



Agenda: Thursday, May 19, 2016, 7:00 a.m.

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

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 April 21, 2016
- B. April 2016 Payables
- C. April 2016 Financials

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

2. **Public Comment for items *not on agenda*:** Three minute limit

3. **Announcements**

4. **Palouse Commercial Alturas Marketing Report – Justin Rasmussen**

Justin Rasmussen of Palouse Commercial will provide a report on their current marketing program and efforts pertaining to the Agency's Alturas Technology Park lots.

ACTION: Accept report and provide direction as deemed appropriate.

5. **Report on 6th and Jackson Property – Bill Belknap**

Staff will provide an update on the status of the 6th and Jackson property remediation and redevelopment process.

ACTION: Accept report and provide direction as deemed appropriate.

6. **Request for Financial Assistance for Styner/White Avenue State Highway 8 Underpass Project – Bill Belknap**

The City of Moscow has been exploring the construction of a pedestrian/bicycle underpass under Highway 8 at the Styner/White/Highway intersection. The project proposes to use the existing Paradise Creek bridge structure to construct a bicycle and pedestrian path connecting the Paradise Path on the south side of State Highway 8 to the Latah County Fairgrounds to enhance access and improve safety to surrounding paths in the area. The City is pursuing grant funding for the project from the Transportation Alternatives Program (TAP) which is designed to provide funding for a variety of alternative transportation projects and to advance the Idaho Transportation Department's (ITD) strategic goals of mobility, safety and economic opportunity. Funding of up to \$500,000 is available for

infrastructure projects. The project is estimated at \$539,000. The grant-required cash match is 7.34% which would be \$39,590. It is anticipated that project design would occur in 2017 with construction to be completed in 2018 with match obligations occurring in FY2018. The underpass is located within the Legacy Crossing District boundary, and the City has requested the Agency's assistance in the project match in the amount of \$10,000. The Legacy Crossing Urban Renewal Plan includes several references to anticipated pedestrian pathway construction and improvements and increased pedestrian connectivity within the District and to areas outside the District, therefore the Agency's participation would appear to be appropriate and supported by the Plan.

ACTION: Consider the request for project financial assistance and provide direction as deemed appropriate.

7. Downtown Restroom Project Update Report – Bill Belknap

The City of Moscow has been working toward development of a downtown public restroom to support the variety of activities that occur in the area from parades to Farmers Market and other events. The bathroom is proposed to be located in the northeast corner of the South Jackson Street parking lot and would be wood frame construction with a weathered brick veneer. The City budgeted \$170,000 for the project based upon the architect's cost estimates. The City opened bids on the project on March 15th and the lowest bid received was \$191,600. The City Council rejected the bids due to the high bid amounts. Staff will provide an update on the status of the project for the Board's consideration.

ACTION: Receive report and provide direction as deemed appropriate.

8. Review of Draft Agency Website Update Request for Qualifications – Bill Belknap

As discussed at the Agency's February 18th meeting, Staff has prepared a draft Request for Qualifications (RFQ) for the redesign of the Agency's website. Staff is seeking Board approval to distribute the RFQ to begin the selection process.

ACTION: Approve the Website Development Services RFQ; or provide direction as deemed appropriate.

9. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- Strategic Plan

NOTICE: Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.



Minutes: Thursday, April 21, 2016, 7:00 a.m.

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

McGeehan called the meeting to order at 7:00 a.m.

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair	Art Bettge	Bill Belknap, MURA Executive Director
Steve Drown		Anne Peterson, MURA Clerk
Dave McGraw		
Ron Smith		
Brandy Sullivan		
John Weber		

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 April 7th, 2016*

B. *March 2016 Payables*

C. *March 2016 Financials*

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

Smith moved approval of the consent agenda, seconded by Sullivan. The motion passed unanimously.

2. **Public Comment for items *not on agenda***

No comments.

3. **Announcements**

McGeehan passed on greetings from former chair John McCabe.

4. **6th and Jackson Property Groundwater Remediation Design/Build Services Agreement Amendment – Bill Belknap**

In order to expedite the completion of the environmental remediation work on the Agency's 6th and Jackson property, the Agency's environmental consultant is proposing additional remediation actions. These actions include contaminant capture modeling to demonstrate the effectiveness of the pump and treat system, additional amendment injections to expedite the degradation of nitrate in the groundwater, and the amendment to the Idaho Department of Environmental Quality (DEQ) approved remediation work plan to incorporate these additional activities. DEQ has requested that TerraGraphics conduct additional monitoring beyond what was initially anticipated. The cost for the additional services is \$17,448 which would be funded from the EPA Brownfield Cleanup grant.

ACTION: Approve the proposed additional environmental remediation services; or provide staff other direction.

McGraw asked Belknap if he thought DEQ would come back wanting more. Belknap hoped this would take care of their requirements for the Covenant Not To Sue. While there is no potential for a shallow well to be drilled onsite, the Agency has an obligation to ensure contaminants don't move offsite and that is what the pump and treat system addresses. Sullivan asked if the clean-up grant funds of \$191,389 are specific to this property and Belknap said yes. Drown asked how long additional testing will take and Belknap said his hope was within 60 days, followed by ongoing monitoring for approximately five years. The clean-up grant will need to be closed out prior to property conveyance, so expenses for ongoing monitoring will need to be considered within the budget process. In response to questions from McGeehan, Belknap said he thinks the developer's timeline is running a little behind so the delayed finalization of clean-up should converge into the development schedule just fine. Drown moved approval of expenditure of additional funds for remediation services. The motion was seconded by Smith and passed unanimously.

5. Proposed Amendment to Owner Participation Agreement and Limited Promissory Note for 1014 S. Main Street – Bill Belknap

At the Agency's February 18, 2016 meeting, the Board approved an Owner Participation Agreement and Limited Promissory Note related to a project proposed for a 5.5 acre property currently addressed as 1014 S. Main Street and an adjacent 24,000 sf parcel property addressed as 1104 S. Main, which was most recently the location of Domino's Pizza. The proposed project would include the construction of 154 residential units and 3,000 sf of retail space. The Agency agreed to assist with environmental remediation and intersection improvement expenses to clean up the contamination and facilitate the redevelopment of the property. After approval of the Agreement the developer identified three minor provisions within in the Agreement that they wish to have amended that related to compliance with the proposed development plans, certification of costs for only those expense reimbursed by the Agency and modification to the anti-discrimination clause that was overly broad. The Agency's legal counsel has reviewed and approved the proposed minor amendments.

ACTION: Review and approve the proposed minor amendments to the Owner Participation Agreement for 1014 S. Main Street; or take such other action deemed appropriate.

Board members had no questions. McGraw moved approval of the revisions, seconded by Smith. Motion carried unanimously.

6. MURA Strategic Planning Process Review – Bill Belknap

Staff has been working toward the development of a strategic plan for the Agency that would guide and direct the activities of the Agency over the next five years. One of the steps in this process is to gain better understanding of the needs and desires of the Agency's partner agencies and their view of the role of the MURA in improving the physical and economic conditions of the community. Staff has prepared a draft questionnaire/survey that would be distributed to our partner agency members to begin to collect this input to help guide the preparation of the strategic plan.

ACTION: Review the draft partner agency questionnaire and provide staff direction as deemed appropriate.

Drown asked who partner agencies might be. Belknap said any organization delivering services in the local economy or operating with District boundaries, but certainly the City of Moscow, Latah County,

the University of Idaho, Gritman Medical Center, Moscow Chamber of Commerce, Idaho Transportation Department, and the new Partnership for Prosperity. McGeehan thought soliciting this type of feedback was important and asked about methods for ensuring a good return rate. Belknap said it won't be a broadly distributed survey but instead will target specific leadership members within partner organizations who have a vested interest in providing input. The goal is not for it to be a statistically valid survey but is intended to begin the dialogue with partner agencies to help shape the strategic plan and identify alignment of community goals. Drown thought there was an opportunity to also tie into partner agencies initiatives (e.g. UI recruitment strategies). Belknap suggested it could be a two-phase process with general questions first, followed up with focused questions to individual organizations addressing their specific goals. Sullivan asked if question #9 should be included because it was very specific and she didn't think responders would be able to make an informed answer. Belknap said he included it as a starting point to help develop Agency policy statements, but perhaps that question would be better discussed as a board. Members were asked to review the questions more thoroughly over the coming week and email comments to Belknap and the full Board.

7. FY2017 Agency Budget Discussion – Bill Belknap

Staff has begun formulation of the FY2017 budget for the Agency which is scheduled for consideration during a public hearing on August 4th, 2016. Staff will provide a brief overview of the FY2017 budget process and priorities and seek Board input to be utilized in the budget development process.

ACTION: Receive report and provide staff direction as deemed appropriate

Belknap said two significant considerations for formulation of the FY17 Budget include closure of the Alturas District which will constrain Agency revenues, and the anticipated expense of public improvements on the 6th & Jackson property. The strategic planning process will likely reshape the Agency budget beginning FY18. Belknap said a budget workshop will be scheduled sometime in June or July after staff have a budget framework. Drown asked if the Sharp property will require any Agency expenditure in FY17 and Belknap said Agency obligations under that OPA won't arise until the FY18 or FY19 when revenues are received from the project.

8. East Moscow Multimodal Infrastructure Partnership Request for Letter of Support – Bill Belknap

The City of Moscow is preparing a grant application for the eighth round Transportation Investment Generating Economic Recovery (TIGER) competitive program to fund surface transportation improvements primarily along the Mountain View Road corridor with additional segments on Sixth Street and Third Street. The project consists of the widening of Mountain View Road from a two lane rural road section to an urban standard Minor Arterial road section. The improvements will include the widening of the asphalt road section and installation of curbs and gutters, sidewalks, storm drainage, and water and sewer utilities. The project will complete the trail system where it borders the roadway. The widened road section will accommodate two dedicated bicycle lanes, two vehicular travel lanes, and left turn lanes at major intersections where appropriate and the installation of roundabouts at the Joseph Street and Sixth Street intersections. The City has requested that the Agency provide a letter of support for the project to accompany the grant request.

ACTION: Review Request and provide staff direction as deemed appropriate.

McGraw said although this is beyond the boundaries of URA properties, he thought it was important to Moscow overall and he was certainly in support. Weber asked about the roundabouts which he had

heard were falling out of favor, so he wondered if that would affect the grant process. McGraw and Sullivan both commented that Agency support of the overall concept doesn't mean the Agency agrees with each individual aspect of the proposed project. Those details will be left to the City Council to address. Belknap and McGeehan will work on the letter of support and email to Board Members for final approval.

9. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - No further updates.
- Alturas District
 - Palouse Commercial is scheduled to attend the next Agency meeting to report on Alturas marketing.

McGeehan declared the meeting adjourned at 7:54am.

Steve McGeehan, Agency Chair

Date



Balance Sheet
April 30, 2016

	Total Funds
ASSETS	
Cash	19,348
Investments-LGIP	538,584
Investments-Zions Debt Reserve	44,312
Taxes Receivable	(1,624)
Accounts Receivable	4,513
Land Held For Resale	531,256
Land	509,402
Infrastructure Assets	1,186,207
Accumulated Depreciation	(753,478)
Total Assets	<u>2,078,520</u>
LIABILITIES	
Accounts Payable	
Deposits Payable	5,000
Series 2010 Bond - due within one year	25,000
Latah County payback agreement - due within one year	2,000
Series 2010 Bond - due after one year	374,000
Latah County payback agreement - due after one year	108,537
Total Liabilities	<u>514,537</u>
FUND BALANCES	
Net Assets Invest. Cap Assets	587,443
Restricted Fund Balance	44,312
Unrestricted Fund Balance	1,729,670
Total Fund Balance	<u>2,361,425</u>
Retained Earnings:	<u>-797,441</u>
Total Fund Balance and Retained Earnings:	<u>1,563,983</u>
Total Liabilities, Fund Balance and Retained Earnings:	<u>\$2,078,520</u>

Checks for Approval

User: jspellman
 Printed: 5/5/2016 - 9:40 AM

APRIL 2016



Check	Check Date	Account Name	Vendor	Void	Amount
4386	04/08/2016	Printing and Binding	Allegra Print & Imaging		39.80
4387	04/08/2016	Administrative Services	City of Moscow		3,750.00
4387	04/08/2016	Heat, Lights & Utilities	City of Moscow		179.25
4388	04/08/2016	Marketing Expense-Alturas	News Review Publishing Co.		15.20
4389	04/08/2016	Misc. Expense-General	Office Max		29.40
4389	04/08/2016	Misc. Expense-General	Office Max		16.20
4390	04/08/2016	Misc. Expense-General	Rosauers		2.94
4391	04/26/2016	Professional Services-Legacy	Elam & Burke		405.30
4392	04/26/2016	Postage Expense	FedEx		24.00

Report Total: 4,462.09

Accounts payable expenditures as contained herein were made in compliance with the duly adopted budget for the current fiscal year and according to Idaho law.

Steve McGeehan, Chairperson

Bill Belknap, Executive Director

Gary J Riedner, Treasurer

Checks by Date - Detail By Check Date

User: jspellman
 Printed: 5/5/2016 9:07 AM



April 2016

				Check Amount
4386	UALLEGRA	Allegra Print & Imaging	4/8/2016	
	74252	Binding the Financial Statements for FY 2015		\$ 39.80
Total for Check Number 4386:				\$ 39.80
4387	UCITYMOS	City of Moscow	4/8/2016	
	April 2016	Administrative Services for April 2016		\$ 3,750.00
	March 2016	City Utility Billing for 03/01/2016 - 03/31/2016		\$ 179.25
Total for Check Number 4387:				\$ 3,929.25
4388	UMOSPULD	News Review Publishing Co.	4/8/2016	
	393194	URA Public Notice for 2015 Audit		\$ 15.20
Total for Check Number 4388:				\$ 15.20
4389	UOfficem	Office Max	4/8/2016	
	680502	Office Supplies		\$ 29.40
	680629	Office Supplies		\$ 16.20
Total for Check Number 4389:				\$ 45.60
4390	UROSAUER	Rosauers	4/8/2016	
	10-457849	Meeting Materials		\$ 2.94
Total for Check Number 4390:				\$ 2.94
Total for 4/8/2016:				\$ 4,032.79
4391	UELAMBUR	Elam & Burke	4/26/2016	
	162070	Legal fees for March 2016		\$ 405.30
Total for Check Number 4391:				\$ 405.30
4392	UFEDEX	FedEx	4/26/2016	
	Feb 25 2016	2-day delivery of Agreement to Fields		\$ 24.00
Total for Check Number 4392:				\$ 24.00
Total for 4/26/2016:				\$ 429.30
Total Bills for April 2016				4,462.09

General Ledger

Exp to Bud

User: jspellman
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 Period 07 - 07
 Fiscal Year 2016

April 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 45,000.00	\$ 3,750.00	\$ 26,250.00	\$ 18,750.00	\$ 18,750.00	58.33%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 1,750.00	\$ 4,250.00	\$ 4,250.00	29.17%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ -	\$ 19.95	\$ 980.05	\$ 980.05	2.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 300.00	\$ 700.00	\$ 700.00	30.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
E02	Contractual	\$ 59,650.00	\$ 3,750.00	\$ 29,826.95	\$ 29,823.05	\$ 29,823.05	50.00%
890-880-10-631-10	Postage Expense	\$ 100.00	\$ 24.00	\$ 24.00	\$ 76.00	\$ 76.00	24.00%
890-880-10-631-20	Printing and Binding	\$ 400.00	\$ 39.80	\$ 39.80	\$ 360.20	\$ 360.20	9.95%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ 839.22	\$ 160.78	\$ 160.78	83.92%
890-880-10-649-10	Professional Development	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-669-10	Misc. Expense-General	\$ 500.00	\$ 48.54	\$ 255.51	\$ 244.49	\$ 244.49	51.10%
E03	Commodities	\$ 3,000.00	\$ 112.34	\$ 1,158.53	\$ 1,841.47	\$ 1,841.47	38.62%
880	URA - General Agency	\$ 62,650.00	\$ 3,862.34	\$ 30,985.48	\$ 31,664.52	\$ 31,664.52	49.46%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ 10,000.00	\$ -	\$ (410.00)	\$ 10,410.00	\$ 10,410.00	-4.10%
890-890-10-642-12	Land Sale Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 4,000.00	\$ 15.20	\$ 107.92	\$ 3,892.08	\$ 3,892.08	2.70%
E02	Contractual	\$ 14,000.00	\$ 15.20	\$ (302.08)	\$ 14,302.08	\$ 14,302.08	-2.16%
890-890-10-647-10	Travel & Meetings-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%
890-890-10-669-10	Misc. Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%

