

OFFICIAL IBSD MINUTES

JANUARY 25, 2017 IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:05 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: Bruce Brooks, patron; Kevin Harris, Forsgren & Associates; Kevin Murray, Keller Williams Realty; Greg Hansen, Rockwell Homes

Agenda Items:

1. HVAC presentation: First Call Jewel – Tim Pulsipher
2. Permit fees – Credit Cards
3. School District #93 High School, update
4. Request for Annexation: Wheat Boys
5. Panorama Hills
6. Investments Update
7. 5-16-2017 IBSD Election
8. IBSD Staff Holidays and Pay, Executive Session: Idaho Code: 74-206 (1)(b)
9. Approval of minutes: 10/26/2016, 12/14/2016
10. Payment of bills

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

00:00:00 **HVAC PRESENTATION: FIRST CALL JEWEL – TIM PULSIPHER**

Ms. Wellman stated that there has been an ongoing issue with the heat in the building. With the colder temperatures it has been really cold in the basement so she had First Call Jewel come and assess the problem. Mr. Tim Pulsipher, First Call Jewel, has inspected the system and stated that the design of the duct system was not done in such a way to allow good air flow. He believes that by reworking the duct work it will increase air flow and improve comfort in the building.

He went over the proposed redesign of the duct work which should increase air flow by reducing the static pressure. There is also the possibility of adding zone controls which would allow more control for different areas of the building but he thinks, for now, just the duct work will increase the comfort level. He stated that the furnaces were not installed correctly and need to be leaning forward. This would be part of the proposed work.

The Board discussed the expense of the repairs and decided they would like to get a second opinion and quote. Mr. Pulsipher stated that redegging systems is the primary thing he does since people will spend a lot of money on building but skimp on the things that create comfort.

OFFICIAL IBSD MINUTES

Mr. Porter inquired if it were possible to hold whoever designed the system responsible. Typically the warranty period is one year which we are well beyond. Ms. Wellman will obtain a second quote.

00:20:10

00:20:10 **PERMIT FEES – CREDIT CARDS**

Mr. Greg Hansen, Rockwell Homes, stated that he spends a lot of time coming in to get permits. He stated that other entities allow payments with credit cards and he would like to know why this is not allowed for permits. He also stated that he would like the ability to obtain and submit permits electronically.

Mr. Hansen stated that the City of Idaho Falls currently accepts credit cards and has electronic submittals, Bonneville County is in the process but does not currently accept credit cards, and other counties are moving towards accepting credit cards. Ms. Wellman stated that the fees charged can vary by the type of card used. Bonneville County and City of Ammon charge a surcharge on credit card payments.

Mr. Hansen does not think it should be different for businesses if credit cards are available to patrons. Mr. Esplin stated that there is a benefit in allowing payment of monthly fees with credit card due to the reduction in tax certifications.

Mr. Hansen would also like to be able to get permits electronically as well as other required documents.

00:49:15

Ms. Wellman made the point that our costs have been kept low due to the fact that we have kept things simple. We are not a large entity with a huge volume of submittals. The feasibility of having systems in place to allow electronic submittals may not be worth it. The Board would like the staff to inquire what other entities are doing with regard to electronic submittals.

00:56:10

00:56:10 **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**

Ms. Wellman stated that the meeting to discuss access to Fairmont Lift Station was cancelled due to weather. She is working on rescheduling.

Mr. Harris stated that Forsgren has prepared recommendations on the new pumps for the lift station. This information will be provided to Jeff Freiburg to be incorporated in the plans for the school.

01:00:30

01:00:30 **REQUEST FOR ANNEXATION: WHEAT BOYS**

Ms. Bridges stated that due to pending requests for annexation, and at the request of the Board, she identified areas that could be removed or traded from the service area since it is unlikely the District will ever provide service. The Board discussed the areas to be removed and probability

OFFICIAL IBSD MINUTES

of providing service and agreed that it would be beneficial to trade areas for locations where development could take place.

Mr. Murray, representing the Wheat Boys, believes that the City of Ucon will eventually want to connect to the IBSD system near Beach's Corner. Ms. Bridges stated the problem with IBSD accepting flow from Ucon is the line on Sunnyside has capacity concerns with current IBSD growth.

