

OFFICIAL IBSD MINUTES

FEBRUARY 26, 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: Jerry and JoAnn Hansen, patrons; Kevin Harris, Forsgren Associates

Agenda Items:

1. Fiber optic internet and phone proposal: Sam Harris, InCom
2. Annexation request: Jerry Hansen, 2.5 acres southwest corner of Telford and 55th
3. Discussion of bids received and awarding of 2/2014 IBSD mainline cleaning and inspection contract
4. Approval of IBSD Policy Manual and Bylaws
5. Fairmont lift station: Update/Discussion
6. Approval of minutes: 12/20/2013, 01/22/2014
7. Payment of bills

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

01:13:00 **FIBER OPTIC INTERNET AND PHONE PROPOSAL: SAM HARRIS, INCOM**

Ms. Wellman stated she received prices for the fiber optics and it is quite expensive. She said the only thing she could see moving forward on is the internet options. The phone involved replacing all the lines. The Board discussed the benefit of making the change but did not think the benefit outweighed the cost.

01:22:30

00:00:30 **ANNEXATION REQUEST: JERRY HANSEN, 2.5 ACRES SOUTHWEST
CORNER OF TELFORD AND 55TH**

Mr. Hansen presented a map of his property that he is requesting be annexed into the IBSD. There is a main located on 55th running parallel to his property. The parcel is 2.72 acres that he is proposing be subdivided into seven lots. He is also requesting that it be annexed into the City of Iona.

The line installed on 55th and Telford was done so by the developer of Panorama Hills subdivision.

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MOTION: Mr. Blundell made a motion to approve the annexation for Jerry and JoAnn Hansen.
MOTION SECONDED: Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)
00:09:00

The process and procedures for annexation were reviewed with Mr. Hansen. The first step is to make the request to the City of Idaho Falls for approval followed by a public hearing.

00:23:15 **DISCUSSION OF BIDS RECEIVED AND AWARDING OF 2/2014 IBSD
MAINLINE CLEANING AND INSPECTION CONTRACT**

Mr. Kevin Harris stated that the two bids for the pipeline cleaning and inspection services were received. Pipeline Inspection Services is the low bidder. They also included alternate items for repair.

Mr. Klingler believes the low bid is quite high and would like to investigate the cost of a camera truck. It may be more feasible to purchase the equipment and hire personnel to operate and inspect the equipment. Mr. Esplin stated there is expertise required for this type of work and he would have concerns on finding qualified workers.

The Board discussed the pros and cons of acquiring hydro jet and camera equipment. The person hired to run the equipment could also be utilized for maintenance of the IBSD building. Ms. Wellman will investigate the cost of acquiring and operating this type of equipment. The bid from Pipeline is good for 60 days from February 20th so this will allow time to consider options before making a decision.

Ms. Wellman stated that Granite software had initially quoted IBSD \$695.00 for the engineering version of their software. Now that we are ready to move forward with the purchase it turns out that the cost is closer to \$13,000.00. She does not think that the software should be purchased. Mr. King, who has been assisting in the set up of the GIS system, thinks he can set up the GIS so that the software is not needed.

The notice of award for the mainline cleaning and inspection will not be made until further information is known. The Board will make a decision at a later meeting.

01:08:00

Mr. Harris stated that the Wildwood lift station project is being advertised for bids. There is a prebid meeting on March 10th at 1:00 p.m. with bids due on March 21st at 4:00 p.m. The railroad crossing and canal crossing permits have been acquired by IBSD; the contractor will be required to get any additional construction permits. DEQ approved the plans without comment and the City of Idaho approved with a couple requested changes that have been made. Mr. Klingler wants to make sure that temporary fencing is installed for the home where the lift station is located.

01:13:00

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00:18:40 **APPROVAL OF IBSD POLICY MANUAL AND BYLAWS**

Ms. Bridges stated that the changes, since the last discussion regarding the policy manual, have been made and include removing the requirement for public hearings for policy changes and adding the new policy for commercial connections.

MOTION: Mr. Esplin made a motion to approve and accept the IBSD Policy Manual and Bylaws. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:23:15

00:10:30 **FAIRMONT LIFT STATION: UPDATE/DISCUSSION**

Mr. Sasser informed the Board that ownership of the land where Fairmont Lift station sits cannot be assumed by the District. The land is still in the Developers name and was never deeded to the District at the time of development. The District was only informed of this when the recorded owner let us know he was receiving a property tax bill. A title search revealed there are several liens against the property so it would be difficult to claim ownership.

Mr. Howell asked if it would be possible to have a utility easement granted for this property. Mr. Klingler believes this was part of the development agreement and granted to IBSD. Mr. Sasser stated he would check further on this but he believes since the District did not change the recorded ownership prior to the liens it will be difficult to do so now.

00:18:40

01:22:30 **APPROVAL OF MINUTES: 12/20/2013, 01/22/2014**

MOTION: Mr. Esplin made a motion to approve the minutes for December 20, 2013 and January 22, 2014. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:25:05

01:25:05 **PAYMENT OF BILLS**

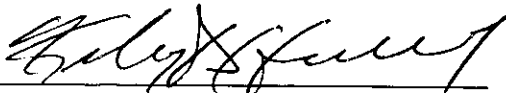
MOTION: Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:29:40

01:29:40 **ADJOURNMENT**

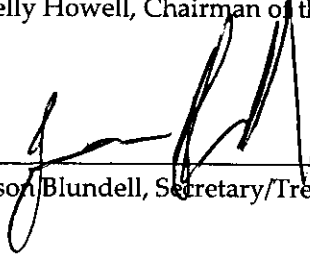
The meeting adjourned at 8:30 p.m.

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Kelly Howell, Chairman of the Board of Directors

3-26-2014
Date



Jason Blundell, Secretary/Treasurer

3/26/14
Date

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Monthly Expenses -February 26, 2014

AFLAC	Insurance - 2 months	\$	928.20
Amazon.com	Office Supplies	\$	29.79
Bank of Commerce	Replenish Office Account	\$	695.52
BK Professional Services	Lawn Maintenance	\$	246.00
Blue Skies Product Distributing	Bottled Water for Office	\$	15.00
Bonneville County Recorder	Annexation recording	\$	28.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Caselle	Software Support	\$	598.67
Century Link	Telecommunications	\$	315.42
Chase Paymentech	Merchant Processing Fees	\$	426.58
City of Ammon	Sewage Treatment - Below the Meter	\$	8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	60,046.91
Costco	Postage	\$	183.00
Dell	Computer hardware	\$	224.98
DEQ	Maps	\$	40.70
Falls Water	Office water	\$	17.75
Forsgren Associates	Wildwood lift force main design	\$	6,120.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	51.90
Lincoln Employee Benefit	Payroll, Employee, Board	\$	12,141.02
PC Plus	IT Support	\$	168.75
Post Register	Legal Notice - Bids - Line cleanings	\$	201.75
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	635.02
Sasser Law Office	Legal	\$	1,079.00
Searle Hart and Associates	Accounting	\$	75.00
State Insurance Fund	4th Quarter Workers Comp	\$	143.00
United Mailing Direct	Monthly Statements	\$	1,850.54
Utility Billing - Refunds	Refunds to patrons	\$	30.00
Western Recycling	Recycling	\$	30.00
Xpress Bill Pay	Online Banking	\$	1,085.10

Total \$ 95,732.60