General Ledger Exp to Bud

User: jspellman
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Period 07 - 07
Fiscal Year 2016

April 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73	Improvements-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-800-00	Termination Plan	\$ 767,044.00	\$ -	\$ 849,956.00	\$ (82,912.00)	\$ (82,912.00)	110.81%
E20	Other Financing Uses	\$ 767,044.00	\$ -	\$ 849,956.00	\$ (82,912.00)	\$ (82,912.00)	110.81%
890-890-10-699-74	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-99	Amortization Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E81	Depreciation & Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-900-01	Contingency - Alturas	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
E90	Contingency	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
890	Urban Renewal Agency	\$ 826,044.00	\$ 15.20	\$ 851,804.92	\$ (25,760.92)	\$ (25,760.92)	103.12%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 10,000.00	\$ 405.30	\$ 2,647.80	\$ 7,352.20	\$ 7,352.20	26.48%
890-895-10-642-12	Land Sale Expense-Legacy	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
E02	Contractual	\$ 22,000.00	\$ 405.30	\$ 2,647.80	\$ 19,352.20	\$ 19,352.20	12.04%
890-895-10-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-652-10	Heat, Lights & Utilities	\$ 2,000.00	\$ 179.25	\$ 1,075.50	\$ 924.50	\$ 924.50	53.78%
890-895-10-658-10	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	100.00%
890-895-10-676-17	Jackson St Owner Part. Agr.	\$ 9,000.00	\$ -	\$ 10,925.66	\$ (1,925.66)	\$ (1,925.66)	121.40%
890-895-10-676-20	Agreement Cost	\$ 600.00	\$ -	\$ 40.47	\$ 559.53	\$ 559.53	6.75%

General Ledger Exp to Bud

User: jspellman
Printed: 05/05/16 10:39:19
Period 07 - 07
Fiscal Year 2016

April 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
E03	Commodities	\$ 17,350.00	\$ 179.25	\$ 14,041.63	\$ 3,308.37	\$ 3,308.37	80.93%
890-895-10-770-35	1% Public Art	\$ 1,210.00	\$ -	\$ -	\$ 1,210.00	\$ 1,210.00	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ 193,675.00	\$ -	\$ 75,415.98	\$ 118,259.02	\$ 118,259.02	38.94%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 194,885.00	\$ -	\$ 75,415.98	\$ 119,469.02	\$ 119,469.02	38.70%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
895	URA - Legacy Crossing	\$ 249,235.00	\$ 584.55	\$ 92,105.41	\$ 157,129.59	\$ 157,129.59	36.96%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 399,000.00	\$ -	\$ 7,869.15	\$ 391,130.85	\$ 391,130.85	1.97%
890-899-12-791-01	Bond Interest - Legacy	\$ 18,435.00	\$ -	\$ -	\$ 18,435.00	\$ 18,435.00	0.00%
E05	Debt Service	\$ 417,435.00	\$ -	\$ 7,869.15	\$ 409,565.85	\$ 409,565.85	1.89%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 49,705.00	\$ -	\$ -	\$ 49,705.00	\$ 49,705.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 261,405.00	\$ -	\$ -	\$ 261,405.00	\$ 261,405.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 69,315.00	\$ -	\$ -	\$ 69,315.00	\$ 69,315.00	0.00%
E95	Ending Fund Balance	\$ 425,425.00	\$ -	\$ -	\$ 425,425.00	\$ 425,425.00	0.00%

General Ledger Exp to Bud

User: jspellman
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Period 07 - 07
Fiscal Year 2016

April 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
899	Dept	\$ 842,860.00	\$ -	\$ 7,869.15	\$ 834,990.85	\$ 834,990.85	0.93%
890	Moscow Urban Renewal Agency	\$ 1,980,789.00	\$ 4,462.09	\$ 982,764.96	\$ 998,024.04	\$ 998,024.04	49.61%

General Ledger Revenue Analysis

User: jspellman
Printed: 05/05/16 10:39:37
Period 07 - 07
Fiscal Year 2016

April 2016



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
890-000-00-410-00	Property Taxes - Alturas	\$ -	\$ -	\$ -	\$ -	0.00%
890-000-00-410-01	Property Taxes - Legacy	\$ 141,000.00	\$ 546.24	\$ 108,541.37	\$ 32,458.63	76.98%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ 108,235.00	\$ 74,210.57	\$ 74,210.57	\$ 34,024.43	68.56%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 463.86	\$ 2,571.09	\$ (1,571.09)	257.11%
890-000-00-478-11	Sale of Land - Legacy	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00	0.00%
890-000-00-910-00	Beg Fund Bal Unassigned	\$ 48,705.00	\$ -	\$ -	\$ 48,705.00	0.00%
890-000-00-911-00	Beg Fund Bal Assigned-Alturas	\$ 902,369.00	\$ -	\$ -	\$ 902,369.00	0.00%
890-000-00-912-00	Beg Fund Bal Assigned-Legacy	\$ 260,165.00	\$ -	\$ -	\$ 260,165.00	0.00%
890-000-00-912-01	Beg Fund Bal Res-Legacy	\$ 69,315.00	\$ -	\$ -	\$ 69,315.00	0.00%
890	Moscow Urban Renewal Agency	\$ 1,980,789.00	\$ 75,220.67	\$ 185,323.03	\$ 1,795,465.97	9.36%
Revenue Total		\$ 1,980,789.00	\$ 75,220.67	\$ 185,323.03	\$ 1,795,465.97	9.36%

Corporate Office:

121 S. Jackson St., Moscow, Idaho 83843
Ph: (208) 882-7858; Fax: (208) 883-3785

Other Office Locations:

Kellogg, Idaho

Boise, Idaho

Deer Lodge, Montana

Las Vegas, Nevada

Pasco, Washington

MEMORANDUM

To: Bruce Wicherski, IDEQ, Boise

From: Robin Nimmer, TerraGraphics, Moscow
Jon Munkers, TerraGraphics, Moscow

Date: April 28, 2016

Project Code: 15148-08

Subject: **Capture Zone Modeling at the 6th and Jackson Street Site in Moscow, Idaho**

The purpose of this memorandum is to provide a summary of the capture zone modeling conducted for the 6th and Jackson Street project in Moscow, Idaho (the Site). Appendix A provides the input information and Appendix B provides the model output figures.

1 Background

The Moscow Urban Renewal Agency (URA) performed remediation at 217 and 317 W. 6th Street (6th and Jackson Street) (hereinafter referred to as the “Site,” see Figure 1) under the Idaho Department of Environmental Quality (IDEQ) Voluntary Cleanup Program. Following the IDEQ-approved Analysis of Brownfields Cleanup Alternatives and Remediation Work Plan (ABCA/Work Plan: TerraGraphics 2015), the URA implemented the preferred remedial option to address contamination issues associated with the Site. One of the remedial actions included installing a pump and treat system as an engineering control to address potential off site groundwater containing nutrients. The URA completed the installation of the system in January 2016, which coincided with soil removals and groundwater injections at the Site. Figure 1 is a Site map that shows the extraction wells, injection wells, and monitoring wells.

Subsequent monitoring has shown groundwater concentrations in MW-6 (compliance well) below the maximum contaminant level (MCL) for nitrate for three consecutive months. However, concentrations of nitrates at MW-3 remain above the MCL. In an effort to seek a certificate of completion prior to meeting groundwater compliance in the compliance well (MW-6), IDEQ requested the URA perform groundwater capture modeling to ensure the system was adequately capturing groundwater at the Site. This memorandum provides a summary of groundwater capture analysis using the WhAEM model (described in Section 2).

2 Methods

Based upon the request of IDEQ, TerraGraphics Environmental Engineering, Inc. (TerraGraphics) used the US Environmental Protection Agency's (USEPA's) WhAEM2000 wellhead analytic element model to exhibit capture zones from pumping the three extraction wells at the Site. WhAEM is a groundwater flow model designed to facilitate capture zone delineation and protection area mapping in support of the State's Wellhead Protection Programs and Source Water Assessment Planning for public water supplies in the US.

Base maps used in WhAEM are from the graphical index maps provided by the USEPA for use in WhAEM. The base maps used in this project do not appear to be accurate. For example, roads are shown where there are no roads and roads are slightly off with respect to well locations. However, map features do not impact the modeling results because survey data are used for the well and test point locations (i.e., monitoring wells).

Figure 2 shows the model layout. The three extraction wells, EW-1, EW-2, and EW-3, were modeled as pumping continuously at the same rate. Monitoring wells MW-1, MW-3, and MW-6 were used as test points for an evaluation of the model calibration.

The modeler used the "uniform flow" field in WhAEM. This allows the site-specific hydraulic gradient to be input in the model without utilizing hydrological boundaries. Use of the uniform flow field is deemed sufficient for the purposes of this project. The hydraulic gradient is a site-specific parameter, whereas much less is known about the hydrological boundaries affecting flow at the Site.

Appendix A contains tables for each extraction well, with well and aquifer parameters. Certain parameters are Site specific when available and appropriate and others are gathered from the literature. Citations for each literature-used value are included in each table.

Table 1 lists the model run inputs based on the tables in Appendix A. Certain parameters (e.g., aquifer base elevation) were fixed, whereas other parameters, both site-specific and literature-based, were provided as a range (e.g., hydraulic conductivity). The base elevation used in the model was the lowest elevation of the three extraction wells. TerraGraphics tested the sensitivity of the model by modifying certain well or aquifer parameters. This information was used to illustrate the sensitivity of specific input parameters with the goal of identifying the drivers for determining capture zones within this system.

3 Results and Discussion

TerraGraphics modeled 12 scenarios (model runs A-L) to evaluate the pumping well capture zones. Within the 12 models they performed a sensitivity analysis to evaluate the model input parameter drivers. The following parameters were varied in the model: hydraulic conductivity, porosity, hydraulic gradient direction and value, aquifer thickness, and pumping rate. The most conservative (i.e., smallest) capture zones were generated using higher hydraulic conductivity, higher porosity, and higher aquifer thickness values. The input value most influencing the capture zone was the pumping rate. Although the ambient hydraulic gradient value and direction did have some influence on the capture zones, the range of gradient values from the December 2014 event did not significantly affect the capture zones. As would be expected, the capture zones are magnified with the use of longer travel times.

The capture zones of two model runs are highlighted for presentation for slightly different scenarios and/or inputs for a 30-day travel time duration. Figures 3 and 4 show the most conservative capture zones (i.e., smaller) using two different pumping rates, 2 gallons per minute (gpm) (model run G) and 0.5 gpm (model run L), respectively. These modeled pumping rates are within the specifications for the pumps within the system. The system is flexible to modify and replace pumps as necessary. Appendix B contains figures of all the model run outputs. Table 1 contains the model output test point head values. The output test point values are within a few feet of the measured values; this is expected because the uniform flow field was used. Modeled values are not closer to measured values because of the non-uniform actual gradient and modeled pumping influences on the gradient.

Using a 30-day travel time, the model shows the extraction wells sufficiently capture the onsite groundwater at a minimum average pumping rate of 0.5 gpm (Figure 4). Increasing the pumping rate to the current system rate of 2 gpm provides sufficient capture zones after a 1-day duration.

4 Conclusions

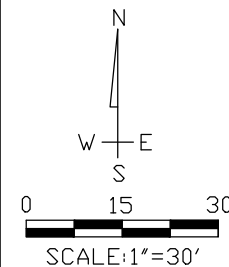
Based on the model results, pumping the extraction wells at a minimum rate of 0.5 gpm will provide sufficient capture of the onsite groundwater. The Site remediation system is constructed with flexibility to change pumps, increase pumping rates, and provide for pumping at various time intervals, as needed. The size of the onsite groundwater system is not large and the model predicts that the three extraction pumps adequately capture groundwater even using conservative input parameters.

5 References

- Freeze, R.A., and Cherry, J.A. 1979. Groundwater, Prentice Hall, Englewood Cliffs, NJ, 604 p.
- Lum, W.E., Smoot, J.L., and Ralston, D.L. 1990. Geohydrology and Numerical Analysis of Ground-Water Flow in the Pullman-Moscow Area. Washington and Idaho, US Geological Survey Water-Resources Investigation Report 89-4103, 73 p.
- TerraGraphics Environmental Engineering, Inc. (TerraGraphics). 2015. Final Analysis of Brownfields Cleanup Alternatives and Remediation Work Plan for 217 & 317 W. 6th Street Moscow, Idaho. Prepared for the City of Moscow and the Moscow Urban Renewal Agency. September 24, 2015.
- US Climate Data. Climate Moscow – Idaho, Version 2.2. Available at <http://www.usclimatedata.com/climate/moscow/idaho/united-states/usid0170>, accessed April 2016.
- WhAEM2000. Available at <https://www.epa.gov/exposure-assessment-models/whaem2000>, accessed April 2016.

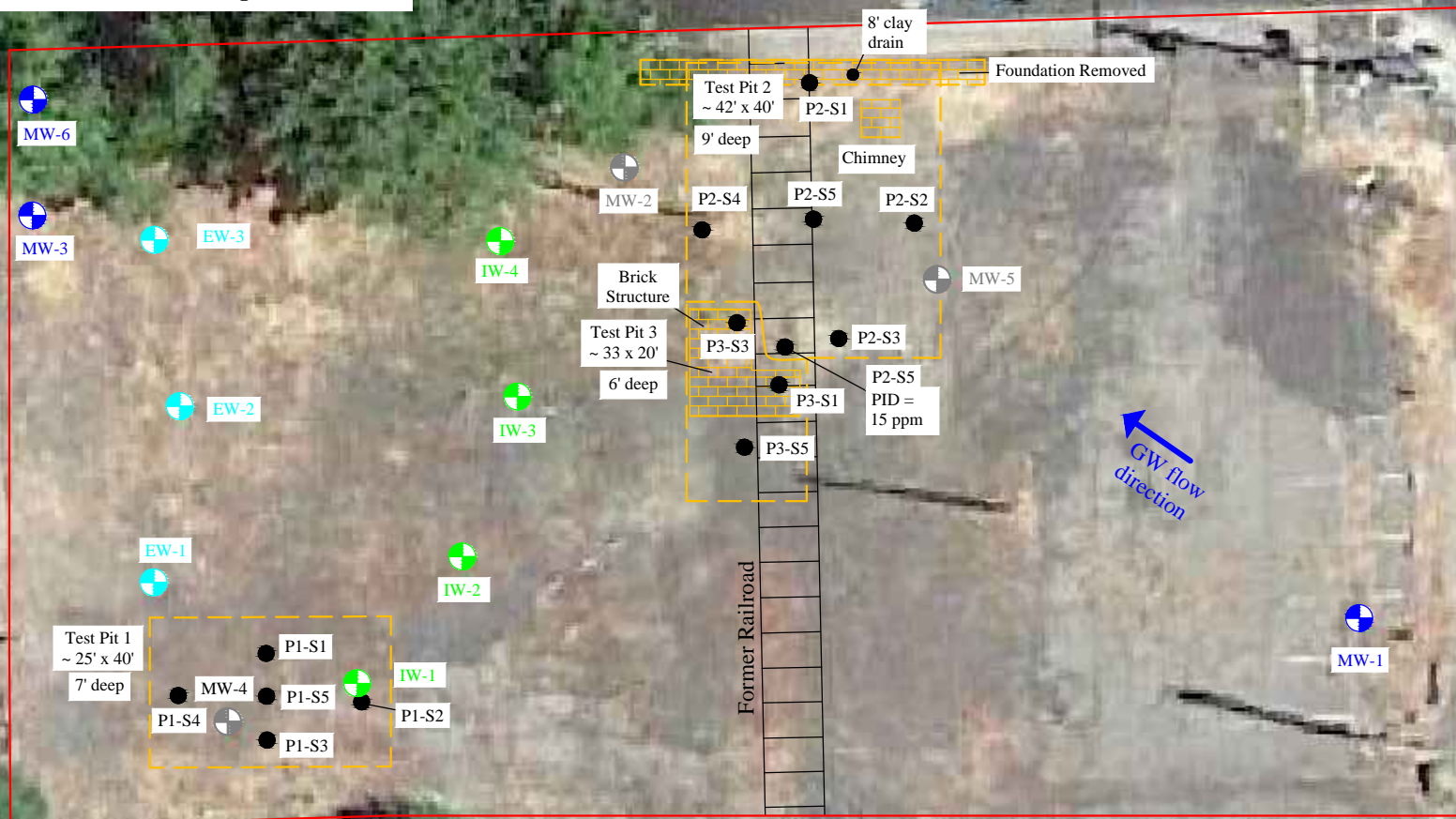
LEGEND:

