September 12, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, September 12, 2023, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. <u>CALL TO ORDER</u>

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Joe Anderson, Vice Chairperson; Don Beck; Joe Gish; Jim Kleeburg;

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

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Dustin Johnson, Public Works Director, Aimee Gordon, Finance Director/City Treasurer;

OTHERS PRESENT: Barney Metz, General Manager Lewiston Orchards Irrigation District

II. <u>CITIZEN COMMENTS</u>

None.

III. <u>CORRECTIONS OR ADDITIONS TO AGENDA</u>

None.

IV. <u>ACTIVE AGENDA (ACTIVE ITEM)</u>

A. Approval of Minutes, August 8, 2023 – Action Item

Vice Chair Anderson and Board member Gish moved and seconded, respectively to approve the August 8, 2023 meeting minutes. Motion passed 5-0.

B. Approval of Invoices

1. City of Lewiston, Reimbursement for EOS III Costs, $17,755.00

Board member Beck asked why the Bryden expense was not included. Director Grow stated that the City of Lewiston is not asking the URA to reimburse for that cost. Board member Beck stated that a copy of the check was included with the invoice. Director Grow stated that the City of Lewiston had already paid the bill in full. The invoice is just for the East Orchards Sewer reimbursement.

2. ICRMP, 2023/2024 Policy Premium, Inv. 18038-2024-1, $1,086.00

Vice Chair Anderson asked for clarification about the ICRMP invoice and Director Grow stated that was the URA's insurance carrier.

Board member Beck and Vice Chair Anderson moved and seconded, respectively to approve invoices for City of Lewiston and ICRMP. Motion passed 5-0.

C. Review of Financial Summary, August 2023 – Information Item

Director Grow provided that the summary was as of August 31, 2023 and that one more summary would be provided for this fiscal year. The September summary will include the extra bond payment that the board chose to make.

D. Review of draft Engagement Letter with O'Sullivan Legal PLLC – Action Item

Director Grow reviewed the proposal from Thad O'Sullivan to provide legal services for the URA. The proposed rate is about twice that of the previous legal counsel. Mr. O'Sullivan does have experience with jurisdictions (currently counsel for City of Pullman) and airport authorities (Lewiston-Nez Perce County Airport). Director Grow reminded the board that they did not have to make a decision today, but this was an opportunity to ask questions and consider the proposal.

Board member Gish stated that he had had dealings with Mr. O'Sullivan both previous to being on the Airport Board and as a member of the Airport Board and finds Mr. O'Sullivan to be a straight shooter who gives sound legal advice and that he (Mr. Gish) would be very comfortable with having Mr. O'Sullivan serve as the URA legal counsel.

Chair Bond stated that she has also worked with Mr. O'Sullivan and has enjoyed working with him and finds him to be very knowledgeable.

Vice Chair Anderson asked if Mr. O'Sullivan worked for a URA in Pullman. Director Grow stated that Mr. O'Sullivan worked for the City of Pullman and that Pullman does not have an Urban Renewal Agency.

Board member Gish asked about the travel fee for Mr. O'Sullivan to attend meetings. Director Grow stated that the engagement letter states the travel fee is half of the normal hourly rate.

Vice Chair Anderson moved to direct staff to engage with Mr. O'Sullivan and clarify meeting attendance and agenda review expectations, Board member Beck provided the second. Motion passed 3-0-2 with Chair Bond and Board member Gish abstaining because of their working relationship with Mr. O'Sullivan on the Airport Board.

E. Bryden Avenue Project Presentation (Dustin Johnson, Public Works Director, City of Lewiston; Barney Metz, General Manager, LOID) – Information Item

Public Works Director, Dustin Johnson was introduced. Director Johnson reviewed the Phase I of the Bryden Avenue project. Surface Transportation Funds, provided through the Metropolitan Planning Organization (MPO) with the local match provided by the URA have been paying for the design work for the Bryden Avenue project. Design is almost complete for the 4th Street to 7th Street section. The updated estimates for construction are in the area of $8.5 million, $330,000 for inspection and $84,000 for Idaho Transportation Department administration. This does not include the amount of right of way that will need to be purchased, which is currently estimated at $3.8 million.

Director Grow reviewed that the revenue allocation area (RAA) for Bryden is from 4th Street to Thain, and that projects identified do include the street widening. The URA has an agreement with the Lewiston Orchards Irrigation District to split the cost of replacing water lines 50/50.

Director Grow also reviewed the amount of increment that the RAA is generating, and the amount of federal funding that is available and how long it would take for funds to accumulate.

Barney Metz, General Manager of Lewiston Orchards Irrigation District (LOID) was introduced. Mr. Metz stated that unfortunately there is not a way for LOID to do the amount of work on the water lines that is required while the City has the road opened up without satisfactory legal protections for the City. Mr. Metz reviewed that the reason for wanting to upgrade the water lines is to provide better water volume for fire protection and hydrant coverage. Mr. Metz stated that LOID does have other projects that are currently ahead of Bryden in LOID's project plan but that they can be flexible according to the City's schedule.

