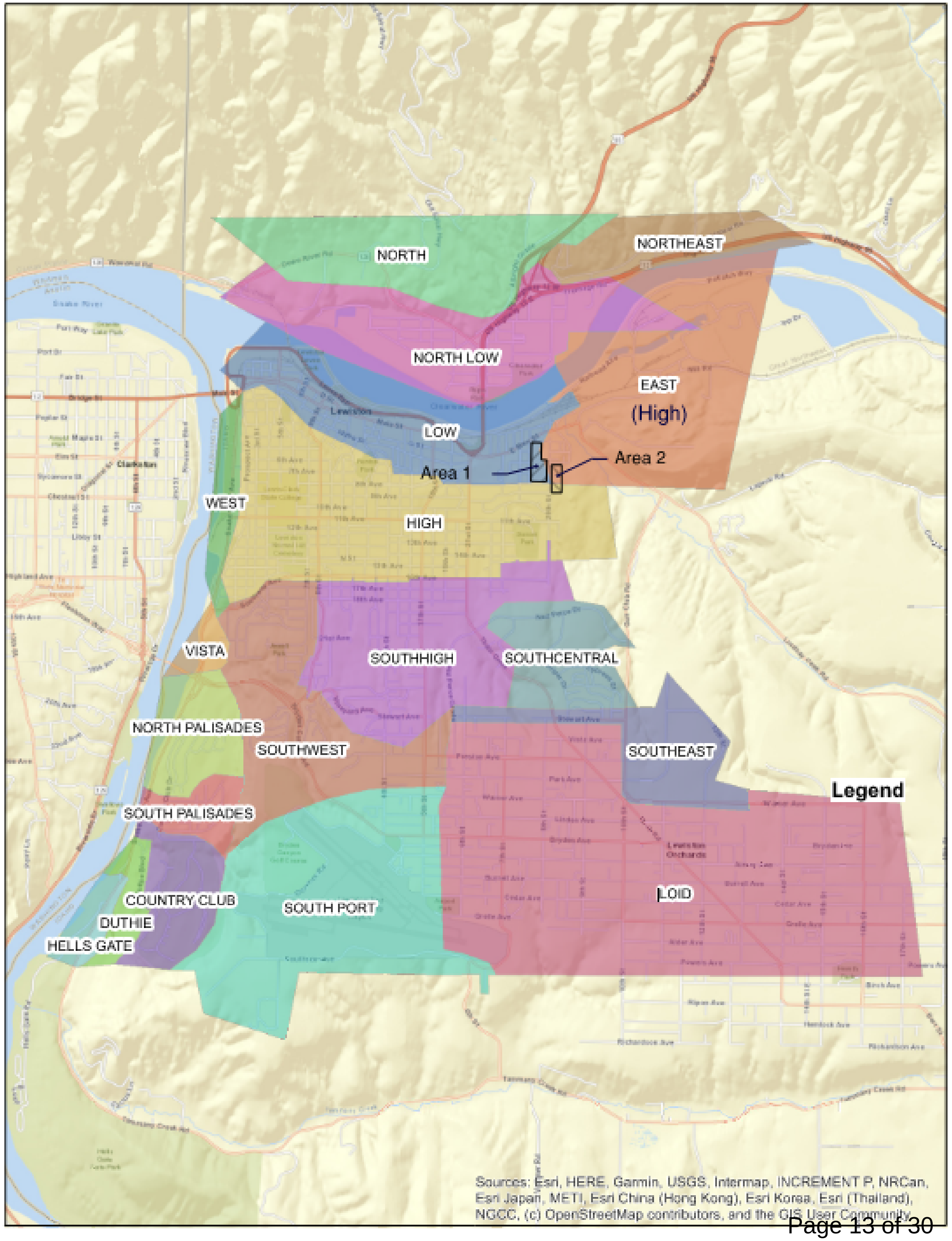


Existing System

Existing System

Lewiston's water system is quite complex

- 18 Pressure Zones
- 7 Well Sources
- 10 MGD WTP
- 8 Reservoirs
- Two (2) critical high pressure transmission mains bisect Area 1 & Area 2



