

OFFICIAL IBSD MINUTES

AUGUST 22, 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; Jason Blundell; Glen Clark; Robert Esplin

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

Attorney: Tony Sasser, Sasser Law Office

Public: Rance Bene, Ellsworth & Associates; Kevin Harris, Forsgren & Associates; Allen Beazer, patron; Roger Hill, Bonneville School District #93; Paul Scoresby, Schiess & Associates

Agenda Items:

1. PUBLIC HEARING – IBSD Facility Planning Study, Forsgren Associates
2. Petition for Annexation: School District #93
3. Petition for Annexation: Arthur Clark
4. Amendment to cooperative agreement for wastewater treatment – IBSD/City of Idaho Falls
5. Maintenance of sewer lines and lift station served by Ammon
6. Additional connections on lateral lines
7. Computer discussion: Offsite files backup and file sharing.
8. Approval of minutes: 6/27/2012, 7/12/2012 and 7/25/2012
9. Payment of bills
10. Adjournment

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

00:00:00 **PUBLIC HEARING – IBSD FACILITY PLANNING STUDY, FORSGREN ASSOCIATES**

Mr. Howell stated that the District had contracted with Forsgren & Associates to perform a facility planning study for the purpose of analyzing the system, identifying weaknesses and for planning purposes. The hearing has been advertised and the report has been available for public review for the past two weeks.

Mr. Harris gave a brief summary of the report. The system has approximately 81 miles of pipe, 6,300 manholes, the value has depreciated to just under \$21 million but replacement value is approximately \$51 million. The maintenance of cleaning has been performed by Idaho Falls but regular video inspections have not been done nor have adequate records been maintained. His report looked at current usage as well as current zoning and projected population growth. In 20 years at build out the 27-inch line on Ammon Road will be full. This does not take into account the line shared with Idaho Falls on Sunnyside Road. The City of Idaho Falls will ultimately determine what IBSD is allowed to contribute to the total capacity.

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Mr. Howell opened the public hearing to public comments. Mr. Beazer has reviewed the study and has a few questions concerning service areas and the number of homes. He will speak with Mr. Harris after the meeting. He stated that the report had a lot of good information and he is glad to see a maintenance plan.

Mr. Howell asked if the Board had any comments or requested actions at this time. Mr. Esplin stated that comments have been submitted to Mr. Harris and he expects the final report to be ready for acceptance by the next monthly meeting. The only inquiries Ms. Wellman has received were from patrons asking what the purpose of the report was; no comments were received by mail.

00:09:55

00:09:55 **PETITION FOR ANNEXATION: SCHOOL DISTRICT #93**

Mr. Roger Hill with Bonneville School District #93 had petitioned IBSD to annex property over two years ago but at that time it was felt that the City of Idaho Falls would not accept the annexation due to capacity concerns. Now that the City of Ammon is no longer part of the system he is asking that his petition be reconsidered. He has submitted the petition and legal description for property that has been purchased for a future secondary school. The property is located East and North of the intersection of First Street and Crowley Road.

MOTION: Mr. Esplin made a motion to conditionally accept the petition for annexation from Bonneville School District #93 based on 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 Chairman Howell)

00:18:30

00:18:30 **PETITION FOR ANNEXATION: ARTHUR CLARK**

Mr. Rance Bene, Ellsworth & Associates, is requesting annexation on behalf of Arthur Clark. They are requesting annexation for three areas in the area of North Iona Road and Tower Road. The offsite portion of the line installed for Panorama Hills is adjacent to the property.

Mr. Clark stated that the Board had previously agreed to not go north of Tower Road. The proposed development is for single family homes and will be developed over a period of several years. Mr. Klingler expressed concern for reserving capacity in the lines for an extended period of time and stated that if the property is annexed and developed the Development Agreement would be for limited period of two years.

Mr. Harris has looked at the area and calculated that the system does have capacity for the additional area. Whether Idaho Falls will allow this additional flow has yet to be determined. Mr. Esplin stated that sewer service should be provided if it is possible but with the understanding that capacity cannot be reserved long term. It may be that future developers will be required to pay for upgrades to allow additional capacity for future connections.

MOTION: Mr. Clark made a motion to accept the portion south of Tower Road, marked as Trek 1 on the map. **MOTION FAILED:** no second.

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MOTION: Mr. Esplin made a motion to conditionally accept all three treks requested for annexation by Arthur Clark with the understanding that the development agreement will have a two year limit and based on the City of Idaho Falls approval. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 4-1 (Yay: Mr. Klingler, Mr. Blundell, Mr. Esplin, and Chairman Howell; Nay: Mr. Clark)

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00:50:40

AMENDMENT TO COOPERATIVE AGREEMENT FOR WASTEWATER TREATMENT – IBSD/CITY OF IDAHO FALLS

Mr. Sasser stated that there has been a cooperative agreement between the City of Idaho Falls and IBSD for the treatment of IBSD sewer. A recent audit of Idaho Falls by the EPA determined that the agreement needs to be updated and brought current. They are requesting that IBSD officially adopt the City of Idaho Falls policies and standards. Mr. Sasser has drafted a resolution which will amend the cooperative agreement.

MOTION: Mr. Esplin made a motion to adopt the City of Idaho Falls Standard Sewer Treatment specifications and procedures per the resolution prepared by Sasser Law. **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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The amendment to the Cooperative Agreement was drafted by the City of Idaho Falls per direction from the EPA. The Board will review the draft and submit any questions via email. Mr. Sasser will take care of submitting the agreement to Idaho Falls once it is approved by the Board Members.

