

# OFFICIAL IBSD MINUTES

## AUGUST 27, 2014 IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

Meeting called to order by Chairman Michael Klingler at: 7:02 p.m.

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

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

**Attorney:** Tony Sasser, Sasser Law Office

**Public:** Blair Simmons, patron; Jack Edwards, patron; David Smith, City of Idaho Falls Sewer Superintendent; Kevin Harris, Forsgren & Associates; Brady Belliston, patron; Roy Hobbs, City of Iona Planning & Zoning

### Agenda Items:

1. Iona Road sewer line status: Blair Simmons
2. Panorama Hills annexation request: Brady Belliston and Ellsworth & Associates
3. City of Iona, proposed impact area
4. Stanger Park: Update
5. 2014 Video inspection: Update
6. Wildwood force main: Update
7. City of Idaho Falls contract for treatment and maintenance
8. Generators for lift stations
9. Insurance of sewer pipes
10. Audit proposal – Searle, Hart and Associates
11. IBSD Board discussion: Sasser Law Office
12. Approval of minutes: 07/23/2014
13. Payment of bills

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

Mr. Klingler welcomed everyone to the meeting and expressed appreciation for patrons who attend meetings.

00:00:00      **IONA ROAD SEWER LINE STATUS: BLAIR SIMMONS**

Mr. Blair Simmons stated he is again presenting his request to connect to the sewer main on Iona Road in front of his property. There is just over a half mile of sewer line that was installed several years ago by a developer who abandoned the project. The line was never completed or accepted by the District.

Mr. Sasser has reviewed documents on file for the Blacktail Offsite project and determined that the line was never accepted.

# OFFICIAL IBSD MINUTES

Ms. Bridges, after visiting the site and reviewing the design plans, determined there are 20 manholes. She is approximating that 15 have never been raised to grade. There are several manholes in the barrow pit that are accessible now but the ones that are covered make the line inaccessible for inspection and acceptance.

Mr. Edwards stated that the City of Idaho Falls has been seen maintaining the lines 3 -4 times a year. Mr. David Smith stated that he does not know any reason the City would be in that area. He knows that his employees did try to assess the condition a few years ago at the request of the District but does not know why a City truck would be up there regularly.

Mr. Esplin stated that in order to assess the sewer line some work will need to be done to access the manholes. A rough estimate would be around \$7,500.00 to \$10,000.00 to just access the manholes. The line could have been inspected during construction but as-built drawings were not provided. A video of the line will be required to determine the condition of the line. It is also difficult to determine legal ownership of the line.

The Board suggested that Mr. Simmons contact the owner of the Blacktail development to see if they would be willing to complete the line so that IBSD could assess the condition. If IBSD could take ownership then any monies spent to complete the line would be divided between any owners that could potentially connect onto this sewer main. It is an unfortunate event that the line was not finished but now that there is a sewer line Bonneville County will not allow septic systems.

00:23:30

00:23:30            **PANORAMA HILLS ANNEXATION REQUEST: BRADY BELLISTON AND ELLSWORTH & ASSOCIATES**

Mr. Brady Belliston presented a map showing areas that he would like to have annexed into the District. The areas are north of the Panorama Hills subdivision, an area he was instrumental in developing. He tried to get it annexed when he started the original development 10 years ago but was denied due to capacity issues. He is making the request since he heard that the capacity has increase with the removal of the City of Ammon from the system. He is requesting the annexation so he can complete the subdivision.

He was part of the development group that developed Panorama Hills and installed the 12-inch sewer main that connects this area to IBSD. This additional area he is requesting to be annexed is contiguous with his subdivision and the District.

Mr. Clark stated that IBSD should try to help Mr. Belliston with the annexation since he was the one who built the sewer line. Mr. Klingler stated that Mr. Belliston should know that annexation does not guarantee service. IBSD does not allow open ended development agreements with indefinite reserved space. The goal is to provide service where it can be provided but at some point capacity will be at maximum allowed.

**MOTION:** Mr. Clark made a motion to accept Mr. Brady Belliston's request for annexation per his application and request approval from the City of Idaho Falls. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Clark, Mr. Esplin, and Mr. Porter)

# OFFICIAL IBSD MINUTES

00:38:30

00:38:30           **CITY OF IONA, PROPOSED IMPACT AREA**

Mr. Roy Hobbs stated that since the City of Idaho Falls has denied the proposed increase to the City of Iona impact area they have decided to decrease the proposed area. He stated that the northern border of the impact area will be Tower Road and more in alignment with IBSD's agreed upon service area. He did not have an updated map with the proposed area but stated he would provide one after he has one prepared. It was suggested that the proposed impact area be aligned with the IBSD approved service area.