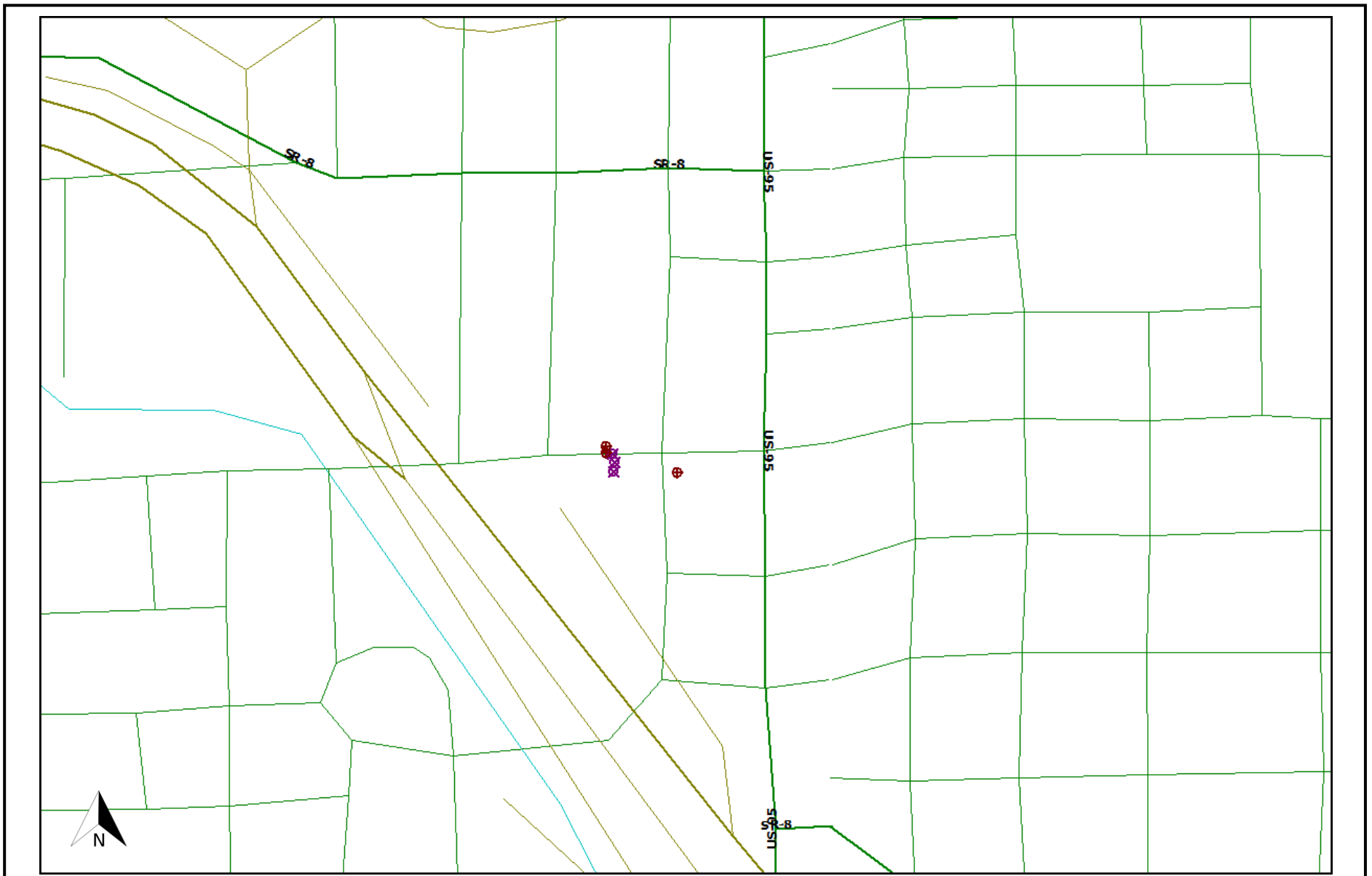
- Approximate Site Boundary
- MW-1 Existing Monitoring Well
- MW-4 Destroyed Monitoring Well
- IW-1 Injection Well
- EW-1 Extraction Well
- Excavation Area
- P2-S5 Excavation Pit Sample Location



W. 6th St.

S. Jackson St.

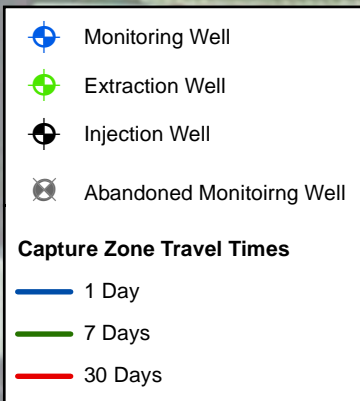




This map was produced using information obtained from several different sources that have not been independently verified. These sources have also not provided information on the precision and accuracy of the data. Information on this map is not a substitute for survey data.

6TH STREET

JACKSON STREET








Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

This map was produced using information obtained from several different sources that have not been independently verified. These sources have also not provided information on the precision and accuracy of the data. Information on this map is not a substitute for survey data.

6TH STREET

JACKSON STREET




-  Monitoring Well
-  Extraction Well
-  Injection Well
-  Abandoned Monitoring Well
-  30-Day Capture Zone

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



PRINT DATE
April 26, 2016
PROJECT NUMBER
14072-03

REQUESTOR
R. Nimmer
PROJECT MANAGER
J. Munkers
CARTOGRAPHER
B. Bailey

1:800
0 20 40 Feet




PROJECT NAME
City of Moscow
6th and Jackson

Figure 4
**Capture Zone for 30-day
Travel Times
(Pumping Rate 0.5 gpm)**

Table 1. Model Run Information

Model Run	Well Properties			Aquifer Properties									Test Points				Comment
	Q (ft ³ /d)	Radius	Starting	K (ft/d)	n	I Value	I Degree	I Date	T (d)	Base	b (ft)	Number of Iterations	Head date	MW-1 head	MW-3 head	MW-6 head	
			Elevation (ft)							Elevation ft)				(ft)	(ft)	(ft)	
A	385	0.167	2552	0.0283	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14				Error - wells pumped dry
B	385	0.167	2552	283	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-3.74	-3.74	
C	385	0.167	2552	28.3	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14				Error - wells pumped dry
D	385	0.167	2552	100	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-4.11	-4.01	
E	385	0.167	2552	75	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-4.31	-4.16	
F	192.5	0.167	2552	283	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-3.65	-3.64	
G	385	0.167	2552	283	0.5	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-3.74	-3.74	
H	578	0.167	2552	75	0.35	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-4.74	-4.49	
I	288.75	0.167	2552	283	0.5	0.002	135	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-3.70	-3.68	
J	385	0.167	2552	283	0.35	0.002	135	Dec-14	1	2551.02	5.5	10	Dec-14	-3.62	-3.75	-3.72	
K	385	0.167	2552	283	0.35	0.00033	180	Dec-14	1	2551.02	6	10	Dec-14	-3.62	-3.64	-3.60	
L	96.25	0.167	2552	283	0.5	0.002	135	Dec-14	30	2551.02	6	10	Dec-14	-3.62	-3.60	-3.60	

Notes:
Q (ft³/d) = pumping rate in cubic feet per day
K (ft/d) = hydraulic conductivity in feet per day
n = porosity
I = hydraulic gradient
T (d) = travel time in days
b (feet) = aquifer thickness in feet

Appendix A

Extraction Well and Aquifer Parameters

Model Settings for WhaEM

Well Name:		EW-1			
Model Design Parameters					Reference
Pumping Rate:	385	ft ³ /day	2	GPM	Specified; modified in different runs
Casing radius:	0.17	feet	2	inch	Well log
Ground Elevation:	2566.32	feet			Lid Elevation; Well Survey (+/- 0.1 ft)
Depth of Well:	15	feet			Well log
Base well elevation:	2551.32	feet			
Top of Aquifer:	2556.82	feet			Well log; top of aquifer is 0.5 feet above top of screen based on well log.
Base Aquifer elevation:	2551.32				Base of aquifer assumed to be bottom of screen depth
Thickness of Aquifer:	5.5	ft			Well log
Total screen length:	5	ft			Well log
Hydraulic Conductivity (high):	283	ft/day	0.1	cm/s	Freeze & Cherry (1979) for a silty sand: 10 ⁻⁵ to 10 ⁻¹ cm/sec
Hydraulic Conductivity (low):	0.0283	ft/day	0.00001	cm/s	
Recharge Rate:		ft/day		year	Lum et al. (1990); assume it is less than av. recharge to loess of 2.8 in/yr (range 1.5-4.5 in/yr). No recharge if using uniform flow.
Porosity (high):	0.50				Freeze & Cherry (1979) for silt is 0.35-0.5, sand 0.25-0.5
Porosity (low):	0.35				
Hydraulic Gradient:	0.002	ft/ft	135	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Hydraulic Gradient:	0.0003	degrees	180	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Parameter References					
Freeze, R.A., and Cherry, J.A., 1979. Groundwater, Prentice Hall, Englewood Cliffs, NJ, 604p.					
Lum, W.E., Smoot, J.L., and Ralston, D.L., 1990. Geohydrology and Numerical Analysis of Ground-Water Flow in the Pullman-Moscow Area. Washington and Idaho, U.S. Geological Survey Water-Resources Investigation Report 89-4103, 73 p.					

Model Settings for WhAEM

Well Name:		EW-2			
Model Design Parameters					Reference
Pumping Rate:	385	ft ³ /day	2	GPM	Specified
Casing radius:	0.17	feet	2	inch	Well log
Ground Elevation:	2566.88	feet			Lid Elevation; Well Survey (+/- 0.1 ft)
Depth of Well:	15	feet			Well log
Base well elevation:	2551.88	feet			
Top of Aquifer:	2557.88	feet			Well log; top of aquifer is 0.5 feet above top of screen based on well log.
Base Aquifer elevation:	2551.88				Base of aquifer assumed to be bottom of screen depth
Thickness of Aquifer:	6	ft			
Total screen length:	5	ft			Well log
Hydraulic Conductivity (high):	283	ft/day	0.1	cm/s	Freeze & Cherry (1979) for a silty sand: 10 ⁻⁵ to 10 ⁻¹ cm/sec
Hydraulic Conductivity (low):	0.0283	ft/day	0.00001	cm/s	
Recharge Rate:		ft/day		year	Lum et al. (1990); assume it is less than av. recharge to loess of 2.8 in/yr (range 1.5-4.5 in/yr). No recharge if using uniform flow.
Porosity (high):	0.50				Freeze & Cherry (1979) for silt is 0.35-0.5, sand 0.25-0.5
Porosity (low):	0.35				
Hydraulic Gradient:	0.002	ft/ft	135	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Hydraulic Gradient:	0.0003	degrees	180	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Parameter References					
Freeze, R.A., and Cherry, J.A., 1979. Groundwater, Prentice Hall, Englewood Cliffs, NJ, 604p.					
Lum, W.E., Smoot, J.L., and Ralston, D.L., 1990. Geohydrology and Numerical Analysis of Ground-Water Flow in the Pullman-Moscow Area. Washington and Idaho, U.S. Geological Survey Water-Resources Investigation Report 89-4103, 73 p.					

Model Settings for WhAEM

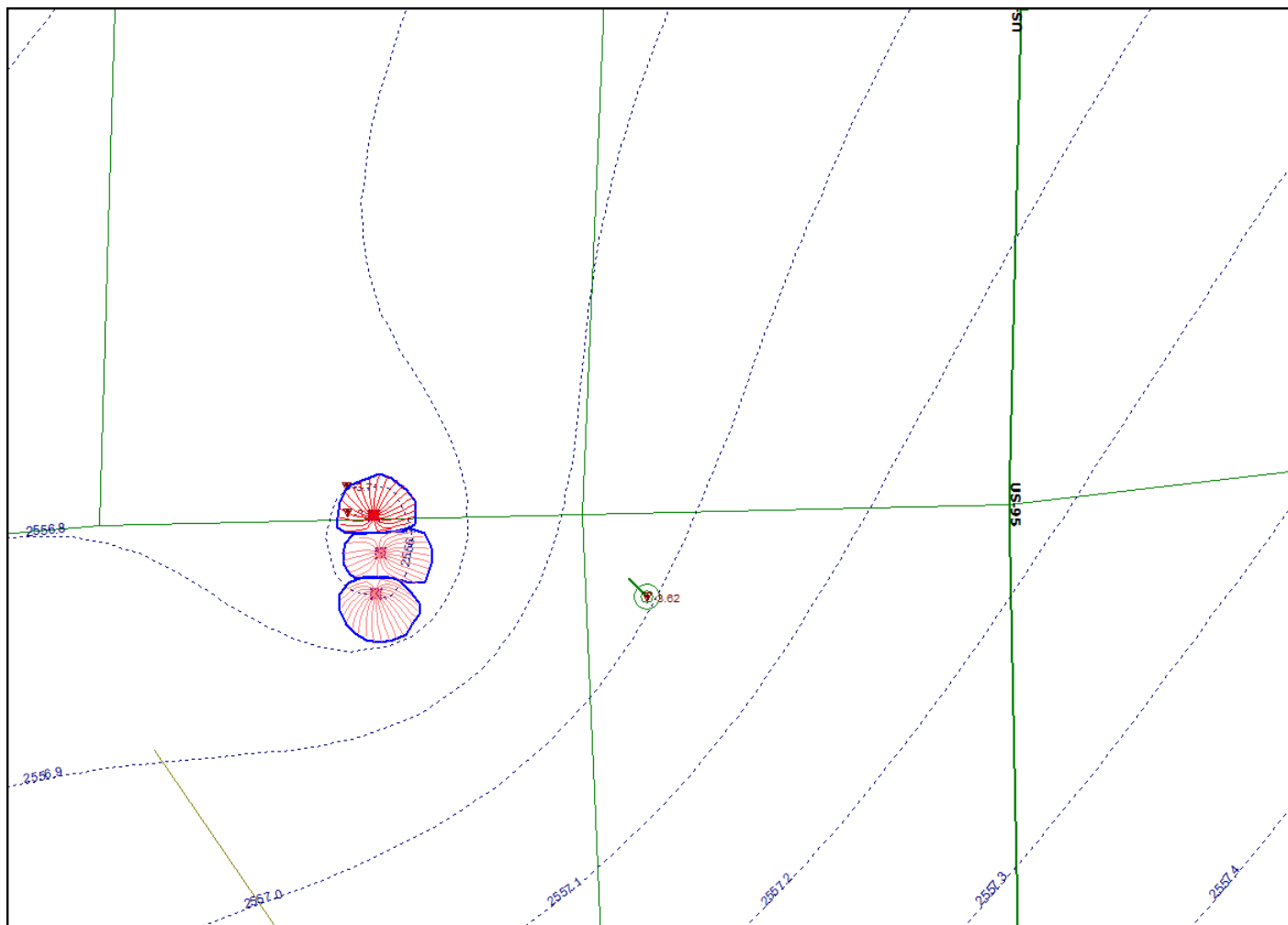
Well Name:		EW-3			
Model Design Parameters					Reference
Pumping Rate:	385	ft ³ /day	2	GPM	Specified
Casing radius:	0.17	feet	2	inch	Well log
Ground Elevation:	2566.02	feet			Lid Elevation; Well Survey (+/- 0.1 ft)
Depth of Well:	15	feet			Well log
Base well elevation:	2551.02	feet			USED AS BASE IN MODEL RUN
Top of Aquifer:	2557.02	feet			Well log; top of aquifer is 0.5 feet above top of screen based on well log.
Base Aquifer elevation:	2551.02				Base of aquifer assumed to be bottom of screen depth
Thickness of Aquifer:	6	ft			
Total screen length:	5	ft			Well log
Hydraulic Conductivity (high):	283	ft/day	0.1	cm/s	Freeze & Cherry (1979) for a silty sand: 10 ⁻⁵ to 10 ⁻¹ cm/sec
Hydraulic Conductivity (low):	0.0283	ft/day	0.00001	cm/s	
Recharge Rate:		ft/day		year	Lum et al. (1990); assume it is less than av. recharge to loess of 2.8 in/yr (range 1.5-4.5 in/yr). No recharge if using uniform flow.
Porosity (high):	0.50				Freeze & Cherry (1979) for silt is 0.35-0.5, sand 0.25-0.5
Porosity (low):	0.35				
Hydraulic Gradient:	0.002	ft/ft	135	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Hydraulic Gradient:	0.0003	degrees	180	degrees	counter clockwise from E=0 degrees direction toward the northwest, December 2014; used in uniform flow only
Parameter References					
Freeze, R.A., and Cherry, J.A., 1979. Groundwater, Prentice Hall, Englewood Cliffs, NJ, 604p.					
Lum, W.E., Smoot, J.L., and Ralston, D.L., 1990. Geohydrology and Numerical Analysis of Ground-Water Flow in the Pullman-Moscow Area. Washington and Idaho, U.S. Geological Survey Water-Resources Investigation Report 89-4103, 73 p.					

