



Finance & Policy Committee
November 14, 2022 – 3:30 p.m.
Chamber Conference Room
201 E 4th Avenue, Post Falls, ID

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Citizen Comments
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
4. FY 2022 Budget vs. Actual Review
5. District Updates – Obligations & Fund Balances
6. EPF District-Tullamore – Discussion of pending Task Order/Order of Approval
7. Center Point – Discussion of pending Task Order
8. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or call (208) 777-8151.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

**Post Falls Urban Renewal Agency - In-House
 Profit & Loss Budget vs. Actual
 October 2021 through September 2022**

Expense	12 Month Actual	12 Month Budget	Under Budget	% of Budget	2021-22 Total Budget	Balance
Advertising & Legal Notices	604.20	900.00	-295.80	67.13%	900.00	295.80
Audit	7,475.00	7,475.00	0.00	100.0%	7,475.00	0.00
Bank Charges	0.00					0.00
Computer Repair & Maintenance	148.38	585.00	-436.62	25.36%	585.00	436.62
Computer Software	572.59	275.00	297.59	208.22%	275.00	-297.59
Dues & Memberships	800.00	770.00	30.00	103.9%	770.00	-30.00
Engineering Services	3,200.00	9,600.00	-6,400.00	33.33%	9,600.00	6,400.00
Insurance	3,257.00	2,841.00	416.00	114.64%	2,841.00	-416.00
Legal Fees	13,850.00	25,000.00	-11,150.00	55.4%	25,000.00	11,150.00
Marketing & Education Materials	0.00	0.00	0.00	0.0%	0.00	0.00
Meetings	51.06	240.00	-188.94	21.28%	240.00	188.94
Office Supplies	478.72	500.00	-21.28	95.74%	500.00	21.28
Other Contract Services	55.00	1,100.00	-1,045.00	5.0%	1,100.00	1,045.00
Payroll Expenses	80,884.85	83,247.00	-2,362.15	97.16%	83,247.00	2,362.15
Postage, Mailing Service	58.00	60.00	-2.00	96.67%	60.00	2.00
Printing and Copying	168.87	300.00	-131.13	56.29%	300.00	131.13
Rent	7,990.00	7,740.00	250.00	103.23%	7,740.00	-250.00
Telephone, Telecommunications	331.37	180.00	151.37	184.09%	180.00	-151.37
Uncategorized Expenses	3,000.00	0.00	3,000.00	100.0%	0.00	-3,000.00
Website Design, Hosting & Maint	159.12	7,200.00	-7,040.88	2.21%	7,200.00	7,040.88
Contingency	0.00	5,000.00	-5,000.00	0.0%	5,000.00	5,000.00
Total Expense	123,084.16	153,013.00	-29,928.84	80.44%	153,013.00	29,928.84

Post Falls Urban Renewal Agency

Obligation & Fund balance by District - FY 22

<u>District</u>	<u>Proponent</u>	<u>Closing(MM/YY)</u>	<u>Obligation @ 10/1/2021</u>	<u>FY22 App'vd Obligations</u>	<u>FY22 Reimbursements</u>	<u>Obligation @ 9/30/2022</u>	<u>Fund Balance @ 9/30/22</u>
Downtown	City of Post Falls	06/41	-	-	-	-	-
Pleasant View	City of Post Falls	06/41	-	-	-	-	-
PF Technology	Beyond Green Inc.	10/38	-	-	-	-	364,539.47
Center Point	Pointe Partners, LLC	12/22	-	-	-	-	781,823.77
Pointe Apartments	Whitewater Creek		-	-	-	-	133,881.64
EPF-S/C	City of Post Falls	12/22	5,521,264.19	-	-	2,170,182.38	1,365,968.86
EPF-Tullamore	Copper Basin Const.	12/22	786,802.00	-	786,802.00	-	523,095.90
EPF-Tullamore Commons II	Whitewater Creek	12/22	149,834.83	-	17,622.75	132,212.08	-
Expo - CLOSED	JR Watson & Assoc	11/21	451,177.17	228,391.18	679,568.35	-	-
TOTALS			6,909,078.19	228,391.18	1,483,993.10	2,302,394.46	3,169,309.64

