

OFFICIAL IBSD MINUTES

JULY 27, 2011

IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

Meeting called to order by Chairman John Price at: 7:00 p.m.

Board Members Present: John Price (Chairman); Mike Klingler; Jason Blundell; Glen Clark; Kelly Howell

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

Attorney: Tony Sasser, Sasser Law Office

Public: Sunny Longhurst, patron; Shawn Kohtz, Murray, Smith & Associates; Dennis Gahnate, Murray, Smith & Associates; Shane Thomas, Eagle Farms; Blake Jolley, Harper-Leavitt; Kim Leavitt, Harper-Leavitt; Roy Hobbs, Iona Planning & Zoning; Robert Esplin, patron; Dan Gubler, Bonneville County Fire Commission; Paul Scoresby, Schiess & Associates; Bob Larson, Eagle Farms; Kevin Harris, Forsgren & Associates

Agenda Items:

1. Public Possible connection to IBSD on 9th North/Crowley – Sheridan Longhurst
2. Murray, Smith & Associates, Inc. – Introduction of engineering firm to Board
3. Harper-Leavitt Engineering – Introduction of engineering firm to Board
4. Proposed connection of subdivision to IBSD, Spacious Acres – Harper-Leavitt Engineering
5. Proposed connection to IBSD: Burbank Industrial Park, Kurt Roland, Eagle Rock Engineering
6. City of Iona – Review of proposed change to city impact area
7. City of Iona – City Park
8. Proposed connection to IBSD: Eagle Farms
9. Facility Planning Study update – Forsgren and Associates
10. Fire station sewer connection and monthly sewer rate
11. Ammon Park Division 4 – Connection Fee
12. Beach's Corner – Flow meter results
13. City of Idaho Falls – Review of response to Board
14. Review of engineering contract for inspection on Midway/Eagle Interceptor and review of contracts for general engineering
15. Policy for use of IBSD boardroom
16. Certification of 2011 Tax Liens
17. Schedule meeting for presentation of IBSD Audit, Searle, Hart and Associates
18. Payment of bills
19. Adjournment

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

Ms. Wellman stated that an item needed to be added to the agenda. Additional information regarding Eagle Farms proposed connection was given to the office a day before the meeting.

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MOTION: Mr. Klingler made a motion to add proposed connection to IBSD: Eagle Farms to the agenda. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

00:01:05

00:01:05 **PUBLIC POSSIBLE CONNECTION TO IBSD ON 9TH NORTH/CROWLY – SHERIDAN LONGHURST**

Mrs. Longhurst stated that she and her husband are in the process of purchasing an acre on 9th North. They have gone to Public Health requesting a septic permit and were told they need to get a letter from IBSD. In order to connect to IBSD a line from Crowley Road would be installed.

Mr. Price stated that a connection is required if a line is within 300 feet of the property. The distance the line on Crowley is about 500-600 feet. The Longhursts were not sure what their preference is, a septic or connection to IBSD, so it was requested that they find out which way they want to go and then a letter will be provided.

00:10:15

00:10:15 **MURRAY, SMITH & ASSOCIATES, INC. – INTRODUCTION OF ENGINEERING FIRM TO BOARD**

Sean Kohtz, Murray, Smith & Associates, introduced his company and presented a PowerPoint presentation highlighting their client base throughout Idaho and the company's capabilities. Their clients are primarily municipalities in order to avoid conflicts of interest with private companies. Wastewater design and service is their specialty. They are currently working with Idaho Falls and believe it would be helpful to coordinate IBSD modeling and GIS systems.

Dennis Gahnate discussed a current project he is working on for the City of Meridian for the reduction of Inflow and Infiltration. Mr. Kohtz summarized by saying they focus on Water and Wastewater Engineering and would like to be considered for projects in the future.

00:22:00

00:22:00 **HARPER-LEAVITT ENGINEERING – INTRODUCTION OF ENGINEERING FIRM TO BOARD**

Kim Leavitt, Harper-Leavitt Engineering, introduced his company to the Board. He reviewed several projects his firm has worked on within the District and throughout the area. They have provided testing and inspection type services and surveying. He stated his company has been around a while and they plan on being around in the future.

00:31:30

00:31:30 **PROPOSED CONNECTION OF SUBDIVISION TO IBSD, SPACIOUS ACRES – HARPER-LEAVITT ENGINEERING**

Blake Jolley, Harper-Leavitt Engineers, presented a project which extends the trunk line on Travis Lane. The line will serve two proposed lots that are being subdivided and known as Spacious Acres.

