

OFFICIAL IBSD MINUTES

AUGUST 16, 2017 IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

Board Members Present: Brady Belliston (Chairman); Robert Esplin; Jeff Miner; Stephanie Bird; Kurt Nelson

IBSD Staff: Marina Meier, Manager; Donna Bridges, Field Coordinator

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates; Louise Street, Searle Hart & Associates

Agenda Items:

1. Searle & Hart & Associates 2016 IBSD Financial Audit
2. Approval of minutes: 07/19/2017
3. Lincoln Road Replacement update
4. Beach's Corner update: Forsgren Associates
5. City of IF Rate Increase
6. 2017 Tax Certifications
7. Fiber Optics for IBSD
8. Aug 21st Eclipse
9. Re: 2390 Ross Ave.
10. Office Policies Update
11. Payment of bills

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

Meeting called to order by Chairman Brady Belliston at: 7:00 p.m.

00:00:00 **SEARLE & HART & ASSOCIATES 2016 IBSD FINANCIAL AUDIT**

Louise Street, Searle Hart & Associates, presented the financial audit for 2016. She stated that it has been a pleasure working with the staff and the organization and scanning of documents has made it easier for her to request the information she needs for the audit. She reviewed the prepared report and her findings with the Board. There were no new standards introduced for this year.

Mr. Esplin asked if there was anything that caused her to pause. Ms. Street stated that there was an increase in patrons who had credit balances. This was due to all patrons, including ones with a credit, receiving an invoice in November as a result of trying to get a flyer to all the patrons.

00:23:30

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00:23:30 **APPROVAL OF MINUTES: 07/19/2017**

MOTION: Ms. Bird made a motion to approve the minutes for July 19, 2017. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:24:10

00:24:10 **LINCOLN ROAD REPLACEMENT UPDATE**

Mr. Harris stated that the design engineer for the Lincoln Road Replacement has finalized the roadway layout and alignment which required adjustments to the sewer design. Forsgren has been making the changes which include moving manholes out of travel lanes and changing the connection points for roundabouts. There has also been coordination with the other utilities in the area.

The project is going to include the widening of Lincoln Rd. from the roundabout at Hitt Road to just past Ammon Road. Once the new roadway is done the County will not allow any pavement cuts so it makes good sense to replace the sewer line on this corridor. Mr. Harris also let the Board know that the County is requiring the abandoned sewer line to be filled with flowable fill so this will increase the cost of construction. This is precautionary since they do not want issued with collapsed pipe in the future.

Mr. Esplin inquired if there was any more discussion of replacing the road on First St. At this time there are only plans for the intersection of First St. and Crowley Rd. Mr. Esplin believes it would be a good idea to be proactive in the sewer design for this road similarly to Lincoln Rd. in the event the County decides to replace First St.

00:37:20

00:37:20 **BEACH'S CORNER UPDATE: FORSGREN ASSOCIATES**

Mr. Harris stated that Aaron Swenson of Forsgren & Associates has been working on development plans for Beach's Corner Commercial. It is a small project but he does not want there to appear to be a conflict of interest by reviewing Forsgren plans. Mr. Esplin would like a separate engineering firm to review the plans.

MOTION: Mr. Esplin made a motion to have Schiess & Associates review the plans for Beach's Corner Commercial. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:42:00

MOTION: Mr. Esplin made a motion to approve the Beach's Corner Commercial contingent upon the review and approval of plans. **MOTION SECONDED:** Mr. Nelson seconded.

MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:44:50

00:44:50

CITY OF IF RATE INCREASE

Mr. Sasser stated that there was a meeting with Chris Fredericksen, City of Idaho Falls Public Works Director, to discuss the proposed rate increase. The City has provided a cost of service and breakdown of customers that they used to determine a new rate. It was determined that additional information on the breakdown of customers and what their customers are charged was needed. This is part of the due diligence of making sure that what they are proposing is in line with what is in the contract.

The information provided stated that the true cost is actual higher than what was originally provided and the rate could be higher than what is first proposed. Mr. Esplin stated that he wants to know the specifics on what they charge their customers since IBSD's contract specifically states that Idaho Falls will not charge us more than their own customers.

Mr. Harris prepared a Rate Analysis to see how the proposed rate increase may affect IBSD's current rate. If the rate is increase more than 5% then a public hearing is required. If the amount that is contributed to the reserves is maintained it would require either 6.8 % or 12% increase depending on the rate that Idaho Falls eventually charges.

