

OFFICIAL IBSD MINUTES

SEPTEMBER 28, 2016
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:00 p.m.

Board Members Present: Jason Blundell (Chairman); Robert Esplin; Matt Porter (absent); Stephanie Bird; Brady Belliston

IBSD Staff: Cindy Wellman, Manager; Donna Bridges, Field Coordinator

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates; Van Sandifer, patron; Ferrell Steiner, Searle Hart & Associates; Rod Ellsworth, Ellsworth & Associates

Agenda Items:

1. Public Hearing – Berkley Park Annexation
2. School District #93 High School, update
3. 2015 IBSD Audit – Searle, Hart and Associates
4. Mackay Acres Subdivision, update
5. Panorama Hills sewer lines, update
6. Approval of minutes: 08/24/2016
7. Payment of bills

Meeting minutes: For additional information, please reference the meeting recording.

00:02:15 **PUBLIC HEARING – BERKLEY PARK ANNEXATION**

Mr. Blundell opened meeting with public hearing for the Berkley Park Annexation. Rockwell Development is requesting the area northwest of the intersection of Crowley Road and Iona Road be included in the District. This area is included in the impact area so permission from the City of Idaho Falls is not required. There were not any public comments regarding the proposed annexation.

MOTION: Ms. Bird made a motion to accept the petition for annexation for the Berkley Park area. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston)

00:05:45

00:05:45 **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**

Ms. Bridges reported that a meeting was held with Jeff Freiburg, the Engineer for the proposed high school, and he is requesting design information for the lift station. Mr. Harris stated that Mr. Freiburg wants design specifics to be incorporated into his drawings. Forsgren has taken a

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preliminary look at the pumps and pump curve data but more specific information such as inverts, existing rails, etc. will be needed prior to a final design.

Ms. Bridges stated that Mr. Freiburg received comments from Bonneville County regarding the access road to the lift station on First St. They would like this access to be removed. At this time there is not another way to access the lift station so a conversation with Bonneville County is needed.

MOTION: Mr. Belliston made a motion to contract Forsgren & Associates to do the design on the lift station improvements required prior to construction of the new high school. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston)

00:18:00

00:18:00 2015 IBSD AUDIT – SEARLE, HART AND ASSOCIATES

Mr. Steiner presented the results of the 2015 audit. He stated that all of the controls in place are good. One of the changes in the report are additions of infrastructure that had not been included since 2008. The reporting standards for PERSI have changed and are reflected in the report.

Mr. Steiner reviewed total assets, expenditures, and cost totals. There were no findings as far as controls or recommendations. The revenue has increased due to the growth of the District even though the fees have not been increased.

00:38:20

00:38:20 MACKAY ACRES SUBDIVISION, UPDATE

Mr. Harris has reviewed the proposed plans to bring a line down Telford Road to the Mackay Acres development. The proposed line is sized for 8-inch but the Board had asked Mr. Harris to review the plans and make a recommendation on the size of the line in the event the line is eventually extended further to the west. The concern is being able to install the line under the two creeks that are west of the development. The line in Ammon Road is oversized with plenty of capacity.

The proposed plans also have the manholes spaced at 400-foot. There are individuals at the City who are saying that 400-foot distance is acceptable but the current written Specifications for the City of Idaho Falls specifies 300-foot. The Board discussed this and do not want to waver from the written requirements since it could create liability issues. Mr. Ellsworth would like to proceed due to time constraints and agreed to the 300-foot requirement. The cost for the upsized pipe will be discussed at a later date.

MOTION: Mr. Esplin made a motion to approve the design for Mackay Acres on the condition that Forsgren & Associates approves the plans. The design will have manholes spaced at 300-foot with a 10-inch line at minimum slope and maximum depth. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston)

01:03:45

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01:03:45 **PANORAMA HILLS SEWER LINES, UPDATE**

Mr. Harris looked at what it would take to provide sewer service to areas of Panorama Hills that are currently included in the District but not developed. There have been calls inquiring about sewer service since the lots are listed for sale. In the area that is undeveloped two lines could be added and connected to existing lines to provide service in this area. The problem is the area has a steep elevation change and lava rock can be assumed. Mr. Harris is recommending that lots on the downhill side run a line through an easement on the properties. The cost per lot to install a system would be approximately \$30,000.00 per lot.

Mr. Belliston asked why the District is concerned since this should be an issue for the property owners. Ms. Wellman stated that as residents of the District, whether they are connected or not, they would be subject to any tax levies and allowed to vote. This area was originally platted in the 1970's when there was not sewer service available so there are homes on septic.