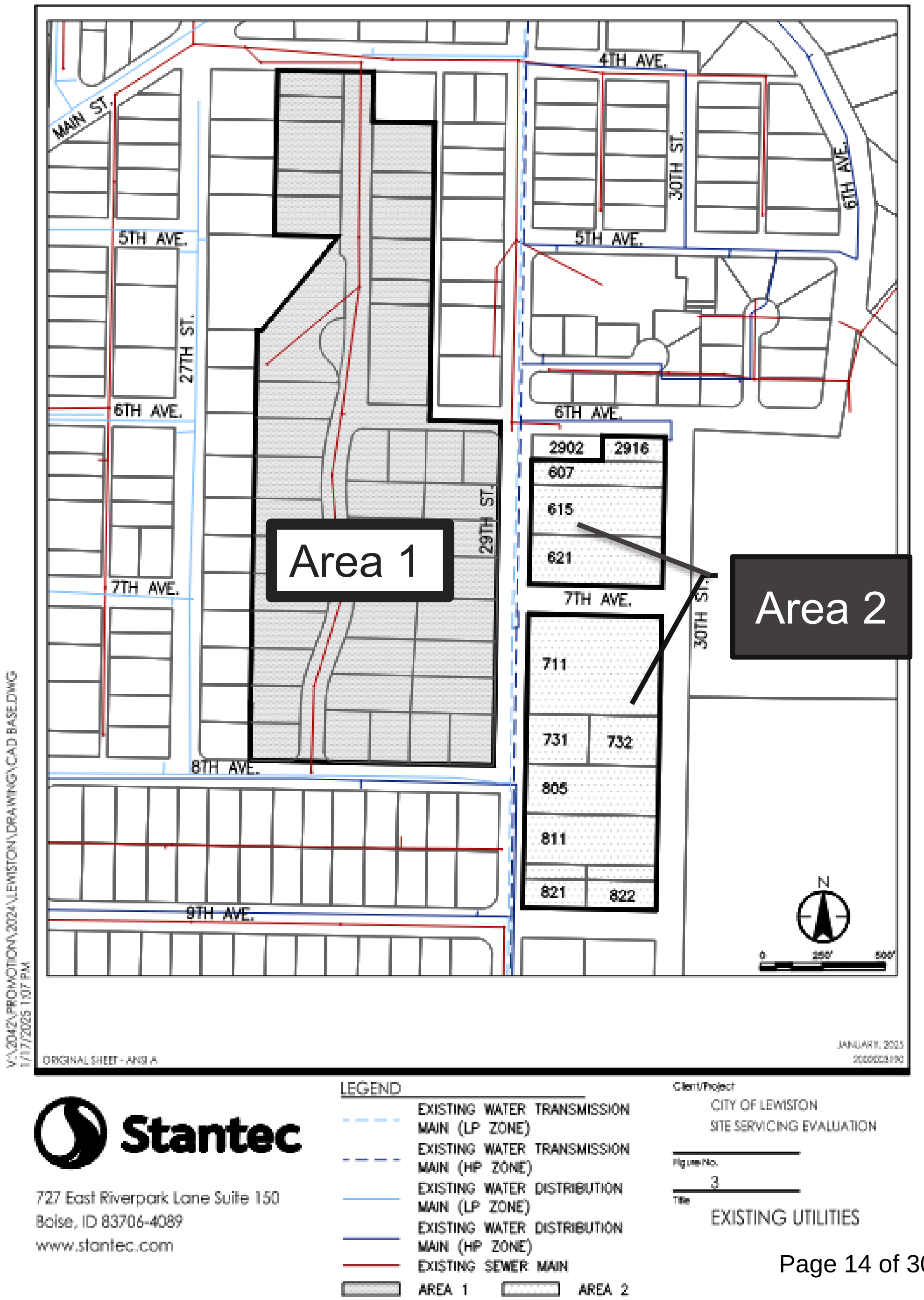
Existing System

Water System (Area 1 and 2)

- Existing Main in 29th (Low Zone)
- Existing Main in 29th (High Zone)
- Existing Main in 8th (High Zone)
- Existing Main in 6th (High Zone)

Sewer System

- Area 1: 8-inch sewer main from 4th Avenue to 8th Avenue.
- Area 2: Lot 2902 (corner of 6th Avenue and 29th Street) is connected to sewer main. The other lots in Area 2 are on septic tanks and drain fields.