Mr. Belliston stated that it is the duty of the Board to explore options. It was suggested that the Board should explore the option of pursuing other treatment options. Mr. Esplin stated that he would like to make a decision based on having all the information which would include the option of going the EIRWWA. He would like an official presentation. Mr. Harris will check with representatives to set something up.

01:31:25

01:31:25

2017 TAX CERTIFICATIONS

Ms. Bridges stated that there was not a Board motion at the previous meeting when the Tax Certification was presented.

MOTION: Mr. Esplin made a motion to accept the 2017 Tax Certification as presented in the previous meeting. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

01:32:40

01:32:40

FIBER OPTICS FOR IBSD

Ms. Meier stated that the City of Ammon has agreed to provide fiber optic service at a cost of \$3,500.00. She has contacted other entities in the vicinity to see if there is interest in cost sharing but no one responded.

MOTION: Mr. Miner made a motion to approve getting fiber optics for the office. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

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01:40:00

01:40:00 **AUG 21ST ECLIPSE**

Mr. Esplin stated that he has attended a public meeting held by the City of Idaho Falls in regards to the upcoming eclipse. It may be that there are people who will be parking in the parking lot and vacant lot next to the office. People are allowed to park in public lots unless there are signs posted. Mr. Sasser stated that the police have recommended that banks and other nonessential businesses to close since they do not believe the response time will be good if there are incidents.

The IBSD office will be closed.

01:45:25

01:45:25 **RE: 2390 ROSS AVE.**

Ms. Meier stated she wanted to get the Board's opinion on a situation where there is a home that is being billed but is uninhabitable due to a crime. She has spoken to the City of Ammon and the water has been turned off. The policy currently allows disconnects with a fee and for fire or uninhabitable situations.

MOTION: Mr. Esplin made a motion to suspend the billing for 2390 Ross Ave. as it is uninhabitable. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

01:54:50

01:54:50 **OFFICE POLICIES UPDATE**

Ms. Meier stated that she and Mr. Sasser are working on putting an employee handbook together. She will provide a draft in a few weeks for review and approval at a future meeting.

Mr. Belliston reviewed the ICRMPS Acts of Terrorism coverage and discussed whether this is a policy that IBSD should have. The Board is going to review and make a decision at a future meeting.

01:59:40

01:59:40 **PAYMENT OF BILLS**

MOTION: Mr. Nelson made a motion to approve the bills as presented. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

02:03:50


02:03:50 **ADJOURNMENT**

The meeting adjourned at approximately 9:05 p.m.

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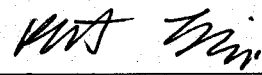
02:03:50 ADJOURNMENT

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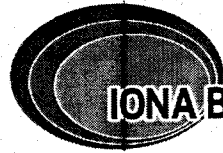
Brady Belliston, Chairman of the Board of Directors

9/20/17
Date



Robert Esplin, Secretary/Treasurer

9/20/17
Date



IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses -Aug 16, 2017

Advantage Emp. Solutions	Payroll, Employee, Board	\$	11,442.36
AFLAC	Insurance	\$	116.35
BK Professional Services	Lawn Services	\$	362.00
Buff N Shine Building Maint.	Office Cleaning	\$	185.00
Blue Skies	Office water	\$	25.30
Cable One	Internet/Phone	\$	440.51
Caselle	Software Support	\$	598.67
Caselle	Conference	\$	900.00
Chase Paymentech	Merchant Processing Fees	\$	1,526.53
City of Ammon	Sewer Treatment	\$	3,744.00
City of Idaho Falls	Sewer Treatment	\$	66,691.68
Falls Water	Office Water-bldg	\$	70.80
Forsgren	Engineering	\$	2,999.00
HealthSmart Benefit Solution	Insurance	\$	64.00
Intermountain Gas	Office Utility - Gas	\$	9.50
ISU Credit Union	Replemish Bank Account	\$	5,000.00
ISU Credit Union	Bank Fees & Checks	\$	68.54
PC Plus	Computer Software/Support	\$	187.50
Public Retirement System	PERSI	\$	3,049.16
Rocky Mountain Power	Electrical, Lift Stations,Meters,Office	\$	788.34
Sams Club	Office Supplies	\$	53.18
Sasser Law Office	Legal Services	\$	3,662.50
State Insurance Fund	State Ins 04/01_07/01/2017	\$	224.00
United Mailing Direct	Monthly Statements/Delinquent Letters	\$	2,513.11
USPS	Office Stamps	\$	54.67
Utility Billing - Refunds	Refunds to patrons	\$	1,513.00
Xpress Bill Pay	Online payments	\$	1,423.52
	Total	\$	107,713.22