

# OFFICIAL IBSD MINUTES

JULY 27, 2016  
IONA-BONNEVILLE SEWER DISTRICT (IBSD)  
MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:00 p.m.

**Board Members Present:** Jason Blundell (Chairman); Robert Esplin; Matt Porter; Stephanie Bird; Brady Belliston

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

**Attorney:** Tony Sasser, Sasser Law Office

**Public:** Kevin Harris, Forsgren & Associates; Brent Crowther, Civilize Design

**Agenda Items:**

1. School District #93 High School, update
2. Request for Annexation - Berkley Park: Eagle Rock Engineering
3. Request for service: Wheelhouse - Civilize Design
4. 2016 Tax Certifications
5. Investment committee, update
6. Sewer district areas without ability to provide sewer service, discussion
7. Caselle Conference
8. Approval of minutes: 06/22/2016
9. Payment of bills

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

00:00:00      **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**

Ms. Bridges reported that the contractor that is building the school has set up a construction office trailer. They are requesting a connection for the temporary building. The trailer is close to the manhole at the end of Ladino Drive. She is proposing charging them a connection fee of one (1) ERU which will later be credited to the school connection fee. A monthly usage fee will also be charged. The credit will be given to the school and not the contractor.

**MOTION:** Mr. Belliston made a motion to allow contractor for School District 93 to pay a connection fee and be charged a monthly usage fee. The connection fee will be credited to the school when they request a connection fee and subject to all required inspections. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:08:30

Mr. Sasser stated that the Development Agreement for the school has been finalized. He will send a copy the Board for their review before forwarding to the school's engineer.

00:09:20

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00:09:20           **REQUEST FOR ANNEXATION - BERKLEY PARK: EAGLE ROCK  
ENGINEERING**

Eagle Rock Engineering, on behalf of Rockwell Development, is requesting annexation for the area northwest of the intersection of Crowley and Iona Roads.

00:11:20

00:28:15

Ms. Bridges presented the map and signed petition from Rockwell requesting the annexation for Berkley Park. This is in the Idaho Falls approved service area.

**MOTION:** Mr. Esplin made a motion to approve the annexation into the District area per the map titled Berkley Park. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:30:40

The next step is to advertise the public hearing which will be held at the next monthly board meeting.

00:33:40

00:11:20           **REQUEST FOR SERVICE: WHEELHOUSE - CIVILIZE DESIGN**

Brent Crowther, Civilize Management and Engineering, formerly with Forsgren & Associates introduced himself to the Board. He is working with Mr. Wheelhouse who is building small homes on his property off Telford Road. The zoning for this property requires sewer and water services. Bonneville County is requesting that these services be installed. Mr. Crowther is working on getting a grant to fund the project but Mr. Wheelhouse is being told by different people that the work scope may be less than what a grant would provide.

Mr. Crowther is just letting the Board know that this project is in the works and will keep them posted on any new developments.

00:19:40

00:19:40           **2016 TAX CERTIFICATIONS**

The tax certification for 2016 has been done. The amount to be sent to Bonneville County is slightly less than last year. IBSD certifies anything that is over 30 days past due as a tax and sends it over to Bonneville County to be placed on the property tax bill. The statute requires this be done by August 1st of each year.

**MOTION:** Mr. Esplin made a motion to certify the amount of \$102,849.95 for tax liens.

**MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:28:15

# OFFICIAL IBSD MINUTES

00:33:40 INVESTMENT COMMITTEE, UPDATE

Mr. Porter stated that a bond matured and came due. The investment committee met and elected to reinvest the funds with Yellowstone Partners. The amount reinvested was \$1,000,000.00. Ms. Wellman stated that the financial statements looks like there is a \$1,000,000 expense but it is actually a transfer since it was the reinvestment of the bond. There will be another bond coming due that will be discussed at the next committee meeting.

00:38:40

00:41:40 SEWER DISTRICT AREAS WITHOUT ABILITY TO PROVIDE SEWER SERVICE, DISCUSSION

Ms. Wellman stated that there have been inquiries from developers which brought to light the fact that there are areas in the District that are not being served since there are not sewer lines. She has concerns that if there were a tax assessed to members of the District there would be financial implications for people not being provided service.