After the map is prepared the City of Iona will get an agreement with Bonneville County.

**MOTION:** Mr. Esplin made a motion to accept the City of Iona's new proposed impact area pending approval from the City of Idaho Falls to include the area into the service area.

**MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Clark, Mr. Esplin, and Mr. Porter)

00:48:30

00:48:30           **STANGER PARK: UPDATE**

Mr. Kevin Harris, Forsgren & Associates, has reviewed the proposed plans for Stanger Park. This is a different situation in that the sewer lines were installed several years ago by one developer and has now been taken over by a different developer who has changed the intent of the project. Mr. Harris has concerns about the Idaho Falls Standards and Specifications being met since what has been installed cannot be inspected. He has requested that inverts be measured so he can verify elevations.

The original development agreement intended for the sewer lines to remain private but since the planned apartments have changed to condominiums with individual ownership the developer would like IBSD to accept ownership of the lines. In order for IBSD to eventually take ownership there will have to be dedicated right of ways or easements.

Mr. Sasser has been working on a new development agreement with the attorney for DePatco, the new developer on this project. They are questioning the amount and requirement for a deposit to be used for the final video inspection. The City of Idaho Falls has preformed the initial video inspection of the line and reported back that the lines are in good condition.

01:01:30

01:01:30           **2014 VIDEO INSPECTION: UPDATE**

Ms. Donna Bridges reported that Pipeline Inspection Services are continuing the video project. The reports are coming in for review. They have estimated that they are about 40-50% complete.

There was a root ball in one of the lines that has been cut. A list of repairs is being compiled. Everything with the cleaning and inspection seems to be going smoothly.

01:06:55

# OFFICIAL IBSD MINUTES

01:06:55           **WILDWOOD FORCE MAIN: UPDATE**

Mr. Harris reported that the Wildwood Force Main project is mostly done. The gate has been installed and looks good. There have been concerns about the transfer box having exposed control buttons so a fence was needed to prevent access.

There have been two change orders. One for the fence and gate which was paid from the force account and one to credit the contract for the remaining balance in the force account. The pay application for the balance has been submitted. The manhole lids still need to be changed to specifications but he will work with Landon Excavating to make sure this is done.

01:10:45

01:10:45           **CITY OF IDAHO FALLS CONTRACT FOR TREATMENT AND MAINTENANCE**

Ms. Wellman just wanted to remind the Board that the contract with the City of Idaho Falls expires at the end of 2014. Ms. Bridges has spoken with Chris Frederickson, Public Works Director, and was told that their attorney is currently reviewing the existing contract documents.

Mr. Sasser suggested that a work meeting where the IBSD Board and Idaho Falls City Council meet and decides how to move forward. The Board discussed the best way to get the discussions started and how to proceed. It may be that representatives are selected to work on the contract as negotiations proceed. Mr. Klingler requested that a meeting be requested with the purpose of figure out how to proceed.

01:23:45

01:23:45           **GENERATORS FOR LIFT STATIONS**

Ms. Wellman wanted to make the Board was aware that with the rain storms recently there have been problems with lift stations in other areas, specifically in Rexburg. She asked if the Board would like to look into the status on emergency power for IBSD lift stations. Currently one lift station has an onsite generator and there is a portable generator held by the City of Idaho Falls. Mr. Smith suggested that this generator be replace since it is very old and not reliable.

The places of concern are Panorama Hills due to the distance but currently there are only a few connections. A generator should be considered at build out. Mr. Smith offered to look at the run times to see how often the lift stations are turning off and on with current flows to see which lift station may warrant onsite power and be prioritized.

The diesel fuel for the lift station needs to be monitored. The Board would like to have a service agreement with the installer of the lift station to make sure any required maintenance is done. There are issues with making sure the fuel mix is right. Currently the tank is half full. Mr. Harris suggested waiting until it runs lower and adding a winter mix.

01:35:00

The Board authorized Forsgren Associates to look at emergency power generators for the lift stations and determine a priority as to which lift stations would be more likely to need a generator.

# OFFICIAL IBSD MINUTES

01:41:40

01:41:40           **INSURANCE OF SEWER PIPES**

Ms. Wellman stated this is an issue that has been on hold since we were waiting for an evaluation of the sewer lines. Currently IBSD is insured by ICRMPS but this does not cover any of the sewer lines. She would like to get Board approval to pursue what is available and what the insurance would cover. She is particularly interested in looking at coverage for lift stations and now the generator. The Board expressed an interest in knowing what insurance is offered and what it does. They would also like to know what other sewer districts are doing.

Mr. Smith stated that they keep records of what condition the City of Idaho Falls sewer lines are in so that in case of an emergency situation it helps to show FEMA the before and after condition of the pipes.

