

OFFICIAL IBSD MINUTES

ORIGINAL
Iona Bonneville Sewer District

MAY 28, 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; Glen Clark; Robert Esplin; Jason Blundell (absent)

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

Attorney: Tony Sasser, Sasser Law Office

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

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, GIS status: Update, Donna Bridges
5. School District 93 / R Jay Taylor sewer line: Update, Donna Bridges
6. Lawn maintenance and snow removal quote
7. Board member resignation: Kelly Howell
8. Discussion of procedures to appoint new board member
9. Approval of minutes: 04/23/2014
10. Payment of bills

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

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

Mr. Roy Hobbs, City of Iona Planning & Zoning, updated the Board on his progress with trying to expand the City of Iona's impact area. He has a meeting with Idaho Falls Planning & Zoning scheduled and he is sure that the issue will be referred to Idaho Falls Public Works.

Mr. Hobbs asked what the criteria is for annexation or exclusion of the District. It was proposed that some areas that are within the District but not being service be switched for other areas but if they are annexed and officially part of the District this cannot be done without petition from property owners.

Ms. Bridges will attend the meeting with Idaho Falls Planning & Zoning in case there are questions.

00:08:25

OFFICIAL IBSD MINUTES

ORIGINAL
Iona Bonneville Sewer District

00:08:25 **IBSD MAINLINE CLEANING AND INSPECTION: UPDATE, FORSGREN ASSOCIATES**

Mr. Harris reported that Pipeline Inspection Services (PIS) have started videoing the line as of May 21st. They have been covering about 3,500 feet per day. There is a project meeting scheduled for June 10th for an update of progress. The plan is for PIS to turn over a hard drive at the end of each ten (10) day shift with the video data. PIS also asked for permission to park their vehicles in the office parking lot and were told that would be fine.

00:12:00

00:12:00 **IBSD WILDWOOD FORCE MAIN EXTENSION: UPDATE, FORSGREN ASSOCIATES**

Mr. Harris stated the Wildwood Force main lines have been installed, the connection to the manhole has been made and the grouting done. The flow has been switched over and the City of Idaho Falls will make the appropriate inspections. There was some settling of the ground near the ditch which will be corrected by the contractor. The generator will be installed as soon as it arrives. Other than that, everything looks good and it has been a good project.

A payout has been made but Mr. Harris anticipates that the amount in the force account will be credited from the project costs. This will be a change order to adjust the cost and he also believe a change order for time will be needed since we are still waiting for the generator.

00:17:05

00:17:05 **CUES/GRANITE XP SOFTWARE, GIS STATUS: UPDATE, DONNA BRIDGES**

Ms. Bridges presented the options for the purchase of the Granite XP software. Basically there are three options, a basic viewer, the Engineering Version which allows viewing and modifications, and the full ESRI module which allows bidirectional integration with the GIS. There has been confusion and miscommunication with Granite on what we need but these are the final options.

Ms. Bridges suggested that perhaps we start with the Engineering Version with the possibility of upgrading if it is found that the ESRI module is required. The ESRI Module is about \$12,000.00 with \$3,000.00 of that being for implementation, setup and training. She would like to be able to view the data as the work is being submitted.

The Board asked what the status of Bob King is but he has still not responded to messages or phone calls. Mr. Harris stated that Forsgren has someone who can assist with the GIS set up. Mr. Klingler would like to get a better idea of what is included in the ESRI Module quote. Ms. Bridges stated that a demo could be set up if the Board is interested.

00:28:50

OFFICIAL IBSD MINUTES

ORIGINAL
Iona Bonneville Sewer District

00:28:50 **SCHOOL DISTRICT 93 / R JAY TAYLOR SEWER LINE: UPDATE, DONNA BRIDGES**

Ms. Bridges updated the Board on the situation with R. Jay Taylor's request for a reimbursement for infrastructure that was installed by them for the Ridgeview subdivision. They have since gone to School District 93 and made the request to them since when the secondary school is built they will benefit from this infrastructure. Roger Hill, District 93 Facility Manger, contacted Ms. Bridges for information. He was going to present this to his Board but she has not heard if a decision was made.

00:30:00

00:30:00 **LAWN MAINTENANCE AND SNOW REMOVAL QUOTE**

The quote from B&B Lawns as per the Board's request from a previous meeting was presented to the Board. The Board would like more information and a comparison as to what IBSD is currently paying for lawn and snow removal service.

00:38:50

00:38:50 **BOARD MEMBER RESIGNATION: KELLY HOWELL**

Mr. Kelly Howell announced that due to his move out of the District he has to resign from the Board of Directors. This was verified by Bonneville County Elections Office as residency within the District is a requirement to be on the Board. He has submitted a letter of resignation effective June 12, 2014. The Board has 30 days from the date of vacancy to appoint someone to fill the seat.

