

OFFICIAL IBSD MINUTES

IBSD MEETING MINUTES – March 18, 2009

A regular monthly board meeting of the Board of Directors of the Iona Bonneville Sewer District, a political subdivision of the State of Idaho, was held at the District Office, 1555 E. Lincoln Road, Idaho Falls, Idaho on March 18, 2009 at 7:00 p.m.

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

Board Members Present:

John Price
Glen Clark
Mike Klingler
Jason Blundell
Susan Ring

Public Attendees:

Allen Beazer - Patron
Cindy Wellman – IBSD Manager
Donna Bridges – IBSD Field Coordinator
Bryson Higley – Copper Creek Homes
Bill Manwill – Forsgren Associates and Patron
Aaron Swenson – Forsgren Associates
Kevin Harris – Forsgren Associates

AGENDA ITEMS

1. Call for additional agenda items.
 - A. None were added.
2. Discussion – Allen Beazer would like information regarding the cost of public records.
 - A. Allen Beazer, a patron in the district, the Board of Directors and Cherese McLain from EchoHawk Offices discussed the current fees of \$1.00 per page for public records versus what the Open Meeting Law Idaho State Code allows for charges.
 - B. The board discussed possibilities surrounding this issue and decided to let Cindy Wellman set the actual cost rates. The rates will follow Idaho State statutes where printing will be at the actual cost and over 2 hours of labor, unless public benefit exception (non-profit, educational benefit) where the fee could be waived. Policy and rates will be: 100 pages - .10/under \$10.00 will be considered free. The person making the request will be given a form to fill out for their request along with an estimate of the cost associated with the request. IBSD can require a deposit for the public records request.

MOTION: Susan, Mike second motion to rescind any previous policies dealing with public records costs and now follow the state statutes. (4-0) Aye, John abstains

MOTION PASSED

3. Discussion: IBSD: 9538, 9569, 9594, 9496. Copper Creek Homes would like adjustment billing with refund of \$3,964.00.
 - A. Bryson Higley with Copper Creek Homes spoke with the board about the request for a reimbursement for permit fees. He paid for two permits at the old rate of \$4,000 per permit. He

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visited with the Jessica W. and Dorothy McCarty at the previous IBSD office and was told that refunds could not be given on the difference between the \$4,000 rate and the \$1,850 rate, but instead that amount could be placed as a credit for him.

- B. After discussion, it was determined that Bryson should get a refund of \$4364. This amount includes the two connection fees as well as monthly fees from properties on Brylee place put against the refund.

MOTION: Susan, Mike second motion to refund \$4,364 to Bryson Higley (4-0) Aye, John abstains.

MOTION PASSED

- 4. Discussion – IBSD: 360: Property on 4721 Free Circle sold on November 7, 2008 but address was listed incorrectly. No record of permit exists for this property.
 - A. Mountain West Title called for an assessment in November and they were mistakenly given the amount owing on a property with a similar address. At the time we didn't have the correct address in the Caselle database. Donna researched to see if a permit was ever issued for the property, but she unable to say whether one was issued or not issued. We do not show a record of a permit at IBSD. Donna explained that there are zeroed out records for this property on Caselle that shows at one time there were line items with monthly fees, late charges, etc, but they now only show a zero balance. As per the City of Iona, a building permit was issued, but there is not a sewer permit on file. Donna asked for direction from the board on how to proceed with the fact there is not a connection permit on file.
 - B. Cherese suggested that a bill be sent to the builder with the permit amount and any other previous outstanding charges. She also suggested that IBSD sends a bill to the current homeowner with the connection fee on there, subject to the builder paying because they are both liable. The homeowner could then go after the developer if he doesn't pay it.
- 5. Procedures for acceptance of the sewer line by the IBSD. Pheasant Grove – Discussion on IBSD requirements for acceptance of new subdivisions. Overview of discussion with City of Idaho Falls.
 - A. Pheasant Grove subdivision is complete and the City of Idaho Falls has made a video of the sewer lines. John questioned whether IBSD needed a deed from the developers or other type of document. Cherese recommended having an acceptance letter with a two signature line and a release statement from the developer included.
 - B. Susan mentioned that at that time the one year warranty starts and as per previous IBSD policy passed, one year from now the developer will pay to have a video of the lines made. The first video is completed by the City of Idaho Falls.
 - C. Donna reminded the board that the first video is completed by the City of Idaho Falls. When she spoke with the City of Idaho Falls they told her that they are going to reinstitute a policy of inspecting the lines a second time at what they call a final inspection. Camera lines after they are installed, but before the road is constructed. Now, they would now like to inspect the manholes after construction to make sure there are not any issues. Donna received word that there is a problem with one manhole at Pheasant Grove. She has contacted the engineering company to let them know that this will need to be repaired prior to IBSD accepting it. She informed the board that we have received written acceptance from the City of Idaho Falls that accepts this subdivision and these sewer lines. We have received all required drawings (electronically and hard copy) from the Engineering company for this subdivision.
 - D. The board asked Cherese to draft a form letter stating that IBSD accepts the subdivision and attaching the 1 year warranty subject to conditional approval for 1 year after a second successful video of the lines completed within 30 days prior to one year later. If there are problems the warranty is extended automatically.
 - E. Cindy spoke with the board about the discussion with the City of Idaho Falls. Donna and Cindy delivered drawings to the City for Pheasant Grove and while there spoke with Derek Bates in the