Ms. Wellman will find out more information regarding the insurance. She asked that she be able to consult with Forsgren Associates as needed.

01:45:55

01:45:55           **AUDIT PROPOSAL – SEARLE, HART AND ASSOCIATES**

Ms. Wellman presented the engagement letter for Searle, Hart and Associates for the 2014 audit.

Mr. Esplin asked if there was any benefit to looking at another organization to perform the audit. He is not opposed to having the same accounting firm but wants to make sure there is no disadvantage or any reason not to retain the same firm. The current accountants know Caselle, are familiar with IBSD procedures and have done a great job with past audits. The Board did not know of any reason to not hire the same firm. The engagement letter will be signed by the appropriate IBSD representatives.

01:50:10

01:50:10           **IBSD BOARD DISCUSSION: SASSER LAW OFFICE**

Mr. Sasser stated that after the previous meeting he had a discussion with Board Member Matt Porter who wanted to disclose that he is the Financial Advisor to an IBSD employee, Donna Bridges. He wanted to make disclosure for public information but Mr. Sasser does not believe this is an issue or reason for concern. Mr. Porter stated he would recuse himself from any vote that may involve a conflict of interest.

01:52:00

01:52:00           **APPROVAL OF MINUTES: 07/23/2014**

**MOTION:** Mr. Esplin made a motion to approve the minute for the meeting on July 23, 2014.

**MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Clark, Mr. Esplin, and Mr. Porter)

01:52:45

# OFFICIAL IBSD MINUTES

01:52:45            **PAYMENT OF BILLS**


Ms. Wellman reported that the problems she has been having with Caselle and reconciling have been corrected. She also wanted to let the Board know that Lincoln Employee Benefits payroll department has partnered with another company. This will allow Ms. Wellman to return to the previous method of doing payroll which will be a lot simpler than what she has been doing since they changed their procedures. Lincoln changed their method due to bank requirements but has corrected this with the partnership.

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

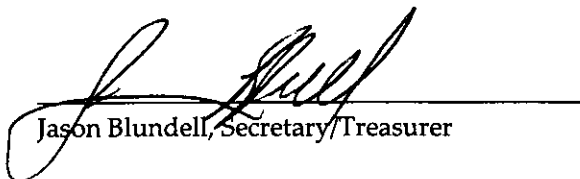
01:57:30

01:57:30            **ADJOURNMENT**

The meeting adjourned at 9:00 p.m.

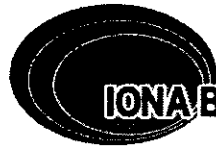
  
\_\_\_\_\_  
Michael Klingler, Chairman of the Board of Directors

9-24-14  
Date

  
\_\_\_\_\_  
Jason Blundell, Secretary/Treasurer

9/24/14  
Date

# OFFICIAL IBSD MINUTES



## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses - August 27, 2014

AFLAC	Insurance	\$	464.10
Bank of Commerce	Replenish Office Account	\$	1,091.60
BK Professional Services	Lawn Maintenance	\$	295.00
Blue Skies Product Distributing	Bottled Water for Office	\$	10.30
Bonneville County Recorder	Recording - Annexation - Hansen	\$	25.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Cable One	Internet/Phone	\$	351.07
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	548.96
City of Ammon	Sewage Treatment - Below the Meter	\$	3,744.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	64,872.00
ESRI	Arc GIS - Annual Maintenance	\$	700.00
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$	226.52
Fire Services of Idaho	Annual Service - Extinguishers	\$	39.00
Forsgren Associates	Wildwood force main, Gen Engineering	\$	4,785.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	2.00
IRS - Federal Tax	Federal Tax Withholding/Unemployment	\$	3,412.34
Landon Excavating	Wildwood force main	\$	44,423.39
Lincoln Employee Benefit	Payroll, Employee, Board	\$	8,955.15
PC Plus	IT Support	\$	131.25
Pipeline Inspection	CCTV/Hydro Cleaning - Sewer Lines	\$	42,236.10
Porter's Office Supplies	Office Supplies	\$	174.59
Public Retirement System	PERSI	\$	3,001.12
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	778.51
Sasser Law Office	Legal	\$	1,409.00
State of Idaho	State withholding	\$	372.00
State of Idaho Dept Labor	Unemployment Ins	\$	501.43
State Insurance Fund	Workers Compensation	\$	142.00
United Mailing Direct	Monthly Statements and delinquent	\$	1,881.47
Utility Billing - Refunds	Refunds to patrons	\$	31.06
Western Recycling	Recycling	\$	30.00
W. Clark	Board Payroll	\$	92.35
Xpress Bill Pay	Online Banking	\$	1,104.35

Total \$ 186,626.33