

OFFICIAL IBSD MINUTES

SEPTEMBER 20, 2017
IONA BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

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

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

Attorney: Tony Sasser, Sasser Law Office

Public: Dan Larson, Kartchner Homes; Keith Sheets, Horrocks Engineers; Caden Fuhriman, Horrocks Engineers; Joe Davis, Eagle Farms; Blake Jolley, Connect Engineering

Agenda Items:

1. North Springs, Div. 2 – Aspen Engineering
2. Wookie Park, Div. 1 – Horrocks Engineering
3. Warm Spring Townhomes request for permits – Kartchner Homes
4. Bridgewater exclusion – Connect Engineering
5. Eagle Farms discharge increase
6. Request for Annexation & Update: School District #93
7. Beach's Corner – update
8. IF Rate Increase
9. IBSD Bylaws
10. Approval of Office Policies
11. Approval of minutes: 08/16/2017
12. Payment of bills

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

Meeting called to order by Treasurer/Secretary Robert Esplin at: 7:07 p.m.

MOTION: Mr. Miner made a motion to approve agenda item Nos. 5 and 8 which were added to the agenda after the 48-hour notification period. **MOTION SECONDED:** Ms. Bird seconded.

MOTION PASSED: 3-0 (Yay: Mr. Esplin, Mr. Miner, and Ms. Bird)

00:01:30

Mr. Belliston arrived.

00:01:30 **NORTH SPRINGS, DIV. 2 – ASPEN ENGINEERING**

Ms. Bridges presented the proposed North Springs, Division 2 that will be located near the southeast corner of First St. and Crowley Roads. The new division includes 15 additional lots.

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MOTION: Mr. Esplin made a motion to approve North Springs, Division 2 on condition of IBSD Engineer's approval. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

00:04:00

00:04:00 WOOKIE PARK, DIV. 1 – HORROCKS ENGINEERING

Mr. Keith Sheets presented the plan for a two-lot commercial development. The development is located southwest of the Telford and Ammon Roads intersection. The plan will also include terminating access to Yellowstone Road from Telford Road as requested by Bonneville County. The sewer connections will be on Telford Road since the depth is less than Ammon Road. The plan includes two 6-inch service connections. Typical connections are 4-inch unless Board approved. The Board asked if there is a need for larger service connection that the Developer come back and request special approval.

MOTION: Mr. Esplin made a motion to approve Wookie Park, Division 1 with 4-inch service connection and approval of the IBSD Engineer. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

00:11:55

00:11:55 WARM SPRING TOWNHOMES REQUEST FOR PERMITS – KARTCHNER HOMES

Mr. Dan Larson presented the plans for Warm Spring Townhomes. He is requesting that permits be issued prior to construction of the mainline. The current design has the mainlines in unpaved common areas. Mr. Esplin suggested keeping the lines as private if the IBSD Engineer approves. The Board asked for additional time for the engineer to review. This item will be tabled until the next monthly meeting.

00:23:25

00:23:25 BRIDGEWATER EXCLUSION – CONNECT ENGINEERING

Mr. Blake Jolly requested to have an area south of the Bridgewater area excluded from the District. He is the engineer for the Bridgewater subdivision and has found this area would be better served by City of Ammon. This area is approximately 35 acres.

MOTION: Mr. Esplin made a motion to approve the petition for exclusion of 35-acres south of Bridgewater subdivision contingent upon acceptance by City of Ammon. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

00:29:15

00:29:15 EAGLE FARMS DISCHARGE INCREASE

Ms. Bridges asked the Board if an additional connection fee charge should be assessed to Eagle Farms for the additional discharge that has been approved. A fee was charged for the original 10,000 gallons per day. Based on the original fee, the additional fee would be \$8,450.00. The Board approved a prorated fee.

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MOTION: Mr. Esplin made a motion to charge a prorated connection fee to Eagle Farms for the additional discharge into the system. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

00:31:55

00:31:55 **REQUEST FOR ANNEXATION & UPDATE: SCHOOL DISTRICT #93**

Ms. Bridges stated that the City of Idaho Falls has approved the annexation for School District #93 but it would mean a reduction in the reserve acreage. The annexation is for a proposed secondary school. The Board discussed using the reserve acreage. It was suggested that the School District make the request to the City of Idaho Falls. Mr. Sasser will contact the School District's Engineer.

Ms. Bridges updated the Board on the proposed Lift Station access relocation. Mr. Freiburg submitted his design proposal for IBSD review. Mr. Harris and the City of Idaho Falls have reviewed the plans with a minor change requests. The current estimate is \$35,000 for this portion of the intersection project.

