

OFFICIAL IBSD MINUTES

APRIL 27, 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; Stephanie Bird; Brady Belliston (absent)

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

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren Associates; Jeff Freiberg, Jeff Freiberg Engineering; Sterling Russell, Yellowstone Partners

Agenda Items:

1. School District #93 High School, update
2. Commercial connection: Mike Poliski
3. Yellowstone Partners: Investment Update
4. Lincoln main, update: Forsgren Associates
5. Fee analysis and financial reserves, discussion
6. City of Idaho Falls contract, update
7. Investment committee, discussion: Matt Porter
8. Approval of minutes: 03/23/2016
9. Payment of bills

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

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

Mr. Jeff Freiberg presented the most current plan for the new high school which will be planned to be open for the 2018 school year. He will be tying into the existing manhole east of Ladino Drive. The lines on the school grounds will be privately owned by the school district. He will continue working with the IBSD engineer in regards to the chemicals that will be used by the science labs and lift station. He would like to get all the agreements in place since construction of the infrastructure will begin in June.

There will be a few residential lots that will be part of the project. In the Ridgeview subdivision cul-de-sacs will be incorporated at the dead ends. Mr. Freiberg stated that the development will be limited due to concessions with the residents in this area. A development agreement will need to be implemented.

Mr. Harris will look at the pumps in the lift station to see if they need to be upgraded. The name and district of the school is unknown. Mr. Freiberg will continue to work with staff as he develops the plans.

00:16:15

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00:16:15 **COMMERCIAL CONNECTION: MIKE POLISKI**

Ms. Bridges stated that Mr. Poliski had inquired about adding a connection for the shop behind his home on Edwards Drive. He has a plant where septage is process and he would like to be able to dump at this shop on Edwards as opposed to transporting it to the City of Idaho Falls. The connection fee would be quite expensive since commercial fees are per ERU. It was also suggested that he may be able to use Beaches Corner.

Mr. Harris has concerns about the strength of discharge due to the nature of it being from septic tanks. The City of Idaho Falls may have opposition to this due to the strength of the wastewater.

Mr. Poliski did was not in attendance at the meeting. The Board indicated he is welcome to come and discuss options.

00:23:40

00:23:40 **YELLOWSTONE PARTNERS: INVESTMENT UPDATE**

Mr. Sterling Russell has been assisting with the management of IBSD investments when he worked at Key Bank. He is now assisting under Yellowstone Management. He manages the portfolio using IBSD investment policy and guidelines.

00:29:20

00:29:20 **LINCOLN MAIN, UPDATE: FORSGREN ASSOCIATES**

Mr. Kevin Harris has had a review of plans for the Lincoln Road sewer replacement with Mr. Esplin and Ms. Bridges and the suggested changes are being incorporated. He will submit to the City of Idaho Falls for comments prior to submitting to DEQ. The timeframe for the construction on Lincoln Road is not known at this time.

Mr. Esplin asked if the condition of the line on First Street has been reviewed. Mr. Harris, Mr. Noel and Ms. Bridges met to view the video. The condition of the pipe is what would be expected for a 40-year old line. There are several dips and areas where the camera is underwater. Mr. Esplin would like to move forward with the design of a new line so the plans will be ready if this project goes through. Mr. Harris will look into the status of funding for this project.

Bonneville County has released a document with planned transportation projects. Ms. Wellman will forward the document at a later time.

00:40:35

00:40:35 **FEE ANALYSIS AND FINANCIAL RESERVES, DISCUSSION**

Ms. Wellman stated that since we are working on the chart of accounts in the process of creating a budget. She provided the list of rates that Schiess Engineering compiles showing the rates of local water and sewer rates. Mr. Porter stated that his thought is now that we have a history of costs it may be a good idea to look at rates with the idea of maybe lowering current rates.

Mr. Harris stated that at the time of the Facility Planning Study the current fee of \$28.00 per ERU was adequate. He did not think they looked at lowering rates. It was suggested that a work

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meeting be held to discuss the current rates. Ms. Wellman will provide a copy of the Facility Planning Study to the Board prior to the next meeting.

