

# OFFICIAL IBSD MINUTES

OCTOBER 26, 2011  
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:** Dallin Blundell, Boy Scout; Trent Butikofer, Boy Scout; Blake Arnold, Boy Scout; Dean Mortimer, Comfort Construction

**Agenda Items:**

1. Ammon Park Division 4 / Retail D, Discussion regarding changes to development: Dean Mortimer
2. Eagle Farms update: Schiess and Associates, Sasser Law Office
3. Midway/Eagle Interceptor update: Schiess and Associates
4. Credit cards for IBSD, discussion including potential RFP
5. Report from Iona impact area meeting: Glen Clark
6. Nomination for ICRMP Board of Trustees
7. Letter of engagement for 2011 audit: Searle Hart & Associates
8. Banking authorization and other approvals for current board members
9. Building update: Quote to complete landscape on building lot, Map storage
10. Approval of minutes: 9/28/11, 10/12/2011
11. Payment of bills
12. Adjournment

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

00:00:00

Mr. Howell welcomed the visiting Boy Scouts.

Ms. Wellman asked the Board if a couple agenda items could be tabled. Eagle Farms could not be in attendance but Mr. Howell asked to leave it on agenda so the Board could discuss any updates. Also Schiess & Associates had thought a request in the billing amount was needed but has since found there is enough and did not need to address the Board but the Board asked to leave this on the agenda as well.

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**AMMON PARK DIVISION 4 / RETAIL D, DISCUSSION REGARDING  
CHANGES TO DEVELOPMENT: DEAN MORTIMER**

Mr. Dean Mortimer, developer of Ammon Park, introduced himself to the Board. He is building a strip center on 17<sup>th</sup> Street next to Ace Hardware. There will be a Dominos, Subway and hair

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salon in addition to other tenants. This development is unique in that it has been condominiumised and the center will have three owners. The plans have a shared grease interceptor in the park lot which will be covered in the covenants and governed by the association. The easement will be granted to IBSD for maintenance and will not have a permanent structure.

The strip center has the potential for seven total tenants. The Declaration of Covenants has been reviewed by the City of Idaho Falls but Mr. Sasser requested time to review. The Board discussed the shared interceptor and the need to make sure it is maintained by the owners.

The Board discussed the number of connections and stated there would be a connection fee for each tenant per existing policy. The Covenants should also state that maintenance shall be done to City of Idaho Falls standards.

Mr. Mortimer will have to grant a utility easement to IBSD. Ms. Wellman provided a template for the Board to review for the easement and asked if the Board would like the developer to prepare or if this should be done in house. The Board discussed and stated for consistency it would be good for IBSD legal to handle granting of the easements.

**MOTION:** Mr. Blundell made a motion to move forward with granting Mr. Mortimer permits contingent upon granting of easement and updating Declaration of Covenants to show City of Idaho Falls requirements. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

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Mr. Blundell reiterated that all tenants will be required a separate connection. There are seven proposed tenants so there will be seven connections.

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Mr. Blundell stated that the City of Idaho Falls permits as the build out is done on each unit. He is wondering if IBSD should do the same since it may be that this development never reaches the seven units. Ms. Bridges stated that typically there has to be a sewer permit before a building permit will be issued, that is the only control IBSD has in the permitting process.

Mr. Sasser suggested having a Memo of Understanding between the issuing entities since everything has been a verbal agreement thus far. Mr. Sasser requested this be put on the Action Items list along with looking at policy regarding commercial connections and sewer fees. He suggested having an engineer present some options to the Board. There has not been a lot of commercial development in the District previously but this is subject to change.

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00:25:10            **EAGLE FARMS UPDATE: SCHIESS AND ASSOCIATES, SASSER LAW OFFICE**

Mr. Sasser stated there was a joint meeting with him, Ms. Bridges, Eagle Farms personnel, Eagle Farms attorney Lee Radford, City of Idaho Falls Sewer Superintendent David Smith and Pretreatment Coordinator, Mike Hendrickson. He has made all the updates to the Development

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Agreement and it has been to the Board for review. Everyone has agreed to the content in the Agreement and he would like to start getting signatures.

00:29:00

## 00:41:00 MIDWAY/EAGLE INTERCEPTOR UPDATE: SCHIESS AND ASSOCIATES

The Midway/Eagle Interceptor project is almost complete but the connections at Ammon Road and Sunnyside Road are complicated. The pump around makes constructability complicated and now weather is an issue. There may be hesitation to rip up the roadway since repaving may be prohibited by cold temperatures. The City of Ammon has not stated officially whether they will be able to complete the project this Fall or not.