Appendix B

Model Output Figures

Run A

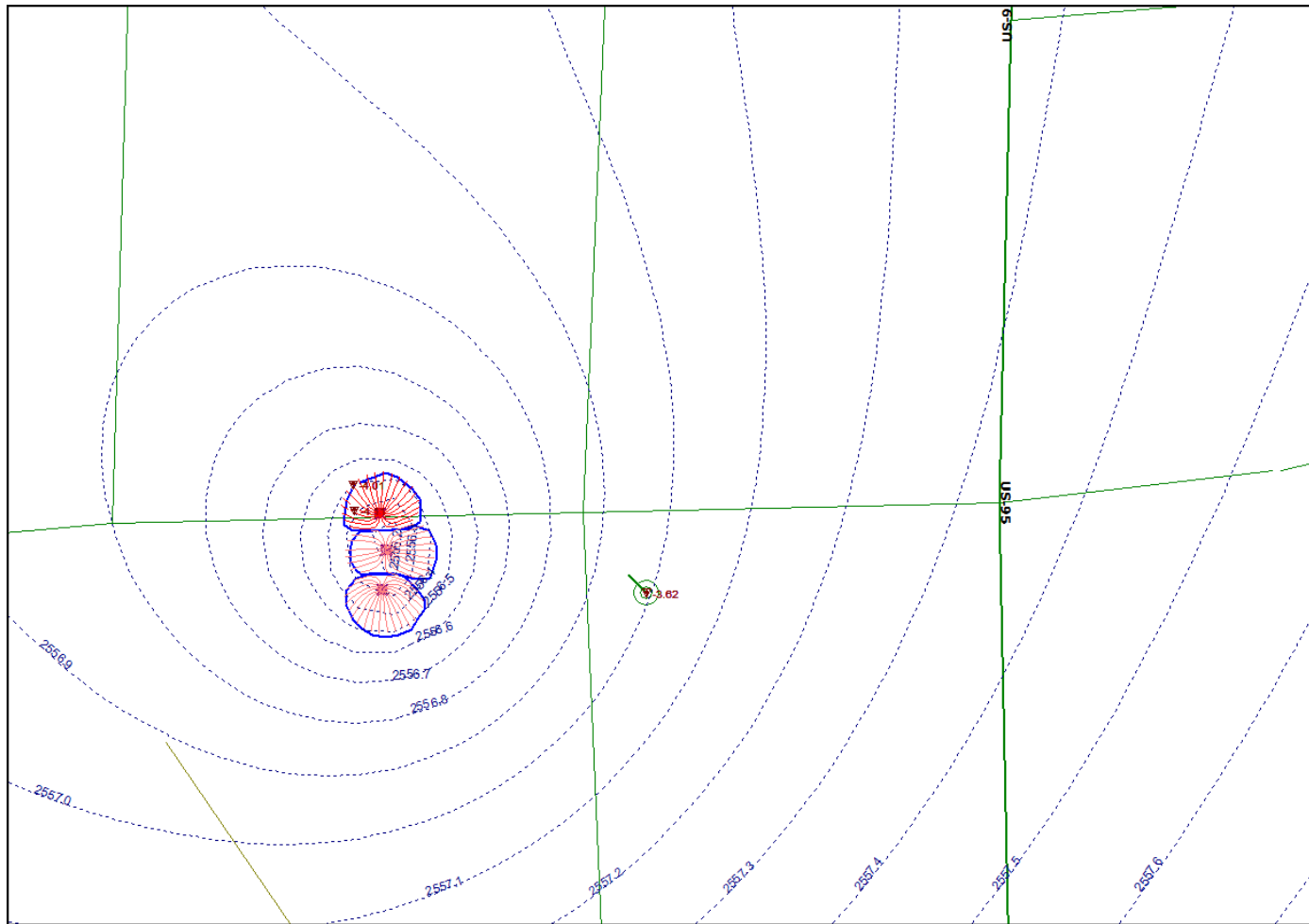
Model error – wells pumped dry



Run B

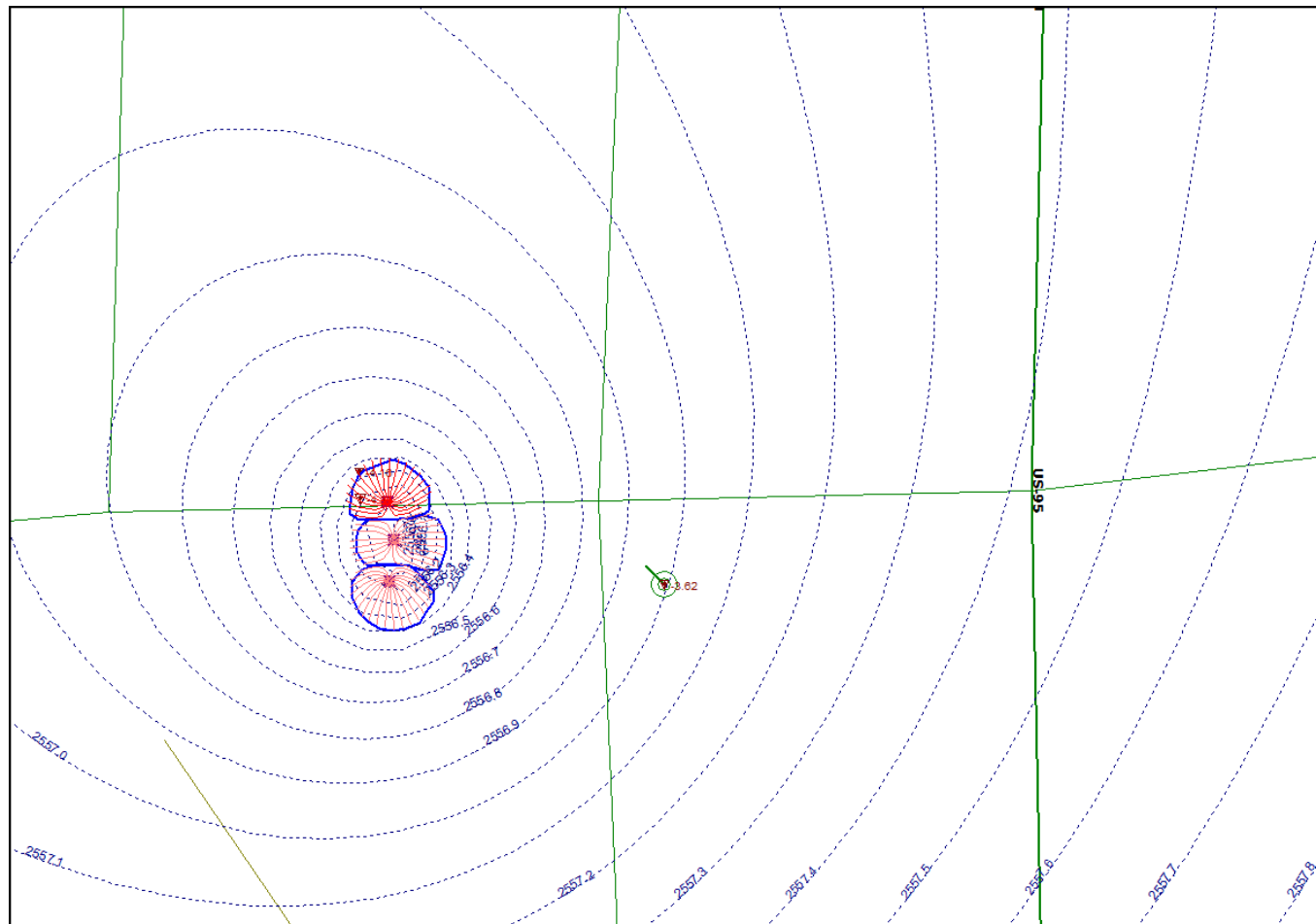
Run C

Model error – wells pumped dry



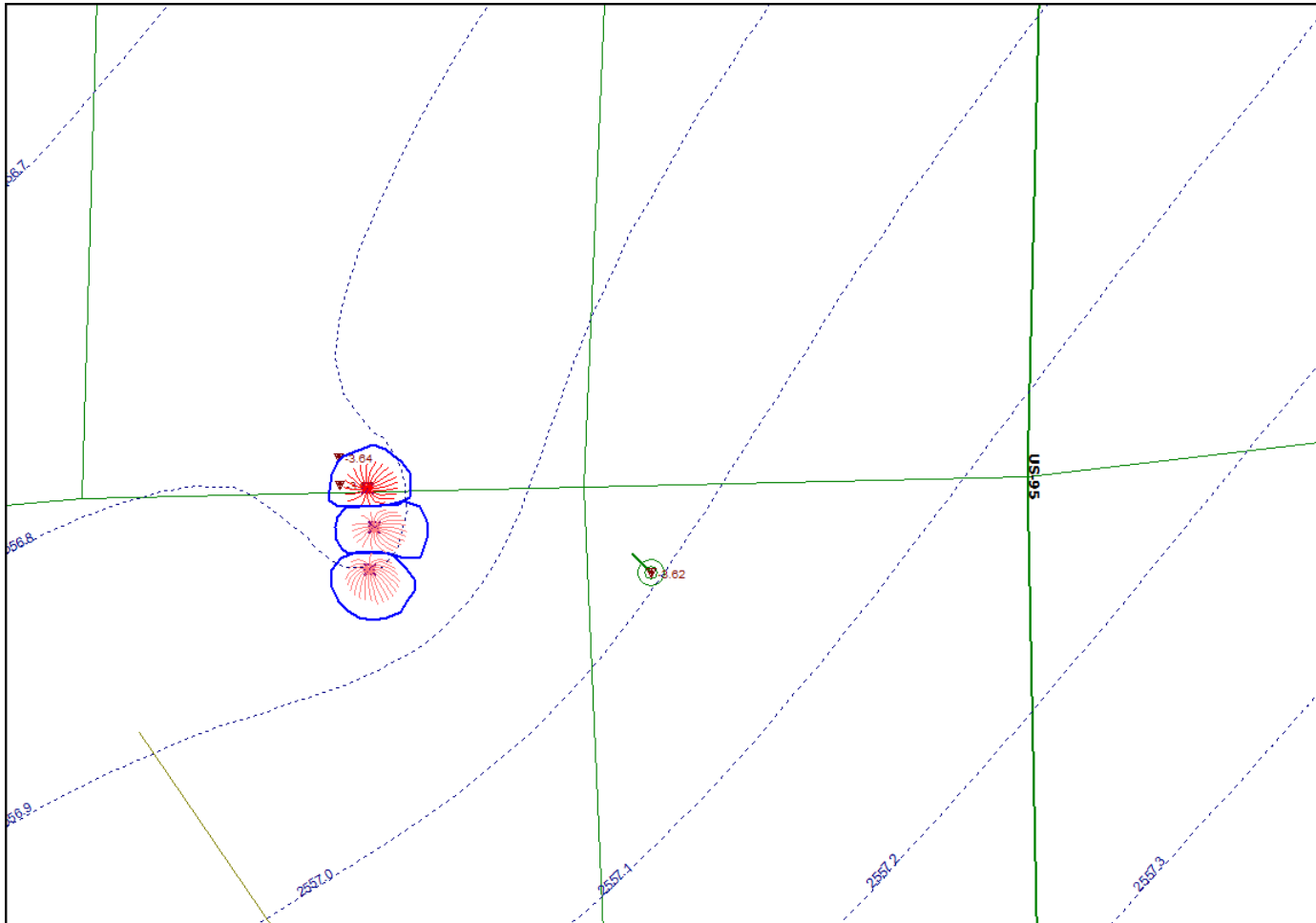
Run D

Capture zone is with Run B



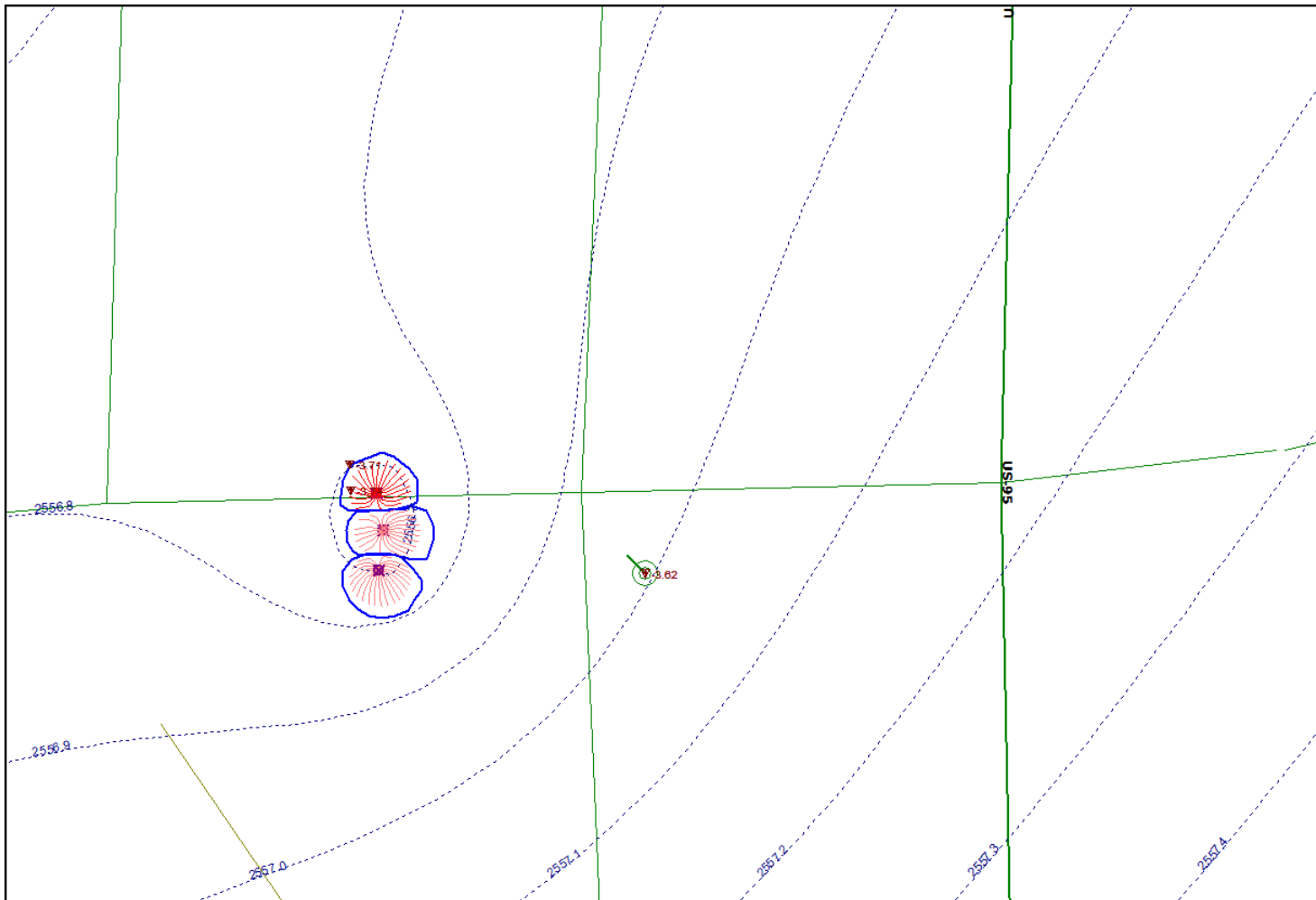
Run E

Capture zone is with Run B



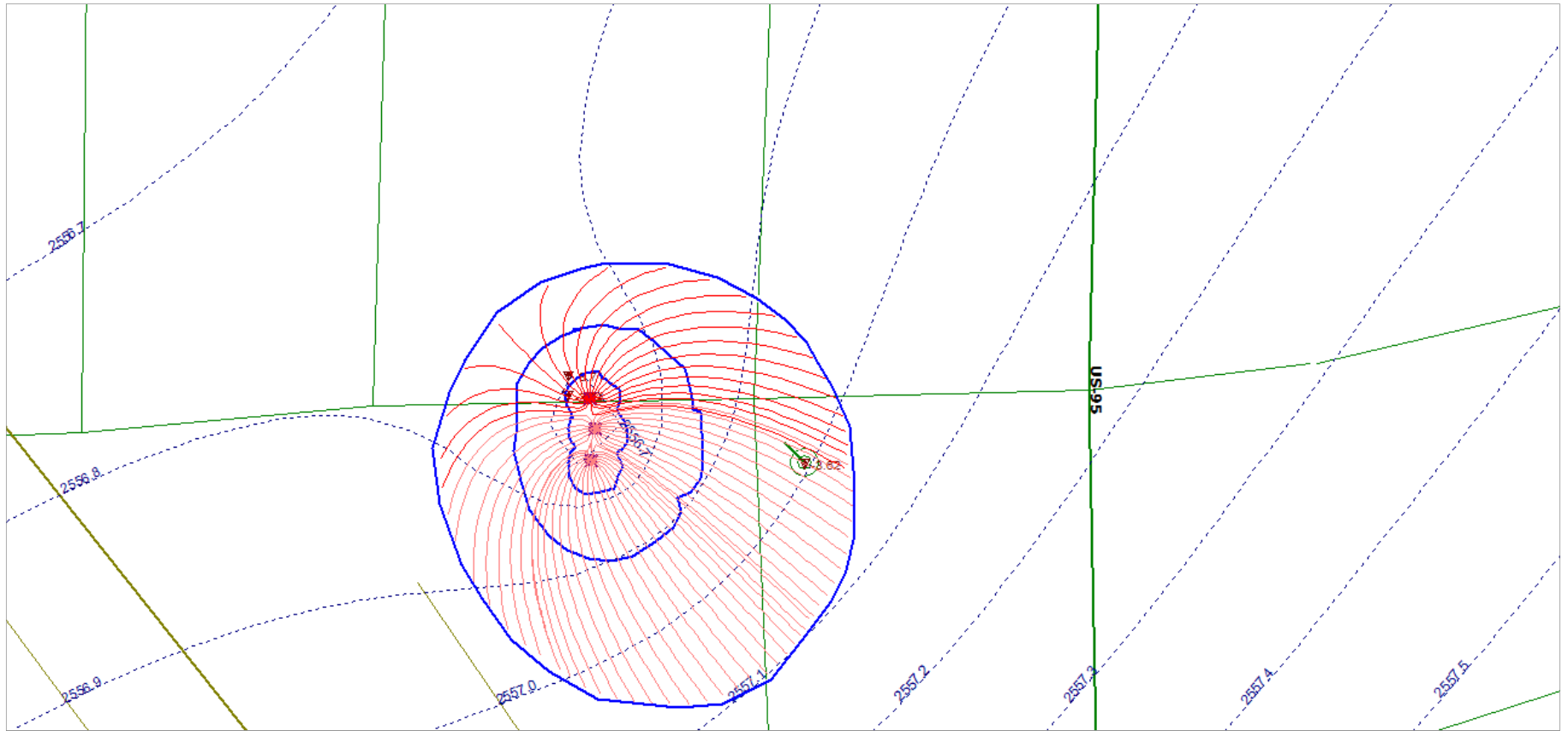
Run F

Capture zone is for Run B



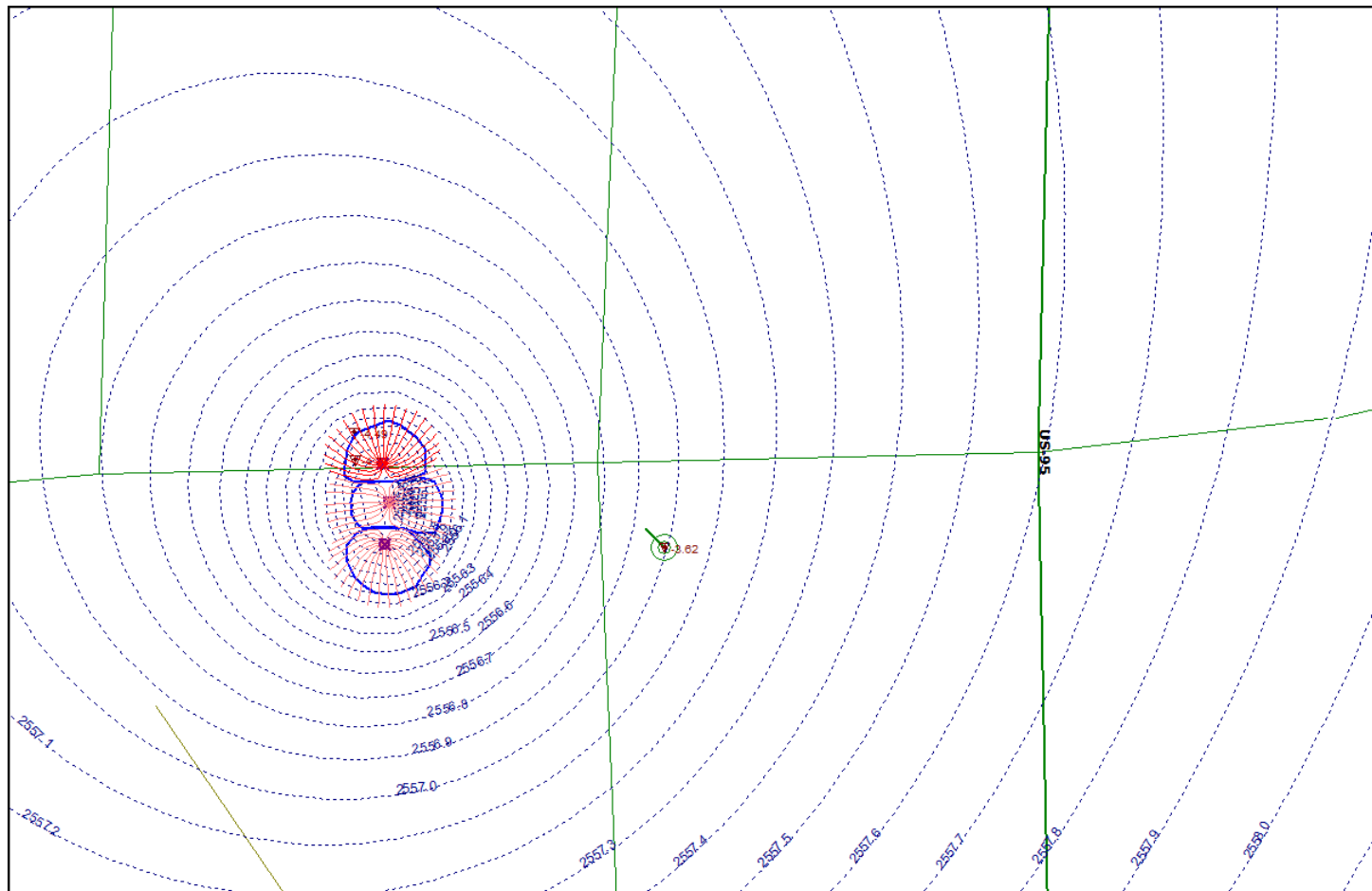
Run G

Capture zone is for Run B



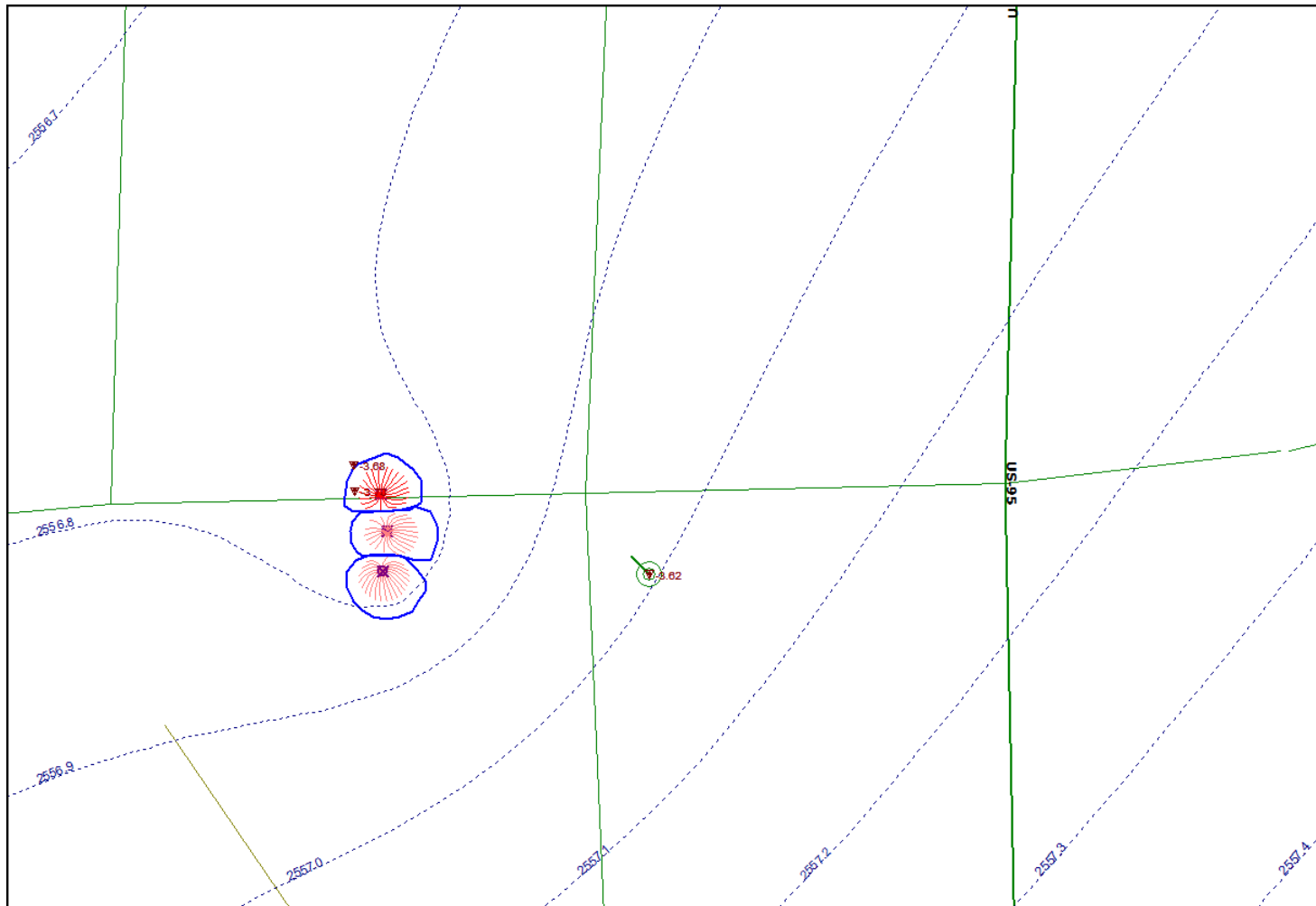
Run G

Capture zones for 1, 7, and 30 days



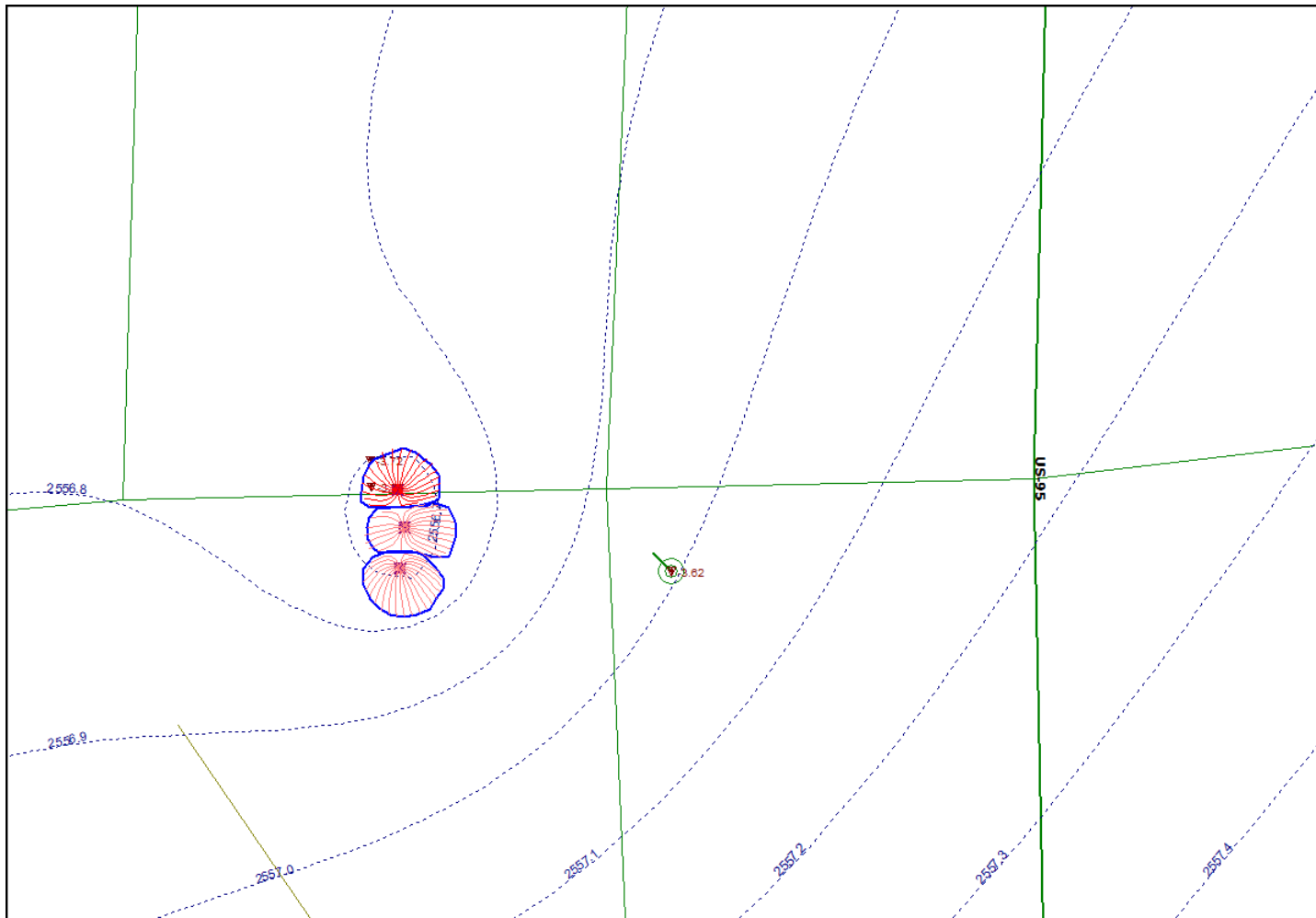
Run H

Capture zone is for Run B



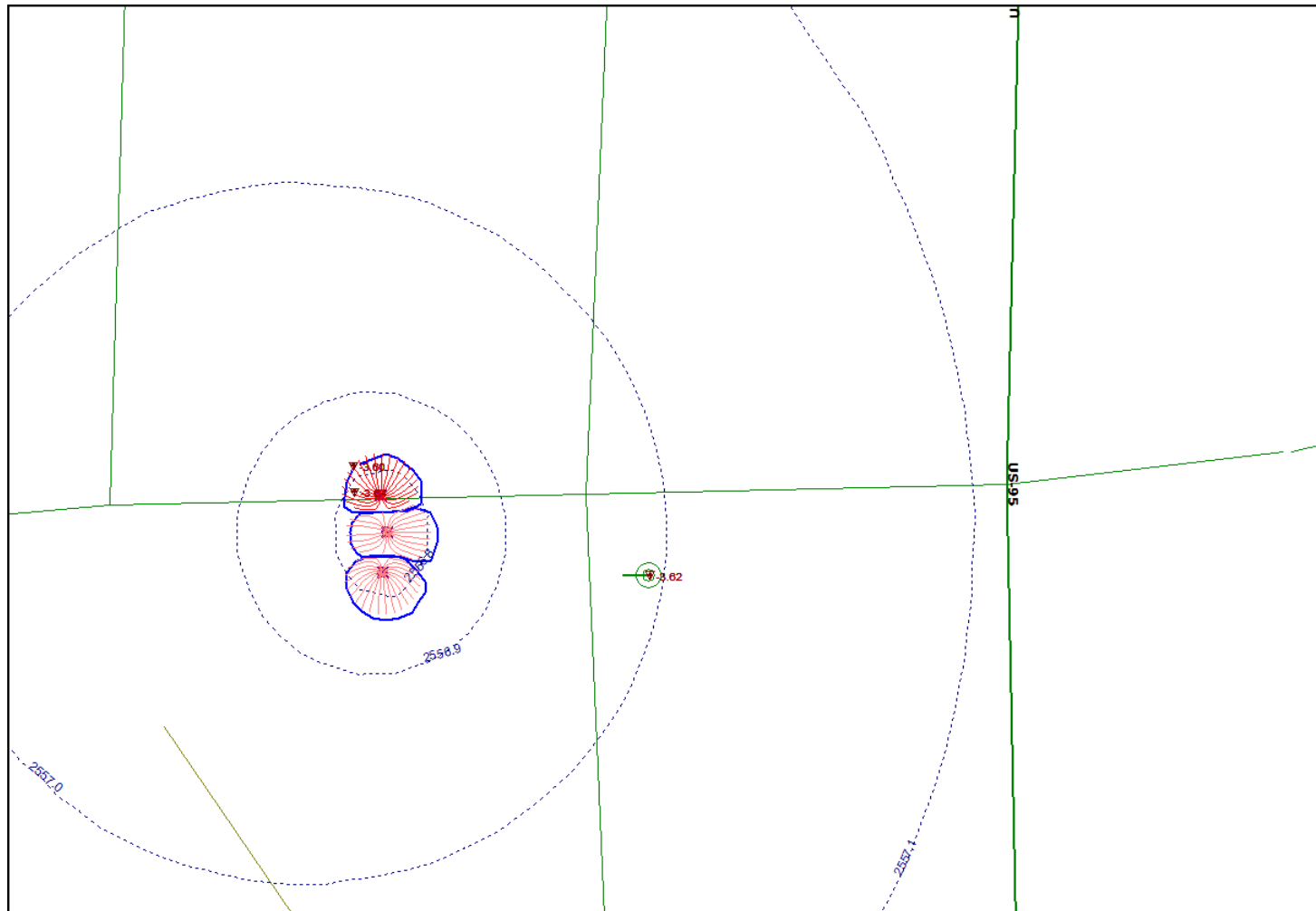
Run I

Capture zone is with Run B



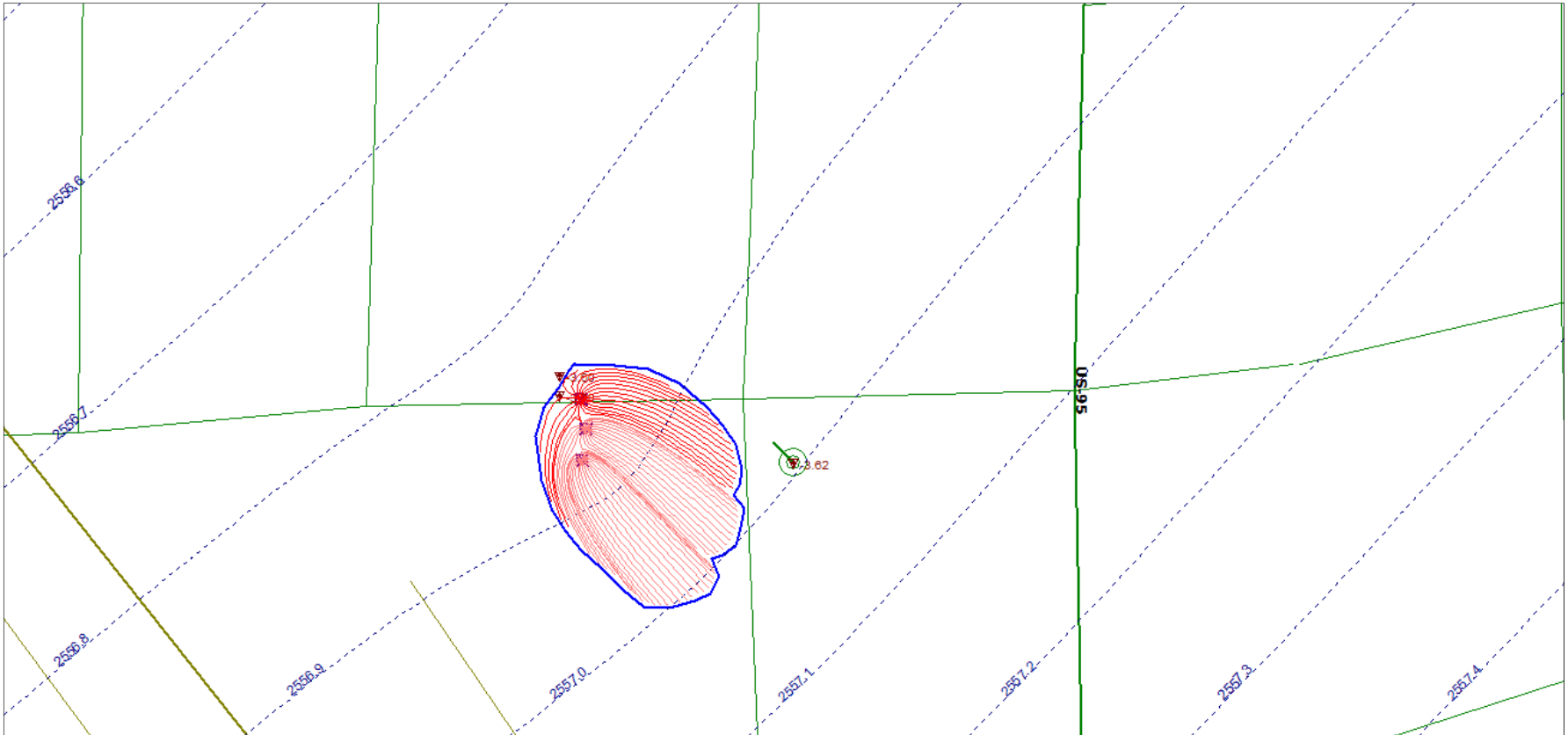
Run J

Capture zone is with Run B



Run K

Capture zone is with Run B



Run L

Capture zone for 30 days



Heart of the Arts

Bill Lambert
Mayor

Art Bettge
Council President

Jim Boland
Council Vice-President

Kathryn Bonzo
Council Member

Dan Carscallen
Council Member

Walter Steed
Council Member

John Weber
Council Member

Gary J. Riedner
City Supervisor

City of Moscow, City Hall
c/o Gary J. Riedner, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019

May 12, 2016

Steve McGeehan, Chair
Moscow Urban Renewal Agency
221 E Second Street
Moscow, ID 83843

Dear Chair McGeehan,

The City of Moscow is working to improve multimodal access throughout the community. In 2011, a preliminary study completed by a University of Idaho Engineering class was completed on the potential for a pathway underpass at Highway 8 and Styner and White Avenues. The project consists of using the Paradise Creek bridge structure to construct a bicycle and pedestrian underpass path to enhance access and improve safety to surrounding paths in the area. This link would provide connectivity to Paradise Path, the Latah Trail, and the soon to be completed Moscow Greenway system.

Idaho Transportation Department's Transportation Alternatives Program (TAP), formerly known as the Community Choices program has been identified as a potential grant source for this project. The estimated costs of the project to date is \$539,380. Should the grant be successful, the City will receive \$499,150 in grant funds and will be responsible for \$39,590 in match funds. The project is estimated to begin design work in 2017 with construction in 2018.

This project, specifically the underpass portion that lies within the Legacy Crossing District addresses several key concerns outlined in the District's plan such as pedestrian safety, access, connectivity, improvements to the network, linkage to community spaces, and more.

As noted in the Plan:

