



City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Sullivan called the meeting to order at 7:05 a.m.

Attendance:

Commission Members	Staff Present	Others
Brandy Sullivan, Vice Chair	Bill Belknap, Executive Director	Victoria Seever
Art Bettge	Anne Peterson, Deputy City Clerk	Terri Garber, Daily News
Dave McGraw		
Ron Smith		
John Weber		

Absent: Steve Drown, Steve McGeehan

1. **Consent Agenda** - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.
 - A. Minutes from September 23, 2015
 - B. September 2015 payables
 - C. September 2015 Financials

ACTION: Approve the consent agenda or take such other action deemed appropriate.

McGraw moved and Bettge seconded approval of the consent agenda. Belknap noted for the record that September financials will be presented at the next meeting. Motion carried.

2. **Public Comment for items *not on agenda*:** Three minute limit – No comment offered.
3. **Announcements – None**
4. **Sixth and Jackson Brownfield Remediation Project Phase II Contract Award– Bill Belknap**
 On September 18th, Staff transmitted a Request for Proposals (RFP) for design and construction of the shallow groundwater treatment system, liquid amendment injection and closeout reporting for what has been termed Phase II of the Sixth and Jackson Brownfield Remediation Project. One response was received from Terragraphics and Strata who provided a joint proposal with an estimated total cost of \$45,835.00. This estimate is under the original estimate of approximately \$58,000.00. Staff believes that Terragraphics and Strata are well qualified and capable of provided the desired

services and recommends that the Board accept the proposal and award to contract to Terragraphics Environmental Engineering in the amount of \$45,835.00 and authorize an addition contingency in the amount of \$9,167 to be managed by Staff as deemed necessary through the design and construction process.

ACTION: Staff recommends the following actions:

1. Accept the design/construction professional services proposal from Terragraphics Environmental Engineering Inc. in the amount of \$45,835.00 and authorize an addition 20% contingency in the amount of \$9,167 to be managed by the Executive Director as deemed necessary through the design and construction process.

Bettge asked if the remaining \$3000 allocation would return to the budget and Belknap said yes. McGraw inquired about the total monies put in to this property so far; Belknap will bring those figures to the next meeting. Sullivan asked that the figures be separated by URA monies, grant funds, etc. Weber moved and Smith seconded a motion to accept the design/construction professional services proposal. Motion included authorization for the additional contingency to be managed by the Executive Director. Motion carried unanimously.

5. General District Updates – Bill Belknap

Legacy Crossing District

FY2015 budget anticipated \$100,000 in increment revenue; as of September 30 revenue was reported to be \$179,242.72. County offices have confirmed the figures appear accurate. The FY2016 projection is \$141,000. Belknap reviewed annual revenues since 2010 and explained the unexpected jumps in 2011 and 2012 were determined to be a software error that inaccurately calculated increment revenue. Without that error the trend likely would have shown a steady exponential increase. Highlights of District activity include:

- Potlatch Federal Credit Union: Project is adjacent to district-owned ROW on Highway 8. Staff have engaged bank in conversation regarding a partnership for increased landscaping on the corner to enhance corridor beauty. A design proposal will be brought forward to the Agency.
- Dumas Seed Property: An offer has been made on the property for a mixed-use project and low-income housing opportunity. Belknap suggested the Agency could partner with them on the substantial public improvement requirements. Property was incorporated within the City's Brownfield Coalition Grant. Remediation is expected to be less extensive than the Sixth & Jackson site.
- S&J holdings located between Almon and Ghormley ball field: New 36" sanitary sewer main will substantially affect the frontage of this property making it less viable for commercial use so developers have shifted to a residential plan. Belknap expects activity in the next 12-18 months.
- South Trunkline project from Ghormley south along Paradise Creek: Proposed street alignment along the former railroad line and creek open space is under design. Work on this project and the new sewer main will occur next summer, as well as possible enhancement projects with the UI while the area is already under construction.
- Sixth & Jackson: Excavation contract has been awarded and Land Application MOA permit approved. Remediation work is expected to dovetail with development of Sangria project, and is currently running about \$34,000 under budget. The Sangria project appears to be shifting to a slightly smaller footprint so once development plans are presented the Agency can determine which direction to proceed.

- Gritman Medical Project: Three-story medical office building includes plans for substantial street improvements. So far Gritman has not requested the Agency to partner on those improvements although Belknap suggested there may be an opportunity participate in illumination enhancements. This project is estimated to generate \$70,000 in increment revenue.
- Stubbs Seed Property: Frontage sold to Steve Vachon who has plans to make substantial improvements to the building with no specific use identified as of yet. Opportunity for Agency to participate on street improvements, especially sidewalks, and the overall appearance of the intersection. Southern portion sold to a California developer who is proposing four-story housing along Highway 95 and two-story townhouses along the creek. Opportunity may exist for the Agency to partner on sidewalk and landscaping to improve the appearance of the intersection.
- Anderson Group is talking about selling their property in smaller pieces. Belknap said he has not seen any use proposals.
- Conversation with Crites has focused on separating research operations from warehouse functions. Currently research property is needed for truck circulation from the scales. Crites would prefer a single transaction of all holdings so the key is identifying a future location.

Alturas District

- Council passed the termination Ordinance. It has been recorded with Latah County and transmitted to the State Tax Commission. Staff have discussed with the Alturas Association the implications of District termination, potential amendments to the RTO zoning district, status of existing covenants and separation of irrigation water between Alturas Park and subdivision common areas. There will be a second Association meeting on November 19th to continue the discussion.

The meeting concluded at 7:42 a.m.

Minutes Approved On

NOV 5 2015

 Clerk/Deputy Signature