00:45:00

00:45:00 **BEACH'S CORNER - UPDATE**

Ms. Bridges stated that Mr. Paul Scoresby with Schiess & Associates has reviewed the plans for Beach's Corner. The plans were approved with the recommendation that additional lines be installed for future services under the all paved services. The Board discussed having the ability to require additional construction for future services. The Board would like to consider a policy for frontage fees that allows developers to recover the costs of mainline construction. A policy of this nature may promote developer willingness to construct mainlines if they can recoup the costs from other Developers who benefit from the construction.

Mr. Esplin asked for this to be put on the agenda for the November meeting. He would like the staff and Engineer to find out what other entities do for frontage fees.

00:53:10

00:53:10 **IF RATE INCREASE**

Mr. Sasser would like input from Mr. Harris on the Idaho Falls rate increase. He requested that the discussion wait until Mr. Harris is able to attend the meeting. The rate from the City of Idaho Falls is increasing in October. The Board needs to consider if the monthly rate for IBSD patrons will increase, how much and when this should be implemented.

It was suggested that if there is an increase in the monthly rate that it transpire in the new year so there could be advance notice given to patrons. The last rate increase was in 2006. It may be a special meeting is needed to discuss the rates but that will be decided at a later meeting.

01:01:40

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01:01:40 **IBSD BYLAWS**

Ms. Meier requested that an amendment to the policy regarding non-billing of uninhabitable homes be implemented. Recently a patron made a request for a refund since their home had been uninhabitable for several years. She believes there should be a time limit on this type of request.

MOTION: Mr. Esplin made a motion to amend the policy, pursuant to 7.1.6 in the policy manual, for refunds for uninhabitable residences up to a period of 12-months. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

01:09:45

01:09:45 **APPROVAL OF OFFICE POLICIES**

Mr. Sasser stated that he has been working with Ms. Meier and ICRMP on finalizing the office policies. The policies are pursuant to ICRMP policy along with the updated federal holiday schedule.

MOTION: Ms. Bird made a motion to approve the office policies manual. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

01:14:20

01:14:20 **APPROVAL OF MINUTES: 08/16/2017**

MOTION: Ms. Bird made a motion to approve the minutes for August 16, 2017. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Ms. Bird)

01:16:40

01:16:40 **PAYMENT OF BILLS**

Ms. Meier reviewed the bills with the Board.

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

01:26:00

01:26:00 **ADJOURNMENT**

The next meeting is scheduled for October 18, 2018. There was a complaint letter received from a patron. The Board discuss how to handle this type of correspondence in the future. Ms. Meier will contact the patron.

The meeting adjourned at 8:40 p.m.

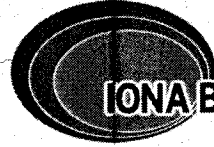
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Brady Belliston
Brady Belliston, Chairman of the Board of Directors

10/18/17
Date

Robert Esplin
Robert Esplin, Secretary/Treasurer

10/18/17
Date



IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses -Sept 20, 2017

Advantage Emp. Solutions	Payroll, Employee, Board	\$	4,887.45
Ace Hardware	Mgr Office Keys, Key Tags	\$	23.72
AFLAC	Insurance	\$	116.36
BK Professional Services	Lawn Services	\$	585.00
Buff N Shine Building Maint.	Office Cleaning	\$	185.00
Blue Skies	Office water	\$	30.00
Cable One	Internet/Phone	\$	440.33
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	953.64
City of Ammon	Sewer Treatment	\$	3,744.00
ESRI	License Renewal\Maintenance	\$	700.00
City of Idaho Falls	Sewer Treatment	\$	76,662.27
Falls Water	Office Water-bldg	\$	190.35
Forsgren	Engineering	\$	10,062.50
HealthSmart Benefit Solution	Insurance	\$	64.00
Intermountain Gas	Office Utility - Gas	\$	9.50
ICRMP	IBSD Insurance	\$	1,781.00
ISU Credit Union	Replemish Bank Account	\$	-
Post register	Annual Renewal Newspaper	\$	180.00
Public Retirement System	PERSI	\$	1,177.42
Quick Print	Business Cards	\$	90.00
Rocky Mountain Power	Electrical, Lift Stations,Meters,Office	\$	788.27
Sams Club	Office Supplies/ Water Cooler	\$	207.58
Staples	Wall hanging file	\$	19.99
Sasser Law Office	Legal Services	\$	2,512.00
Searle & Hart	Annual Audit	\$	9,000.00
United Mailing Direct	Monthly Statements/Delinquent Letters	\$	2,475.01
USPS	Office Stamps	\$	30.65
Utility Billing - Refunds	Refunds to patrons	\$	4,107.42
Xpress Bill Pay	Online payments	\$	1,395.22
Western Recycling	Office Recycling	\$	30.00
	Total	\$	123,047.35