

OFFICIAL IBSD MINUTES

**APRIL 23, 2014
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING**

Meeting called to order by Chairman Kelly Howell at: 7:00 p.m.

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

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

Attorney: Tony Sasser, Sasser Law Office

Public: Roy Hobbs, City of Iona Planning & Zoning; John Price, patron; Kevin Harris, Forsgren & Associates

Agenda Items:

1. City of Iona impact area expansion: Roy Hobbs
2. IBSD Mainline cleaning and inspection: Update, Forsgren Associates
3. IBSD Wildwood force main extension: Update, Forsgren Associates
4. Cues/Granite XP software: Update
5. Manhole Condition Report: Donna Bridges
6. Idaho Falls contract: Update
7. Association of Idaho Cities: Update
8. Bank separation, establishment of second bank account: Update
9. Approval of minutes: 03/26/2014
10. Payment of bills

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

Mr. Howell asked if Item 4 could be addressed first since Mr. Clark was on his way and wanted to be present of Item 1.

00:10:10 **CITY OF IONA IMPACT AREA EXPANSION: ROY HOBBS**

Mr. Roy Hobbs, City of Iona Planning & Zoning, presented a map with the existing impact area for the City of Iona along with the proposed impact area they are trying to get Bonneville County to approve. He is requesting that IBSD expand its service area to match the proposed impact area to satisfy the requirements of Bonneville County for sewer service. Mr. Esplin stated the area is quite large and he does not believe IBSD can commit to servicing this large of an area. Mr. Howell stated that IBSD is already committed to servicing areas already within the boundary and is not sure that the City of Idaho Falls can handle treatment.

Mr. John Price stated that it is his understanding that the impact area is just a proposal. The City would determine what they can and cannot handle and they would negotiate with the County. He believes the City just needs a letter from IBSD stating what can and cannot be done at this

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time. Mr. Harris stated that the Facility Planning Study took into account the zoning of the areas that are not currently served within the District to forecast future flow.

Mr. Clark believe IBSD should go along with this proposal with conditions that some areas can and some areas cannot be served. The Board asked that Ms. Bridges attend any meetings with the City of Iona and other entities involved in this process. The Board does not want to commit to servicing the area but is agreeable to having this included in the service area. Any areas to be serviced would be required to be annexed at that time and may have conditions for the developer.

00:31:50

00:31:50 **IBSD MAINLINE CLEANING AND INSPECTION: UPDATE, FORSGREN ASSOCIATES**

Mr. Harris updated the Board on the cleaning and inspections project. The pre-project meeting is scheduled for May 1, 2014. Pipeline will present their schedule at this meeting. Mr. Esplin expressed wishes that the camera work be done while the canals are full so that any infiltration can be identified.

00:35:10

00:35:10 **IBSD WILDWOOD FORCE MAIN EXTENSION: UPDATE, FORSGREN ASSOCIATES**

Mr. Harris was happy to report that the contractor has been moving dirt and gotten a good start on the project. Landon Excavating started a couple days ago after getting the insurance documentation worked out. So far everything is going well but he will be relieved after the canal and railroad bores are completed.

The City of Ammon has contacted us stating that residents are complaining about the construction. This is a fast moving project and none of the roads are to be closes but one of the intersections was blocked for 30 minutes the first day. The contractor is aware of the complaints.

The flow will be diverted at the end of the project and the emergency generator will be installed when it is received in a couple months.

00:49:30

00:00:00 **CUES/GRANITE XP SOFTWARE: UPDATE**

Ms. Wellman explained that Cues is the company that supplies the Granite XP software to be used for the sewer video information. She has been working with them to find out what was needed for the project but when we went to purchase the software the quote was significantly more than had been anticipated. Ms. Bridges stated that she has since spoken to a representative at Cues and he is confirming that only the engineering version is required, which is what we were originally quoted. He is saying that we should inherit the ESRI module from the contractor.

Ms. Bridges stated that she participated in another online demonstration and noted some of the features of the product such as the rating of the pipe.

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Ms. Wellman also let the Board know that Bob King, the gentleman who has been assisting with our GIS, has been difficult to get in touch with. She has started to explore what other options would be for help. There is someone at Keller who may be able to help and Mr. Harris stated there is someone in his office who could help as well.

00:10:10

00:49:30 **MANHOLE CONDITION REPORT: DONNA BRIDGES**

Ms. Bridges stated she wanted to discuss the Manhole Condition report since it has been a couple years since it was discussed. She provided the spreadsheet she prepared with all manholes that require repair according to the City of Idaho Falls. She also provided an estimate that was provided by Landon Excavation in June 2011. The Board discussed how to address the repairs and directed Ms. Bridges to arrange the repairs up to \$25,000.00

MOTION: Mr. Klingler made a motion to approve moving forward with repairing manholes that are overlaid and any that have surface levels issue for road safety as long as it does not exceed \$25,000.00. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:01:25

01:01:25 **IDAHO FALLS CONTRACT: UPDATE**

Ms. Bridges reported that her meeting with the City of Idaho Falls went well. The meeting was for the purpose of reviewing boundaries and service areas. The City's GIS Coordinator has been working on making sure their maps are up to date. She requested that the area on 55th be added to the service area since there is an IBSD sewer line in this area.