There are two other annexation requests north of Panorama Hills that were received over two years ago. This was submitted to Idaho Falls without response. Mr. Harris mentioned that the City may look at usage and density of estimated use and not exchange area acre per acre. He stated that the Facility Planning Study was based on estimated usage of the existing service area so there may be changes in future flow since the service area would be changing.
01:15:20 end Board Table 1

01:15:00 Side Table 1

Mr. Esplin suggested having the entities who are requesting annexation do the legwork with Idaho Falls. Ms. Bridges believes it would be better to have IBSD make a formal request to exchange service area then move forward with the annexation requests.

MOTION: Mr. Esplin made a motion to request an exchange in service area from the City of Idaho Falls for the areas identified as 8, 9 and 10 on the map, along with area north and south of 1st Street that will be serviced by City of Ammon. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter and Ms. Bird; Abstain: Mr. Belliston)

01:28:20 Side Table

MOTION: Mr. Esplin made a motion to accept the annexation request from Wheat Boys pending approval from the City of Idaho Falls. The pending annexation request for area north of Panorama will take precedence. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter and Ms. Bird; Abstain: Mr. Belliston)
01:29:30 Side Table

01:29:30 Side Table **PANORAMA HILLS**

Mr. Harris prepared an estimate to complete the construction of the sewer system for Panorama Hills. His estimate would be to complete sections that are not constructed and then for the cleaning of the lines that have been constructed. The condition of the existing lines is unknown but he included a contingency fee in the estimate. If there is a dip or any repairs need to be done then the cost could be more.

Since there have been inquiries from patrons in Panorama Hills who are wanting to build homes the Board requested Forsgren and Associates prepare an estimate to complete the system. Mr. Belliston will not participate in any vote, to avoid the appearance of a conflict of interest, for decisions involving Panorama Hills.

OFFICIAL IBSD MINUTES

Mr. Sasser did legal research and found a case where a resident was forced to connect to an active system. He would like to speak to Bonneville County on their legal views of having septic tanks in this area.

Ms. Bridges stated that there are only a few people who are wanting to build at this time. The patron who is already building is putting in a septic tank with a dry line for connection. IBSD can compel connection when there is an active line available for service. Because there is someone who is building with a septic tank and a dry line there is a precedence for requiring this of all patrons who want to build in an area where there will be service after the home is constructed.

02:08:30 Side Table 1

00:00:00 Side Table 2

MOTION: Mr. Esplin made a motion that IBSD allow septic tanks installation with a required dry line. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter and Ms. Bird; Abstain: Mr. Belliston)

00:04:90 Side Table 2

Ms. Wellman stated there is a letter that is sent to Public Health that allows a septic tank permit to be issued. The letter also acknowledges the fact that even though the patron may not be connected they are still within the sewer district and subject to all that entails.

00:05:20 Side Table 2

00:05:20 Side Table 2 **INVESTMENTS UPDATE**

Mr. Porter stated that the Investment Committee met to discuss maturing bonds and elected to move funds in the Time Value Safe Keeping account.

Mr. Sasser stated that all investments held with Yellowstone Partners will be moved into the Time Value Safe Keeping account or Key Bank. There is a federal investigation involving Yellowstone Partners so he is advising, at this time, that investments be moved.

MOTION: Mr. Esplin made a motion to move investments from Yellowstone Partners to the Safe Keeping account. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:08:50 Side Table 2

00:08:50 Side Table 2 **5-16-2017 IBSD ELECTION**

Mr. Blundell stated that his seat is up for election and he is not planning to run for reelection. Ms. Wellman stated that Bonneville County Elections will publish the advertisement March 3rd through 10th in the newspaper. The deadline for declaration of candidacy is March 17th and names to appear on the ballot will be certified on March 24th. April 1st is the deadline for declaration of intent for write-in candidates and withdrawal of candidacy. The election will be May 16th. If one person applies for position there will not be an election. The term is for 6-years.

00:11:20 Side Table 2

OFFICIAL IBSD MINUTES

00:11:20 Side Table 2 **IBSD STAFF HOLIDAYS AND PAY, EXECUTIVE SESSION: IDAHO CODE: 74-206 (1)(B)**

MOTION: Mr. Esplin made a motion to move into Executive Session pursuant to Idaho Code: 74-206 (1)(b) regarding staff and pay. **MOTION SECONDED:** Mr. Belliston seconded.

