

OFFICIAL IBSD MINUTES

JUNE 27, 2012
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 (absent); Jason Blundell; Glen Clark; Robert Esplin

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

Attorney: Tony Sasser, Sasser Law Office

Public: Paul Scoresby, Schiess & Associates

Agenda Items:

1. Sewer connection – Deborah Williams
2. Commercial user rates
3. Panorama Hills update
4. Request for letters of support for City of Iona Park
5. Quotes for infiltration and video inspection
6. Building update: Sprinkler/grass quotes IBSD office.
7. Offsite computer data storage options
8. Scheduling of special meetings, July 2012: Personnel Policy, Credit Cards, Facility Planning Study work meeting.
9. Approval of minutes: 5/8/2012, 5/23/2012, 6/6/2012, 6/19/2012
10. Payment of bills
11. Adjournment

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

00:00:00 **SEWER CONNECTION – DEBORAH WILLIAMS**

Deborah Williams has inherited her father's property at 5007 Free Avenue in Iona. It has been determined that the property has never been connected. She sent a letter to the Board requesting a refund of sewer fees for the past thirty years.

Mr. Sasser stated he has done legal research on this issue and IDAPA 58.01.03.002.04 is very clear on this issue. All owners of property are responsible for proper connection to an approved sewer system; failure to do so is considered a misdemeanor. The code for Bonneville County states a connection is required if you are within 200 feet dates back to 1977. He does not think the Board would want to create a precedent for allowing refunds when the owner failed to connect. Legally all homeowners were required to connect.

Mr. Blundell stated he does not think it makes sense to give her a refund when the homeowners were compelled and required to connect when the system was installed. It is not fair to other

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homeowners who complied with the requirement to connect. He believes that since it is known that she is not connected she should connect as soon as possible.

The Board denied the request for a refund.

00:09:50

00:28:40

Mr. Clark stated that the Board has not lived up to agreements they have made. Three years prior the Board agreed that a connection is a connection. He does not think it is fair to let some people off and then not give J.D. Woolf a refund when he did not have services in his home. Mr. Howell stated that the Board needs to revisit how connections are charged in the future.

00:32:30

00:09:50

COMMERCIAL USER RATES

Ms. Bridges stated that a commercial rate fee structure had been discussed previously but now that there are new commercial customers connected she is asking the Board to look at a proposed schedule created by Schiess & Associates. She stated the fees currently used for commercial customers seem to be arbitrary. An example would be service stations getting charged the same fee even though one may be smaller than another.

Mr. Clark suggested getting the water meter readings to determine the sewer fee. This is a problem with businesses that may serve drinks or use water for irrigation; there are also businesses on wells. Mr. Scoresby suggested using the fee structure as a baseline then leave it open to adjust for special exceptions.

Mr. Blundell stated he likes the idea of having a baseline but leaving it open to allow commercial customers flexibility to adjust if they dispute the fee. The water usage could then be used to determine the fee and it also does not take up IBSD resources to track.

Mr. Sasser suggested having a public notice given to commercial customers so that there are not surprises and to allow customer input.

Ms. Bridges stated that another situation that needs to be addressed is how to charge Thunder Stadium. This is a special case since they are on well water. The school is based on a per student bases but this is special in that additional schools outside the district use the facility as well as other community events. Mr. Scoresby stated it would be his recommendation to have them install a water meter.

MOTION: Mr. Blundell made a motion to adopt the proposal for a commercial fee structure put together by Schiess & Associates and allow flexibility to adjust up or down based on usage whether initiated by IBSD or customers. Mr. Esplin amended the motion to implement the rate structure for future connections. 00:28:40

00:32:30

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Mr. Blundell does not want this to be long term. He does not think it makes good business sense and it is not fair to other commercial customer. He would like to revisit this issue in a couple months.

Mr. Scoresby stated there are a few minor changes to the fee structure to include hair salons at 0.5 ERUs per seat.

MOTION: Mr. Blundell amended the previous motion to include Mr. Scoresby suggested change. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:33:45

00:33:45 **PANORAMA HILLS UPDATE**

Ms. Wellman reported that the repair work has been done on the manholes and lift stations. The lines were also cleaned allowing the City of Idaho Falls to video the lines. This inspection revealed that there are two sections that have dips in the lines. One line has a 1-inch dip and the other line on Foothill Drive has a 2-inch dip. A quote for this repair has been requested.

Mr. Scoresby discussed various ways to repair the line. He believes the approximate cost would be \$4,000.00 - \$6,000.00 for both lines. There are four patrons already connected but additional connections are not being allowed. Ms. Wellman reported that the total cost for repairs is currently at \$21,760.00. The Board discussed whether to continue the repairs but decided that until the quotes are received they will not make a decision.

00:41:30

00:41:30 **REQUEST FOR LETTERS OF SUPPORT FOR CITY OF IONA PARK**

Ms. Bridges stated she had been contact by Amy at the City of Iona. They are in the process of requesting grant money for the construction of a proposed City Park. The Board discussed and decided that IBSD could present a letter stating that sewer service would be provided since this may be a political issue. Any individual letters of support could be written separately from IBSD and are due by July 27th at the City of Iona.

00:48:30

00:48:30 **QUOTES FOR INFILTRATION AND VIDEO INSPECTION**

Ms. Bridges had been tasked with getting quotes for the infiltration problem at Caribou Meadows as well as other areas that may have infiltration. She stated that, in working with the Engineer, it was decided to get a quote for the lift station repair and then for video inspection of the lines since the infiltration was noted in previous video projects performed several years prior.