"In addition to the public improvements authorized under Idaho Code § 50-2007, the Agency is authorized to install and construct, or to cause to be installed and constructed, within the Legacy Crossing Project Area or outside the Project Area, for improvements or facilities that are needed to support new development in the Project Area, for itself or for any public body or entity, public improvements and public facilities, including, but not limited to, the following: (1) utilities; (2) pedestrian paths; (3) traffic signals; (4) landscaped areas; (5) street improvements, including new access roads and streets; (6) sanitary sewers; (7) flood control facilities and storm drains; (8) water mains, pumps, and reservoirs; (9) parks and recreation facilities; (10) improved railroad property use; and (11) civic plazas or the like. Where appropriate, the Agency seeks to coordinate special streets, parks, and urban open spaces within the Legacy Crossing Project Area to enhance connectivity."

(Legacy Crossing Urban Renewal Plan, page 18)



Given the importance of multimodal improvements throughout the community and especially in the Moscow Urban Renewal Agency's efforts in the Legacy Crossing District, the City of Moscow respectfully requests assistance in meeting the match requirements for this project. While the funding available from TAP is very generous at nearly \$500,000, the required match at \$39,590 is a significant commitment. The City has accumulated \$10,000 designated for Paradise Path improvements that is being considered as the initial match in 2017, leaving a \$29,590 balance due in 2018. The City would appreciate the Agency's consideration of partnering on this project with support of \$10,000 to assist in meeting the match obligation for construction in 2018.

The City Council is considering this important project at their upcoming May 16, 2016 meeting. We are also reaching out to the North Latah Highway District to explore partnership opportunities and look forward to their participation as well.

I appreciate your consideration of this request and am sure City staff working on this project would be happy to answer any questions or concerns you may have.

Sincerely,

A handwritten signature in blue ink that reads "Bill Lambert". The signature is written in a cursive, flowing style.

Bill Lambert
Mayor

P:\Engineering\City of Moscow Path Underpass\Drawings\Conceptual Design\Moscow Bike Underpass_Conceptual_011315.dwg 1/15/2015



PRELIMINARY
NOT FOR CONSTRUCTION

NOTE:
PARCEL BOUNDARIES OBTAINED FROM THE CITY OF
MOSCOW AND HAVE NOT BEEN INDEPENDENTLY VERIFIED.

(A)	XX/XX/XX	XXXX	XX	XX
NO.	DATE	REVISIONS	BY	CHK

DRAWN BY:	A. HEITMANN	COORDINATE SYSTEM:	ISP, NAD 83, US FT, WEST
ENGINEER:	A. HEITMANN	SCALE:	1" = 150'
CHECKED:	S. FIROR	APPROVED:	A. HEITMANN
DATE:	1/14/2015	DATE:	1/15/2015



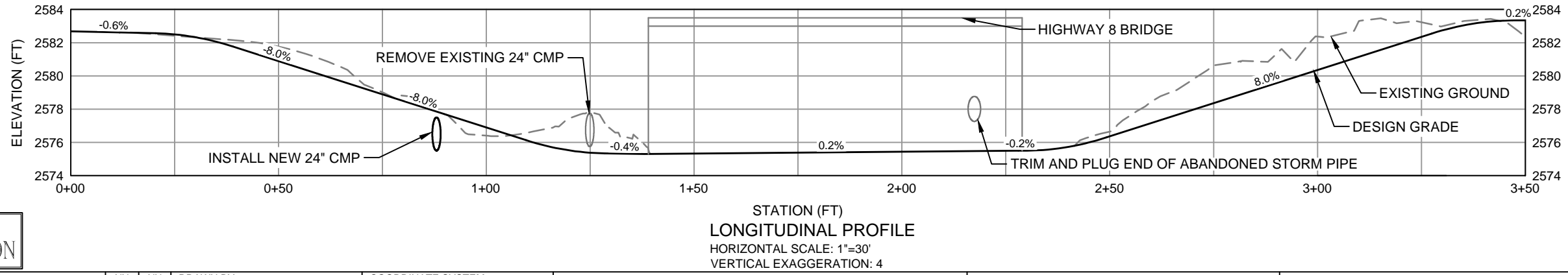
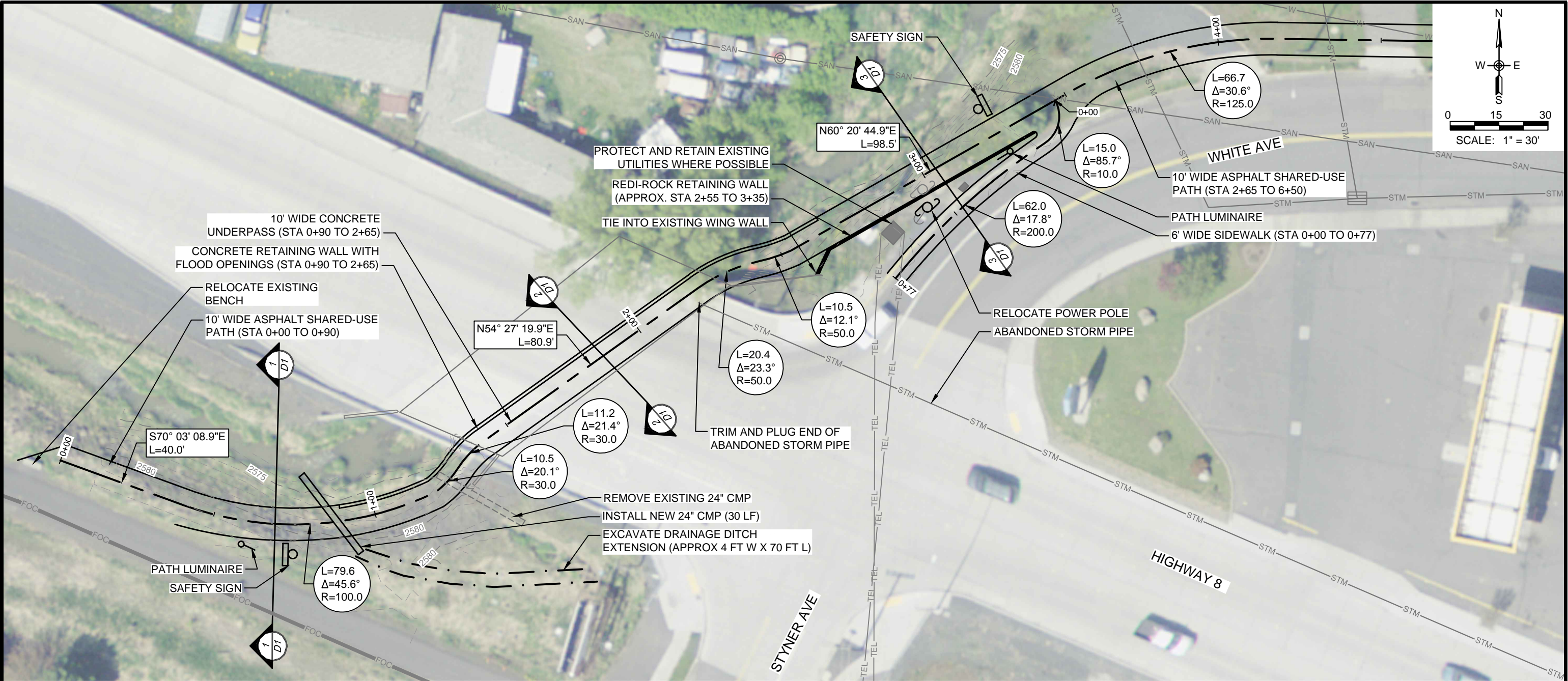
CITY OF MOSCOW PARADISE PATH
HIGHWAY 8 UNDERPASS

MOSCOW, IDAHO

PARADISE PATH
UNDERPASS AND
EXTENSION OVERVIEW

SHEET NAME:	C1
DATE:	1/15/2015
PROJECT NO.:	14096
SHEET:	2 OF 6

