



City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

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

Attendance:

Commission Members	Staff Present	Others
Steve McGeehan	Bill Belknap, Executive Director	Victoria Seever
Steve Drown	Gary J. Riedner, City Supervisor	Patrick Vaughan, Assessor
Brandy Sullivan	Don Palmer, Finance Director	
Art Bettge	Stephanie Kalasz, City Clerk	
Dave McGraw		
Ron Smith		

Absent: John Weber

Item 8 will be moved to after item 4.

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 August 26<sup>th</sup>, 2015
  - B. August 2015 payables
  - C. August 2015 Financials

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

Bettge moved and Sullivan seconded approval of the consent agenda. Motion carried.

2. **Public Comment for items *not on agenda*:** Three minute limit – No comment offered.
3. **Announcements** – Belknap welcomed Ron Smith to the Board. He also thanked Kalasz for her service to the URA. There was discussion about the URA meeting schedule. Belknap suggested that due to conflicts, the first and third Wednesdays don't work so he suggested the first and third Thursdays. The Board agreed. Belknap said that will start in October.

#### **4. Election of Board Chair – Bill Belknap**

With the resignation of Chair John McCabe it is necessary to elect a new Board chair for the remainder of the 2015 calendar year until annual elections occur at the first meeting in January 2016 in accordance with the Agency Bylaws.

**ACTION:** Elect a new Board Chair for the remainder of the 2015 calendar year.

Bettge nominated Ron Smith as Chair. Sullivan nominated Steve McGeehan since he has stepped in and done well. McGraw said it would be good to give Smith some time to learn about the organization. Sullivan moved and Drown seconded to elect Steve McGeehan as interim Chair. Motion carried with McGeehan abstaining from the vote. Smith moved and Drown seconded Sullivan as Vice Chair. Motion carried with Sullivan abstaining from the vote. McGraw nominated Bettge for Secretary and Smith seconded the motion. Motion carried with Bettge abstaining from the vote.

#### **5. MURA Financial Account Authorized Signature Update – Bill Belknap**

Several recent staff and Board officer changes require an update to the persons authorized to sign for financial transactions upon the MURA financial accounts. Bill Belknap has assumed the position of Executive Director, Jeff Spellman is replacing Joelle Dinubilo who left City employment, and Chair McCabe has resigned from the Board. Staff is requesting the Board to approve the authorization of Bill Belknap, Don Palmer, Jeff Spellman and the newly elected Chair as authorized signers on the MURA financial accounts.

**ACTION:** Authorized Executive Director Bill Belknap, Treasurer Don Palmer, Accounting Specialist Jeff Spellman and the newly elected Chair as authorized signers on the MURA financial accounts.

Belknap said due to staffing changes as well as changes to the Board authorization changes are necessary to continue financial transactions.

Smith moved and Bettge seconded to update the signers on the URA financial accounts. Motion carried.

#### **6. Sixth and Jackson EPA Brownfield Cleanup Grant Application Amendment – Bill Belknap**

In early 2013 the MURA applied for and received an EPA Brownfield cleanup grant in the amount of \$115,317.00 to assist in funding the environmental remediation of the 6<sup>th</sup> and Jackson property. At that time it was thought that the contaminant of concern on the property was herbicides in shallow soils in selected locations upon the property. The nature and cost of the remediation effort has since changed significantly, with the new constituent of concern being nutrients in the soils located at depths of up to 15 feet below ground surface as well as shallow groundwater nutrient contamination. The cost of remediation is now estimated at approximately \$187,000. EPA has indicated that an additional \$84,683 in funding is available to assist in the additional cleanup cost. In order to acquire the additional funding, the MURA is required to submit a request along with an updated work plan detailing the scope of the new remediation effort. No additional match is required as the Agency previously requested and received a local match waiver to reduce the local match requirement to \$28,923 which includes \$14,200 in cash match and the remainder in-kind. Staff has prepared a revised grant request and work plan for the Board's approval. Once approved it will be transmitted to EPA for the official grant award.