MOTION: Mr. Clark made a motion to authorize Mr. Howell to sign the Amendment to the Cooperative Agreement when the Board gives approval. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:01:20

01:01:20

MAINTENANCE OF SEWER LINES AND LIFT STATION SERVED BY AMMON

IBSD has customers that flow into the City of Ammon's lines. IBSD currently reimburses Ammon for the treatment costs for these customers. The City of Idaho Falls has pointed out they are still maintaining the lines but since they do not receive the flow for treatment they are not getting compensated. They would like to be paid for time and materials for work performed in this area. Idaho Falls has also indicated that they would not like to maintain the lift station since Ammon is utilizing it.

The Board would like to request that Idaho Falls continue to maintain the lift station since the SCADA equipment is wired to the City. Hiring another company to monitor this would be cumbersome.

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MOTION: Mr. Klingler made a motion to request that the City of Idaho Falls continue maintenance on the Centennial #2 lift station and that the maintenance in this area be done on a time and material basis. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)
01:09:05

01:09:05 **ADDITIONAL CONNECTIONS ON LATERAL LINES**

Mr. Sasser stated that after being requested to draft a policy for RV connection he contacted Bonneville County and was told that it is a zoning violation. Since this is the County ordinance, IBSD cannot supersede this with a different policy.

Mr. Clark reminded the audience that Beaches Corner is provided without cost to the community. Mr. Esplin stated that he does not care if someone has a second connection as long as it is not a physical tap into the main. The Board discussed whether it was better to have a policy to deal with these situations or handle on a case by case basis.

MOTION: Mr. Esplin made a motion to allow additional connection to private lateral line for personal use. **MOTION FAILED:** No second.

MOTION: Mr. Blundell made a motion to allow additional connections to private lateral lines for personal noncommercial use, such as an RV connections or shop restrooms, without additional fees being charged provided patrons are informed that they must comply with Bonneville County ordinances. If a lateral is added and connected to the main it would be considered a new connection and charged the current connection fee. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)
01:25:55

01:25:55 **COMPUTER DISCUSSION: OFFSITE FILES BACKUP AND FILE SHARING**

Ms. Wellman stated that the use of Dropbox for file sharing needs to be evaluated due to possible security problems. The Board discussed different option for file sharing and also discussed excluding anything with sensitive information. Mr. Esplin offered a few suggestions that would provide more security for file sharing such as password protection. Ms. Wellman will explore different ways to share files securely.

Ms. Wellman also wanted to talk about a better way to handle the backup files. Currently she is taking the backup drive home each night but is worried about the event of possibly losing it. Mr. Howell suggested utilizing a safe deposit box.
01:40:25

01:40:25 **APPROVAL OF MINUTES: 6/27/2012, 7/12/2012 AND 7/25/2012**

MOTION: Mr. Esplin made a motion to approve the minutes from June 27, 2012, July 12, 2012 and July 25, 2012. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)
01:40:50

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01:40:50 PAYMENT OF BILLS

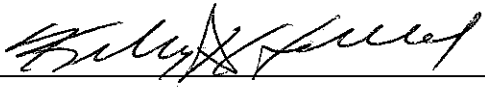
The Board reviewed the bills and discussed details.

MOTION: Mr. Clark made a motion to pay the bills. **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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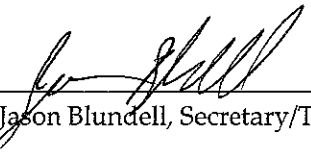
01:54:40 ADJOURNMENT

The meeting adjourned at 8:55 p.m.



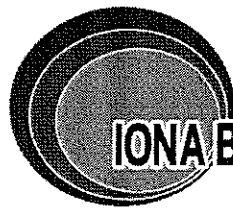
Kelly Howell, Chairman of the Board of Directors

10-1-2012
Date



Jason Blundell, Secretary/Treasurer

10/02/12
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

August 22, 2012

Bank of Commerce	Replenish Office Account	\$762.39
Best Buy	Office Supplies – Hard Drive	\$89.03
Big Sky Enterprises	Accounting/Audit	\$75.00
BK Professional Services	Building Maintenance	\$395.00
Blue Skies Product Distributing	Bottled Water for Office	\$15.00
Bonneville County Recorder	Legal Recordings	\$57.00
Buff N Shine Building Maint.	Office Cleaning/Windows	\$165.00
Century Link	Telecommunications	\$325.99
City of Ammon	Sewage Treatment	\$8,128.00
City of Idaho Falls	Aerial Photography	\$6,079.55
City of Idaho Falls	Sewage Treatment/Maintenance	\$59,043.60
Eagle Rock Sanitation	Yearly Trash Service	\$165.00
Falls Water	Office Utility – Water	\$123.03
Falls Water	Maintenance of Sewer Lines	
	Use of Hydrant for flushing	\$35.04
Forsgren Associates, Inc.	Engineering – Facility Planning Study	\$3,450.00
HealthSmart Benefit	Insurance	\$48.00
Intermountain Gas Co.	Office Utility – Gas	\$2.00
Lincoln Employee Benefits	Employee/Board Wages	\$11,717.77
PipeLine Inspection	Repair Caribou Meadows Lift Station	\$2,675.00
Post Register	Legal Notices – FPS and Credit	\$284.20
Rocky Mountain Power	Utility – Lifts, Meters and Office	\$547.67
Sam’s Club	Office Supplies, Stamps	\$250.48
Sasser Law Office	Legal	\$2,601.50
Schiess and Associates	Engineering: Crow Creek Inspection	\$450.00
Spokeo.com	Online Records Search/Membership	\$14.85
United Mailing Direct	Monthly Statements/Delinquent Notices	\$1,739.41
Utility Billing Refunds	Refunds	\$168.00
	Total:	\$99,242.51