

OFFICIAL IBSD MINUTES

OCTOBER 22, 2014
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman Michael Klingler at: 7:04 p.m.

Board Members Present: Mike Klingler (Chairman); Jason Blundell; Glen Clark; Robert Esplin; Matt Porter (absent)

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

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates

Agenda Items:

1. Warm Springs Meadows, Division 6: Discussion/Approval
2. Red Rock, Division 8: Discussion/Approval
3. Country Haven Subdivision: Discussion
4. Maverik Site Plan: Discussion/Approval
5. Portable generator purchase: Discussion, Kevin Harris, Forsgren
6. Second video inspection of subdivisions: Discussion
7. 2014 Video Inspection: Update
8. City of Idaho Falls contract for treatment and maintenance: Update
9. IBSD Privacy Policy: Discussion, Sasser Law Office
10. Approval of minutes: 09/24/2014
11. Payment of bills

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

00:33:00 **WARM SPRINGS MEADOWS, DIVISION 6: DISCUSSION/APPROVAL**

Ms. Bridges stated that Mr. Harris has reviewed and approved the plans for Warm Spring Meadows, Div. 6 and construction has begun. The City of Idaho Falls has received and signed the plans.

MOTION: Mr. Esplin made a motion to approve the plans for Warm Spring Meadows, Div. 6.
MOTION SECONDED: Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, and Mr. Esplin)

00:37:30

00:37:30 **RED ROCK, DIVISION 8: DISCUSSION/APPROVAL**

Ms. Bridges stated that plans for Red Rock, Div. 8 have been submitted and are under review. Mr. Harris has not signed the plans yet, pending Board approval. Mr. Klingler and Mr. Clark stated that construction has begun for this Division. Typically plans have to be approved prior

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to construction so the staff was surprised to hear that construction has proceeded. Rockwell Development and their engineer were aware that Board approval is required.

Mr. Harris stated that he has had to have multiple reviews with recent sets of submitted plans. Red Rock, Div. 8 was approved with only one submittal.

Mr. Klingler stated that not only is Board approval required but also a Development Agreement, deposits for videoing and all sorts of things prior to construction. The Board discussed whether this is a problem with the Developer or the Engineer. Ms. Bridges stated that procedures in the office are in place and have been tightened up to make sure all submittals are received. Mainly, all plans are to be submitted directly to the IBSD office. There was an exception made to allow a developer's Engineer to drop plans off with IBSD's Engineer and then subsequent plans were dropped off and it made following procedure difficult. A discussion with the Engineer and Developer has taken place and the staff will follow up again if they are starting construction prior to IBSD approval. Ms. Bridges stated she is surprised construction for Red Rock, Division 8, has started since as far as she knew there are not approved signed plans.

Ms. Bridges stated that her ultimate control is sewer connection permits. A permit will not be issued prior to approvals. Mr. Klingler stated that he has a problem with sewer pipe being installed prior to approvals. He does not want anything constructed prior to approvals and agreements being in place. He also suggested that a fee for expediting plans be implemented. If a special meeting has to be called for Board approval then the cost of the meeting will be passed to the Developer.

01:04:30

The Board discussed implementing a plan checking fee. This will be put on the agenda for the next monthly meeting. It may be that the fee is only charged if the IBSD engineer has to spend more than a certain amount of time or if there are multiple reviews. The size of the development may also be considered. Mr. Klingler requested that developer fees and plan check fees be discussed at the next meeting.

The Board discussed how the plan approval for new developments should be done in the future. Currently the engineer reviews and signs the plans after his approval. Mr. Klingler would like the plans signed only after all documents and deposits are in place. Any representative from IBSD can sign the plans so in the future the engineer will provide a letter stating he reviewed and approves the plans and it is ready for signature. Mr. Klingler requested a list of what items need to be done when new developments are proposed.