MOTION PASSED: Roll call vote 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:12:45 Side Table 2

00:00:00 Side Table 3

MOTION: Mr. Belliston made a motion to act upon decisions made in executive session regarding raises and going to Federal holiday schedule. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston; Abstain: Mr. Porter)

00:02:25 Side Table 3

00:02:25 Side Table 3 **APPROVAL OF MINUTES: 10/26/2016, 12/14/2016**

MOTION: Mr. Porter made a motion to approve the minutes for December 14th, 2016.

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

00:02:55 Side Table 3

MOTION: Ms. Bird made a motion to approve the minutes for October 26, 2016. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Blundell, Ms. Bird and Mr. Belliston; Abstain: Mr. Esplin and Mr. Porter)

00:03:40 Side Table 3

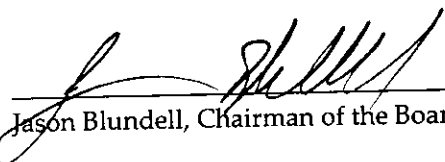
00:03:40 Side Table 3 **PAYMENT OF BILLS**

MOTION: Mr. Porter made a motion to pay the bills as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:04:20 Side Table 3

00:04:20 Side Table 3 **ADJOURNMENT**

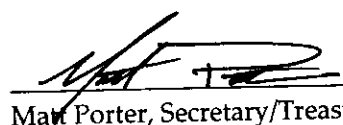
The meeting adjourned at 9:45 p.m.



Jason Blundell, Chairman of the Board of Directors

2/22/17

Date



Matt Porter, Secretary/Treasurer

2-22-17

Date

OFFICIAL IBSD MINUTES



Monthly Expenses - January 25, 2017

| | | |
|------------------------------|---|---------------|
| Ace Hardware | Ice Melt | \$ 48.74 |
| Advantage Emp. Solutions | Payroll, Employee, Board | \$ 15,456.86 |
| AFLAC | Insurance | \$ 232.70 |
| Bank of Commerce | Replenish Office Account | \$ 2,335.48 |
| BK Professional Services | Lawn Maintenance | \$ 1,565.00 |
| Blue Skies | Office Water | \$ 15.00 |
| Buff N Shine Building Maint. | Office Cleaning | \$ 185.00 |
| Cable One | Internet/Phone | \$ 350.45 |
| Calendars.com | Office Supplies | \$ 17.24 |
| Caselle | Software Support | \$ 598.67 |
| Charles Bingham | Electrical Repair Work - Office | \$ 60.00 |
| Chase Paymentech | Merchant Processing Fees | \$ 839.12 |
| City of Ammon | Sewer Treatment | \$ 3,744.00 |
| City of Ammon | Inspections | \$ 538.44 |
| City of Idaho Falls | Sewer Treatment 2 months | \$ 134,431.92 |
| City of Idaho Falls | Lift Station Repair | \$ 105.00 |
| Eagle Rock Sanitation | Trash | \$ 165.00 |
| Falls Water | Office Water | \$ 17.75 |
| First Call Jewel | Maintenance/Repair HVAC and Plumbing | \$ 504.00 |
| Forsgren | Engineering | \$ 285.00 |
| GoDaddy | Website | \$ 1,659.75 |
| HealthSmart Benefit Solution | Insurance | \$ 32.00 |
| Intermountain Gas | Office Utility - Gas | \$ 54.69 |
| PC Plus | Computer support and Repairs | \$ 337.50 |
| Post Register | Legal Notice | \$ 82.46 |
| Public Retirement System | PERSI | \$ 4,010.00 |
| Rocky Mountain Power | Electrical, Lift Stations, Meters, Office - 2mo | \$ 1,499.75 |
| Sasser Law Office | Legal | \$ 1,456.50 |
| United Mailing Direct | Monthly Statements | \$ 2,654.08 |
| Utility Billing - Refunds | Refunds to patrons | \$ 1,773.75 |
| Western Recycling | Recycling | \$ 30.00 |
| Xpress Bill Pay | Online payments | \$ 1,246.31 |
| | Total \$ | 176,332.16 |