00:45:50

00:45:50 **CITY OF IDAHO FALLS CONTRACT, UPDATE**

Ms. Wellman noted that IBSD has started receiving itemized bills from the City of Idaho Falls. Mr. Sasser stated that he along with Mr. Harris and staff have met with Chris Frederickson at the City of Idaho Falls to discuss the billings. It was assumed that some of the required inspections would be included and that additional inspections would be charged since this was not discussed during negotiations. Mr. Frederickson's perspective is that every time they go out they send an equipment truck with two employees which is a cost to them.

Mr. Sasser stated that the Developers need to know that there will be additional charges for each of the inspections and these charges will be passed to the developers. It was suggested that a deposit be collected at the beginning of the project to cover the fees from the City. There is also the question of what the current rate per thousand gallons includes. The City of Ucon pays a reduced fee that does not include maintenance.

The Board discussed options for taking over the maintenance of the lines. There would be initial capital costs of equipment plus full time employees if IBSD started maintaining the lines. Another option is to hire another municipality or private entity to perform maintenance. Mr. Porter would like to look at options and monitor the charges over the next couple of months. Mr. Blundell stated the expense for this would benefit the developers so he struggles with why the District would take on this extra function.

Mr. Harris noted that the City of Idaho Falls will be doing a rate study soon since they have lost revenue from users who have reduced flow. It is possible based on the study that our rates will also increase.

The Board decided to wait on a decision until it could be included on the agenda.

01:26:40

01:26:40 **INVESTMENT COMMITTEE, DISCUSSION: MATT PORTER**

Mr. Porter stated that the investment committee met a couple months ago to have a preliminary discussion to outline the framework of how to approach the management of investments. He would like to meet every three months to discuss the investments on a committee level. Then an update will be brought to the Board during the public meeting.

01:29:35

01:29:35 **APPROVAL OF MINUTES: 03/23/2016**

MOTION: Mr. Esplin made a motion to approve the minutes for March 23, 2016. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 2-0 (Yay: Mr. Esplin and Ms. Bird; Abstain: Mr. Porter and Mr. Blundell)

01:30:20

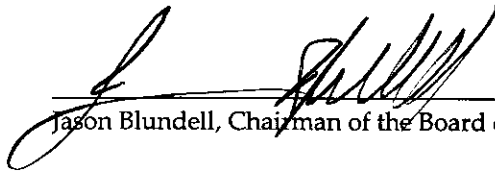
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01:30:20 **PAYMENT OF BILLS**

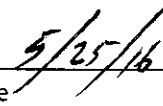
MOTION: Mr. Porter made a motion to pay the bills as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Esplin, Ms. Bird, Mr. Porter and Mr. Blundell)
01:32:20

01:32:20 **ADJOURNMENT**

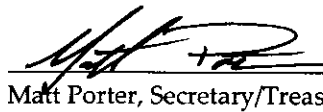
The meeting adjourned at 8:35 p.m.



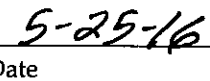
Jason Blundell, Chairman of the Board of Directors



Date



Matt Porter, Secretary/Treasurer



Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - April 27, 2016

Advantage Emp. Solutions	Payroll, Employee, Board	\$ 14,097.76
AFLAC	Insurance	\$ 232.70
Bank of Commerce	Replenish Office Account	\$ 370.42
BK Professional Services	Lawn/Snow Maintenance	\$ 85.38
Blue Skies	Water	\$ 20.00
Buff N Shine Building Maint.	Office Cleaning	\$ 165.00
Cable One	Internet/Phone	\$ 350.61
Caselle	Software Support	\$ 598.67
Chase Paymentech	Merchant Processing Fees	\$ 713.47
City of Ammon	Sewage Treatment	\$ 3,744.00
City of Idaho Falls	Sewage Treatment/Maintenance/Inspections	\$ 60,064.29
Costco	Office Supplies	\$ 21.19
Eagle Rock Sanitation	Trash	\$45.00
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$ 35.50
Forsgren Associates	Engineering	\$ 5,491.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$ 32.00
Intermountain Gas	Office Utility - Gas	\$ 33.24
LoCalendar	Online Calendar	\$ 29.95
Public Retirement System	PERSI	\$ 3,361.05
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$ 623.70
Sasser Law Office	Legal	\$ 796.50
United Mailing Direct	Monthly Statements	\$ 2,452.51
Utility Billing - Refunds	Refunds to patrons	\$ 28.00
Walmart	Office Supplies	\$ 66.78
Xpress Bill Pay	Online Banking	\$ 1,213.66
	Total	\$ 94,672.38