MOTION: Mr. Esplin made a motion to approve Red Rock, Division 8, based on received approvals from City of Idaho Falls. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, and Mr. Esplin)

01:24:45

00:00:00

COUNTRY HAVEN SUBDIVISION: DISCUSSION

Ms. Bridges reported that Rockwell Development is in the process of purchasing lots in Country Haven subdivision. They are in the process of assessing the condition of the sewer lines prior to

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finalizing the purchase. Some lots have already been developed. The portion they are purchasing is the northeast side that has not been paved.

00:09:00

00:09:00 **MAVERIK SITE PLAN: DISCUSSION/APPROVAL**

The Maverik Store located within the District on the corner of Ammon Road and Lincoln Road has submitted a proposed site plan for improvements. The plan includes a proposed RV Dump that will connect on the sewer main on Lincoln Road. The plan is just preliminary and has been submitted to the City of Ammon for comment and approval.

The Board discussed how the charge for the dump could be determined. In the past a flow meter was installed to get an approximate use at Beeches Corner. It was also suggested that the dump be located on the south side of the site and connected to lines in the Bridgewater subdivisions.

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01:24:45

Mr. Harris stated he has looked at the proposed site plan for the proposed Maverik RV dump site. He said there are industry standards as to how to estimate flow and fees to charge. Something to be aware of is currently IBSD is charged for flow but the City of Idaho Falls could change this to strength of flow. There are various ways to measure flow including installing flow meters, having tanks that empty at certain capacity or electronically. Mr. Harris stated that the most cost effective way is to use standards to estimate flow. Mr. Clark offered to find out how this is handled at other Maverik locations that have RV dumps.

01:33:20

01:33:20 **PORTABLE GENERATOR PURCHASE: DISCUSSION, KEVIN HARRIS, FORSGREN**

Mr. Harris has been working with the City of Idaho Falls to find out what portable generator they would prefer for IBSD to get to replace the old one currently used. He has requested and received an unofficial quote but since IBSD is a government entity there will be a discount. The quote is about \$22,500.00 so the actual cost will be less than this. This is for a 35 amp, 3-phase power generator on a trailer.

MOTION: Mr. Esplin made a motion to approve the purchase of a new portable emergency generator for a price up to \$22,500.00. **MOTION SECONDED:** Mr. Blundell seconded.

MOTION PASSED: 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, and Mr. Esplin)

01:39:25

00:20:50 **SECOND VIDEO INSPECTION OF SUBDIVISIONS: DISCUSSION**

Ms. Wellman stated that currently IBSD requires developers to camera new sewer lines prior to the one-year warranty period expiration. She would like to compile a list of providers for this service.

Mr. Clark stated that he would like to have the City of Idaho Falls perform this service and suggested that IBSD purchase video camera equipment in partnership with the City. Mr.

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Klingler thought this would be something that is discussed during contract negotiations with the City.

Ms. Wellman stated there are two subdivisions that are due for a second video inspection. Pipeline is in the process of videoing IBSD sewer lines so could easily be requested to perform the second inspection on the new subdivisions. She would like to put together, with the help of an engineer, a set of specifications for the second video inspection.

00:29:45

00:29:45 **2014 VIDEO INSPECTION: UPDATE**

Ms. Bridges stated that the video inspection is ongoing and they are expecting to be done by late November or early December. She provided a spreadsheet with a list of repairs. Pipeline was contacted about the mobilization fee to fix the manholes and they agreed to waive the fee.

Mr. Esplin asked if any of the repairs need to be done now or could wait. He also suggested rebidding the repairs when the list is completed. Mr. Klingler stated that the reasoning to proceed with the manhole repairs was due to infiltration and the fact that this costs money in treatment fees.

00:33:00

(Mr. Harris arrived at meeting)

01:39:25

Mr. Esplin asked if there is a reason to get the repairs started or if we should wait until a full list has been prepared. Mr. Harris stated that it can wait until the list is final and then prioritize the repairs. Mr. Esplin is not sure if all the spot repairs should be made or at what point it is feasible to slip line the pipe. It may be that all the cracks do not require a repair. Mr. Klingler would like to focus on spots that have infiltration. He asked if the videos could be isolated where there is infiltration and emailed to the Board.

