

OFFICIAL IBSD MINUTES

AUGUST 19, 2010
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY 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; Kelly Howell; Glen Clark (absent)

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

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates; Ray Ellis, EIHBA; Les Grigg, Merrill Lynch; Paul Scoresby, Schiess & Associates; Aaron Swenson, Forsgren & Associates; Husk Crowther, Forsgren & Associates; Adrian Beazer, patron; Robert Esplin, patron; Sally Price, patron; Bill Manwill, patron/Forsgren & Associates

Agenda Items:

1. Investment update, Dale Green, Key Investments
2. Facility Planning Study, Forsgren Associates, Inc.
3. Building Update – Landscaping, sound system and office
4. Consideration of request to Eastern Idaho Regional Waste Water Authority for formal proposal for serving IBSD as a customer and formal proposal for serving IBSD as a partner.
5. Policy for new employees – Review of resumes for open administrative assistant position.
6. Payment of bills
7. Approval of Minutes: 07/15/2010, 07/29/2010
8. Executive Session: Idaho Code 67-2345 (f) Pending litigation
9. Adjournment

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

00:00:00 INVESTMENT UPDATE, DALE GREEN, KEY INVESTMENTS

Mr. Blundell updated the Board regarding funds that were transferred into investments earlier this year. He presented a spreadsheet showing how IBSD funds are currently invested. He believes as stewards of the patron's money the move was a good one with good returns on the investments. He would like the Board to consider moving additional funds out of the checking account and putting into short term investments since the return has the potential of being greater.

Mr. Klingler stated that a payment for the new interceptor lines will be due soon, when the contract is awarded. Mr. Blundell stated even if they invested the money it is easily liquidated. It isn't known how soon the City of Ammon will request the payment.

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Mr. Blundell asked the Board to think about and consider the move so a plan of action could be developed but a decision did not need to be made at this time.

00:10:15

00:10:15 **FACILITY PLANNING STUDY, FORSGREN ASSOCIATES, INC.**

Mr. Harris asked if the Board had any comments on the scope of work presented at previous meetings. He presented an outline of the scope for review. Based on the Boards approval the study period will be over the course of a year.

Forsgren would like to begin as soon as possible so that flow measurements can begin in the Fall and again in the Spring for comparison. The first initial months are data gathering; determining what is known and what needs to be determined. This includes GIS mapping and modeling. In late Spring alternatives will be developed and reviewed followed by a drafting of a report.

Mr. Price wanted to make sure the study is limited to the actual survey of the system. He does not want an extensive environmental study included in the report. Mr. Harris stated the report will include a brief summary but not the detailed environmental report that is required for DEQ funding. Mr. Klingler stated a value of the system is needed for accounting audits.

Ms. Wellman asked if Forsgren could prepare a preliminary value for an upcoming audit. Mr. Harris stated one could be developed based on the number of manholes and linear feet of pipe. This may change as survey information is collected.

The proposed fee was discussed. Modeling software will be owned by IBSD that is GIS based. The software will allow "what if" evaluations, modeling for future developments, and additional engineering evaluations.

Mr. Esplin asked if the scope included consideration of the treatment options. Mr. Harris stated it does not. Mr. Klingler stated the study is mostly an evaluation of the system and the current condition. The fee structure will be based on the current condition with a line item in the report for treatment options. If the treatment option and cost changes the fee structure will be updated.

Mr. Sasser will review the contract before any action is taken.

00:26:20

00:26:20 **BUILDING UPDATE – LANDSCAPING, SOUND SYSTEM AND OFFICE**

Ms. Wellman stated the lawn has been mowed, trees have withstood a couple wind storms and everything looks good. There is some concrete curbing that has broken due to insufficient compaction but contractor will be contacted.

Landscaping maintenance will need to be contracted. Ms. Wellman proposed that B & K Landscaping be retained since they did the installation and for warranty purposes. Mr. Blundell agreed but asked that bids be obtained to make sure B & K's fees are competitive.

Ms. Wellman stated there is a need for a new phone to be installed in the basement. The Board discussed and agreed to purchase a new phone.

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Mr. Klingler stated there are several items not included in the bid for the sound system. The problem was several items were not specified in the bid documents. The electrical contractor is preparing a list of the needed items for review. Mr. Klingler asked the Board for permission to move ahead before the next meeting. The audio visual system can wait until it is needed.

