

OFFICIAL IBSD MINUTES

NOVEMBER 19, 2014
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman Michael Klingler at: 7:00 p.m.

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

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

Attorney: Tony Sasser, Sasser Law Office

Public: Alisha & Cameron Ballard, patrons; Dan Hunting, patron; Dave Noel, Forsgren & Associates

Agenda Items:

1. Sewer cleaning issues, notifications: Cameron Ballard, patron
2. Red Rock, Division 9, board approval.
3. Country Haven subdivision: Discussion
4. 2014 Video Inspection: Update
5. Maverik RV dump flow and fees: Discussion
6. City of Idaho Falls contract for sewer treatment and maintenance and 1-year MOU to extend current contract.
7. Plan checks and development fees: Discussion
8. Video inspections for 1-year warranty of developments
9. IBSD Privacy policy: Discussion, Sasser Law Office
10. ICRMP Board of Trustees nomination
11. Approval of minutes: 10/22/2014
12. Payment of bills

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

00:00:00 **SEWER CLEANING ISSUES, NOTIFICATIONS: CAMERON BALLARD, PATRON**

Ms. Wellman stated that Mr. Ballard had contacted the office when the sewer lines were being cleaned on his street. He experienced significant backflow into his home.

Mr. Ballard introduced himself stating he lives at 820 Emery Lane in Warm Springs Addition. He purchases his home in June 2013. On Halloween day, when the lines in front of his home were being cleaned, he had significant backflow in the toilets and drains. He said that it was just by chance his wife was home when this happened or considerable damage would have been done by the water. He did not have backflow in the basement but the smell was very bad. He would like to be notified when cleaning is being done so he can protect his property.

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Mr. Sasser reminded the Board that it has been recommended by ICRMP that notifications not be given due to liability.

Mr. Noel explained that backflow can occur when the lines are being hydrojet cleaned for several reasons. The most common cause is for vents to be clogged or dips in the service lines. It is also possible for the jet nozzle to get stuck on the connection if the line protrudes into the main. A large amount of debris or a rock pile can also cause the nozzle will lift.

Mrs. Ballard stated that the contractor has been in their neighborhood 2-3 times per week and for hours at a time. She is wondering if there are problems in their neighborhood that is causing them to spend more time in this area. Mr. Noel stated that the way the contract works is the line has to be cleaned in order to be videoed so if they are spending additional time in the area it may be due to the line being extra dirty.

00:23:40

Mr. Noel stated that it is very difficult to notify patrons when the lines will be cleaned. The nature of the work causes them to move around in different areas so it makes it difficult to notify people and ends up with frustrated people who may potentially be notified multiple times. If the contract was structured in a way to require notifications it could cost three times more.

Mr. Klingler explained this is a onetime project and the contractor is qualified to perform the work. This is specifically for the videoing of the lines. The City of Idaho Falls does the maintenance every two years and will continue to do so.

Ms. Wellman stated that a call to the contractor will be made so that we can make sure that incidents like this are handled correctly. The Board would like some compensation offered to the Ballards for the time spent cleaning. Mr. Sasser will contact Pipeline Inspection Services and ask them to follow up with the patrons. The Board would like an update on this situation as well as have it added to the agenda for discussion at the next meeting.

00:49:50

00:49:50 **RED ROCK, DIVISION 9, BOARD APPROVAL.**

Ms. Bridges reported that the developer for Red Rock has submitted the master plan for the next phase of this subdivision. The design not been completed yet.

MOTION: Mr. Esplin made a motion to approve Red Rock Estates, Division 9, based on the Engineer's review and approval of plans and approval from the City of Idaho Falls. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Mr. Porter)

00:53:35

00:53:35 **COUNTRY HAVEN SUBDIVISION: DISCUSSION**

Ms. Bridges stated that Rockwell Development is in the process of purchasing the undeveloped lots in Country Haven. Pipeline Inspection Services has videoed the lines and their report has been forwarded to the City of Idaho Falls for review. There is one spot that has a 5/8-inch dip which is slightly above the City of Idaho Falls tolerance.

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MOTION: Mr. Esplin made a motion to approve Country Haven subdivision based on the approval of the City of Idaho Falls. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Mr. Porter)

00:56:00

Ms. Bridges stated that since there is a change of ownership there will be a new Development Agreement.

Mr. Noel stated that the area where the dip is in the line will be a low flow area since there are less than a dozen connections which may cause septic conditions. He suggested a repair that places epoxy in the dip thus removing the dip.

