

OFFICIAL IBSD MINUTES

MARCH 18, 2010 IONA-BONNEVILLE SEWER DISTRICT (IBSD) BOARD MEETING

Meeting called to order by Chairman John Price at: 7:00 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

Attorney: Eileen McGovern, EchoHawk Law

Public: Gerald Williams, Williams Engineering; Aaron Swenson, Forsgren Engineering; Blake Jolley, Harper-Leavitt Engineering; Jennifer Belfield, patron; Ray Ellis, Homebuilders Association; Bob Larsen, Eagle Farms; Justin Mecham, Eagle Farms; Daniel Meda, Eagle Farms; Paul Scoresby, Schiess; Allen Beazer, patron

Agenda Items:

1. Eagle Farms: Inquiry to possible discharge of process water into IBSD system.
2. Presentation by Williams Engineering
3. Consideration of annexation of Landmark Subdivision, Division I – Blake Jolley, Harper - Leavitt Engineering
4. Building Update
5. Ridgeview Subdivision permit (added per motion)
6. IBSD's standing for DEQ grant money application (added per motion)
7. City of Idaho Falls request for DEQ loan. (added per motion)
8. City of IF / IBSD treatment update
9. Separation of sewer lines IBSD / Ammon
10. Board members payment: EchoHawk Law Offices
11. IBSD policy for bankruptcies
12. Payment of overtime and employee policy handbook– Cindy Wellman
13. Batch approval for direct pay
14. Payment of Bills
15. Approval of Minutes 2/25/2010 and discussion on revision of minutes of 2008
16. Adjournment

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

00:00:00

MOTION: Mr. Klingler made a motion to add three agenda items: Permit for Ridgeview subdivision, response from DEQ standing for grant money, and City of Idaho Falls request for funding. Information for these items was received a short time before the scheduled meeting not allowing 48-hour notice. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

00:02:10

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00:14:00 **EAGLE FARMS**

Bob Larson with Eagle Farms stated his company has installed to pivots to spread process water on fields but the capacity has been exceeded causing them to be out of compliance with DEQ. They are requesting consideration by the Board to allow this process water to enter the sewer system. He understands that the line on Lincoln Road is near capacity but he could discharge at low flow periods via a timer. He is anticipating the amount of water to be 70,000 gallons per day.

The board discusses several options including the possibility of adding a parallel line, upsizing the existing line or using canals for discharge. Eagle Farms is working with Equus International Environmental in an effort to resolve DEQ compliance issues. Mr. Price suggested Eagle Farms along with their consultant prepare a proposal to present to the board.

00:29:20

00:02:10 **WILLIAMS ENGINEERING PRESENTATION**

Gerald Williams with Williams Engineering made a presentation to introduce his company's services to IBSD. His experience includes working with sewer systems in the public sector including lift stations, system modeling, flow monitoring and master planning. His company owns their own flow meters which are useful for inflow and infiltration studies. He has established in previous projects that the cost of studies can save money.

He left examples of reports and additional information about his company for review by the Board.

00:14:00

00:29:20 **LANDMARK SUBDIVISION**

Blake Jolley, with Harper-Leavitt Engineering, presented a map showing a proposed subdivision for Landmark Center Division 1. The majority, about 85%, of this subdivision is within the jurisdictional boundary so they are requesting the remaining portion be included. This area is within the IBSD service area.

Mr. Jolly stated that since the head manhole is shallow it will be difficult to get the required cover. His preliminary design suggests a small lift station may be needed. The platted lots are less than one-acre so unless the lots are re-platted, septic tanks are not an option per health department requirements.

The Board discussed and requested additional information before a decision is made. Mr. Clark would like to make sure Idaho Falls will accept the expansion even though the area is included in the service area.

00:38:45

00:38:45 **BUILDING UPDATE**

Mr. Klingler reported that there have been variations in the plans that have been noted by the contractor. There is also an issue with the types of doors requested in building specification and what was given verbally from the architect resulting in the plans being bid for Birch when Alder

was specified. Mr. Klingler has been working with the contractor to clarify the materials the Board intended for the project and including items that were excluded from plans.

MOTION: Mr. Blundell made a motion to move forward with the proposed changes which include using solid alder doors and eliminating windows in doors since it does not result in a significant increase to the cost. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains) 00:53:50

The other issue that Mr. Klingler noted is he has met with the electrician to verify power outlets and lighting. There are several areas the electrician has recommended additional fixtures and outlets. ~~The data and voice wiring was not included in the plans.~~ These additions can be added at no additional cost by eliminated expensive fixtures that are currently called out on the plans.

Something to be considered at a future time is the actual running of the data and voice wiring since this was not included in the plans.

MOTION: Mr. Klingler made a motion to move forward with proposed changes to the electrical plan specifications at no additional cost. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains) 01:05:20

Mr. Clark has asked for a quote for a table to be built with speakers. Mr. Klingler believes it may be included in the contract since the table is on the plans. He also noted there may be changes to the HVAC to add a fan for audio equipment.

The contractor is recommending that a store front door be installed instead of a wood door. A drawing for the window well grates has been submitted as requested.