Utility Improvements

Utility Improvements

Proposed Sewer and Water Alignment

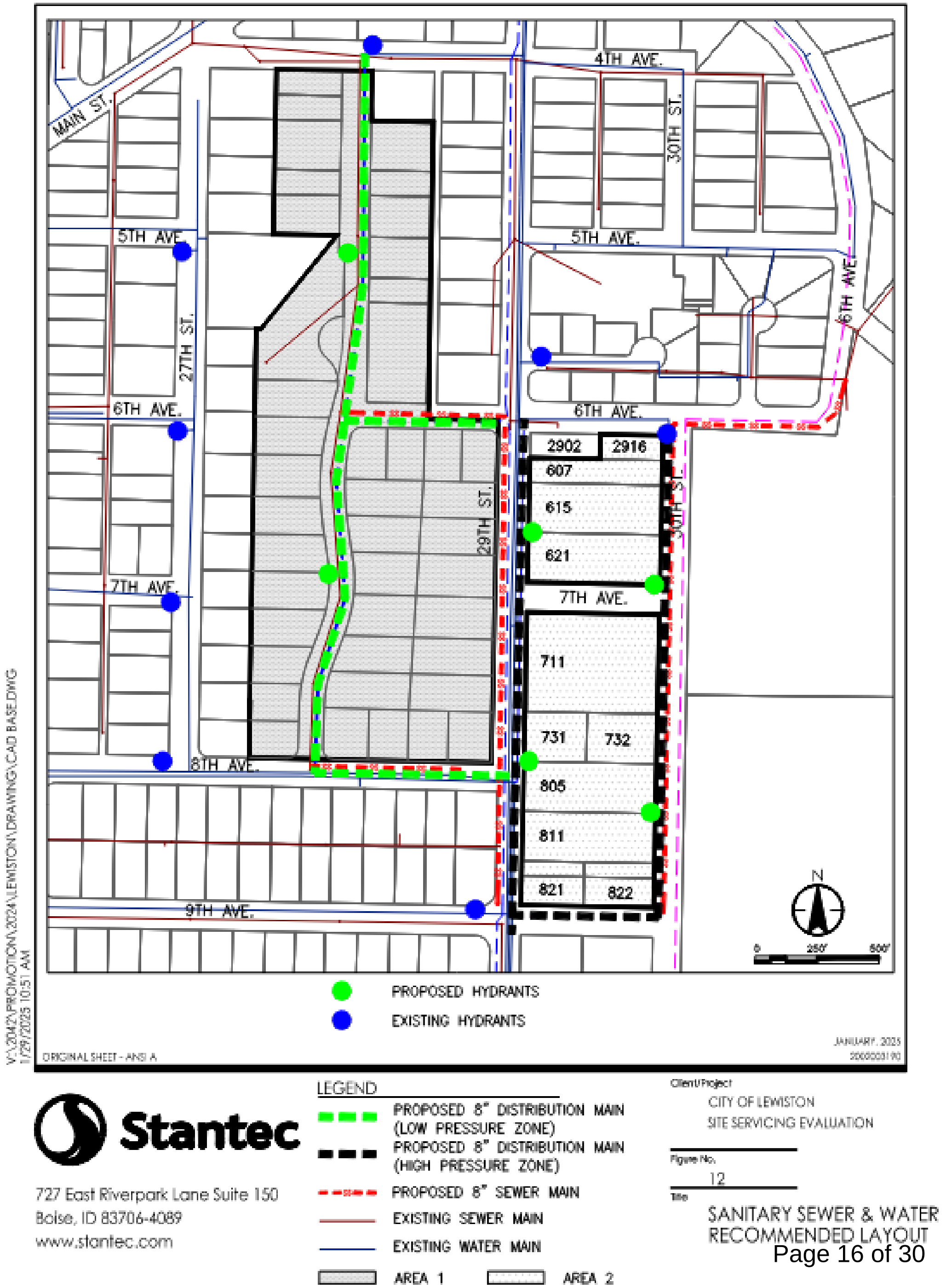
Water System

- Area 1: Adding 3 new 8-inch mains connection to low- and high-pressure zones
- Area 2: Adding 3 new 8-inch mains connecting to high-pressure zone
- 6 new Fire Hydrants

Sewer System

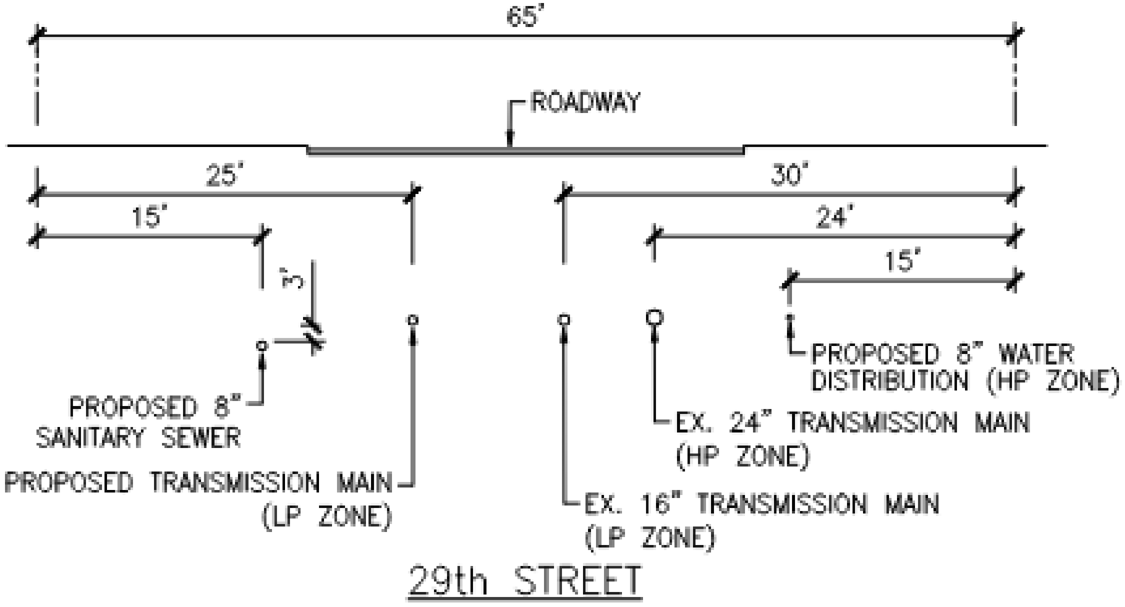
- Area 1
  - New 8-inch sewer main extending along 6th Avenue and extended south along 29th Street to 9th Avenue.
  - New 8-inch sewer main on 8th Avenue
- Area 2
  - Extend 8-inch sewer main to the southwest on 6th Avenue
  - Extend 8-inch sewer main south from 6th Ave in the existing undeveloped right-of-way for 30th Street