P:\Engineering\City of Moscow Path Underpass\Drawings\Conceptual Design\Moscow Bike Underpass_Conceptual_011315.dwg 1/15/2015



PRELIMINARY
NOT FOR CONSTRUCTION

(A) XX/XX/XX		XXXX		XX	XX	DRAWN BY:	A. HEITMANN	COORDINATE SYSTEM:	ISP, NAD 83, US FT, WEST
						ENGINEER:	A. HEITMANN	SCALE:	1" = 30'
						CHECKED:	S. FIROR	APPROVED:	A. HEITMANN
NO.		DATE	REVISIONS	BY	CHK	DATE:	1/14/2015	DATE:	1/15/2015



CITY OF MOSCOW PARADISE PATH
HIGHWAY 8 UNDERPASS
MOSCOW, IDAHO

PLAN AND PROFILE
STA 0+00 TO 4+00

SHEET NAME:		C2
DATE:	1/15/2015	
PROJECT NO.:	14096	
SHEET:	3 OF 6	

TAP: Project Estimating Worksheet (Infrastructure)

Project Name: Paradise Path to Latah County Fairgrounds, Moscow

Instructions:

- * Only input information in grey shaded areas below only.
 - * Enter 0 in the percentages column if not seeking federal participation.
 - * For infrastructure projects, the maximum federal funding is \$500,000.00.
 - * Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.
- * The minimum local match amount is 7.34% of total project cost.
 - * Local match is limited to cash only. In-kind contributions are not eligible.
 - * Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)

Proposed Funding Match Rates	Local	Federal
	7.34%	92.66%

Infrastructure Project				Local Portion		Federal Portion	
Phase Code	Description (Include amounts for federal-aid items only)	Percentages	Project Totals	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
CN	Preliminary Construction Estimate (PCE) (Construction cost only)		\$362,000.00	7.34%	\$26,570.80	92.66%	\$335,429.20
CN	Construction Contingency 5% to 10% of PCE (Quantity overruns, change orders)	6.00%	\$21,720.00		\$1,594.25		\$20,125.75
CE	Construction Engineering (ITD) 3% to 10% of PCE - (\$3,500 minimum) (for ITD construction administrative expenses) If PCE is less than \$50k, use 10% of PCE If PCE is between \$50k - \$100k, use 8% of PCE If PCE is between \$100k - \$200k, use 5% of PCE If PCE is more than \$200k, use 3% of PCE	3.00%	\$10,860.00		\$797.12		\$10,062.88
CC	Construction Engineering (Consultant) 5% to 25% of PCE (Consultants shall be selected through ITD established procedures)	20.00%	\$72,400.00		\$5,314.16		\$67,085.84
PE	Preliminary Engineering (ITD) 3% to 10% of PCE - (\$3,500 minimum) (for ITD design administrative expenses) If PCE is less than \$50k, use 10% of PCE If PCE is between \$50k - \$100k, use 8% of PCE If PCE is between \$100k - \$200k, use 5% of PCE If PCE is more than \$200k, use 3% of PCE	3.00%	\$10,860.00		\$797.12		\$10,062.88
PC	Preliminary Engineering (Consultant) 5% to 30% of PCE (Consultants shall be selected through ITD established procedures)	17.00%	\$61,540.00		\$4,517.04		\$57,022.96
Total Estimate (Infrastructure):			\$539,380.00		\$39,590.49		\$499,789.51

Total Project Estimate	Total Local Match	Total Federal Match
\$539,380.00	\$39,590.49	\$499,789.51
Meets maximum federal limit for infrastructure.		