MOTION: Mr. Klingler made a motion that a phone be purchased for the office in the basement.
MOTION SECONDED: Mr. Blundell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)

00:35:30

00:35:30 **CONSIDERATION OF REQUEST TO EASTERN IDAHO REGIONAL WASTE WATER AUTHORITY FOR FORMAL PROPOSAL FOR SERVING IBSD AS A CUSTOMER AND FORMAL PROPOSAL FOR SERVING IBSD AS A PARTNER.**

Mr. Klingler stated as a result of discussions from the previous meeting regarding the EIRWWA project he believes that information regarding the cost for joining the project should be requested. He would like to see updated information regarding the project to see what it would cost to either join the EIRWWA or to become a customer. He would also like to request the same information from the City of Idaho Falls with the contract for treatment expiring in 2015. He believes the Board needs this information in order to make a decision for future treatment.

Mr. Manwill stated the base contract with Idaho Falls was for 40-years so it is the original contract. IBSD has always had the option to opt out but Idaho Falls was committed to treatment.

Mr. Price stated Idaho Falls may not want to respond this far in advance of the contract expiration. Mr. Klingler stated that if the request is being made to the EIRWWA then Idaho Falls should respond if they are interested in retaining IBSD as a customer.

The Board requested Ms. Wellman to make the requests to both Idaho Falls and EIRWWA with a 90-day time frame.

Mr. Klingler stated the contract term and future maintenance will need to be considered. Having a responsible Certified Operator is also a consideration. Additional considerations are the upcoming upgrades to the Idaho Falls treatment plant. A portion of the fees paid by IBSD over the years have been set aside for anticipated treatment plant maintenance.

Mr. Esplin asked how this request for proposal would affect the proposed interceptor line planned for IBSD to split from the City of Ammon. Mr. Klingler stated having the additional line is still a good idea since it separates IBSD flow from Ammon. The existing line that is shared has Ammon connections so it would be difficult for Ammon to give up this line.

The size of the existing and proposed interceptor lines was discussed along with the required DEQ velocity flow requirements.

MOTION: Mr. Klingler made a motion to proceed with drafting a request for proposal to EIRWWA to join as a partner and/or to service as a customer and to the City of Idaho Falls to

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service as a customer with a 90-day response. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)
00:54:00

00:54:00 POLICY FOR NEW EMPLOYEES – REVIEW OF RESUMES FOR OPEN ADMINISTRATIVE ASSISTANT POSITION

Ms. Wellman has received 149 resumes for the Administrative Assistant position. She requested direction from the Board as to how to proceed. Mr. Price asked her to narrow the resumes down to a few based on interviews and expertise then bring them to the Board. Mr. Blundell thought this was a decision to be made by Ms. Wellman. Ms. Wellman stated that Mr. Clark had requested that she bring the resumes to the Board for them to decide.
00:55:40

00:55:40 PAYMENT OF BILLS

MOTION: Mr. Klingler made a motion to approve the bills. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)
01:06:50

01:06:50 APPROVAL OF MINUTES: 07/15/2010, 07/29/2010

MOTION: Mr. Blundell made a motion to approve the minutes for 07/15/2010 and 07/29/2010. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)
01:08:50

01:08:50 EXECUTIVE SESSION: IDAHO CODE 67-2345 (F) PENDING LITIGATION

MOTION: Mr. Klingler made a motion to go into executive session pursuant to Idaho Code 67-2345 (f) pending litigation. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)
01:09:45

00:00:00 Tape 2

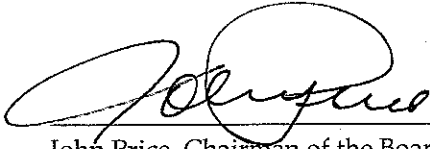
MOTION: Mr. Howell moved that the Board come out of executive session. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)

MOTION: Mr. Klingler made a motion to follow the direction of counsel. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell; Chairman Price abstains)
00:00:45 Tape 2

00:00:45 Tape 2 ADJOURNMENT

The meeting Adjourned at 8:25 p.m.
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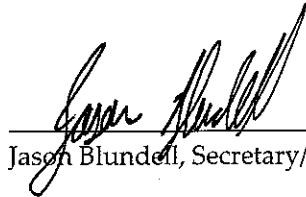
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John Price, Chairman of the Board of Directors

10/13/10

Date



Jason Blundell, Secretary/Treasurer

10/12/10

Date