THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, August 8, 2023, 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; Joe Anderson, Vice Chairperson; Don Beck; A.L. "Butch" Alford; Tim Switzer; Joe Gish (via zoom)

BOARD MEMBERS EXCUSED: Jim Kleeburg

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Luke Antonich, City Engineer; Joe Kaufman, Engineering Project Supervisor;

OTHERS PRESENT: Ryan Rehder, Mountain Water Works

II. CITIZEN COMMENTS

None

III. CORRECTIONS OR ADDITIONS TO AGENDA

Director Grow asked that the board consider the following invoices be added to the agenda under Active Agenda B:

- Jennifer Douglass Law, invoice 492, July expense, $195.00
- Lewiston Tribune Invoice 174904, publication of 2024 budget, $220.00
- Lewiston Tribune Invoice, 174907, publication of 2023 amended budget, $172.00

Vice Chairperson Anderson moved to amend the agenda to include the above listed invoices, Board member Beck provided the second, motion passed 6-0.

IV. PUBLIC HEARINGS

A. FY2023 Budget Amendments – Receive testimony on FY2023 Budget Amendments - Action Item

Chairperson Bond opened the public hearing and asked for any testimony. There were no citizens in the audience and Director Grow stated that no testimony had been submitted prior to the meeting. Chairperson Bond closed the public hearing.

B. FY2024 Budget – Receive testimony on FY2024 Budget – Action Item

Chairperson Bond opened the public hearing and asked for any testimony. There were no citizens in the audience and Director Grow stated that no testimony had been submitted prior to the meeting. Chairperson Bond closed the public hearing.

V. ACTIVE AGENDA – Action Item

A. Approval of Minutes, July 20, 2023

Board members Alford and Switzer moved and seconded, respectively, to approve the July 20, 2023 minutes with approved changes. The motion carried 5-0-1 with Board member Gish abstaining.

B. **Approval of Invoices**

1. **Douglass Law, PLLC, June 2023, Invoice 373, $135.00 – Action Item.** Vice Chairperson Anderson and Board member Alford moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.
2. **City of Lewiston, East Orchards Sewer Phase 3, $53,588.50 - Action Item.** Vice Chairperson Anderson and Board member Switzer moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.
3. **City of Lewiston, $14,750 Administrative Fees – Action Item** Board member Alford and Vice Chairperson Anderson moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.
4. **Tribune Invoices 174904 for $220.00 and 174907 for $192.00 – Action Item** Vice Chairperson Anderson and Board member Switzer moved and seconded, respectively, to approve. Motion passed 4-0-2 with Board member's Gish and Alford abstaining.
5. **Douglass Law, PLLC July 2023 Invoice 492, $195.00 – Action Item** Board members Alford and Switzer moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.

C. **Review of Financial Summary, July 2023 – Information Item**
Director Grow reviewed the tax payments received and the bond summary of the outstanding balance of the existing bond.

D. **Approve Amended FY2023 Budget – Action Item**
Director Grow reviewed the approved Fiscal Year 2023 budget and the proposed amendments based on the actual increment numbers received from Nez Perce County and the projected project costs and the additional bond payment. Board member Beck and Vice Chairperson Anderson moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.

E. **Approve FY2024 Budget – Action Item**
Director Grow reviewed the proposed Fiscal Year 2024 budget with projections for increment receipts based on the information form Nez Perce County and some estimated project costs. Board members Alford and Switzer moved and seconded, respectively, to approve. Motion passed 5-0-1 with Board member Gish abstaining.

F. **City of Lewiston east orchards sewer phase 3, additional costs - Action item.**
Director Grow introduced Joe Kaufman from the Public Works Department. Mr. Kaufman explained that part of the design work for segments 1, 17, 18, 19 and 7 required rock boring. Rock boring is mapping of the soils to determine how deep a sewer line could reasonably be put before having to do major rock excavation. This materials testing is needed as part of the design process. When the URA approved costs associated with the design, rock boring was not considered as part of that approval. Director Grow reminded the board that the URA did still owe the City approximately $552,000 and the expense of the rock boring could be applied to that amount owed. Approving this item would allow the City to bring an invoice back to the URA for approval at a future meeting. Board members Switzer and Alford moved and seconded, respectively, to bring an invoice back to the URA for reimbursement of the rock boring expenses. Motion passed 5-0-1 with Board member Gish abstaining.