It was also communicated that there have been some issues with the interceptor lines to the Regional project. These issues do not involve IBSD but may be causing delays to the separation. It is understood that Ammon is anxious to complete both projects so they can start utilizing their own facility.

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## 00:47:30 CREDIT CARDS FOR IBSD, DISCUSSION INCLUDING POTENTIAL RFP

Ms. Wellman reported that several banks have approached her stating they can provide credit card services. Caselle has said that there are banks that can produce the reports but Express Bill Pay is the only seamless integration. Caselle offered a couple other payment providers for information and suggested being very specific in the advertisement for bids. Ms. Wellman has a request for proposal prepared for publication.

The Board discussed the various options they would want included in the service such as online statement capabilities and internet bill pay. The Board asked for the advertisement to wait so that presentations can be made after the holidays in January.

**MOTION:** Mr. Clark made a motion to wait until January to consider the credit card payment option proposals. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:06:40

## 01:06:40 REPORT FROM IONA IMPACT AREA MEETING: GLEN CLARK

Mr. Clark attended the meeting, as a representative of IBSD, to discuss increasing the impact area for the City of Iona. Officials from the City of Iona and Bonneville County were in attendance. He stated Steve Serrer would like sewer service to be provided in the proposed Impact Area expansion. Mr. Clark stated IBSD would serve this area as long as the infrastructure is available and the City of Idaho Falls agrees.

The proposed area has been amended to only include the current IBSD service area as approved by the City of Idaho Falls.

01:12:20

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## 01:12:20 NOMINATION FOR ICRMP BOARD OF TRUSTEES

ICRMP has sent notifications requesting nominations for ICRMP Board of Trustees.

**MOTION:** Mr. Esplin made a motion to pass on making any nominations for ICRMP Board of Trustees. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:13:15

## 01:13:15 LETTER OF ENGAGEMENT FOR 2011 AUDIT: SEARLE HART & ASSOCIATES

Ms. Wellman stated it is getting close to the end of the fiscal year and the time for the 2011 Audit. Mr. Ferrell Steiner with Searle Hart & Associates has submitted a letter of intent. The Board discussed their satisfaction with Mr. Steiner's services in the past and Mr. Blundell stated that it is beneficial to retain the services of an accountant for consecutive years.

**MOTION:** Mr. Klingler made a motion to engage Ferrell Steiner with Searle Hart & Associates for the 2011, 2012 and 2013 financial audits. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

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## 01:15:30 BANKING AUTHORIZATION AND OTHER APPROVALS FOR CURRENT BOARD MEMBERS

Ms. Wellman stated that when one Board Member leaves it is important to make sure that they are no longer authorized to access certain information and new Board Members are. This would include, but is not limited to, access to banking accounts and the building. Ms. Wellman stated she will coordinate with the Board Members to get the accounts updated.

**MOTION:** Mr. Clark made a motion that all previous people who are no longer on the Board are no longer authorized to access bank account information and all new Board Members are authorized. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

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## 01:17:00 BUILDING UPDATE: QUOTE TO COMPLETE LANDSCAPE ON BUILDING LOT, MAP STORAGE

Ms. Wellman stated she has gotten quotes for the proposed landscaping and the irrigation included putting in a new zone. The Board discussed and stated this would be fine but would like to wait until the spring for installation.

The office is in need of map storage. It was suggested earlier by the Board to get hanging file storage but due to the nature of our drawings the staff would like rolled drawing storage. The

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Board stated that it would be okay for the manager to select and purchase drawing storage for the office.

Ms. Wellman stated one of the monitors that recently broke could not be repaired. The Board authorized her to get a new computer monitor using her office account.

01:24:35

01:24:35           **APPROVAL OF MINUTES: 9/28/11, 10/12/2011**

**MOTION:** Mr. Blundell made a motion to approve the minutes for September 28, 2011 and October 12, 2011. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

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01:25:10           **PAYMENT OF BILLS**


The Board reviewed and discussed the bills as presented.

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

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01:39:50           **ADJOURNMENT**

The meeting Adjourned at 8:45 p.m.

  
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Kelly Howell, Chairman of the Board of Directors

11-30-11  
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Date

  
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Jason Blundell, Secretary/Treasurer

11/18/11  
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Date