MOTION: Mr. Blundell made a motion to modify the previous motion by adding a provision that the dip in the line in Country Haven be repaired by developer. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Mr. Porter)

01:00:10

01:00:10 **2014 VIDEO INSPECTION: UPDATE**

Ms. Wellman reported that Pipeline Inspection is reporting that they should finish the video inspection in January. They are 75% complete. The larger mainline will be videoed last. This is still within the timeframe of their contract.

Ms. Wellman informed the Board that since it took longer than anticipated for Pipeline to start repairing manholes, they were not able to repair them. The manholes do not have infiltration this time of year and the process to repair them requires water for a chemical reaction that seals the leaks.

01:03:45

01:03:45 **MAVERIK RV DUMP FLOW AND FEES: DISCUSSION**

Mr. Clark suggested installing a flow meter at the proposed RV Dump to calculate flow or to measure flow at Beaches Corner to get an idea of how much to charge Maverik for their proposed dumpsite.

Mr. Noel stated that it will need to be decided how much involvement IBSD would like to have in the RV Dump and who will be maintaining it. It is important that the manholes and concrete pipes be protected. The RV Dump at Beaches Corner requires that water is flushed periodically to help increase flow. He suggests that an agreement be made that requires a similar requirement if a RV Dump is installed.

He noted that the David Smith, City of Idaho Falls, has provided a sketch of a basket that they would like to be installed. He has concerns regarding who would clean this basket and if Maverik would even use the basket due to the extra maintenance. The purpose of the basket is to trap paper waste. Mr. Noel would suggest a larger wide flat basket if one is to be used but his recommendation would be to have them install a septic tank with two chambers. Maverik could then contract with a pumping service to have it emptied periodically.

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Ms. Bridges stated that a design plan has not been submitted yet, they have just submitted their site plan layout to City of Ammon for review. Mr. Klingler would like to wait to see what they propose on their design. He also stated that any the fees to be charged can be determined at that time.

01:14:20

01:14:20 **CITY OF IDAHO FALLS CONTRACT FOR SEWER TREATMENT AND MAINTENANCE AND 1-YEAR MOU TO EXTEND CURRENT CONTRACT.**

Mr. Sasser stated he has reviewed the 1-year contract extension from the City of Idaho Falls and it basically references the existing contracts already in place. The negotiation meetings for a new contract will take place each month starting in January. He is recommending that the Board approve the contract.

MOTION: Mr. Clark made a motion to accept the contract provided by the City of Idaho Falls with a one year extension to the existing contract. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Mr. Porter)

01:16:40

Ms. Wellman stated that the representatives of the Board will continue to meeting with the City Council liaisons. The initial meetings will cover the legal items in the contract.

01:19:00

01:19:00 **PLAN CHECKS AND DEVELOPMENT FEES: DISCUSSION**

Mr. Noel stated he, based on a request from the Board, has reviewed what other government entities charge and the procedure for plan checking fees. Bonneville County, for example, charges a flat fee to start the review process and then escalates the fee based on the number of connections in the development. If there are more than three reviews without the issues being resolved then there is an additional charge. He says typically a review is done with comments, then a second review is done which should address those comments and allow approval. The reason for charging additional fees if multiple reviews are required is some developer will hire less expensive firms who may submit substandard plans thus causing IBSD to pay for the engineering and time required for the reviews.

01:19:00

The Board discussed how many reviews and how much time would be expected for a typical development. Ms. Wellman stated that there was a plan checking fee previously but the Board suspended it several years ago. She does see the need for a fee based on the number of subdivisions that are being requested and due to multiple reviews being required due to the quality of the submittals.

Mr. Noel stated a review could take 2-3 hours and up to 4 hours depending on the size. Additional reviews after the first review still require a complete review due to other changes that have been made.

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MOTION: Mr. Esplin made a motion to charge \$250.00 plus \$25 per lot for plan review with two reviews. If the plans fail after two reviews then the plans must be resubmitted. **MOTION**

FAILED: No second.

01:38:10 / 01:40:50

Mr. Porter would not like to see a fee charged the just for sake of charging a fee. Mr. Esplin stated that recently there have been plans submitted that have had multiple problems so it is not so much about the money but to hold developers accountable for submittals. Mr. Klingler stated it is not fair for patrons to pay for the cost of reviewing additional subdivisions in the District.