Initial cash match payment (10% of Total Local Match, \$3,500 minimum): \$3,959.05

Funding Year			<p>* In this section, Indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.</p> <p>Fiscal Year - The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.</p>
Activity	Fiscal Year (Option 1)	Fiscal Year (Option 2)	
Design	2017	2018	
Construction	2018	2019	

City of Moscow
New Downtown Restrooms

BID TAB FORM

General Contractor	Bid Bond	Addendum No. 1	Addendum No. 2	Base Bid	Listed Subcontractors
Quality Contractors, LLC 1311 Brush Creek Road Deary, ID 83823 Tel: 208-877-1600	✓	✓	✓	\$191,600	M: Strom E: Strom P: Quality
Golis Construction, Inc. 320 Nelson Avenue Moscow, ID 83843 Tel: 208-631-4363	✓	✓	✓	\$198,500	M: Hilliards E: Strom P: Hilliards
R. Wilson Construction 210 Monica Street Troy, ID 83871 Tel: 208-835-4305	✓	✓	✓	\$194,000	M: Hilliards E: Strom P: Hilliards
Kenaston Corporation 2517 E. Main Street PO Box 245 Lewiston, ID 83501 Tel: 208-746-1351	✓	✓	✓	\$237,000	M: Hilliards E: Strom P: Hilliards
Mountain Crest Enterprises, Inc. PO Box 1800 Mead, WA 99021 Tel: 509-370-6031	✓	✓	✓	\$199,863	M: Hilliards E: Strom P: Hilliards

JACKSON STREET

CITY OF MOSCOW TO CONSTRUCT
2 INCH WATER SERVICE TO WITHIN
5 FEET OF PROPOSED STRUCTURE

REMOVE AND REPLACE
CONCRETE TO CREATE
ADA ACCESSABILITY

RELOCATE EX LIGHT
POLE AND BASE TO
EAST SIDE OF THE
RESTROOM

REMOVE EXISTING TREE

EX BENCH

EX BENCH

CONTRACTOR'S STAGING & PARKING AREA

PROPOSED RESTROOM
FF 2565.80

PROTECT LIGHT
POLE WITH 5'
RADIUS CURB

2" CONDUIT
COORDINATE CONNECTION
WITH AVISTA

SEE CONTRACTOR'S NOTE
FOR ALLEY CLOSURE

EX CB
LID: 2565.13
INV: FIELD VERIFY

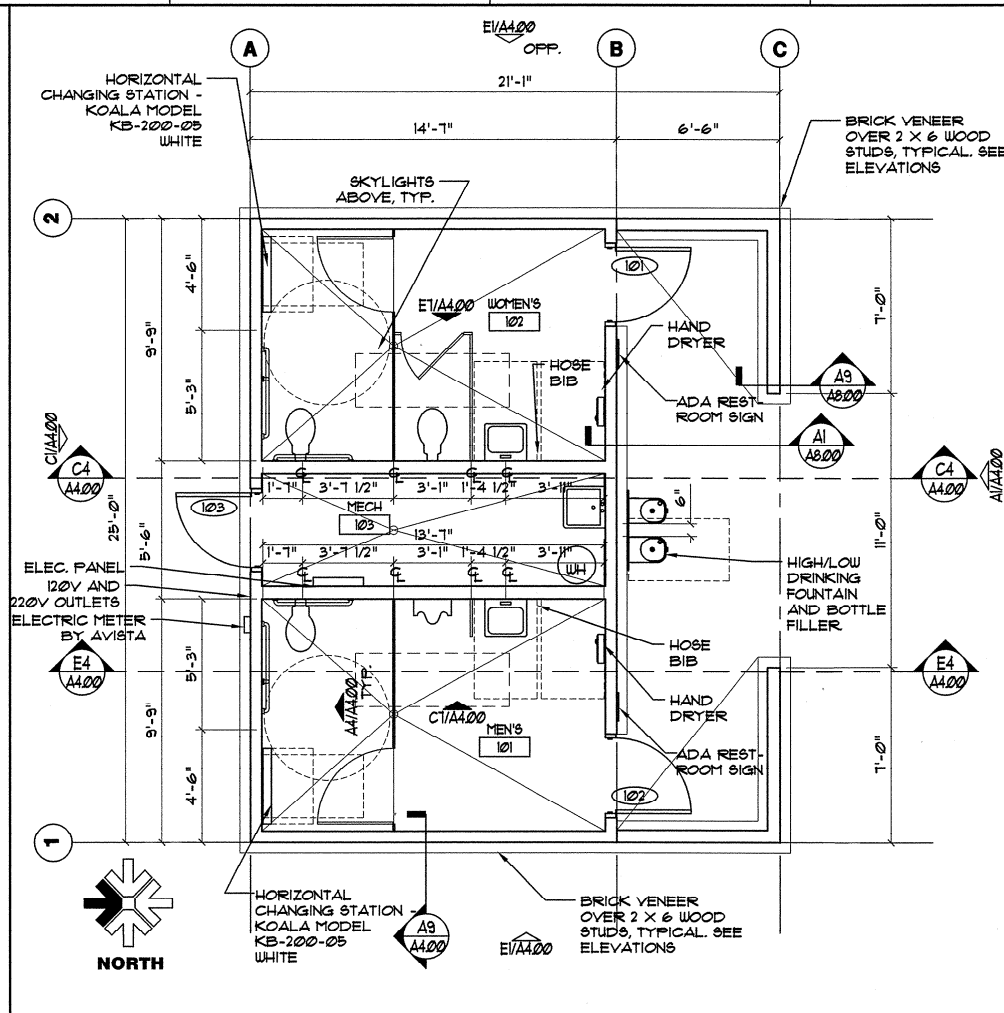
DISCONNECT/CAP IRRIGATION LINE

FACE OF CURB TO FACE OF CURB
35.00'

LINE OF BUILDINGS

SCALE: 1"=10'

5' CONC WALK



GENERAL NOTES

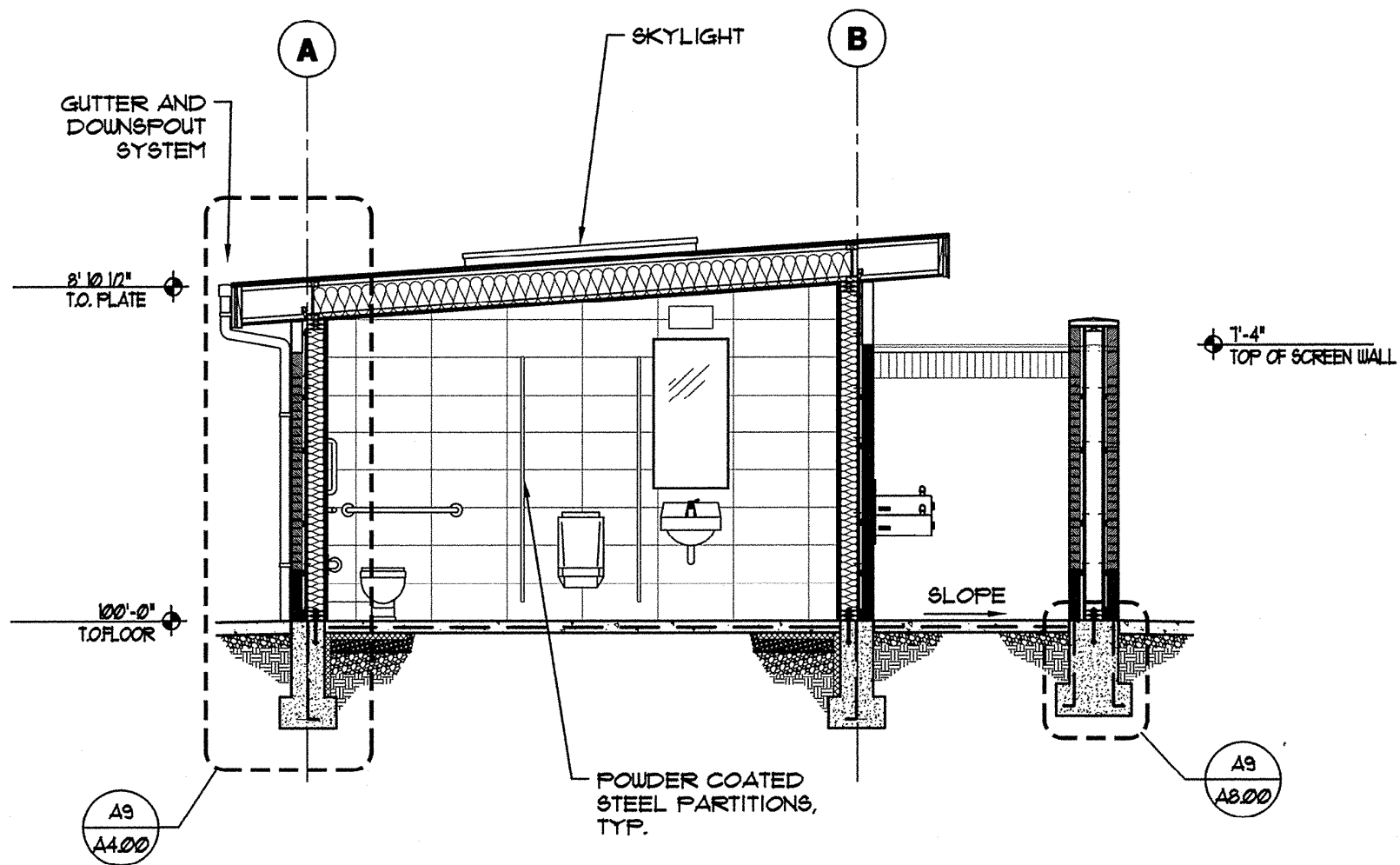
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO FACE OF FRAMING, CONCRETE WALLS, CENTERLINE OF DOORS, WINDOWS, COLUMNS, AND REFERENCE GRIDS.
- PROVIDE SOLID BLOCKING AND/OR GROUTING AS REQ'D TO SUPPORT WALL HUNG EQUIPMENT SUCH AS GRAB BARS, TOILET PARTITIONS, PLUMBING FIXTURES, AND ALL OTHER ACCESSORIES REQUIRING SUPPORT. VERIFY ALL LOCATIONS.
- DOORS AND CASED OPENINGS WITHOUT LOCATION DIMENSIONS ARE TO BE 4" FROM FACE OF ADJACENT PARTITIONS.
- INSTALL SKYLIGHTS BETWEEN THE ROOF FRAMING MEMBERS. COORDINATE LOCATION TO FIT WITHIN FRAMING. VERIFY FINAL LOCATIONS WITH THE ARCHITECT.
- SPOT ELEVATIONS ARE FROM FINISH FLOOR TO FINISH CEILING.
- ELECTRICAL AND MECHANICAL SHOWN FOR REFERENCE ONLY. SEE RELATED ELECTRICAL AND MECHANICAL DRAWINGS.
- SEE C3/A8.00 FOR VENT PIPE FLASHING DETAIL.
- COORDINATE WITH MECHANICAL, PLUMBING AND ELECTRICAL FOR PENETRATIONS AND ADDITIONAL REQUIREMENTS.
- SEE DETAIL C1/A8.00 FOR GUTTER AND DOWNSPOUT DETAIL.
- EXTEND AND FINISH ALL WALLS TO UNDER SIDE OF THE ROOF FRAMING.
- ALL CONCRETE SLAB CONTROL JOINTS ARE TO BE SAW CUT JOINTS. ALL SAW CUT JOINTING IS TO BE COORDINATED WITH THE ARCHITECT. ALL JOINTS TO BE A MINIMUM OF 1/4" DEEP SAW CUTS. EXPOSED CONCRETE JOINTS ARE TO HAVE ELASTOMERIC SEALANT. REFER TO ARCHITECTURAL FLOOR FINISH PLANS.
- SLOPE INTERIOR CONCRETE FLOORS TO DRAINS FOR POSITIVE DRAINAGE, ALL SURFACES.
- THE INTERIOR SLAB ON GRADE IS A 4" SLAB WITH REINFORCEMENT WITH A LIGHT BROOM FINISH.
- SEE CIVIL FOR THE BUILDING LOCATION. VERIFY EXACT LOCATION BY STAKING WITH OWNER AND ENGINEER PRIOR TO EXCAVATION.
- ROOF FRAMING IS A DEFERRED SUBMITTAL. PROVIDE SHOP DRAWINGS FOR ROOF FRAMING BY TJI (OR EQUAL), STAMPED AND SIGNED BY AN ENGINEER LICENSED IN THE STATE OF IDAHO. USE 11 7/8" (NOMINAL) DEEP MEMBERS @ 24" O.C. TO ALLOW R30 INSULATION AND AIR SPACE.
- SEE SHEET A8.00 FOR TYPICAL ARCHITECTURAL DETAILS AND INFORMATION.

D5 FLOOR PLAN

SCALE: 1/4" = 1'-0"

SKYLIGHTS TO BE VELUX FCM RESIDENTIAL/COMMERCIAL TYPE FOR CATHEDRAL CEILING

VELUX MODEL FCM2270 SKYLIGHTS, 25 1/2" X 13 1/2" (OUTSIDE OF CURB DIMENSION) TYP. OF (2). VERIFY EXACT DIMENSIONS AND OTHER REQUIREMENTS WITH MANUFACTURER. INSTALL PER MANUFACTURER'S



RR LIG

MIRROR
WALL HUNG
LAYATORY

M.)

