

OFFICIAL IBSD MINUTES

JULY 25, 2012
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: Karen Sloan, patron; Kevin Harris, Forsgren & Associates; Marvin Fielding, Schiess & Associates

Agenda Items:

1. IBSD 3217 – Second sewer connection – Discussion
2. Update: Facility Planning Study: Kevin Harris, Forsgren Associates
3. Calico Sky subdivision sewer line connections
4. Falls Water: New water meters to measure water usage for sewer line maintenance (flushing of lines)
5. 2012 Certification of past due sewer bills to Bonneville County
6. Building Update: Security
7. Approval of minutes: 6/27/2012, 7/12/2012
8. Panorama Hills line repair quote
9. Payment of bills
10. Executive Session Idaho Code 67-2345 (f) Pending Litigation
11. Adjournment

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

Ms. Wellman had some people say their agenda did not include the Facility Planning Study, even though some copies did. She is asking to add this to agenda just to be safe. She also received information regarding a quote for Panorama Hills today and is asking this to be added to agenda.

MOTION: Mr. Klingler moved to add Facility Planning Study and Panorama Hills quote to agenda. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)
00:01:10

00:01:10 **IBSD 3217 – SECOND SEWER CONNECTION – DISCUSSION**

Mrs. Sloan lives in a manufactured home that is small. When she has company they stay in a RV trailer parked on her property. She is inquiring what the cost and procedure would be to connect her camper for occasional use.

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There is a situation in the District in which a camper is connected 6-months out of the year with someone living in it but this is would be an occasional use situation. The Board discussed whether this would be considered an additional line or not. If it involved connecting to the main it would definitely be considered a new connection. This is probably a common situation with patrons connecting to cleanouts but is not typically reported.

There is not an existing policy on this. Mr. Sasser reminded the Board that this would set a precedent for future situations. Mr. Blundell stated that since it is for personal use and not a permanent situation he does not see a problem with it. Mr. Klingler state his opinion is since it occasional he does not see any issues either.

MOTION: Mr. Blundell made a motion that if people want to connect to existing connection for personal use then an additional charge will not be charged. **MOTION FAILED: No second.**

Mr. Sasser suggested addressing this situation on a case by case basis instead of a blanket motion. This way the Board can review each situation. Mr. Blundell would rather have a policy since there may be a future board that may deny someone with the exact situation. Mr. Esplin agreed, he would like a policy unless there is a legal reason not to have a policy.

MOTION: Mr. Blundell made a motion to approve the connection to the existing connection for Mrs. Sloan but also to work toward further defining a policy for the future. **MOTION**

SECONDED: Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Esplin, and Chairman Howell; Abstain: Mr. Clark)

00:19:10

Mr. Esplin suggested that the staff work with Mr. Sasser to come up with a draft of a policy for the next meeting.

00:20:00

00:20:00 **UPDATE: FACILITY PLANNING STUDY: KEVIN HARRIS, FORSGREN ASSOCIATES**

Mr. Harris has incorporated all the changes suggested at the work meeting held July 12, 2012. The maps are still being worked corrected. He suggested getting public comments before approval.

Mr. Esplin would like to approve the study at the next meeting. Mr. Sasser suggested giving notice by legal advertisement to allow time for public review and having a public hearing at the next meeting.

00:27:10

00:27:10 **CALICO SKY SUBDIVISION SEWER LINE CONNECTIONS**

A builder was having trouble locating the connection point for a stub out. The City of Idaho Falls have identified a stub out but it was not known where the stub out came to the property. Ms. Bridges stated that a drawing for the subdivision has since been located showing where the line was installed. The builder will try to connect next week; it is believed this issue has been resolved.

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00:29:10

00:29:10 **FALLS WATER: NEW WATER METERS TO MEASURE WATER USAGE FOR SEWER LINE MAINTENANCE (FLUSHING OF LINES)**

Falls Water has proposed providing a water meter to all contractors who access hydrants for water. A meter has been given to Idaho Falls to keep track of water usage for IBSD. If the meter is brought back to Falls Water each month when water is not used then there would be no charge. If Idaho Falls just keeps the meter there is a base fee of \$37.00 each month. Since it would require so much additional time the Board discussed and decided that paying the base rate would be the better way to go.

Ms. Wellman told the Board that if water is used in the future at Panorama Hills the owner is requesting that a connection fee be paid. She has notified current contractors that they are not to access water in this neighborhood.

00:35:25

00:35:25 **2012 CERTIFICATION OF PAST DUE SEWER BILLS TO BONNEVILLE COUNTY**

The Tax Certification has been run and is ready to be sent to Bonneville County. The total amount being certified this year is less than previous years; the total with fees is \$144,465.32. This amount will be further reduced with payment for people who applied for extension and title company payments.