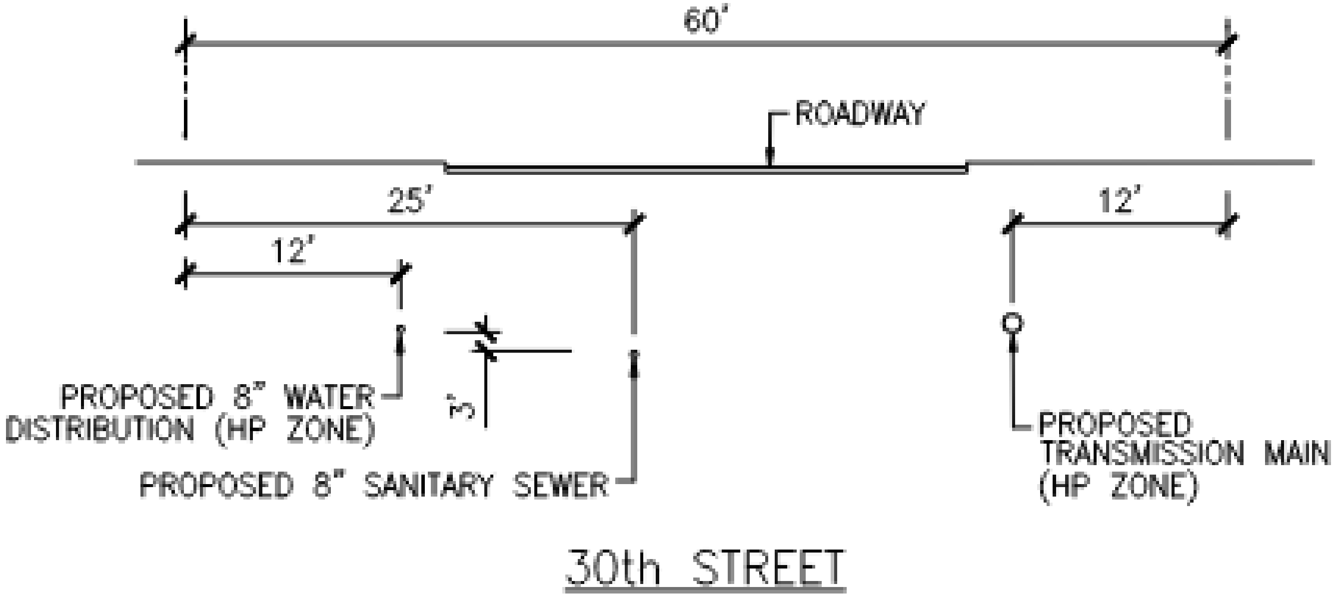
Note: West side of lots are serviced from 29th and sewer defined as part of Area 1.



Alignment Alternatives

- 29th Street – 65’ wide
- 30th Street – 60’ wide





Cost Estimate

Cost Estimates

Improvement Item	Construction Costs	Engineering (15%)	Contingency (35%)	Total
Sewer Improvements				
Sanitary Sewer - 29th Street	$401,000	$60,200	$322,800	$862,200
Sanitary Sewer - 30th Street	$200,250	$30,000	$161,200	$430,500
Sanitary Sewer Subtotal	**$601,250**	**$90,200**	**$484,000**	**$1,292,700**
Water Improvements				
Water Main - 29th Street	$311,400	$46,700	$250,700	$669,500
Water Main - 30th Street	$379,000	$56,900	$305,100	$814,900
Water Main - 8th Avenue	$144,650	$21,700	$116,400	$311,000
Water Subtotal	**$835,050**	**$125,300**	**$672,200**	**$1,795,400**
Total	**$1,436,300**	**$215,500**	**$1,156,200**	**$3,088,100**

