

OFFICIAL IBSD MINUTES

AUGUST 28, 2013
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: Blair Simmons, patron; Zolene Simmons, patron; Robert King, King Mapping; Kevin Harris, Forsgren Associates; Bruce Baxter, patron

Agenda Items:

1. Blair Simmons – Iona Historical Society – Sewer permit and fees
2. King Mapping, Bob King – Status of IBSD GIS and other maps. Proposed MOU for release of information.
3. Ammon separation: Forsgren task order for Wildwood Force Main project
4. Forsgren task order – Public works bid for cleaning of IBSD sewer lines
5. Proposed 3-phase power conversion, Summit Park lift station. discussion
6. Approval of minutes: 6/26/13, 7/17/13, 7/24/13, 8/2/13
7. Payment of bills
8. Adjournment

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

00:00:00 **BLAIR SIMMONS – IONA HISTORICAL SOCIETY – SEWER SERMIT AND FEES**

Mr. Blair Simmons of the Iona Historical Society introduced himself and the organization he is representing. The Iona Historical Society has been working for over five years to put a museum together in the City of Iona. The property was the original Bingham Stake Tithing Yard for this area. They are trying to restore it back to the original building and site with donations and grants. The building will only have a restroom and sink; there will not be a kitchen. The anticipated use will be small.

The City of Iona is donating the water and he is asking the Board if they will consider not charging for the sewer service as a community service. Mr. Simmons said that it will not be open all the time, probably from ten to twenty hours each month. Visitors will have the ability to access genealogy information. They are non-profit and do not have to pay taxes.

Mr. Sasser stated that this is not an unprecedented situation. He is aware of donations of this type. Mr. Blundell does not think the cost and usage is much of a concern but he is concerned

OFFICIAL IBSD MINUTES

why this situation is different from other non-profits who are currently paying dues. Mr. Esplin suggested a criterion for donating the sewer fee could be that it is a non-profit using less than one ERU (equivalent residential unit). The Board discussed the various ways the Board could establish and implement a policy for non profit organization.

Mr. Blundell asked to table the item until next month so he could think about it further. Mr. Howell suggested giving a waiver on the sewer service so it is usable until the Board makes a decision.

MOTION: Mr. Esplin made a motion to allow the Iona Historical Society a waiver on sewer service for a period of three months so the service can be used while the Board considers a policy regarding non profit sewer service fees. **MOTION SECONDED:** Mr. Clark seconded.

MOTION PASSED: 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:24:40

The Board asked Mr. Sasser to look into the legal implications and report to the Board.

00:25:30

00:25:30

KING MAPPING, BOB KING – STATUS OF IBSD GIS AND OTHER MAPS. PROPOSED MOU FOR RELEASE OF INFORMATION.

Mr. Robert King, King Technology, introduced himself and his company to the Board. He has been working with the staff getting the GIS system set up on the computers. Currently he has been requesting information from various entities such as the City of Idaho Falls, Bonneville County and Ammon to gather and exchange digital data for use in the GIS. He will also compile the information from the engineering companies who have developed in the District.

Mr. King is currently working on an hourly basis. He can also work on a task oriented basis where he would then bid on the project. He is semi-retired and does this work part time. Most of the work he does can be done online with the staff. He provides training, set up and maintenance of the data. He has 25 years experience and can do things pretty quickly.

The software that is being used is the newest version of ArcGIS. He can take the GIS data layers and create a GeoPDF file which allows multiuser access to the file. Video recordings, spreadsheets, histories and other information can be attached to the file.

The City of Ammon requested a memorandum of understanding so that IBSD and Ammon would have an agreement in place to exchange digital data. A draft has been prepared and will be sent to Ammon after review. The City of Idaho Falls and Bonneville County have agreements that they have requested be signed.

Ms. Wellman stated that ESRI also has classes and training which may be free since we have purchased the software. Mr. King stated that most of the basic training is free from ESRI and it is also possible to get certifications.

The Board agreed that Mr. King should continue his work and if tasks are identified then that could be presented to the Board.

OFFICIAL IBSD MINUTES

00:41:10

00:41:10 **AMMON SEPARATION: FORSGREN TASK ORDER FOR WILDWOOD
FORCE MAIN PROJECT**

Mr. Kevin Harris, Forsgren Associates, presented the task order for the Wildwood Force Main Project. He has broken it down to different tasks which he reviewed with the Board. One of the tasks is to evaluate the line on Ross Avenue to see if this area can be rerouted. He also included the permitting from the railroad company in the Engineering costs so the permits can be in place prior to construction.