Post Falls Urban Renewal Agency

Increment Funds Remitted - by District (FY 22)

<u>District</u>	<u>Proponent</u>	<u>Closing(MM/YY)</u>	FY22 Increment Funds (Oct-Sept)			FY23
			<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Projected</u>
Downtown	City of Post Falls	06/41	-	-	-	562,734.00
Pleasant View	City of Post Falls	06/41	-	-	-	2,597.00
PF Technology	Beyond Green Inc.	10/38	202,509	229,963	27,454.00	494,459.00
Center Point	Pointe Partners, LLC	12/22	767,868	750,668	(17,200.05)	642,970.00
Pointe Apartments	Whitewater Creek		-	-	-	-
EPF-S/C	City of Post Falls	12/22	2,394,899	2,692,515	297,616.00	2,448,915.00
EPF-Tullamore	Copper Basin Const.	12/22	1,347,172	1,332,161	(15,011.00)	1,372,281.00
EPF-Tullamore Commons II	Whitewater Creek	12/22	-	-	-	-
Expo - CLOSED	JR Watson & Assoc	11/21	582,253	691,581	109,328.00	
TOTALS			5,294,701	5,696,888	402,186.95	5,523,956.00

POST FALLS URBAN RENEWAL AGENCY ORDER OF APPROVAL

East Post Falls District - Copper Basin Construction Inc.

WITNESSETH:

WHEREAS the following described Participant has either submitted a request for reimbursement pursuant to the terms of the following described Participation Agreement, and/or is requesting an amendment to the terms of the Participation Agreement:

- (1) Participant: Copper Basin Construction Inc.
P.O. Box 949
Hayden, ID 83835,
- (2) Participation Agreement: August 21, 2014,
- (3) Requested Action: Reimbursement of Participant expenditures in the amount of \$2,390,055.25 comprising hard costs and soft costs of construction for portions of Hope Ave, Bogie Drive and Killdeer Ave, and being a part of Phases 1 & 2, Tullamore 8th Addition and Tullamore 9th Addition in the Tullamore Project area in the East Post Falls North Urban Renewal District.

Hereinafter referred to as the Request, and

WHEREAS the Post Falls Urban Renewal Agency, hereinafter referred to as the Agency has had the Request reviewed by staff, and staff has submitted findings and recommendations to the Commission of the Agency.

NOW, THEREFORE, the Board of Commissioners of the Post Falls Urban Agency does hereby make the following findings of fact:

- The Request is in compliance with the terms of the Agreement.
- The costs are in line with the initial engineer estimates of cost and are supported by invoices for the total request.
- The invoices and on-site work have been reviewed for the Agency by outside engineering firm Welch-Comer with a recommendation of payment.
- That the constructed publicly-owned infrastructure associated with this Request has been accepted by the City of Post Falls.
- Pursuant to the Participation Agreement, reimbursement is limited to available tax increment revenues from the District. Therefore, if such increment that is received by the Agency during the remaining life of the District is insufficient to fully reimburse the Participant in the amount set forth herein, the Agency shall have no obligation or ability to pay any remaining balance as its power to do so will have terminated pursuant to Idaho Code § 50-2909.

BASED UPON THESE FINDINGS, the Commission does hereby approve reimbursement of Participant expenditures in the amount of \$2,390,055.25 to be paid from available tax increment

revenues in the East Post Falls North Urban Renewal District.