Cost Estimate is in 2025 Dollars and Class 5 per AACE Guidelines (-20% to -50% on the low side, and +30% to +100% on the high side)

Note: Does not include costs for proposed 8” low zone main in the ROW within the development

Questions

Graveyard

Design Criteria

Pressure

- Minimum pressure during PHD 40 PSI*
- Minimum pressure during MDD + Fire Flow 20 PSI*
- Maximum Pressure 80 PSI*

*Per Section 58.01.08.552 of the State of Idaho Administrative Code

Fire Flow

- Minimum Required Fire Flow 3,000 GPM
- Maximum Velocity 10 FPS
- Head Loss Gradient (for Minimum Pressure Analysis only)
- Maximum for 12-Inch or larger mains 5 ft/1,000 ft
- Maximum for 8-Inch or smaller mains 8 ft/1,000ft

Water System

- Main minimum 8-inch
- Fire Hydrants maximum 500 feet between

Risk

- Existing High Zone and Low Zone transmission mains are fragile. Critical infrastructure and need to be protected.

Water Evaluation

Stantec

Water Evaluation

Area 1 Analysis

- Alternative 1 – Low Pressure Zone Supply
  - New 8-inch from 4th Ave. to 8th Ave.
  - New 8-inch from 6th Ave. to 29th St.
- Alternative 2 – Low and High Pressure Zone Supply
  - Low Zone:
    - 8-inch from 4th Ave. to 8th Ave.
    - 8-inch from 6th Ave. to 29th St. (dead end line)
  - High Zone
    - 8-inch from 29th St. to 8th Ave.
    - Connect to Existing 6-inch main on 8th St.

Area 2

- Alternative 1 – High Pressure Zone
  - New 8-inch from 6th Ave to 9th Avenue (on 30th St)
  - New 8-inch from 9th Ave between 29th St. and 30th St.
  - 8-inch from 29th St. to 8th Ave. (Same line as Area 1)

