

OFFICIAL IBSD MINUTES

MAY 20, 2010
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman John Price at: 7:00 p.m.

Board Members Present: John Price (Chairman); Mike Klingler; Jason Blundell; Glen Clark; Kelly Howell

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

Public: Paul Snarr, Eagle Rock Engineering; Kurt Roland, Eagle Rock Engineering; Scott Bruce, Falls Water; Kevin Harris, Forsgren; Dave Noel, Forsgren; Tony Sasser, Sasser Law Office; Dave Schiess, Schiess Engineering; Roger Hill, School District #93

Agenda Items:

1. IBSD 8310: Current connection to sewer line and past billing.
2. Eagle Rock Engineering – Kurt Roland and Paul Snarr, Introduction of their engineering firm to District.
3. Landmark Center, Division No. 1- Annexation
4. First Street, Flow meter update - Forsgren and Assoc.
5. Ammon Separation – Forsgren and Assoc. and John Price
6. Eagle Farms update
7. Facility Planning Study
8. Thunder Stadium Concessions
9. Building Update, Mailbox/Drop box, Window coverings, Flag, Open House
10. Newsletter – June 2010
11. Caselle Training Update
12. Arc View / Arc Publisher Upgrade and King Mapping update
13. Legal counsel consideration
14. Payment of Bills
15. Approval of Minutes: 04/28/2010
16. Adjournment

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

00:00:00 IBSD 8310: CURRENT CONNECTION AND PAST BILLING

Scott Bruce with Falls Water brought to the attention of the Board a connection that was made during the construction of the pump house on Deborah Drive. The original plans didn't call for a connection but due to a DEQ requirement for a wash basin, this changed after the building permit was issued. The actual water use since completion in May 2009 has been 144 gallons. He would like to do a H₂O Disconnect per Board policy rather than permanently disconnect.

Mr. Klingler suggested since Falls Water doesn't bill itself that they provide meter readings as a condition of disconnecting. Mr. Price suggested capping the line so nothing can go into the line. Mr. Bruce stated there are procedure they would ensure nothing entered the line. He has already submitted his disconnect request.

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The Board concurred that it was fair for Falls Water to pay a connection permit fee and H₂O disconnect fee. Falls Water will provide meter readings and alert IBSD to any changes to the status of the connection.

00:18:35

00:18:35 **EAGLE ROCK ENGINEERING**

Paul Snarr and Kurt Roland with Eagle Rock Engineering introduced their firm to the Board. Eagle Rock Engineering is a new firm having recently opened a couple offices locally with one being built in Idaho Falls. Mr. Snarr has sewer experience working with the City of Idaho Falls Public Works and wanted to offer their service and expertise to the Board.

00:21:10

00:21:10 **LANDMARK CENTER, DIVISION NO. 1 - ANNEXATION**

The petition for annexation for Landmark Center has been received from the owner. The Board had agreed to this inclusion previously. Advertisement for a public hearing will be done and the public hearing will occur at the next scheduled monthly meeting.

00:23:45

00:23:45 **FIRST STREET, FLOW METER UPDATE - FORSGREN AND ASSOC.**

Mr. Harris presented the draft of the flow meter data and analysis for the line on First Street. It appears based on the data from the flow meters there is capacity in the First Street line. He calculated the additional flow from the proposed schools using industry standards and based on the estimated number of 1,300 students and staff. There are 39 residential lots not yet developed in Ridgeview subdivision. Mr. Harris calculates the line will be less than 50% capacity when fully developed.

Since Idaho Falls had reported the lines being near full after a visual inspection Mr. Harris would like to do a couple visual checks before issuing a final report. The capacity of the pump station will also have to be looked at.

The Board directed Ms. Wellman to proceed with contacting Chad Stanger with the City of Idaho Falls to see what needs to be done to have this area annexed into the District.

00:42:15

00:42:15 **AMMON SEPARATION – FORSGREN AND ASSOC. AND JOHN PRICE**

Mr. Harris asked the Board if they had had a chance to review the draft report for the Ammon separation and if anyone had comments on the report. Lance Bates has communicated that he is ready to meet to discuss options. Mr. Price will contact Mr. Bates and set up a work session meeting.

00:45:00

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00:45:00 **EAGLE FARMS UPDATE**

Dave Noel commented that Forsgren is working with Eagle Farms since they are under a consent order from DEQ for their process water. Eagle Farms are moving forward getting land application permits from DEQ for the affluent. Eagle Farms would like to connect to the sewer but are looking at other options.

The Board had been open to accepting the flow provided the line has the capacity and the City of Idaho Falls is agreeable. Mr. Noel stated there are things that can be done as far as only allowing discharge at certain times or metering the flow to reduce impact. Before the Board can make a decision to accept this flow more information is needed from Eagle Farms.

Mr. Harris commented that Forsgren is working with Eagle Farms due to the DEQ Consent Order. He wanted to affirm this is not a conflict of interest even though Eagle Farms is located within the District.

00:53:50

00:53:50 **FACILITY PLANNING STUDY**

Mr. Klingler stated there are several issues right now that require a Facility Planning Study. There are several developments that IBSD has committed service to so it is critical to find out what the capacities are and if they can handle what has been committed and if IBSD has the ability to make additional commitments.