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MOTION: Mr. Klingler made a motion to issue a will serve letter on the extension as proposed.

MOTION SECONDED: Mr. Clark seconded. **MOTION PASSED:** (Yay: Mr. Klingler, Mr.

Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

00:38:00

00:38:00 **PROPOSED CONNECTION TO IBSD: BURBANK INDUSTRIAL PARK,
KURT ROLAND, EAGLE ROCK ENGINEERING**

Agenda item tabled until Mr. Kurt Roland can attend meeting.

00:38:15

00:38:15 **CITY OF IONA – REVIEW OF PROPOSED CHANGE TO CITY IMPACT
AREA**

Roy Hobbs, Iona Planning and Zoning Board, stated they have submitted to Bonneville County a proposal to expand the City of Iona impact area. He wants to know if IBSD is planning to expand the service area in this area. Mr. Price and Mr. Clark stated that the City of Idaho Falls has indicated that the service area will not be allowed to expand beyond current boundaries.

00:42:15

00:42:15 **CITY OF IONA – CITY PARK**

Mr. Price stated the City of Iona is proposing a park. Ms. Bridges confirmed a sewer connection permit was issued so the City could connect and extend the line under a proposed parking area. At this time Iona does not have specific plans but may be building a water park. The connection fee was based on one ERU with a note that a fixture fee may apply later.

00:45:20

00:45:20 **PROPOSED CONNECTION TO IBSD: EAGLE FARMS**

Shane Thomas, Eagle Farms, stated they have spoken to and received information for the City of Idaho Falls regarding Eagle Farms proposed connection increase to the IBSD. Eagle Farms would be considered a commercial connection as long as the strength falls below current Idaho Falls standards and would like the capacity of up to 10,000 gallons per day. Idaho Falls would perform random strength testing and a meter would be placed to monitor outflow.

The Board discussed the connection rate and monthly rate at length. Eagle Farms has an existing connection for the restrooms and showers. Typically the connection fee is determined by fixture count but this situation is different but new to the Board. The City of Idaho Falls has a flat connection fee not dependant on usage.

Mr. Harris stated that Eagle Farms proposal will use the capacity of 50 homes. Mr. Thomas stated that their decision will be based on the cost of buying in. Mr. Howell suggested that since an 8-inch line is roughly four times the capacity of a 4-inch line then the connection fee should be equal to four base rates.

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MOTION: Mr. Howell made a motion to approve connecting Eagle Farms as it has been presented with an additional connection fee of \$5,550.00. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 3-1 (Yay: Mr. Blundell, Mr. Howell, Mr. Clark; Nay: Mr. Klingler; Chairman Price abstains)

Mr. Sasser will prepare a Development Agreement between IBSD and Eagle Farms to be approved by the Board.

01:23:45

01:23:45 FACILITY PLANNING STUDY UPDATE – FORSGREN AND ASSOCIATES

Mr. Kevin Harris, Forsgren Engineering, made a progress report to the Board on the Facility Planning Study. He provided handout with IBSD flow data and a map showing peak flow percent full. He has been collecting data and interviewing staff with the City of Idaho Falls. All the lift stations are in good working order and the modeling of the system has been done. Flow for IBSD is approximately 1.2 million gallons per day.

Mr. Blundell asked about the spikes in flow that appear to occur during the summer months. Mr. Harris explained the spikes on the flow charts are not during periods when it is expected from infiltration. He was able to collect winter usage data from Falls Water for select customers showing usage to be around 200 gallons per day which agrees with the flow data for IBSD. This is lower than seen in other areas and may be attributed to newer homes with more efficient water usage.

Mr. Harris also presented a population and housing forecast for the modeling purposes. This allows him to input the data and predict high flow areas. He has a good start on the seven chapter report but is waiting for a few things like financial information. Ms. Wellman stated that she is waiting for the audit before releasing this information. He will make another presentation in a couple months when report is 90% complete.

He also stated that the construction has started for the Midway/Eagle Interceptor project. Work is concentrated at the school area since they need to get this completed before school starts.

01:47:40

01:48:40 FIRE STATION SEWER CONNECTION AND MONTHLY SEWER RATE

Ms. Wellman stated that she has found that the City of Idaho Falls does not waive connection fees for other government entities. A connection fee has been charged to Shook Construction so construction could get started on the Fire Station but Mr. Gubler has requested a waiver. He is also asking that the monthly sewer fees be waived so that costs can be reduced.