Stantec

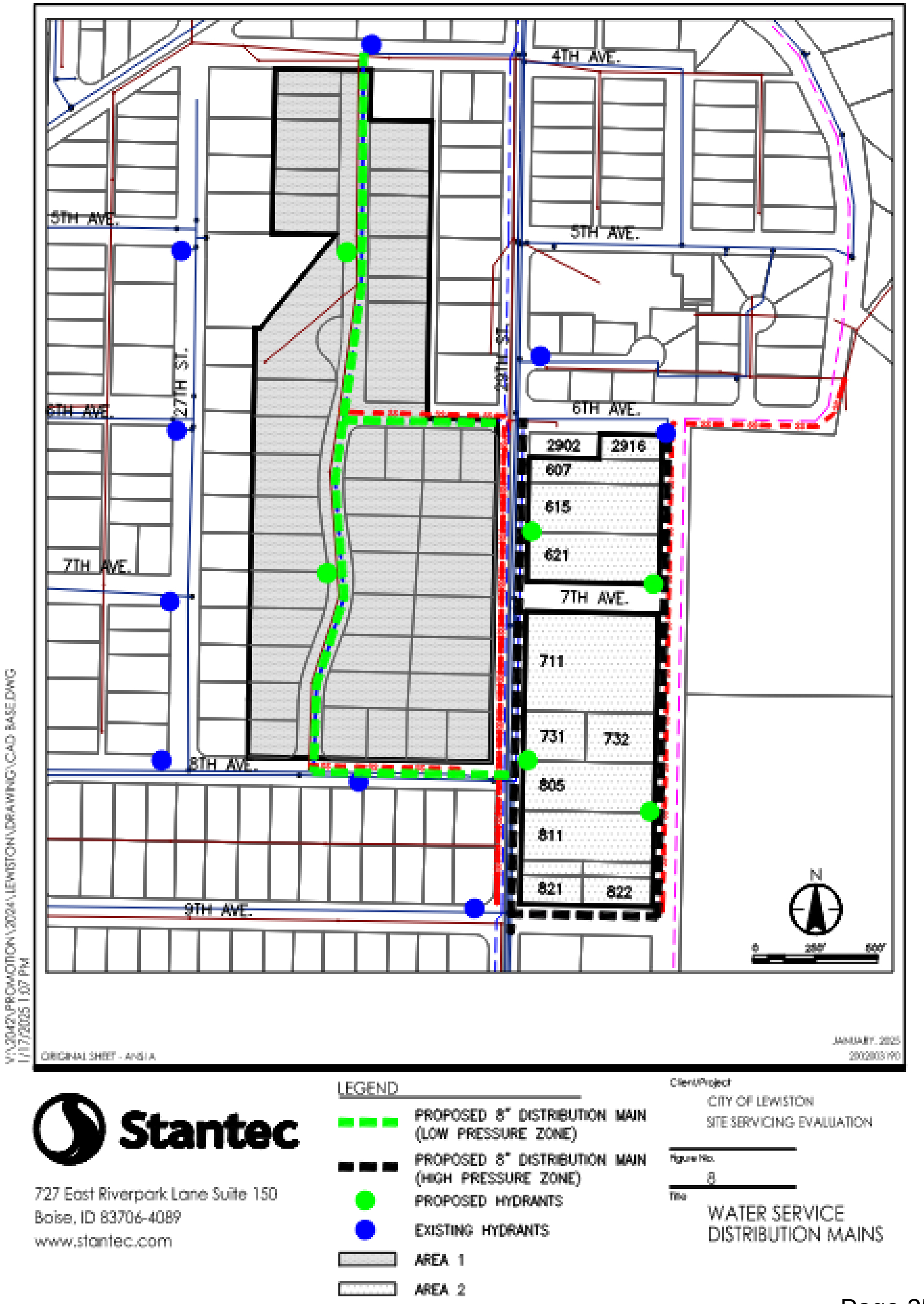
Water Evaluation

Water Evaluation

Analysis & Recommendation

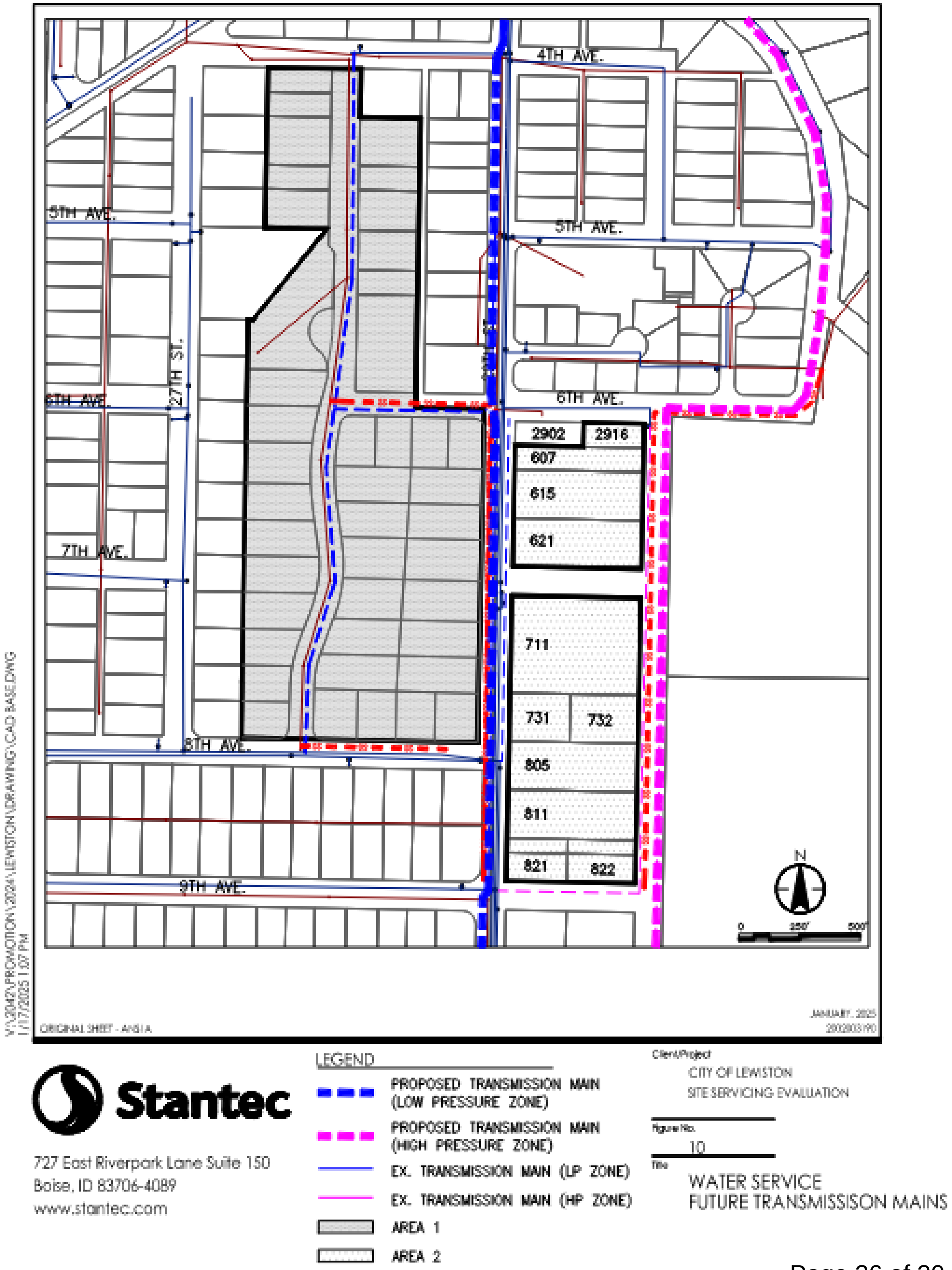
- Area 1
  - **Low- and High-Pressure Zone Supply**