Director Grow asked if LOID ever contracted it's work out. Mr. Metz stated that his staff was small but mighty and was very efficient at installing water lines because they are well acquainted with the water system.

Vice Chair Anderson asked if fire flow water was potable or irrigation water. Mr. Metz stated that it can be either but the preferred method is to use irrigation water lines.

Board member Gish asked about the East Orchards Sewer project and how the URA installing new sewer lines impacted LOID's ability to serve water. Mr. Metz stated that LOID communicates frequently with the other entities, including the City to make sure that new development can be properly served by LOID.

Director Johnson let the board know that the city is in a holding pattern right now as they figure out funding and the construction timeline.

Board member Gish asked how big Bryden would be. Director Johnson said that it would be 5 lanes, 2 travel lanes in each direction and 1 turning lane.

F. EOS III: Review Mountain Water Works Design Documents; Possible direction on future projects – Action Item

Assistant Director Hollingshead presented a powerpoint to the board reviewing the four (4) goals set forth in the East Orchards Sewer Revenue Allocation Area and the amount of sewer trunk line and sewer taps that were completed in Phase I and Phase 2. She also reviewed private investment that has occurred since the installation of the sewer trunk line, including Skyview Estates, Lindsey Creek Estates Planned Unit Development and the Heimgartner subdivision.

Assistant Director Hollingshead reviewed each of the remaining segments in the plan and the number of existing dwellings that could possibly be serviced by sewer. Hollingshead then broke down the remaining years of the revenue allocation area by dollars of increment that would be accrued and estimated design and construction costs for each segment. Segments going north to south have fewer existing homes, but are smaller segments. West to east segments are approximately twice as long as the north to south segments and will most likely cost twice as much to build, there are more existing houses on the west to east segments. Keeping the estimated increment at $620,000 each year for the duration of the term of the RAA will not allow for all the segments to be built, the cost estimate is about 3 times the current projected revenue.

Hollingshead then showed maps demonstrating what a north to south segment design and construction plan would look like versus a west to east segment design and construction plan.

Vice Chair Anderson asked about a manufactured home park on the 2000 block of Powers. Assistant Director Hollingshead said that that park and the adjacent trailer park along 21st and Birch were on a separate Central Orchards Sewer District sewer system.

Board member Gish asked doing outreach to the various neighborhoods to see which property owners would be willing to connect to sewer and use that information to drive the direction that the board chooses to go. Hollingshead said the only problem with that idea is that a neighborhood could get all the property owners willing to connect, but if there isn't adjacent line already (speaking specifically about the most easterly segments) then additional segments have to be built before you can even get to some areas. Board member Gish also asked about as builts for the existing septic systems. Hollingshead stated that the Health Department is in charge of the septic systems, so as builts may or may not be available.

Assistant Director Hollingshead reviewed the options for the board moving forward. The board could choose to do nothing, pay off the bond, close the revenue allocation area. Hollingshead reviewed the option of doing a rock boring study as suggested by Joe Kaufman at the August meeting to help to map the rock for the entire area, which could provide helpful information about which segments are going to be easier and more feasible to construct. Director Grow mentioned that if the board wanted to move forward with finishing the design of segment 7, the city would be able to adjust the current contract with Mountain Water Works, which would be a cost savings, rather than not finishing the design now and doing it with another project phase. Vice Chair Anderson asked if there had been applications for development along segment 7. Director Grow stated that she had gotten one call from a property owner when the rock boring along segment 7 was being done. Assistant Director Hollingshead stated that the importance of segment 7 was less about the amount of development that might happen to the north, but more so that it provides the connection needed to construct a number of the more easterly segments.

Another option would be to continue to design each segment and do the rock boring with each individual design as the board has done on Phase I and Phase II.

Vice Chair Anderson asked about the importance of segments 17, 18, and 19 since there are so few houses. Hollingshead stated that there are 25 existing homes along those segments, but that those lines are needed in order to complete the west to east segments. The sewer flows west to east.

Board member Beck stated that he thought doing the rock boring study makes sense. It will provide information to help us move forward, right now we are guessing. Completing the rock boring study would let us know what we are looking at.

Board member Kleeburg left the meeting at 1:20.

Vice Chair Anderson moved to complete the rock boring study and complete the design of segment 7. Board member Beck provided the second. Motion passed 4-0.

V. UNFINISHED AND NEW BUISNESS

A. Board Member Comments -

Board member Gish said that he had presented with Director Grow at the City Council meeting on Monday. Board member Gish asked the board if the other members would be interested in having one board member do a deep dive on each of the RAA's and bring back information to each meetings. Board member Gish also complimented Director Grow for doing a really great job on the presentation to Council.

Board member Beck left the meeting at 1:25.

B. Staff Comments

Director Grow stated that she had presented to City Council the previous day and that it had went well. Director Grow reminded the board that she would be reviewing the Downtown RAA at the October meeting.

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Anderson and Gish moved and seconded, respectively, to adjourn. The motion carried 3-0 and the Urban Renewal Agency Board adjourned at approximately 1:26 p.m.

RESPECTFULLY SUBMITTED,

Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

Sheila Bond

URBAN RENEWAL AGENCY CHAIR

Approved this 10 day of October, 2023.