The Board discussed this issue and stated that the fees have not been waived for other government entities and the monthly fees are actual costs to the District for processing. There is a concern that there will be complaints if the fees are waived and it does not make good financial sense. The City of Idaho Falls owns its own fire stations so is at liberty to waive the fees.

Mr. Gubler also mentioned that the fire department is planning on putting up a fence and if IBSD is interested in extending the fence behind the building a discount may apply. This is ideal to

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block traffic that cuts through the lots to access Falls Water. The fence construction is anticipated in September. Mr. Gubler will provide additional information for the fence to be discussed at a future meeting.

02:01:30

02:01:30 AMMON PARK DIVISION 4 – CONNECTION FEE

Ms. Bridges state that the Ammon Park Division 4 is ready to move forward. The interior of the four units is not known so she is asking how the Board would like the connection fee handled. A base connection fee will be charged with a note that a fixture count may apply.

02:03:20

01:47:40 BEACH'S CORNER – FLOW METER RESULTS

Ms. Wellman asked Mr. Harris to analyze new flow meter results from the City of Idaho Falls for Beach's Corner area. This information is from the Memorial Day and Forth of July weekends and should be looked at as part of the Facility Planning Study. He will present his findings at the next meeting.

01:48:40

02:03:20 CITY OF IDAHO FALLS – REVIEW OF RESPONSE TO BOARD

The City of Idaho Falls has presented a letter in response to a proposal request. At this time Chad Stanger is stating the City Council makes the decisions but he only anticipates a modest increase over a long period of time. Ms. Wellman pointed out that the letter only mentions flow costs, maintenance costs and connection surcharges are not addressed. Mr. Price stated this will be handled in negotiations. The letter is vague.

02:06:15

02:06:15 REVIEW OF ENGINEERING CONTRACT FOR INSPECTION ON MIDWAY/EAGLE INTERCEPTOR AND REVIEW OF CONTRACTS FOR GENERAL ENGINEERING

Mr. Sasser reviewed the contract from Schiess Engineering. There are a few provisions and key terms he would like to have as a base contract for IBSD and add Schiess' contract as an addendum. The contract pays on a cost reimbursement based on time. Contracts for engineering services in the future will be done on an individual basis.

MOTION: Mr. Clark made a motion to approve the contract and scope of services with Schiess & Associates as presented by Mr. Sasser. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

02:12:30

02:12:30 POLICY FOR USE OF IBSD BOARDROOM

Ms. Wellman stated that a preconstruction meeting was held in the IBSD Board room. She is asking the Board if they would like to have a policy for future use of the building. The Board

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discussed and stated that they do not see a problem with governmental entities using the building but would like to limit personal use. Use of the building will be determined on an individual case by case basis.

02:18:20

02:18:20 CERTIFICATION OF 2011 TAX LIENS

The 2011 Tax Certification has been done. The total with filing fees is \$162,821.83. The totals are down from the previous year and years prior. The staff has been working with patrons and the sending of monthly statements has helped with communication and receipt of payments. (The recording failed 02:22:35)

MOTION: Mr. Clark made a motion to approve the tax lien certifications to be sent to Bonneville County. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

SCHEDULE MEETING FOR PRESENTATION OF IBSD AUDIT, SEARLE, HART AND ASSOCIATES

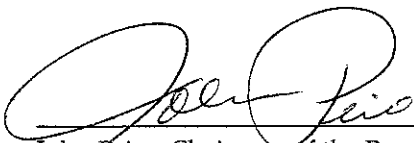
Ms. Wellman stated that she had wanted the audit presented at the meeting but it has not been completed. She asked the Board to schedule a meeting so the audit can be presented before the next monthly meeting. The Board scheduled a meeting for August 17, 2011 at 4:00 p.m.

PAYMENT OF BILLS

MOTION: Mr. Klingler made a motion to approve payment of bills. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

ADJOURNMENT

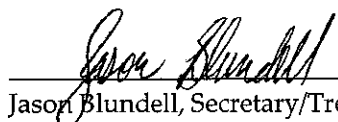
The meeting adjourned at approximately 9:45 p.m.



John Price, Chairman of the Board of Directors

9-3-11

Date



Jason Blundell, Secretary/Treasurer

08/31/11

Date