The Board has discussed and concurred the study needs to be done, the decision now is what the scope will include and who will do the engineering. Mr. Klingler suggested having another work meeting to settle on the scope. There are a number of engineering firms who are interested in performing the work. Mr. Price is open to having multiple firms involved. Mr. Klingler would prefer to have an engineering firm that is familiar with the system. Mr. Howell stated it may be a good idea to have an engineering firm who is not the regular engineer do the study so it doesn't create a road map for work to be done by the same firm.

Mr. Klingler stated any work that is suggested to be done will have to be supported with evidence. Mr. Price asked the Board to research what other District do and how they handle engineering. Mr. Klingler stated that while that is being done, the Board could move ahead on developing a scope for the work to be performed. Each Board member has ideas of what needs to be done. Mr. Blundell suggested a decision be made at this work meeting with regards to using the current engineering firm or putting out a Request for Qualifications.

MOTION: Mr. Klingler made a motion to hold a special meeting to develop a scope for the Facility Planning Study with Kevin Harris of Forsgren Engineering and determine whether to use the current engineer or have a Request for Qualifications for another engineer on Thursday, June 3rd at 5:30 p.m. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

Mr. Klingler stated that even though engineering firms are invited to attend the work sessions the only firm that should be billing will be Forsgren Engineering.

01:22:45

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01:22:45 **THUNDER STADIUM CONCESSIONS**

Donna Bridges asked for this item to be tabled until she is able to get more information. The concession stand is under construction and has brought to the Board's attention the fact that the stadium has never been billed for sewer fees. Bonneville High School is billed per student and staff member. Roger Hill stated the sewer line has been in since 1992 with locker room additions and now the concession stand.

01:25:20

01:25:20 **BUILDING UPDATE, MAILBOX/DROP BOX, WINDOW COVERINGS,
FLAG, OPEN HOUSE**

The move in date from the builder is June 4th. Mr. Klingler suggested closing that day so the office can move and have the weekend to get settled. He also proposed having a mailbox made by a sheet metal company; he provided a sketch as an example. Mr. Klingler presented several options for flag poles for Board review.

MOTION: Mr. Clark made a motion to purchase a flag pole for up to \$1,365.00. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

01:40:30

Ms. Wellman stated there are have three bids received on the window blinds. The decision on type and color still needs to be made.

The Board will hold an open house to celebrate the opening of the building on June 24th. There will be hamburgers, hot dogs and a shaved ice machine. A newsletter will be prepared to be included in the next invoice.

Landscaping also needs to be arranged. The Board would like something low maintenance with sod and a sprinkler system and perhaps a few trees. A bid package will be prepared.

01:59:40

01:59:40 **NEWSLETTER – JUNE 2010**

The Board authorized the manager to prepare a newsletter announcing the move and open house. The newsletter will be sent out to patrons of the District.

02:00:50

02:00:50 **CASELLE TRAINING UPDATE**

Ms. Wellman went to Caselle for training on accounts payable and general ledger. A good deal of time was spent correcting dates and other items from the original set up. Once things are up and running the accountant can forward with performing an audit of the accounting system.

02:05:00

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02:05:10

ARC VIEW / ARC PUBLISHER UPGRADE AND KING MAPPING UPDATE

Bob King with King Mapping set up and reinstalled the original data for the GIS software. Bonneville County and City of Idaho Falls provided GIS data we were able to link. There is still a lot of information regarding the system that was updated after the initial installation in 2007 so this information will need to be accessed and updated as time allows.

02:09:40

02:09:40

LEGAL COUNSEL CONSIDERATION

MOTION: Mr. Klingler made a motion to add Legal Counsel Consideration to the agenda. This was something he noticed missing from the agenda after the 48 hour notice period and would like to have it added. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

Mr. Sasser has started his own practice and is no longer with Echohawk Law. Mr. Klingler stated, for the sake of continuity, that he had contacted Tony Sasser regarding legal services for IBSD.

Echohawk is in possession of several boxes of IBSD documents obtained from the previous legal counsel. Mr. Price will contact Echohawk Law to see about getting those materials brought to the IBSD office.

MOTION: Mr. Clark made a motion to retain Tony Sasser of Sasser Law as legal representative for IBSD. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

02:16:20

02:16:20

PAYMENT OF BILLS

There has been a portion of the architect's fee that was being held until a disagreement regarding incorrectly specified materials for the building was resolved. The Board concurred that the legal fees involved with fighting this issue would not be worth the expense. It was agreed Sundburg & Associates would not be hired for future projects. Mr. Sasser will contact Newell Goldsburg's attorney to resolve issue.

MOTION: Mr. Blundell made a motion to let Mr. Sasser handle the situation with Sundberg & Associates and whatever he works out will be paid. If he cannot work something out then the full amount of \$1,500.00 will be paid. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

Ms. Wellman has checked again and payments to the Board do need to be reported to the IRS. She will get this set up with the payroll company. A new employee has been hired and will start on Monday. Mr. Clark would prefer any new employees to be rate payers living within the District.

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MOTION: Mr. Klingler made a motion to pay the bills. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

Mr. Blundell asked that a filing cabinet be provided for the Board for document storage.

02:30:40


02:30:40 **APPROVAL OF MINUTES: 04/28/2010**

MOTION: Mr. Blundell made a motion to approve the minutes for April 28, 2010. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

02:31:30

02:31:30 **ADJOURNMENT**

The meeting Adjourned at 9:31 p.m.



John Price, Chairman of the Board of Directors

7/26/10

Date



Jason Blundell, Secretary/Treasurer

7/22/10

Date