The Board discussed only charging a fee if multiple reviews are required. Ms. Bridges stated that if there is to be a fee she would prefer that there be a fee to everyone. The developers pay the fees and like knowing up front how much the costs will be. It would be difficult to require a fee after the fact or if more than two reviews are needed. Mr. Klingler would like to have something in place that discourages substandard submittals.

MOTION: Mr. Klingler made a motion to implement a plan checking fee of \$210.00 plus \$10.50 per lot for two reviews. A flat fee of \$400.00 will be charged for a third review and each additional review thereafter. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION**

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

01:58:10

The Board would like to discuss plan reviews for commercial developments at the next meeting.

01:59:40

01:59:40

VIDEO INSPECTIONS FOR 1-YEAR WARRANTY OF DEVELOPMENTS

Ms. Bridges stated there are two subdivision that are due for the second video inspection to be done prior to expiration of warranty. Ms. Wellman would like to develop specifications or a checklist to be included in a contract for whoever is hired to do the videoing. She would like to develop a list of contractors who can do the work for IBSD.

MOTION: Mr. Esplin made a motion to engage Forsgren Associates to put together a list of requirements for the second video inspection of new lines. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and

Mr. Porter)

02:09:10

Mr. Klingler would like the list of requirements to be very detailed.

02:10:45

02:10:45

IBSD PRIVACY POLICY: DISCUSSION, SASSER LAW OFFICE

Mr. Sasser asked to table this item until the next meeting.

02:11:10

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02:11:10 **ICRMP BOARD OF TRUSTEES NOMINATION**

Ms. Wellman received a letter from ICRMP notifying IBSD that they are allowed to be involved in the nomination process for their Board of Directors. The Board did not take action.

02:12:35

02:12:35 **APPROVAL OF MINUTES: 10/22/2014**

MOTION: Mr. Esplin made a motion to approve the minutes for October 22, 2014. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin; Abstain: Mr. Porter)

02:13:00

02:13:00 **PAYMENT OF BILLS**

MOTION: Mr. Blundell made a motion to pay the bills as submitted. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Mr. Porter)

02:13:40

02:13:40 **ADJOURNMENT**

The meeting adjourned at 9:45 p.m.

The next monthly meeting will be held on December 17th at 7:00 p.m.



Mike Klingler, Chairman of the Board of Directors

01/28/15
Date



Jason Blundell, Secretary/Treasurer

01/28/15
Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - November 19, 2014

Advantage Emp. Solutions	Payroll, Employee, Board	\$ 7,477.09
AFLAC	Insurance	\$ 116.35
Bank of Commerce	Replenish Office Account	\$ 1,569.08
BK Professional Services	Lawn Maintenance/Snow Removal	\$ 477.50
Blue Skies Product Distributing	Bottled Water for Office	\$ 20.00
Buff N Shine Building Maint.	Office Cleaning	\$ 165.00
Cable One	Internet/Phone	\$ 351.05
Calendars.com	Office Supplies	\$ 51.11
Caselle	Software Support	\$ 598.67
Chase Paymentech	Merchant Processing Fees	\$ 509.82
City of Ammon	Sewage Treatment	\$ 3,744.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$ 65,965.68
Falls Water	Office water /Hydrant meter-Cleaning of lines	\$ 223.77
Forsgren Associates	Gen Engineering	\$ 375.00
GoDaddy.com	Domain renewal	\$ 140.80
Healthsmart Benefit	NCPERS - PERSI Ins	\$ 32.00
Intermountain Gas	Office Utility - Gas	\$ 5.85
IRS - Federal Tax	Federal Tax Withholding/Unemployment	\$ 2,859.20
MCCi	Laserfiche - Yearly Computer Maintenance	\$ 1,509.20
Office Depot.com	Office Supplies	\$ 144.95
Pipeline Inspection	Hydrocleaning/Video Sewer Lines	\$ 34,400.50
Porter's Office Supply	Office Supplies	\$ 37.05
Public Retirement System	PERSI	\$ 2,735.96
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$ 708.28
Sasser Law Office	Legal	\$ 2,224.00
State of Idaho	3rd Quarter Unemployment	\$ 754.40
State of Idaho	Withholding	\$ 466.00
State Insurance Fund	Worker's Comp	\$ 236.00
United Mailing Direct	Monthly Statements	\$ 1,854.03
Utility Billing - Refunds	Refunds to patrons	\$ 140.50
Xpress Bill Pay	Online Banking	\$ 1,110.58

Total \$ 131,003.42