Mr. Sandifer is in the process of building a home in Altura Verde and would like to access the sewer system. He stated that the Health Department is currently requiring complex systems which can cost up to \$13,000.00.

Mr. Esplin inquired as to whether there is a mission statement that requires the District to provide sewer service. There are state regulations that mandate for public safety but there is not a requirement for sewer service. There is a requirement for connection if a property is within 200 feet of a sewer line. The Board discussed several options for getting service in this area as well as just leaving it to the owners.

Mr. Esplin suggested having a special meeting to discuss policy regarding cost sharing of sewer main installation. This would be for several areas, including Panorama Hills, Mackay Acres and the high school, that are being developed. The work meeting was schedule for October 6th at 7:00 p.m.

01:59:00

01:59:00 **APPROVAL OF MINUTES: 08/24/2016**

MOTION: Mr. Esplin made a motion to approve the minutes for August 24, 2016. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Blundell, Mr. Esplin, and Ms. Bird; Abstain: Mr. Belliston)

01:59:55

01:59:55 **PAYMENT OF BILLS**

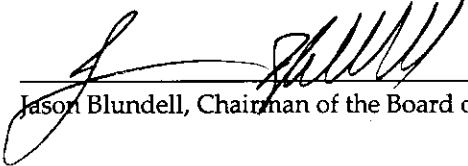
MOTION: Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston)

02:01:20

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02:01:20 ADJOURNMENT


The meeting adjourned at 9:00 p.m.



Jason Blundell, Chairman of the Board of Directors

10/26/16

Date



Matt Porter, Secretary/Treasurer
Brady Belliston - Director

11/3/16

Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - September 28, 2016

| | | | |
|-----------------------------------------|-----------------------------------------|----------|------------|
| Advantage Emp. Solutions | Payroll, Employee, Board | \$ | 14,276.27 |
| AFLAC | Insurance | \$ | 116.35 |
| Amazon | Office Supplies | \$ | 35.28 |
| American Flagpole.com | Flags | \$ | 139.90 |
| Association of Idaho Cities | 2016 Fall District Meeting | \$ | 35.00 |
| Bank of Commerce | Replenish Office Account and Conference | \$ | 4,534.94 |
| BK Professional Services | Lawn Maintenance | \$ | 555.00 |
| Blue Skies | Water | \$ | 15.00 |
| Buff N Shine Building Maint. | Office Cleaning | \$ | 185.00 |
| Cable One | Internet/Phone | \$ | 350.45 |
| Caselle | Software Support | \$ | 598.67 |
| Chase Paymentech | Merchant Processing Fees | \$ | 775.91 |
| City of Ammon | Sewer Treatment | \$ | 3,744.00 |
| City of Idaho Falls | Inspections | \$ | 447.40 |
| City of Idaho Falls | Sewage Treatment | \$ | 64,300.80 |
| Falls Water | Office Water 2 mo | \$ | 299.38 |
| Falls Water | Water for line maintenance - 2 mo | \$ | 186.74 |
| Forsgren Associates | Engineering | \$ | 1,227.50 |
| Healthsmart Benefit | NCPERS - PERSI Ins | \$ | 32.00 |
| Intermountain Gas | Office Utility - Gas | \$ | 2.00 |
| PC Plus | Computer support and Repairs | \$ | 1,017.85 |
| Public Retirement System | PERSI | \$ | 3,578.93 |
| Rocky Mountain Power | Utility - Lifts, Meters, Office, | \$ | 728.94 |
| Sam's Club | Office Supplies | \$ | 83.94 |
| Sasser Law Office | Legal | \$ | 1,477.50 |
| Searle Hart and Associates | 2015 Audit | \$ | 9,000.00 |
| Staples | Office Supplies | \$ | 17.99 |
| The Venetian | Caselle Conference - Deposit | \$ | 333.76 |
| United Mailing Direct | Monthly Statements and Delinquent | \$ | 2,419.04 |
| USPS.com | Postage | \$ | 170.95 |
| Utility Billing - Refunds | Refunds to patrons | \$ | 60.98 |
| Utility Billing - Refunds - Inspections | Inspection Fee Refunds - Subdivisions | \$ | 1,160.00 |
| Xpress Bill Pay | Online payments | \$ | 1,338.44 |
| Yost | Annual Service/Supply | \$ | 480.00 |
| | | | |
| | | Total \$ | 113,725.91 |