00:39:45

00:39:45 **DISCUSSION OF PROCEDURES TO APPOINT NEW BOARD MEMBER**

The Board discussed how they would like to proceed with appointing a new Board Member to fill Kelly Howell's seat. Previous appointees were requested to submit a letter of interest. The Board discussed how to notify the public of the opening. It is not required for advertisement but the Board would like as many people as possible know but also not incur a lot of expense.

Mr. Esplin proposed advertising in the Post Register but it was decided that circulation would not be effective in notifying patrons. It was decided to put on a note on the bills sent in June, post notice on the door and to send out notice to the list of emails who receive meeting agendas and notifications.

MOTION: Mr. Esplin made a motion to put a note on the bills for customers who already received a paper statement, post notice on the door and send via email to all meeting agenda recipients notifying patrons of an opening on the Board. Anyone interested in applying will submit a letter of interest by June 20th with possible selection at the next meeting. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:52:50

Mr. Howell noted that reorganization of the officers will be part of the selection at the next meeting.

OFFICIAL IBSD MINUTES

ORIGINAL

Iona Bonneville Sewer District

MOTION: Mr. Clark made a motion to appoint Mike Klingler as Chairman of the Board.

MOTION FAILED: no second.

Mr. Esplin stated he would rather all Board Members be present when positions are selected. Since there will not be an Chairman from June 12th to the next meeting it has been the policy of the Board that the Secretary/Treasurer will be acting Chairman.

00:55:00

00:55:00 **APPROVAL OF MINUTES: 04/23/2014**

MOTION: Mr. Klinger made a motion to approve the minutes for April 23, 2014. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:58:35

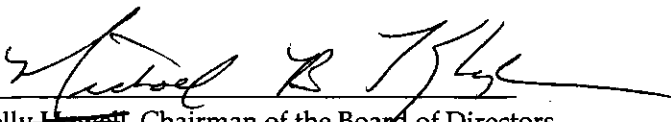
00:58:35 **PAYMENT OF BILLS**

MOTION: Mr. Klingler made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:03:00

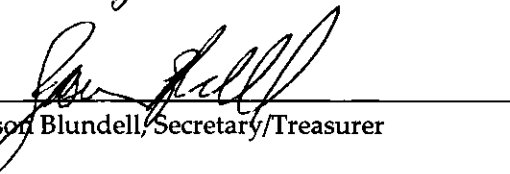
01:03:00 **ADJOURNMENT**

The meeting adjourned at 8:05 p.m.



Kelly Howell, Chairman of the Board of Directors
Michael Klingler

6/25/14
Date



Jason Blundell, Secretary/Treasurer

6/25/14
Date

OFFICIAL IBSD MINUTES

ORIGIN
Iona Bonneville Sewer District



Monthly Expenses - May 28, 2014

4InkJets.com	Printer Ink - Wide Format Epson 7800	\$	305.92
AFLAC	Insurance	\$	464.10
Association of Idaho Cities	1 year Associate Membership	\$	300.00
Bank of Commerce	Replenish Office Account	\$	1,440.19
BK Professional Services	Lawn Maintenance	\$	185.00
Blue Skies Product Distributing	Bottled Water for Office	\$	15.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Cable One	Internet/Phone (2.15 months)	\$	745.90
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	459.76
City of Ammon	Sewage Treatment - Below the Meter	\$	5,936.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	53,958.00
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$	82.87
Forsgren Associates	Wildwood force main, Gen Engineering	\$	15,220.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
IRS - Federal Tax	Federal Tax and FUTA	\$	4,533.20
Intermountain Gas	Office Utility - Gas	\$	19.70
Jim's Trophy	Rubber Stamp - Deposit Key OPS	\$	24.50
Landon Excavating	Wildwood force main, 1st payment	\$	128,579.36
Lincoln Employee Benefit	Payroll, Employee, Board	\$	17,375.59
Localendar.com	Annual subscription - online calendar	\$	29.95
Michael Klingler	Board Payroll	\$	171.12
PC Plus	IT Support, wireless modem	\$	290.20
Post Register	13 month newspaper subscription	\$	180.00
Public Retirement System	PERSI	\$	1,228.93
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	635.08
Sam's Club	Office Supplies	\$	60.13
Sasser Law Office	Legal	\$	993.50
State Insurance Fund	Workers Compensation	\$	160.00
State of Idaho	State withholding	\$	372.00
United Mailing Direct	Monthly Statements and delinquent	\$	2,295.41
Utility Billing - Refunds	Refunds to patrons	\$	56.00
Western Recycling	Recycling 3 months	\$	30.00
William Glen Clark	Board Payroll	\$	184.70
Xpress Bill Pay	Online Banking	\$	1,064.61
Yost	24"x36" wide format paper	\$	69.00

Total \$ 238,261.39