MOTION: Mr. Clark made a motion to accept the drawing for the grates over the window wells and using store front doors. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains) 01:09:50

01:09:50 **RIDGEVIEW SUBDIVISION PERMIT REQUEST**

Ms. Bridges reported that a request for a building permit in Ridgeview subdivision has been received. There are two manholes that have minor issues; one has a grade ring issue and another has sandbags in the channel. She would like to see these issues corrected before permits are issued. 01:11:30

01:11:30 **DEQ GRANT APPLICATION RESULTS**

The results for the grant applications for DEQ have been released. IBSD's scoring resulted on a lower placement on the list. This is most likely due to higher needs of other applicants. The Board discussed the need to move forward with a sewer system evaluation and study.

Mr. Swenson, with Forsgren Engineering, offered to put an outline together for a scope of work for consideration of the Board. The Board will review the proposed scope in consideration of having a study of the system performed.

MOTION: Mr. Klingler made a motion to have Forsgren prepare a recommended scope of work for the sewer study. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

01:17:30

01:17:30 **CITY OF IDAHO FALLS REQUEST FOR DEQ FUNDING
CITY OF IDAHO FALLS / IBSD TREATMENT**

Ms. Wellman reported that the City of Idaho Falls has requested DEQ loan/bond funds for anticipated upgrades to the treatment plant. Mr. Price stated that Chad Stanger has said this is something that IBSD does not need to worry about. This request is for funds to help offset the improvements; there is also a reserve that has been set aside in anticipation of this work.

There has been questioning by anonymous callers regarding City of Idaho Falls personnel being listed as certified operators. DEQ has previously agreed to the operators listed for IBSD.

01:22:20

01:22:20 **SEPARATION OF SEWER LINES FROM AMMON**

Mr. Price had been appointed liaison to work with the City of Ammon in regards to the separation from Ammon. He would like to proceed with this at the direction of the Board.

01:28:20

01:28:20 **BOARD MEMBER PAYMENTS**

Ms. McGovern verified that W-2 forms are required to be filed for Board Members payments. The IRS has confirmed that a 1099 form cannot be used; technically the Board is considered to be employees.

Ms. Wellman is still waiting for the 218 Modification that will allow Board Members to be PERSI eligible.

01:37:20

01:37:20 **IBSD POLICY FOR PATRON BANKRUPTCIES**

Ms. McGovern, responding from questions from the staff pertaining to handling patron bankruptcies, stated the best way to find out if a Stay has been lifted is to check online. Billing for the previous amount is not allowed during the Stay period.

When a payment is not paid it can be filed as a tax lien but the fee is not a tax until Bonneville County declares it as a tax. The past due balance can be structured so that the fees are written off and then charged as a reinstatement fee.

Echohawk will draft a motion for the Board to consider for policy for bankruptcy situations.

01:50:20

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01:50:20 OVERTIME AND EMPLOYEE POLICY HANDBOOK

Ms. Wellman asked the Board to address the policy regarding whether overtime can be saved as compensated time. She has also prepared an employee policy handbook that is being reviewed by legal. The handbook will be presented to the Board for review and approval before being implemented.

The Board discussed that their intent is to not have any overtime and suggested adjusting schedules to accommodate off hour scheduling. There is also the possibility of making affected employees exempt salaried employees. Overtime over a few hours would have to be approved by the Board. Until the policy manual is approved, the Board directed the manager to continue to handle overtime as she decides.

02:32:00

02:32:00 BATCH APPROVAL FOR DIRECT PAY

The procedures for handling Direct Pay with the new bank needs to be finalized. Ms. Wellman presented the alternatives.

02:35:20

02:35:20 PAYMENT OF BILLS

Ms. Wellman has renewed the post office box for another six months but asked the Board to consider whether it would be preferred to have mail delivered to the new building.

MOTION: Mr. Blundell made a motion to pay the bills with the exception of Sundberg Associates; the amount for 3-D Decker should be \$47,611.36. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

02:43:50

02:43:50 APPROVAL OF MINUTES 2/25/2010 AND AMENDED 2008 MINUTES

Minutes from audio tapes of meetings in 2008 have been prepared and distributed to the Board for review. These minutes will be amended minutes and attached to original approved minutes along with recording.

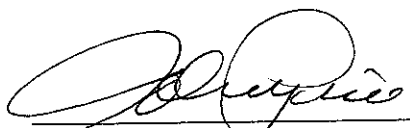
MOTION: Mr. Blundell made a motion to approve the minutes for 02/25/2010 as written. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

02:47:15

02:47:15 ADJOURNMENT

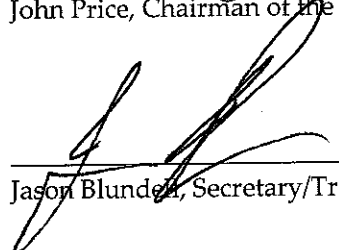
The meeting Adjourned at 9:45 p.m.

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MINUTES**



John Price, Chairman of the Board of Directors

4-15-2010
Date



Jason Blunden, Secretary/Treasurer

4/15/10
Date