There is an additional area that has been identified by the City of Idaho Falls as having infiltration. A stub out has become uncapped at the intersection of Crowley Road and Freedom Avenue.

The Board reviewed the quotes and decided to proceed with the project and select the lowest bid. They allowed a contingency fund for repairs that can be done on the spot.

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MOTION: Mr. Esplin made a motion to accept the low bid for the repair and video project with a \$10,000.00 discretionary fund for Ms. Wellman to approve repairs. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:08:00

01:08:00 **BUILDING UPDATE: SPRINKLER/GRASS QUOTES IBSD OFFICE**

Ms. Wellman asked the Board how they would like to proceed on the unfinished area north of the buildings. She has received a quote for sod and irrigation of the area but was not sure if the Board wanted additional quotes. She will make sure the work includes bringing the area up to grade.

MOTION: Mr. Esplin made a motion to move forward with getting the landscaping completed to the north of the building without getting additional bids. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:12:20

01:12:20 **OFFSITE COMPUTER DATA STORAGE OPTIONS**

Mr. Esplin proposed waiting until Mr. Klingler was in attendance to discuss the issue of data storage options since he would have more knowledge regarding this issue.

01:12:50

01:12:50 **SCHEDULING OF SPECIAL MEETINGS, JULY 2012: PERSONNEL POLICY, CREDIT CARDS, FACILITY PLANNING STUDY WORK MEETING.**

Ms. Wellman would like to schedule special meetings for the presentation of the Facility Planning Study as well as a meeting to discuss credit cards and the personnel policy.

After discussion it was decided to have special meetings on Monday, July 9th and Thursday, July 12th.

01:24:00

01:24:00 **APPROVAL OF MINUTES: 5/8/2012, 5/23/2012, 6/6/2012, 6/19/2012**

MOTION: Mr. Esplin made a motion to accept the minutes as written for May 8, 2012, May 23, 2012, June 6, 2012 and June 19, 2012. Mr. Blundell asked to have bills attached to the minutes.

MOTION SECONDED: Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:25:05

01:25:05 **PAYMENT OF BILLS**

The Board discussed the total expenses and financial reports in detail.

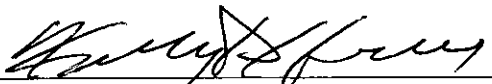
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MOTION: Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:40:55

01:40:55 **ADJOURNMENT**

The meeting adjourned at approximately 9:44 p.m.



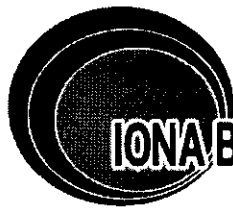
Kelly Howell, Chairman of the Board of Directors

8-23-2012
Date



Jason Blundell, Secretary/Treasurer

8/28/12
Date



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IONA BONNEVILLE SEWER DISTRICT

MAILING

3395 E. Leihm Lane
Idaho Falls, Idaho
83401

OFFICE

3395 E. Leihm Lane
Idaho Falls, Idaho 83401
(208) 524- 4545

OTHER

Fax (208) 524- 4646
Email - ibsd@sewerdistrict.com
Website - www.sewerdistrict.com

Monthly Expenses

June 27, 2012

| | | |
|---------------------------------|---------------------------------------|---------------------|
| Bank of Commerce | Replenish Office Account | \$524.81 |
| Bateman-Hall | Office Equipment – Printer | \$1628.15 |
| BK Professional Services | Building Maintenance | \$154.99 |
| Blue Skies Product Distributing | Bottled Water for Office | \$20.00 |
| Buff N Shine Building Maint. | Office Cleaning/Windows | \$225.00 |
| Caselle, Inc. | Computer Maintenance | \$528.67 |
| Century Link | Telecommunications | \$314.31 |
| Cherry Glass | Building Maintenance/Repair | \$30.00 |
| City of Ammon | Sewage Treatment | \$48,768.00 |
| City of Idaho Falls | Sewage Treatment/Maintenance | \$67,795.20 |
| Falls Water | Office Utility – Water | \$46.04 |
| Fire Services of Idaho | Building Maintenance | \$39.00 |
| Forsgren Associates, Inc. | Engineering – Facility Planning Study | \$9,500.00 |
| Healthsmart Benefit Solutions | Life Insurance | \$48.00 |
| HK Contractors | Sewage Line Maintenance/Repairs | |
| | Panorama Hills | \$5,495.00 |
| Intermountain Gas Co. | Office Utility – Gas | \$2.00 |
| Landon Excavating | Sewage Line Maintenance/Repairs | |
| | Panorama Hills | \$7,117.00 |
| Lincoln Employee Benefits | Employee/Board Wages | \$20,573.96 |
| Panorama Hills Water Co | Sewage Line Maintenance/Repairs | |
| | Panorama Hills | \$50.00 |
| Porter’s Office Products | Office Supplies | \$183.77 |
| Rocky Mountain Power | Utility – Lifts, Meters and Office | \$537.22 |
| Sasser Law Office | Legal | \$2,084.50 |
| Schiess and Associates | Engineering: Ammon, Crow Creek | \$950.00 |
| United Mailing Direct | Monthly Statements/Delinquent Notices | \$2,293.29 |
| Utility Billing Refunds | Refunds | \$28.00 |
| Yost | Office Equipment/Transport | |
| | Surge Protector, Printer | \$200.00 |
| | Total: | \$169,136.91 |