G. Review Mountain Water Works Design Documents; Possible direction on future projects – Action Item.

Director Grow reviewed the design work for segments 1, 17, 18,19 and a preliminary design for segment 7 that have been completed by Mountain Water Works. Joe Kaufman from Public Works and Ryan Rehder from Mountain Water Works presented the findings from the construction design.

Mr. Kaufman said that costs are higher than estimated back in December. Rock excavation, especially in segment 18, is more shallow than anticipated. It does look like segment 20 would be able to service all the way to Ripon. The 17, 18, 19 segments would potentially service future subdivisions that wouldn't otherwise be able to go in without sewer. Chairperson Bond asked about the 20% contingency Mr. Kaufman said that about 10% of that is typically construction project management and 10% of it is change orders on the project.

Director Grow went through the projections of the increment that would be collected in the revenue allocation area for East Orchards Sewer. These projections show how much money will be available for future projects in this area, as well as how much money would be available by year. Director Grow then reviewed the construction costs Mountain Water Works had provided as part of the design work they had completed. Mr. Kaufman let the board know that it would cost approximately $16,000 to finish the design of segment #7. Segment #7 is still in the area of gravity feed. Director Grow ask Mr. Kaufman to provide some background on why a preliminary design for segment #7 was done instead of a full design. Mr. Kaufman said that there are a couple of items that the city was already aware of that could be complications, such as an old single lane bridge with culverts that had been buried when the two lane road was put in and that would possibly have to be replaced with new culverts. Additionally, LOID (Lewiston Orchards Irrigation District) has a pretty fragile asbestos cement water line, which could also be a challenge. Essentially, the preliminary design was exploring whether or not the project was feasible, and it has shown that although there might be additional costs, it is a feasible project.

Director Grow reminded the board that a decision did not have to be made today and the board can ask questions and discuss the options. The board discussed the number of existing homes that could convert to sewer and the number of potential infill dwellings that could be built if sewer was available. Chairperson Bond asked about what phase each of the segments were at. Mr. Kaufman said that segments 1, 17, 18, and 19 were all basically ready to go out to bid for construction. Director Grow reminded the board that there is not enough money to date to complete all four (4) of the segments. The board will need to pick which direction they would like to go.

Chairperson Bond asked about segment 1 and segment 17 being around the same price and asked if Mr. Kaufman had an opinion on which is more beneficial. Mr. Kaufman said 17 is more beneficial because it is a pre-requisite for segments 18 and 19. Segment 1 would extend to the edge of COSD (Central Orchards Sewer District) and is not likely to be extended further.

The board decided to table making a decision on moving forward with projects until the September meeting. The board asked Mr. Kaufman to bring an updated map with completed segments and the revenue allocation area boundary shown. Mr. Kaufman would also like to have the board discuss how to facilitate private property owners converting to sewer while the trunk line is being installed and also the possibility of Tammany School possibly being interested in converting from septic to public sewer.

Board member Gish left the meeting at 1:14 pm.

VI. UNFINISHED AND NEW BUISNESS

A. Board Member Comments -

Board member Switzer asked about how to encourage a little bit of discussion about how to publicize what the URA influence has done. Vice Chairperson Anderson asked about applications for development that could show the amount of development that has occurred in the different revenue allocation areas.

Chairperson Bond thanked Joe Kaufman for coming to the meeting and presenting.

B. Staff Comments

Director Grow showed the board the information binders that had been assembled for new members Switzer, Gish and Kleeburg. Director Grow asked if other board members would like to have a binder made for them or a digital copy could also be made available on the URA Google Drive. Director Grow stated that Dustin Johnson, Lewiston Public Works Director and Barney Metz, General Manager for LOID, will be presenting an update of the Bryden Avenue project to the URA on September 12th.

VII. ADJOURN (ACTION ITEM)

There being no further business, Board members Alford and Switzer moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 1:23 p.m.

RESPECTFULLY SUBMITTED,

Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

Sheila Bond

URBAN RENEWAL AGENCY CHAIR

Approved this 12 day of September, 2023.