At this meeting Ms. Bridges mentioned that the Board is aware that the contract is expiring at the end of this year and that the Board would like directions from the Counsel on how to proceed with negotiations. Mr. Frederickson stated he would take this to his Counsel.

Mr. Howell asked if the discussion included areas of Ammon that are in the IBSD service area but there is currently not sewer service. These area will be removed from the agreed area since it will be better served by the City of Ammon.

Ms. Wellman also let the Board know she would be invoicing the City of Ammon when the force main is completed. IBSD will be intercepting 93 of their patrons and deducting 134 patrons from what we currently reimburse Ammon.

01:07:25

01:07:25 **ASSOCIATION OF IDAHO CITIES: UPDATE**

Ms. Wellman stated the cost to join the Associations of Idaho Cities is \$300.00 per year. It is an organization comprised of Cities and other government entities that keeps track of changing legislation that may affect policies and operations. The advantages of being a member is that this information is received in a timely manner.

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MOTION: Mr. Esplin made a motion for IBSD join the Associations of Idaho Cities. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell).

01:11:30

01:11:30 **BANK SEPARATION, ESTABLISHMENT OF SECOND BANK ACCOUNT:
UPDATE**

Ms. Wellman stated she has set up an account per the auditors recommendation but she has been waiting for Caselle to get it set up in the software. Caselle requires a resolution from the Board before they will allow a new account to be added. She has just received the signed resolutions so she can proceed.

Ms. Wellman also reported that her and Mr. Blundell have been speaking with Key Bank about the services we have been receiving and there are some that need to be terminated. She also noted that monies will need to be transferred periodically as the balance builds up and Mr. Blundell will take care of this.

01:15:25

01:15:25 **APPROVAL OF MINUTES: 03/26/2014**

MOTION: Mr. Esplin made a motion to approve the minutes for March 26, 2014. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:17:00

01:17:00 **PAYMENT OF BILLS**

Ms. Wellman stated that Caselle has been having some bugs in the software. In order to fix the problems Caselle allowed IBSD to update software prior to release. After the update she was not able to reconcile Key Bank or Bank of Commerce. The other accounts are reconciled and the statements and invoices have been entered. As soon as Caselle resolves the software issues she will provide this information.

The Board discussed the landscaping and decided it would be good to rebid this periodically. Mr. Blundell provided a name for Ms. Wellman to contact. She will contact landscapers for quotes.

Ms. Wellman noted that Lincoln Employee benefits is changing how they issue paper checks so she is asked for permission to issue the Board members who receive paper checks written checks.

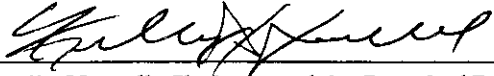
MOTION: Mr. Blundell made a motion to approved the payment of bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:26:00

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01:26:00 **ADJOURNMENT**

The meeting adjourned at 8:30 p.m.



Kelly Howell, Chairman of the Board of Directors

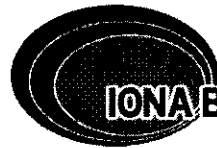
5-28-2014
Date



Jason Blundell, Secretary/Treasurer

6/25/14
Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - April 23, 2014

Bank of Commerce	Replenish Office Account	\$	488.49
BK Professional Services	Lawn Maintenance	\$	375.00
Blue Skies Product Distributing	Bottled Water for Office	\$	10.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Business Phone Specialist	Transfer Avaya phone system to CableOne	\$	75.00
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	425.98
City of Ammon	Sewage Treatment - Below the Meter	\$	8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	59,674.14
Electrical Equipment	Panorama Lift Station electrical	\$	340.20
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$	58.75
Forsgren Associates	Wildwood force main, Gen Engineering	\$	11,660.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
ICRMP	Insurance	\$	1,495.00
Intermountain Gas	Office Utility - Gas	\$	29.70
Lincoln Employee Benefit	Payroll, Employee, Board	\$	7,206.92
PC Plus	IT Support	\$	75.00
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	683.32
Sasser Law Office	Legal	\$	1,821.50
ShipPro	Postage	\$	9.98
United Mailing Direct	Monthly Statements	\$	1,901.42
Utility Billing - Refunds	Refunds to patrons	\$	146.00
Walmart	Vacuum	\$	137.76
Xpress Bill Pay	Online Banking	\$	1,069.86

Total \$ 96,607.69