01:49:50

01:49:50 **CITY OF IDAHO FALLS CONTRACT FOR TREATMENT AND MAINTENANCE: UPDATE**

There is a meeting scheduled at the City of Idaho Falls Public Works office to begin discussions for contract renewal. Ms. Bridges stated that when she set up the appointment she indicated that the Board was in general happy with the current contract but would like to discuss ongoing maintenance, future capacity improvements, City of Iona impact area and annexations. Mr. Blundell would like to know how things will be handled if the new contract is not in place by the expiration.

01:53:50

01:53:50 **IBSD PRIVACY POLICY: DISCUSSION, SASSER LAW OFFICE**

Mr. Sasser requested that this item be tabled until the next meeting.

01:54:00

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01:54:00 **APPROVAL OF MINUTES: 09/24/2014**

MOTION: Mr. Blundell made a motion to approve the minutes for September 24th, 2014.
MOTION SECONDED: MOTION PASSED: 3-0 (Yay: Mr. Klingler, Mr. Blundell, and Mr. Clark; Abstain: Mr. Esplin)

01:55:05

01:55:00 **PAYMENT OF BILLS**

Mr. Blundell asked if a budget has been prepared. Ms. Wellman is in the process of preparing it. He also asked about the status of the audit. Ms. Wellman stated that the accountants have been engaged but will not begin until the fiscal year end in November.

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

02:01:15

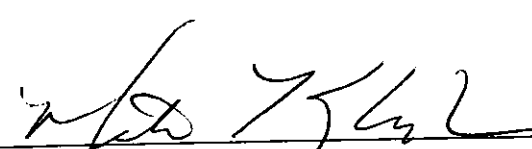
Mr. Blundell also requested that some of the information regarding payroll be provided in a different format via Dropbox.

02:05:45

02:05:45 **ADJOURNMENT**

The meeting adjourned at approximately 9:10 p.m.

The next meeting is November 19, 2014 at 7:00 p.m.



Mike Klingler, Chairman of the Board of Directors

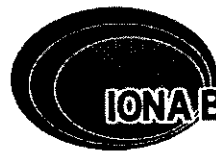
11/19/14
Date



Jason Blundell, Secretary/Treasurer

11/19/14
Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - October 22, 2014

Advantage Emp. Solutions	Payroll, Employee, Board	\$	6,993.42
AFLAC	Insurance	\$	464.10
Amazon.com	Office Supplies	\$	247.19
Bank of Commerce	Replenish Office Account	\$	672.96
BK Professional Services	Lawn Maintenance	\$	333.40
Blue Skies Product Distributing	Bottled Water for Office	\$	5.00
Bonneville Co. Utility Coord	Yearly Membership	\$	25.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Cable One	Internet/Phone	\$	350.98
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	516.94
City of Ammon	Sewage Treatment	\$	3,744.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	73,525.74
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$	223.77
Forsgren Associates	Gen Engineering	\$	312.50
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	2.00
IRS - Federal Tax	Federal Tax Withholding/Unemployment	\$	2,707.76
PC Plus	IT Support/ Back UPS	\$	154.95
Pipeline Inspection	Hydrocleaning/Video Sewer Lines (2 months)	\$	45,818.50
Public Retirement System	PERSI	\$	3,001.11
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	715.39
Sasser Law Office	Legal	\$	1,524.50
State of Idaho	Withholding	\$	1,197.00
United Mailing Direct	Monthly Statements	\$	1,914.88
Utility Billing - Refunds	Refunds to patrons	\$	308.00
Xpress Bill Pay	Online Banking	\$	1,311.32
Yost	Maintenance Agreement - Ricoh	\$	396.00

Total \$ 147,262.08