E4

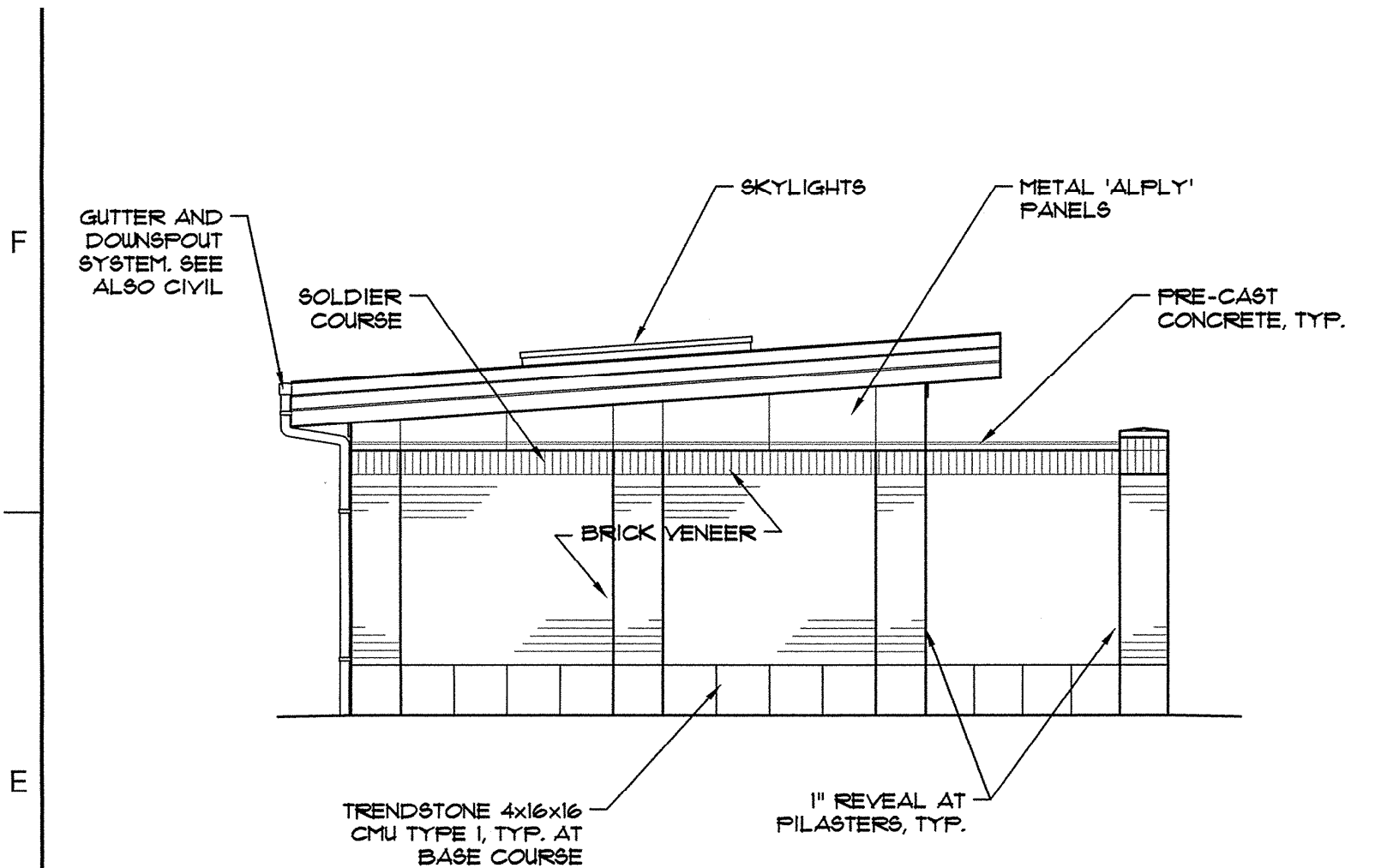
BUILDING SECTION

SCALE: 1/4" = 1'-0"

E7

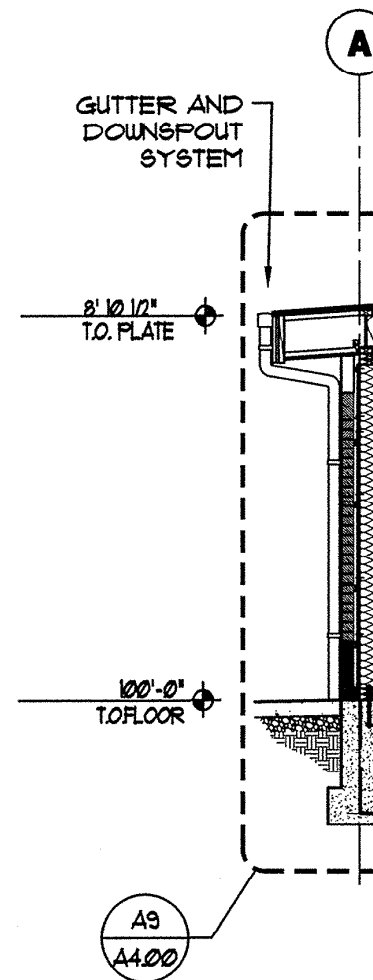
INTER

SCALE: 1/4"



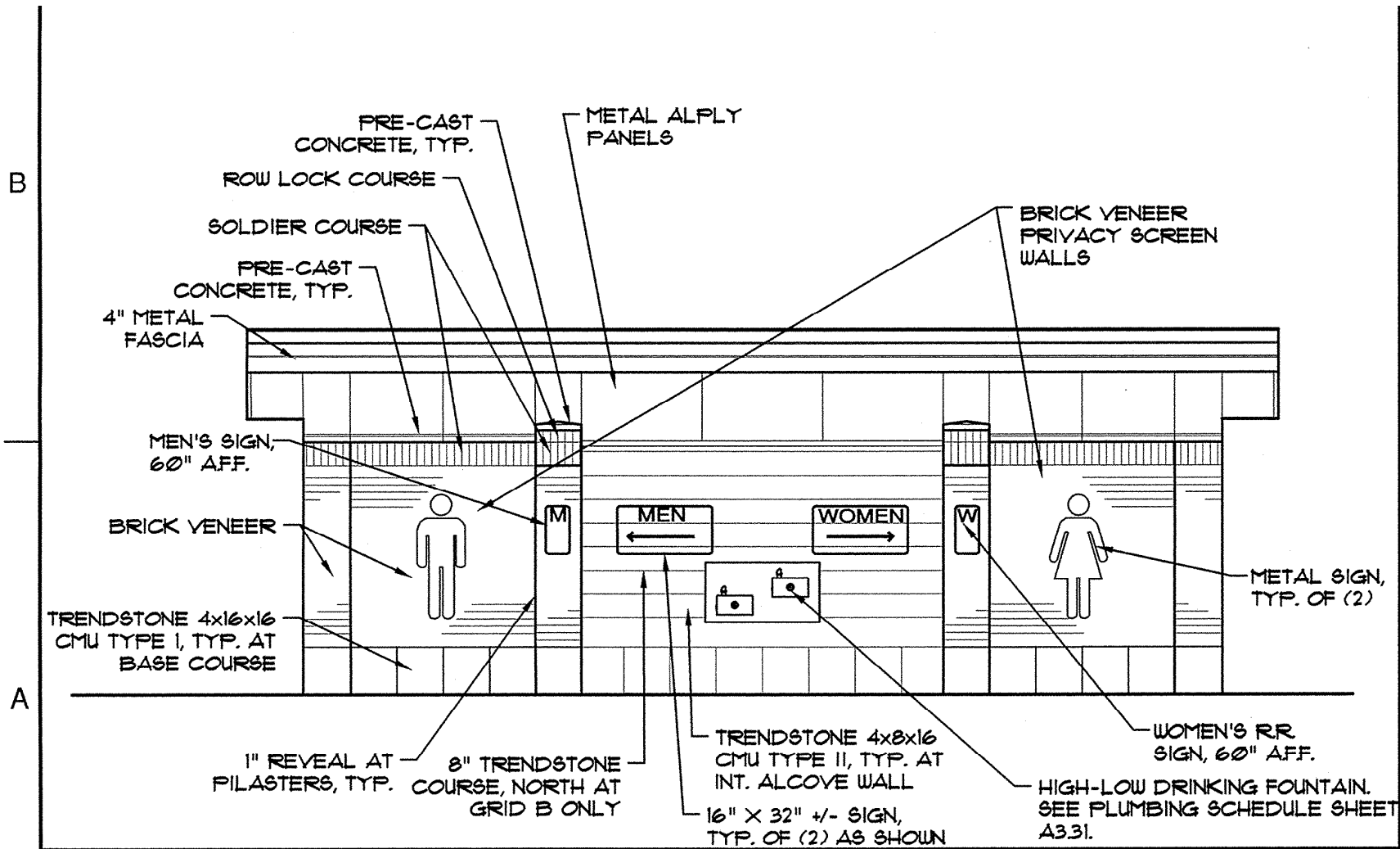
E1

BUILDING ELEVATION - (SE ELEVATION SHOWN, NE SIM.)



E4

BUILDING



A1

BUILDING ELEVATION

SCALE: 1/4" = 1'-0"

A4

INTERIOR

SCALE: 1/4" = 1'-0"



REQUEST FOR QUALIFICATIONS

WEBSITE DESIGN AND DEVELOPMENT SERVICES

Moscow Urban Renewal Agency
221 East Second Street
Moscow, ID 83843

RELEASE DATE: May 20, 2016
PROPOSAL DUE DATE: June 6, 2016

PROJECT CONTACT:
Bill Belknap, Executive Director
206 E. Third Street
PO Box 9203
Moscow, ID 83843
Phone: (208) 883-7011
bbelknap@ci.moscow.id.us

I. SECTION I. STATEMENT OF QUALIFICATIONS FORMAT SPECIFICATIONS

All responders will follow format specifications listed below or be determined as “non-responsive” relative to Moscow Urban Renewal Agency (“Agency”) review obligations.

A. Font

No less than 12 point.

B. Length

Response length shall not exceed three (3) pages inclusive of all contents, graphics, photos, bibliographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages shall be disqualified from Agency review.

C. Margins

All responders will provide minimum one-inch (1”) top and bottom margins along with minimum one-and one-half (1-1/2”) left and one-inch (1”) right side margins.

D. Proposal format

All proposals shall be submitted in PDF digital format by email to apeterson@ci.moscow.id.us.

E. Submittals due

Submittals are due at the time and place as specified in Section Four. Responders failing to meet requirements of this Request for qualifications risk being defined as “non-responsive” by the Agency. The Agency has no obligation for reviewing “non-responsive” proposals.

II. PROJECT BACKGROUND

The Moscow Urban Renewal Agency (MURA) is seeking professional website design and development services to redesign and develop MURA’s web presence and to increase the site’s graphic appeal, functionality, navigation, ease of maintenance, and to improve the site’s function as a portal for public access to the Agency’s public records.

III. PROJECT SCOPE OF WORK AND REQUESTED SERVICES

In general, the work includes all labor, graphic design, graphic content and other resources necessary to develop and deliver a website of professional appearance and function in accordance with industry standards. It is desired that the new website will be developed using the WordPress or similar open web authoring platform to allow for ease of content migration, and future site maintenance and updating of by MURA staff. All new website format and content shall be mobile optimized to allow for ease of navigation and content delivery via mobile devices.

It is anticipated that the project will include the development of three (3) page templates and associated navigation elements to include a home page, and two (2) sub-page templates. Desired site functions include site content search function, distribution and notification list signup, organized and efficient electronic document access (typical record types include contracts and agreements, resolutions, meeting agendas, meeting minutes, special studies and reports, urban renewal district plans and similar

records), search engine optimization, and site usage tracking tools.

Final project deliverables will include the creation of the home page, all identified sub-pages and associated navigation, including all graphic and photographic content. MURA will be responsible for content migration. The selected respondent will also provide user training regarding site maintenance and content migration and provide a site warranty for a period of 6 (six) months for any unanticipated software issued within the website within that time period.

Sample Agency Websites

For the purposes of familiarizing the Respondent with common elements and components of other urban renewal agencies, the websites listed below are provided as a sample of the desired site content and functionality.

<http://www.ignitecda.org/>

<http://www.ccdcboise.com/>

<http://www.meridiandevelopmentcorp.com/>

IV. PROPOSAL AND PROJECT DATES

Proposal Due Date:	June 6, 2016
Estimated Respondent Selection Date:	June 23, 2016
Estimated Start Date:	July 1, 2016
Estimated Project Completion Date:	September 30, 2016

V. PROPOSAL REQUIREMENTS

Respondents shall submit a digital PDF copy of their proposal to the Agency no later than the date specified herein. Said proposals shall include the information listed below. Any proposals submitted without the following information shall be deemed non-responsive and shall not be considered for award.

- Respondent's relevant technical qualifications and experience working on similar projects
- Respondent's proposed approach to the project including identification of project team members and their respective qualifications and experience
- Respondent's proposed website platform and authoring software
- Respondent's available resources to complete job in a competent and timely manner in accordance with the project schedule contained herein
- Respondent's estimated cost to complete the Project following the cost proposal outline below
- Three references from similar projects

Cost Estimation

Respondents shall provide an estimate of cost of providing the services as described with this request for qualifications. All costs provided shall not be utilized as the sole basis of selection and shall not be considered as binding upon the respondent. Once the successful respondent is selected, the Agency

and successful respondent shall negotiate the specific scope of work and associated fee which shall be the basis of the professional services agreement.

VI. RESPONDENT SELECTION CRITERIA

All proposals shall be evaluated and scored upon the following criteria:

1. Respondent's relevant technical qualifications and experience, including the proposed project manager's experience and qualifications (20 Points)
2. Respondent's experience in similar projects including reference contact information (20 Points)
3. Respondent's proposed installation methods, including proposed material and installation standards and specifications (10 Points)
4. Respondent's available resources to complete job in a competent and timely manner within the specified time frame (20 Points)
5. Respondent's estimated cost to complete the Project (30 Points)

The Agency may conduct investigations as it deems necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications, and financial ability of the Respondent to supply materials and/or services to the Agency's satisfaction within the prescribed time. The Agency reserves the right to reject any and all proposals, to waive any and all informalities, and the right to disregard all nonconforming, non-responsive, or conditional proposals. The Agency may elect to conduct interviews if deemed necessary.

The selected responder will achieve the maximum score approaching 100 points. The Agency reserves the right to reject all proposals without cause or reason.

VII. RESPONDER NOTIFICATION

Following notification, the successful respondent will negotiate a project fee with the Agency in accordance and enter into a professional services agreement with the Agency. The Agency reserves the right to terminate contract discussions if it believes the selected respondent is unable to meet Agency expectations for project cost or performance. The Agency will then select an alternate respondent for subsequent negotiation.

VIII. RFQ TERMS AND CONDITIONS

A. CODES AND STANDARDS

All local, municipal and state laws, rules and regulations governing or relating to any portion of this work are hereby incorporated into and made a part of these specifications. This project is federally funded and the selected contractor shall comply with all conditions of, and all laws applicable to, and all policies, practices and procedures of the Agency applicable to, any federal, state or local grant received by the Agency or contractor at any time with respect to this contract or with respect to the provision, performance or completion of the work.

B. THE OWNER

Whenever the term "Owner" or "Agency" or "MURA" is used in the documents, it refers to the Moscow Urban Renewal Agency.

C. THE OWNER'S CORRESPONDENT

When required to correspond with the Owner, all such correspondence shall be addressed to Bill Belknap, Executive Director, PO Box 9203, Moscow, Idaho 83843, or via email to bbelknap@ci.moscow.id.us.

D. THE CONTRACTOR/VENDOR

Whenever the term "Contractor" or "Vendor" is used in the documents, it refers to the Contractor or the Contractor's agents as submitted on the Project Proposal.

E. ACCEPTANCE/REJECTION

Agency reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals, to waive informalities, and to contract in the best interests of the Agency.

F. ADDENDUMS

Should Agency consider it necessary to revise any part of this Request, an amendment will be made available to all interested parties registered with the Agency. All official clarifications or interpretations of the proposal documents will be by written addenda. Clarification given in any other form will be informal and unofficial.

G. PROPOSAL CHANGES OR WITHDRAWAL

All changes and erasures must be made before the proposal due-by date and time as indicated above, and initialed.

H. PROPOSAL COMPLETION

All proposals must include the necessary information as specified herein and be signed by an authorized representative of the Respondent. Failure to include the requisite information shall cause said proposal to be deemed non-respondent and void.

I. PREPARATION COSTS

Costs incurred by Bidders in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the contract. The Agency shall not pay for costs incurred for proposal or contract preparation as a result of termination of this RFQ or termination of the contract resulting from this RFQ.

J. PROPOSALS DISCLOSURE

All proposals and other material submitted become the property of the Agency. The Agency reserves the right to use any ideas presented in response to the RFQ. Public records are open to reasonable inspection by the public.

K. PROPOSER'S CERTIFICATION

By signature on their proposal, Proposers certify that they have read this Request for Proposal, are authorized to bind the Proposer, and agree to furnish the requested supplies, equipment or services in accordance with this RFQ.

L. REQUIRED REVIEW

Respondents shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defect and questionable or objectionable material must be made in writing and received by the Agency Clerk at least five (5) days prior to the deadline for receipt of

proposals. This will allow for issuance of any necessary amendments/addendums. It will also help prevent the opening of a defective solicitation and exposure of vendor proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing at least five (5) days prior to the deadline for receipt of proposals.