

OFFICIAL IBSD MINUTES

SEPTEMBER 30, 2010
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
SPECIAL BOARD MEETING

Meeting called to order by Chairman John Price at: 4:30 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: Tony Sasser, Sasser Law Office

Public: Dave Noel, Forsgren & Associates; Eric Wellman; Robert Esplin, patron

Agenda Items:

1. Work meeting for Facility Planning Study: Forsgren Associates, Inc.
2. Update from Idaho Falls School District 93 Board of Trustees meeting: Easement for interceptor line.
3. Approve meeting minutes: 09/01/2010, 09/16/2010
4. Adjournment

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

00:00:00 **WORK MEETING FOR FACILITY PLANNING STUDY: FORSGREN ASSOCIATES, INC**

Dave Noel of Forsgren presented the proposed scope of work for the Facility Planning Study to the Board. The first component is to research what is already known. This data will be collected from existing maps, information from City of Idaho Falls, records from DEQ, and anecdotal evidence from personnel who have experience with the system.

The next phase will be to validate the information gathered. This includes field validation of targeted areas for spot checking. The assumption is that the information is accurate and there is nothing else to do. If the information is not good then additional validation may be required. Mr. Klingler mentioned a couple areas in Iona where conditions do not match design drawings. Mr. Noel stated this could be addressed with as-built drawings obtained from DEQ.

Mr. Noel stated if the study follows the state formatting then this may allow IBSD to qualify for funding from DEQ for possible future projects. As a municipality, following certain formatting procedures, there are opportunities for grants and low interest loans. One of the formatting requirements is to describe and assess existing facilities and then for every deficiency identified there should be several options for improvement. Once the alternatives are developed then a recommendation is made based on if it is practical, desirable and cost effective.

00:26:00

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The next phase is Future Demand Forecasting. This is where the engineers will evaluate and predict future demands based on past growth rates, the vacant areas within the district and zoning. This is a good planning tool. Mr. Noel does not anticipate any additional cost associated with this task.

Mr. Noel pointed out that any services considered to be in addition to the scope of services are noted in the scope.

The next task takes all the existing systems and the forecast information and evaluates the system. They will evaluate pipe sizes, lift stations and other system components and make recommendations on repairs or upgrades and the timeframes when these repairs should be done.

The system modeling is a computer program that calculates system wide the capacity of individual lines. Once the model is developed then it is easier to determine the effect of additional connections on the system.

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The System Analysis includes wastewater characterization which determines the impact from industrial users. Permitting is evaluating existing permits held by the City of Idaho Falls and determining if stricter permits may be required by DEQ. The condition of the existing collection system including pipe material, lift station, age and condition will be assessed; this does not include running a camera down every line. The user charge system can then be evaluated with respect to the operating and maintenance cost.

System Modeling includes calibrating the model. The model is based on theory but calibrating allows real conditions to be included in the model. This is done by measuring the actual flow at various points. The remaining tasks are identifying problems, giving ideas and recommending what needs to be done.

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Mr. Noel asked to address the part of the scope listing Owner Responsibilities. This includes making requests from entities for data allowing IBSD to know what is happening and remain part of the process. He also requested that any new information or requests for development that become known to the district be communicated to engineer during the study.

Mr. Klingler request that at least eight copies of the report be provided to IBSD.

Mr. Clark expressed concern with the contract. He believes there are too many "black holes" and that costs may exceed the contract price and may be as high as \$500,000.00.

Mr. Noel stated that even if no additional service items are performed there will be a very good product. The additional service items are there for the Board if it is determined that additional information is needed. Approval by the Board is required for any additional service items to occur.

Mr. Noel continued with the discussion of additional services. Mr. Klingler questioned the additional costs for public meetings since everything the Board discusses is in a public meeting. Mr. Noel states the meetings that are outside of the scope are any meetings beyond project

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coordination. He stated again any additions to the scope will be presented beforehand and approved.

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Mr. Noel stated that part of the state guideline requirements to obtain funds requires an Environmental Study. In this study a document will be provide called a "Categorical Exclusion" which is basically a letter sent to a list of organizations such as Fish and Game and the Department of Water Resources. He does not recommend doing an Environmental Study until such time that a project is identified that requires an environmental study since it is only good for six months and can be expensive to produce.

(Chairman Price excused himself from the meeting. Mr. Blundell will officiate)

Mr. Noel discussed GPS location of manholes. This may not be a critical requirement and will be at the discretion of the board. Mr. Bridges brought up the manhole condition reports received from Idaho Falls. The reports have manholes known to be below grade or paved over identified.