ADOPTED this 17th day of November, 2022 by:

POST FALLS URBAN RENEWAL AGENCY

By: _____

Jerry Baltzell, Chairman

November 8, 2022

Mr. Joseph Johns
Post Falls Urban Renewal Agency
P.O. Box 236
Post Falls, ID 83877

Re: Reimbursement Request for the Tullamore 8th & 9th Addition

Dear Joe:

The Post Falls Urban Renewal Agency (URA) secured the services of Welch Comer & Associates, Inc. to perform a cursory review and cost verification for the Tullamore Eighth and Ninth Addition Reimbursement Request. This request includes the following four scopes of work: Hope Ave & Bogie Dr Extension – Phase 1, Hope Ave & Bogie Dr Extension – Phase 2, Bogie Dr & Killdeer Ave – Tullamore 8th Addition, and Bogie Dr & Killdeer Ave – Tullamore 9th Addition.

Construction Costs (Hard Costs)

The Proponent, Copper Basin Construction, requested \$2,192,880.13 in construction cost reimbursements. Welch Comer performed an independent cost estimate of the work that was completed. In comparison to the independent estimate, it was concluded that the actual project construction costs were consistent with recent competitive bids.

Soft Costs

The Proponent originally requested \$394,718.42 in soft cost reimbursements, but only chose to provide invoicing to cover \$197,866.03 in soft costs. Of that amount, \$690.91 was for non-eligible permit fees and other fees. This leaves \$197,175.12 which was requested for eligible soft cost expenses in accordance with Post Falls URA policy #18. (This amount is below the maximum threshold of 12% of hard costs.)

Recommendation

Based on this information, Welch Comer recommends that \$2,390,055.25 be reimbursed with the understanding that the URA cannot reimburse more than the available money in the district. Please feel free to contact me if you have any questions.

Sincerely,



Matthew R. Gillis, P.E.
Vice President

MRG/jrg

This is Task Order No. 22-02,
consisting of 2 pages.

Task Order

In accordance with the General Services Agreement between Owner and Engineer for Professional services dated, May 12, 2008 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data:
 - A. Title: Wadsworth Construction Pointe at Post Falls 4th Addition (Baugh Way) Submittal Review
2. Services of Engineer:
 - A. Review the Wadsworth Construction Reimbursement – October 2022.
 - B. Perform a cursory review of project cost summary and supporting documentation provided by the Owner, and gather remaining data determined necessary by Engineer to complete the review.
 - C. Review City of Post Falls records for infrastructure acceptance.
 - D. Identify and review work performed for eligibility of reimbursement.
 - E. If eligible, determine if costs are consistent in Engineer's opinion for work of similar scope and complexity.
3. Assumptions:
 - A. This review is not intended to provide the level of effort needed for an "audit".
4. Owner's Responsibilities:
 - A. The Owner will provide to Engineer all criteria and full information as the Owner's requirements for the Project including design objectives and constraints, space, capacity, performance requirements, flexibility and expandability, and any budgetary limitations. Furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications.
 - B. The Owner will furnish to Engineer as required for performance of Engineer's services, data prepared by or services of others, if available including, without limitation: borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment, appropriate professional interpretations of all of the foregoing, environmental assessment and impact statements, surveys of record, property descriptions, zoning, deed and other land use restrictions, and other special data or consultations as may be available. All of which may use and rely upon in performing services under this Agreement.
 - C. The Owner will arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Compensation for Services</i>
Costs Verification	Lump Sum Amount	\$3,200

B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

C. Engineer may alter the distribution of compensation between individual phases to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2022.

OWNER:
Post Falls Urban Renewal Agency

ENGINEER:
Welch Comer & Associates, Inc.

By: _____

By:  _____

Name: _____

Name: Matt Gillis, P.E.

Title: _____

Title: Vice President

Firm's Certificate No. C-273
State of: Idaho

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Joseph Johns

Name: Matt Gillis, P.E.

Title: Executive Director

Title: Vice President

Address: 201 E. 4th Ave
Post Falls, ID 83854

Address: 330 E. Lakeside Ave., Ste 101
Coeur d'Alene, ID 83814

E-Mail Address: postfallsura@gmail.com

E-Mail Address: mgillis@welchcomer.com

Phone: 208-777-8151

Phone: 208-664-9382

Fax: _____

Fax: 208-664-5946