There are also more inquiries from individual home builders requesting letters stating that IBSD cannot provide service so they can get a septic permit from the health department.

Mr. Belliston stated that he and his father-in-law are owners of parts of the development in Panorama Hills. They have installed water and sewer service but when the recession hit they stopped the development so the sewer system is not finished. The various areas of Panorama Hills were discussed, what is in place and left to be completed. Now that development is getting busier and there are lots for sale the Board would like to see what needs to be done to provide sewer service.

It was decided that a special meeting with Public Health and DEQ should be scheduled so that sewer services in this area can be addressed.

01:26:50

(Mr. Belliston left meeting)

00:38:40 CASELLE CONFERENCE

Ms. Wellman stated that the Caselle Conference is going to be in Las Vegas this year. She is requesting Board permission for two staff members to attend.

**MOTION:** Mr. Porter made a motion to approve the attendance of Ms. Wellman and Ms. Bridges at the Caselle Conference. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:41:40

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01:26:50            **APPROVAL OF MINUTES: 06/22/2016**

**MOTION:** Mr. Esplin made a motion to approve the minutes for the meeting on June 22, 2016.  
**MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Ms. Bird)

01:27:10

01:27:10            **PAYMENT OF BILLS**

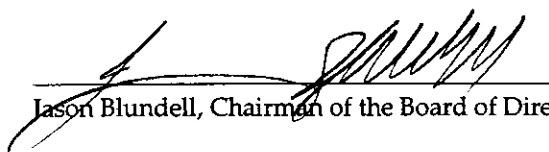
The bill for the mailing of statements is larger this month due to mailings for tax certifications.

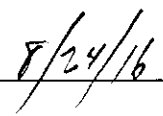
**MOTION:** Mr. Porter made a motion to pay the bills as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Ms. Bird)

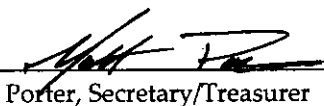
01:28:40

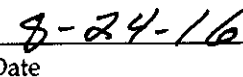
01:28:40            **ADJOURNMENT**

The meeting adjourned at 8:30 p.m.

  
\_\_\_\_\_  
Jason Blundell, Chairman of the Board of Directors

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matt Porter, Secretary/Treasurer

  
\_\_\_\_\_  
Date

# OFFICIAL IBSD MINUTES



## Monthly Expenses - July 27, 2016

Advantage Emp. Solutions	Payroll, Employee, Board	\$ 10,265.40
AFLAC	Insurance	\$ 116.35
Bank of Commerce	Replenish Office Account	\$ 430.91
BK Professional Services	Lawn Maintenance	\$ 360.00
Blue Skies	Water	\$ 10.00
Buff N Shine Building Maint.	Office Cleaning	\$ 165.00
Cable One	Internet/Phone	\$ 350.71
Caselle	Softward Support	\$ 598.67
Chase Paymentech	Merchant Processing Fees	\$ 809.54
City of Ammon	Sewer Treatment	\$ 3,744.00
City of Idaho Falls	Sewage Treatment	\$ 66,667.20
City of Idaho Falls	Maintenance	\$ 5,916.69
Eagle Rock Sanitation	Trash	\$ 45.00
ESRI - ARC GIS	Annual Maintenance Renewal	\$ 700.00
Falls Water	Office Water	\$ 59.09
Falls Water	Water for line maintenance	\$ 164.82
First Call Jewel	Repair 1 HVAC, Full maintenance 2 HVAC system	\$ 874.46
Forsgren Associates	Engineering	\$ 217.50
Healthsmart Benefit	NCPERS - PERSI Ins	\$ 32.00
Intermountain Gas	Office Utility - Gas	\$ 2.00
PC Plus	Computer support	\$ 187.50
Public Retirement System	PERSI	\$ 2,706.21
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$ 743.76
Sasser Law Office	Legal	\$ 2,578.50
United Mailing Direct	Monthly Statements and Delinquent	\$ 2,946.74
Utility Billing - Refunds	Refunds to patrons	\$ 204.94
Western Recycling	Recycling	\$ 30.00
Xpress Bill Pay	Online payments	\$ 1,293.82

Total \$ 102,220.81