The scope includes lifting manhole covers and inspecting wastewater collection features as a spot check sampling in different areas. The additional services for physical inspection would be for areas where every manhole needs to be inspected. Prior approval from the Board will be required. There may be additional service tasks that can be performed by IBSD staff. Mr. Noel stated they will work closely with the staff.

Field work associated with inflow/infiltration detection will be an additional item since it is assumed that there are not a lot of problems with infiltration.

IT support is associated with the purchase of the modeling software. Forsgren is available to help with this but acquisition and installation is better done by staff.

Asset Management is a task that can be handled by the IBSD management. This will be based on information provide in the study.

01:22:15

Mr. Noel stated that the additional task item for Treatment Alternative Evaluation was requested by the IBSD attorney. The intent of the study is not to make recommendations for treatment. Mr. Sasser stated he thought this should be an option for the Board.

Mr. Blundell requested an explanation of the rate schedule and who falls under what category. Mr. Noel stated the staff and work classification associated on this project.

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01:48:40

Mr. Sasser asked if the Board was going to make a decision to sign the contract for the Facility Planning Study with Forsgren.

MOTION: Mr. Klingler made a motion to proceed with the engineering study as proposed in the agreement. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 2-1 (Yay: Mr. Klingler, Mr. Howell; Nay: Mr. Clark; Mr. Blundell abstains)

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01:50:45

01:27:20 **UPDATE FROM IDAHO FALLS SCHOOL DISTRICT 93 BOARD OF TRUSTEES MEETING: EASEMENT FOR INTERCEPTOR LINE.**

Mr. Howell stated that he, Ms. Wellman and Ms. Bridges had attended the District 93 School Board meeting where the City of Ammon presented the design for the proposed interceptor line to the School Board. An easement for the sewer line is needed since the proposed route crosses the athletic fields at Hillcrest High School. The School Board did not take any action but did stay they would be open to the easement if the manholes could be spaced so as to not interfere with the school.

Mr. Howell stated the other thing the School Board suggested was finding an alternate route on the northern end of the property. At the meeting Lance Bates did not have an answer to this but it is something that needs to be addressed. Mr. Bates had spoken to Ms. Wellman after the meeting and stated that alternatives had been considered but he would put this in writing for the School Board.

The area in question used to have an easement but it was abandoned. There is also the possibility of an existing easement since it is thought there is a water line in this area.

Mr. Howell stated that Mr. Bates had asked if IBSD would approach the City of Idaho Falls for a variance to 300-foot maximum manhole spacing. Ms. Wellman will get some accurate distances before making the request.

Mr. Sasser stated, based on the conversation from the previous meeting, he has redrafted the agreement with the delivery date changed from March 2011 to October 2011, so basically 6-months. Mr. Howell stated that he does not believe the school will grant the easement unless it is guaranteed the work will not be done during the school year.

Mr. Blundell asked since the contract deadline is being extended if it were possible to renegotiate the price of the contract. Mr. Klingler stated that part of the reason Ammon is in charge of this project is because the line goes through Ammon and they are responsible for finding a route, design, construction and obtaining easements. There are a lot of costs incurred by Ammon that are not "hard" costs.

The Board read the proposed new agreement and concurred it was agreeable. Mr. Sasser is going to present the contract to City of Ammon's attorney.

01:48:40

01:50:55 **APPROVE MEETING MINUTES: 09/01/2010, 09/16/2010**

MOTION: Mr. Klingler made a motion to approve the minutes from September 1, 2010 and September 16, 2010. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Klingler, Mr. Howell, Mr. Clark; Mr. Blundell abstains)

01:55:10

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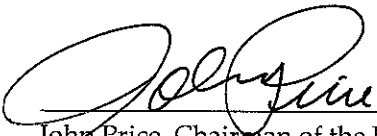
Mr. Klingler commented on a couple items from previous meetings regarding the building. Quotes have been received from plumbers for installing spigots for external water. The sound equipment should be here anytime.

Ms. Wellman has received information from the insurance company. There is a terrorism clause that the Board needs to make a decision. She was asked to find more information on what is covered under this clause.

02:08:00

02:08:00 **ADJOURNMENT**

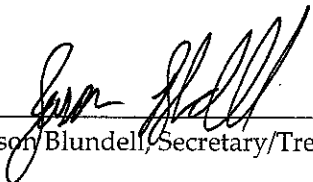
The meeting Adjourned at 6:40 p.m.



John Price, Chairman of the Board of Directors

10/28/10

Date



Jason Blundell, Secretary/Treasurer

10/25/10

Date