- Area 2
  - **High Pressure Zone Supply**



Recommended 29th Avenue Utility Corridor

- Future Low Pressure Zone transmission main in 29th Avenue
- Future High Pressure Zone transmission main be routed on Silcott Road and the 30th Street ROW extension south of 6th Avenue.

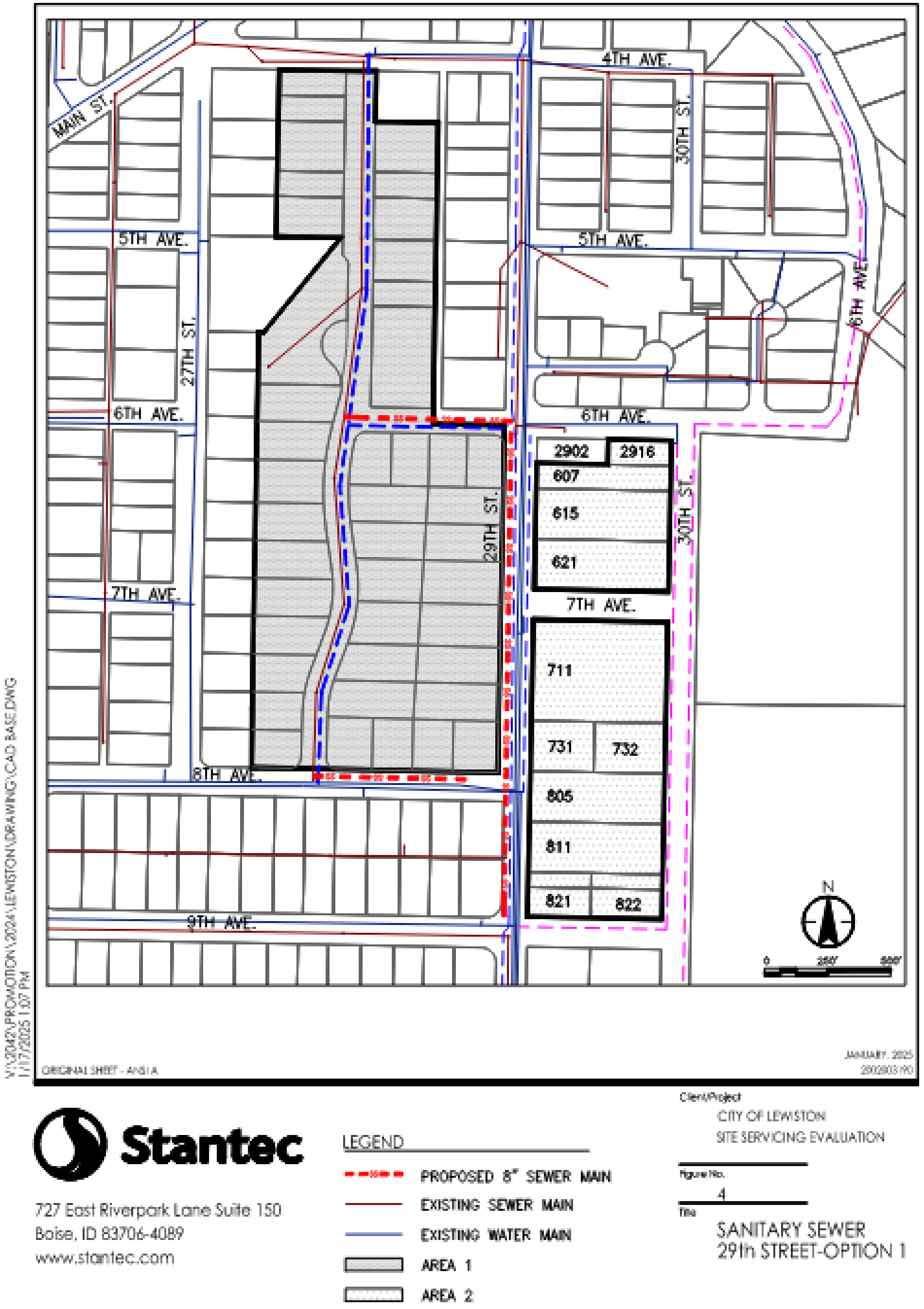


Sewer Evaluation

Sewer Evaluation

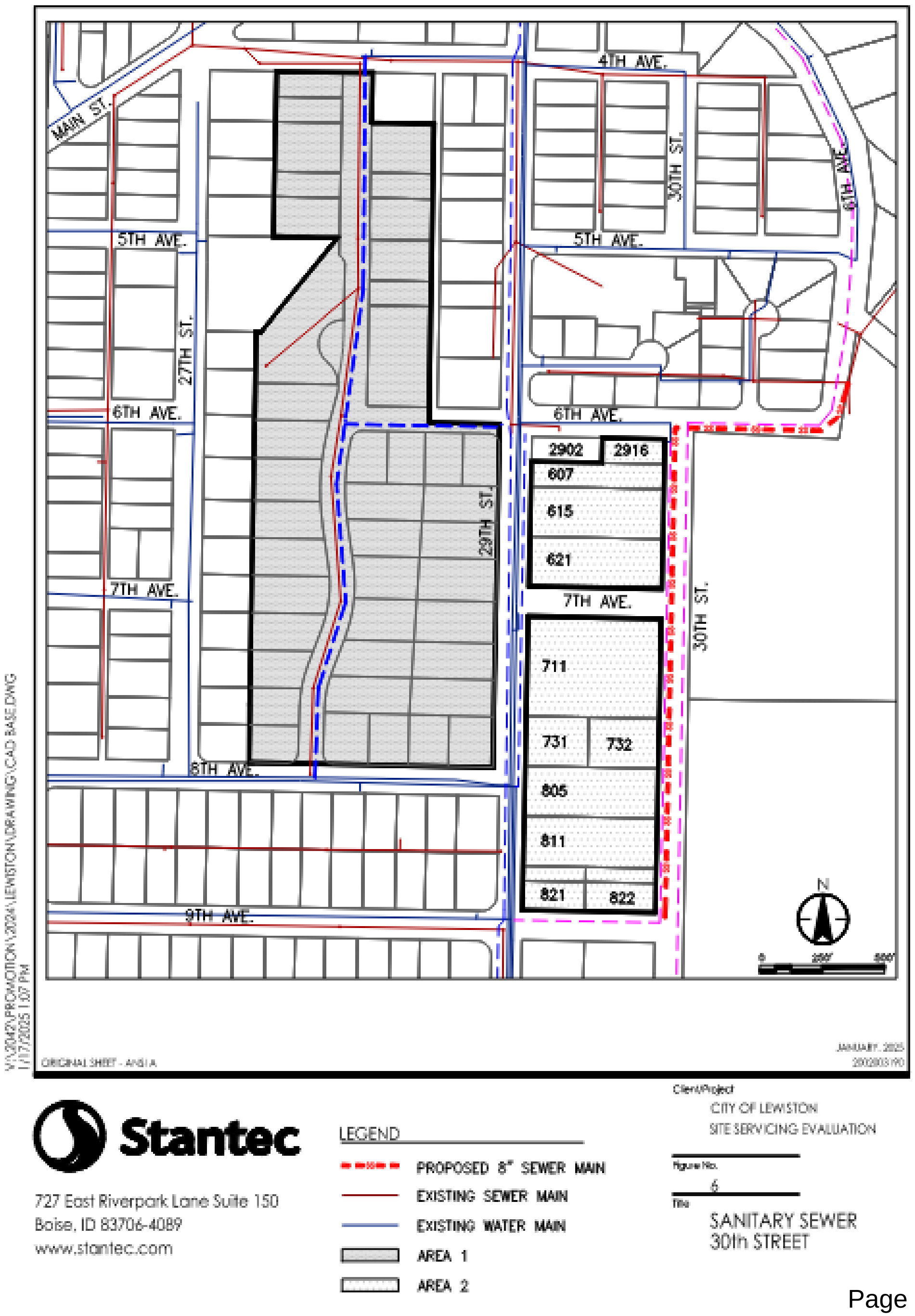
Area 1 – Analysis & Recommendation

- Existing 8-inch sewer in proposed ROW connected to the existing sewer in 4th Avenue.
- New 8-inch sewer main extending along 6th Avenue and extended south along 29th Street to 9th Avenue.
- New 8-inch sewer main on 8th Avenue



Area 2 – Analysis & Recommendation

- Extend 8-inch sewer main to the southwest on 6th Avenue
- Extend 8-inch sewer main south from 6th Ave in the existing undeveloped right-of-way for 30th Street
- Note: West side of lots are serviced from 29th and sewer defined as part of Area 1.



Findings

- PHD pressures in the High Pressure Zone serving both Area 1 and Area 2 will exceed 80 PSI.
- Residential pressure reducing valves will likely be required for all new houses served from the High Zone in this area.
- Existing lots on 29th Street are currently connected to the High Pressure Zone transmission main, and recommended to be disconnected from that main and connected to the new distribution main on 29th Street