He is recommending hiring a private utility locator since the information regarding utilities is not always well known. The survey will include the property where the Wildwood lift station is located and readjusting the boundary. The engineering for the lift station upgrade will be done as part of this task and a planning study for Ross Avenue. Mr. Harris stated he will provide the study to the Board for a decision. He is hoping that the force main can be installed in the right-of-way but he will not know for sure until the survey and underground utility locations are known.

Mr. Harris also stated that Forsgren will handle the bidding process for the project. Mr. Sasser commented that the bidding process can be quite complicated and time consuming so he is glad the engineering company will be handling this part of the project.

Some testing will be required to make sure the installation is a good product. He is anticipating that the line can be bored under the railroad but this will be determined during the design. Mr. Harris stated he will make periodic submittals at the 50% design after the general concept is complete, then another at 90% which is when plans are submitted to DEQ. After all comments are incorporated the plans are considered 100% and put out for bid.

MOTION: Mr. Clark made a motion to adopt the task order proposal submitted by Forsgren Associates. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

Mr. Harris stated that his surveyors are ready to get started. The Board would like the survey information for the lines in Ross Avenue if it is not available already. He thinks this can be done in a couple hours.

01:06:50

01:16:00

Mr. Esplin asked if a letter had been sent to Ammon notifying them of our proposed plan for the force main. Ms. Wellman stated Ammon had been sent a letter and responded positively.

01:16:30

01:06:50 **FORSGREN TASK ORDER – PUBLIC WORKS BID FOR CLEANING OF
IBSD SEWER LINES**

Mr. Harris presented a task order requested by the staff in regards to the Boards previous decision to have all the lines videoed. This task order will be for assistance in preparing the bid

OFFICIAL IBSD MINUTES

documents for this project. This will include putting the contract together, the bid, advertisement and specifications. The specifications will be the summary of the project with the map.

Mr. Klingler asked if any of the companies who do this type of work have the ability to shoot inverts and locations of the manholes. Mr. Harris will check on this and see if this is something that should or can be put in the bid documents. His involvement would be until the project is awarded. An estimated quantity and length will be provided but the bids will be on a per foot price with an estimated total based on the length provided.

MOTION: Mr. Blundell made a motion to accept this Task Order 901-0008 and engage Forsgren Associates in getting this project done. **MOTION SECONDED:** Mr. Esplin seconded.

MOTION PASSED: 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:16:00

01:16:30 **PROPOSED 3-PHASE POWER CONVERSION, SUMMIT PARK LIFT STATION DISCUSSION**

Ms. Wellman stated that when the lift stations were upgraded to 3-Phase power the Summit Park lift station was not done. She wanted to bring this to the Boards attention in case this is something they would like to resolve with other projects being worked on right now. She could not get a firm bid from Rocky Mountain Power but they are estimating the cost to bring 3-Phase power to the lift station would be about \$31,000.00.

Mr. Klingler stated that this lift station is not one of the problematic ones and the City of Idaho Falls agreed to wait on this one since the cost is so high. The Board discussed doing the upgrade now and agreed that until the lift station starts having problems then it can wait for the upgrade.

01:28:00

01:28:00 **APPROVAL OF MINUTES: 6/26/13, 7/17/13, 7/24/13, 8/2/13**

MOTION: Mr. Klingler made a motion to approve the minutes for meetings held on June 26, 2013, July 17, 2013, July 24, 2013 and August 2, 2013. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:31:55

01:31:55 **PAYMENT OF BILLS**

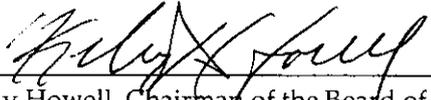
MOTION: Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:32:20

01:32:20 **ADJOURNMENT**

The meeting adjourned at approximately 8:30 p.m.

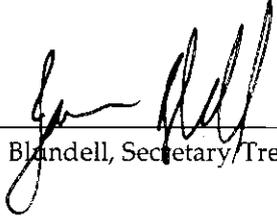
OFFICIAL IBSD MINUTES



Kelly Howell, Chairman of the Board of Directors

9-25-2013

Date



Jason Blandell, Secretary/Treasurer

9/25/13

Date