

OFFICIAL IBSD MINUTES

JUNE 1, 2010
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
SPECIAL BOARD MEETING

Meeting called to order by Chairman John Price at: 4:00 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: Kevin Harris, Forsgren Engineering; Aaron Swenson, Forsgren Engineering; Jason Linford, Sunrise Engineering; Kurt Roland, Eagle Rock Engineering; Paul Snarr, Eagle Rock Engineering; Paul Scoresby, Schiess Engineering; David Schiess, Schiess Engineering

Agenda Items:

1. Building update
2. Work Session – Scope of work for Facility Planning Study – IBSD; Discussion regarding engineers for Facility Planning Study.
3. Adjournment

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

00:00:00 **BUILDING UPDATE**

The building is almost complete with a move-in date scheduled for Friday, June 11th. The original date was June 4th but has been moved back a week. The office will be closed on moving day. All the office equipment will be moved by Board members and staff with a rental truck allowing the weekend for set up of computers. Ms. Wellman has scheduled the transfer of phone lines.

The landscaping still needs to be done; this will include sod, sprinkler system and low maintenance plantings. Ms. Wellman has gotten quotes on garbage service.

The Board discussed the requirements of the mail and drop box. The sleeve for the flag pole has been ordered.

MOTION: Mr. Clark made a motion to have John Price manufacture a mailbox at the same charge it would be to anyone else. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price and Mr. Klingler abstains)

00:19:50

MOTION: Mr. Blundell made a motion to cap the price of the mailbox at \$500.00. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

00:22:30

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Ms. Wellman has received change orders for the staining of the doors and tile change in the entry. She is waiting for the reduction change for the price of the pump. Mr. Klingler said there should be a savings for light fixtures for the basement.

Mr. Clark stated he is willing to cook for the open house but would like assistance with the decisions and the purchase of food items.

(Mr. Clark left the meeting)

The newsletter announcing the move and open house has been prepared for mailing to all patrons with the June invoices.

00:28:30

00:28:30 **WORK SESSION – SCOPE OF WORK FOR FACILITY PLANNING STUDY – IBSD; DISCUSSION REGARDING ENGINEERS FOR FACILITY PLANNING STUDY.**

Kevin Harris presented an outline of the scope of work he has prepared for the Facility Planning Study. He also listed the deliverables that would come along with the study.

The environmental study requirements and when it is needed was discussed. DEQ will require this if DEQ funding is used and if a project results from the study.

Mr. Price stated that basically there is a 30-years old system that is working and functioning. There have been a lot of things done that were not documented so it is not known what is out there and condition of all lines. Once the current status is known, then a plan for future repairs and maintenance can be established. It is also unknown if the capacity is adequate to accommodate service commitments or proposed future developments.

It was proposed that Donna Bridges could assist the engineers with the study to save money on tasks that are labor intensive.

It was also suggested that the project be broken up into priorities and phases and then have several engineering firms being tasked with phases. This method may increase costs and result in a poor product. The study will also look at the fee structure being charged and evaluate if it is in line with the needs of the District.

All information produced as a result of the study will be passed to IBSD to be used in the future and held as a permanent record. It was suggested that an advisory panel be created and at various phases in the project deliverables will be submitted for review.

The Board went through a formal process when Forsgren Engineering was selected to do engineering work for the District in late 2008. It has been debated whether Forsgren should be retained or if a Request for Qualification should be advertised for selection of an engineering firm for the study.

MOTION: Mr. Blundell made a motion to go forward and have Forsgren Engineering do the Facility Planning Study and not put out a Request for Qualification. **MOTION SECONDED:**

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Mr. Klingler seconded. **MOTION PASSED:** 2-1 (Yay: Mr. Klingler, Mr. Blundell; Nay: Mr. Howell; Chairman Price abstains)

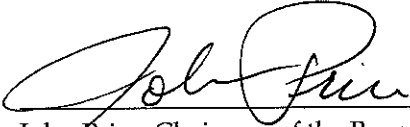
01:44:00

The Board discussed the benefit of having Forsgren continue with the Facility Planning Study. The Board is open to working with additional engineering firms in the area if and when projects arise.


01:52:40

01:52:40 **ADJOURNMENT**


The meeting Adjourned at 5:52 p.m.



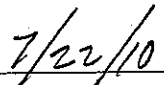
John Price, Chairman of the Board of Directors



Date



Jason Blundell, Secretary/Treasurer



Date