MOTION: Mr. Esplin made a motion to approve the Tax Certifications for 2012 and send to Bonneville County. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:39:00

00:39:00 **BUILDING UPDATE: SECURITY**

Ms. Wellman stated that several ideas have been discussed for building security including video surveillance and alternate forms of entry such as a key pad or badges. The Board discussed various options and asked Ms. Wellman to pursue different options.

MOTION: Mr. Clark made a motion to pursue getting a security video camera. **MOTION WITHDRAWN:** No second.

MOTION: Mr. Klingler made a motion to pursue getting pricing for video camera surveillance and a card reader system for the building. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:51:30

00:51:30 **APPROVAL OF MINUTES: 6/27/2012, 7/12/2012**

This item will be tabled for the next meeting since the minutes were not completed.

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00:51:50

00:51:50 PANORAMA HILLS LINE REPAIR QUOTE

The estimate for the repair of the lines with the two dips in the lines at Panorama Hills. This will put the total project over the initially approved amount of \$25,000.00.

MOTION: Mr. Esplin made a motion to approve the estimate for the repairs of dips in the lines at Panorama Hills. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:53:45

00:53:45 PAYMENT OF BILLS

The Board reviewed and discussed the bills presented.

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

01:09:10

Mr. Harris stated that the final approval for the Midway Eagle Interceptor line has been received. We should be hearing from the City of Ammon regarding this soon. Mr. Klingler asked for a clarification on the City of Ammon's bill. The number of patrons IBSD is reimbursing Ammon for has been reduced but the amount that is being paid is much more.

01:13:30

01:13:30 EXECUTIVE SESSION: IDAHO CODE 67-2345 (F) PENDING LITIGATION

MOTION: Mr. Esplin made a motion to move into Executive Session per Idaho Code 67-2345 (f) pending litigation. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:13:55

00:00:00 Tape 2

Mr. Sasser stated that there is a potential for pending litigation that may or may not occur if the Board continues the existing policy for discharged bankruptcy amounts that are removed from accounts and then charged the same amount as a reconnection fee.

MOTION: Mr. Blundell made a motion to vacate the policy that allows a discharged bankruptcy amount to be recharged as a reinstatement fee based on the discussion with counsel. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:01:45 Tape 2

00:01:45 Tape 2 ADJOURNMENT

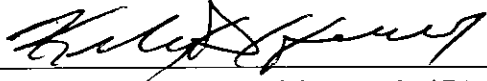
The meeting adjourned at 8:40 p.m.

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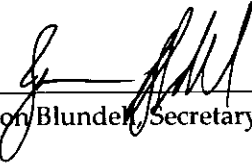
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Kelly Howell, Chairman of the Board of Directors

8-23-2012

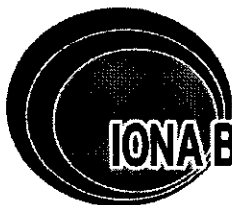
Date



Jason Blundell, Secretary/Treasurer

8/28/12

Date



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IONA BONNEVILLE SEWER DISTRICT

MAILING

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Idaho Falls, Idaho
83401

OFFICE

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OTHER

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Email - ibsd@sewerdistrict.com
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Monthly Expenses

July 25, 2012

Bank of Commerce	Replenish Office Account	\$317.11
BK Professional Services	Building Maintenance	\$515.00
Blue Skies Product Distributing	Bottled Water for Office	\$10.00
Bonneville County UCC	Yearly Utility Coordinating Membership	\$25.00
Buff N Shine Building Maint.	Office Cleaning/Windows	\$165.00
Caselle, Inc.	Computer Maintenance	\$528.67
Century Link	Telecommunications	\$314.09
City of Ammon	Sewage Treatment	\$8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$59,225.04
Eagle Rock Sanitation	Yearly Trash Service	\$165.00
Falls Water	Office Utility – Water	\$47.26
Forsgren Associates, Inc.	Engineering – Facility Planning Study	\$1,845.00
Intermountain Gas Co.	Office Utility – Gas	\$2.00
Key Bank	Checks	\$190.40
Lincoln Employee Benefits	Employee/Board Wages	\$14,102.14
Rocky Mountain Power	Utility – Lifts, Meters and Office	\$541.06
Sasser Law Office	Legal	\$4,405.00
Schiess and Associates	Engineering: Midway/Eagle Inspection	\$370.00
The Home Depot	Office Supplies – Part for flag	\$11.11
Town and Country	Office Supplies – Flag	\$83.74
United Mailing Direct	Monthly Statements/Delinquent Notices	\$1,822.26
Utility Billing Refunds	Refunds	\$870.00
Yost	Annual Service Supply Agreement	
	Ricoh LW326	\$264.00
	Total:	\$93,996.88