**ACTION:** Approve the proposed revised grant request and work plan and authorize the Executive Director's signature thereon; or take other action as deemed appropriate.

Belknap provided background information regarding the clean-up grant. He said there has been one change to the financial portion of the grant which was an adjustment to in-kind staff work. The cash match and in-kind have both gone down. McGraw moved and Bettge seconded to approve the proposed revised grant request and work plan and authorize the Executive Director's signature thereon.

**7. Sixth and Jackson Remediation Project Phase I Bid Award, Land Application Memorandum of Agreement, and Construction Management/Observation Services Agreement – Bill Belknap**

The public comment period for the Assessment of Brownfield Clean up Alternatives (ABCA) for the Sixth and Jackson site closed on Friday September 11<sup>th</sup>. No comments were received, so the Agency can now begin to move forward with the environmental remediation activities. There are four components to the first phase of the remediation effort including the construction bid award, land application site Memorandum of Agreement, construction management/observation services, and geotechnical observation and testing services.

**ACTION:** Staff recommends the following actions:

1. Approve and authorize the Chair's signature on the proposed Memorandum of Agreement between the Moscow Urban Renewal Agency and the Developers of the Palouse for the land application and treatment of the Sixth and Jackson site soils; and
2. Accept and award the bid from Germer Construction in the amount of \$73,763 for Phase I remediation activities; and
3. Accept the professional services proposal from Terragraphics Environmental Engineering Inc. in the amount of \$2,362.22; and
4. Accept the professional services proposal from Strata for earthwork observation and testing in the amount of \$1,925.00.

Belknap presented the issue as written above and explained what is involved with the project. He said the one bid received was within estimates. He explained where the removed soil would be taken. The estimated cost of Phase 1 is \$120,940.00 which is about \$10,000 under the initial anticipated cost. He went through the proposed four actions and discussed the timeline. Following some discussion, McGraw moved to approve all four items, seconded by Bettge. Motion carried unanimously. Belknap discussed the second phase of the project. Staff hopes to have the construction completed by November 20 and to be able to convey the property by January.

Smith left at 7:50 a.m.

**8. Redevelopment Association of Idaho (RAI) Report – Gary Riedner**

Riedner distributed a letter from Elam and Burke that was written to the legislative committee addressing urban renewal agencies. Riedner attended the RAI meeting last week and was voted President of the organization. He said the State Tax Commission made presentations regarding tax increment financing which opened people's eyes. They discussed the process for closing districts and agreed there has been a smooth transition for Garden City and Moscow's Alturas Technology Park, but Lewiston's district closure has not gone as well. Riedner discussed the length of time the County's complaint has been in effect and that it should hopefully be heard within the next year. He mentioned the legislative committee's discussion on urban renewal

and reviewed other items discussed by the Association. He said the Interim Committee is looking at urban renewal agencies with regard to public buildings built with URA funding being a source of contention. He said there have been discussions about what would be appropriate if it is connected to economic development. They have talked about whether URA boards should be elected rather than appointed. He said Moscow's Board is an example of good representation because there is a County Commissioner as well as two Councilmembers. He asked the Board to review the letter and let him know if they have any ideas. The annual conference has been shifted to February and they hope to include some educational sessions for Board members.

**9. General District Updates – Bill Belknap**

- Legacy Crossing District
- Alturas District

Within Legacy Crossing, Belknap said work is starting on a project on the Stubbs Seed property. They also met with a developer regarding the University's property. He discussed the timeline. Gritman Medical has turned in their plans and they will have a ground-breaking tomorrow and construction planned for this fall. The Sangria Group is continuing to work on their plans. Values in Legacy Crossing are looking a little higher than anticipated which is good. There is a brownfield assessment grant open house meeting this evening at the Chamber of Commerce pertaining to the six properties that were assessed.

Alturas Association meeting is today at noon and Belknap discussed some of the items that will be brought up. He explained what would be involved with changing the covenants.

The meeting concluded at 8:00 a.m.

**Minutes Approved On**

**OCT 15 2015**

*Ann Peterson*  
**Clerk/Deputy Signature**