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GIS department. Derek will be providing updated electronic copies of our maps so that we can make the full size map of our district, as well as the smaller ones. Cindy and Donna then met with Mike Ralphs and David Smith. Mike will be providing a copy of their procedures (a flow chart) for accepting lines into our district. Mike and David will compile a list of problems that shows problems within our sewer lines and manholes that need to be fixed. Idaho Falls also said that if there is a problem with one of our lines, or manholes, they will not maintain it until we fix it.

- F. David suggested that we see about getting access directly to GIS system that the City of Idaho Falls uses. Cindy and Donna will check back with David to see if that is possible.
 - G. Cindy relayed additional discussion regarding Panorama Hills. Mike and David were curious as to the number of people we had on the line who lived in Panorama Hills. Cindy checked and we currently have 4 patrons on that line. Mike suggested getting an emergency generator so that we wouldn't lose power to that lift station. Mike Klingler questioned whether we even needed a lift station there. John suggested calling the engineer who put in that line to see what their opinion is on the necessity of a lift station. To find out who that was, he suggested contacting Brady Belliston (sp?) who was a partner in the development. First we will need to see if we need the lift station, if so, we'll need to put an emergency generator.
 - H. Donna stated that she spoke with the developer of Pheasant Grove and told them that she would issue permits for that area, but that the grouting issue with the manhole on Ammon Rd needed to be repaired first.
6. Discussion – Creation of sub-districts and sub-district committee and/or patron advisory committee
- A. Susan discussed the areas for sub-districts within the Iona Bonneville Sewer District. The areas were divided into the sub-districts roughly by population by the sub-district committee. If a Director lives in a current area, they will represent that area. Jason Blundell (orange, sub-district) and Susan Ring (blue, sub-district) each live in their own sub-district, and the remaining three Directors live in Iona. After a coin toss it was determined that John will be in sub-district (yellow) in which he currently resides, Glen will represent sub-district (green) and Mike will represent sub-district (pink)
 - B. Chereese spoke about the Board now being able to accept the map as drawn, with the representatives for each area. She felt that the sub-district committee did not need to meet again. She brought copies of the District's draft by-laws with the proposed sub-districts for representation included in them. She recommended having the draft by-laws go out for public comment. Chereese would like to meet after a month to review what the public has to say.
 - C. As per Chereese, in the draft bylaws anything underlined is not currently in the document, it is suggested language. Anything in plain text is already accepted by the Board. Anything crossed out are items that are being recommended to be removed. Chereese thought that the current bylaws were taken from the Idaho Code. Susan explained that it was taken from a manual put out the the University of Idaho. Because of the changes that don't match the code, Chereese made changes to the bylaws so that they were in line with the Idaho Code.
7. Land for office – Mike Armstrong
- A. Mike discussed a proposed area for the IBSD's potential new office building. It would be located on 1st street near Heath. It is zoned R3. RP is also allowed in R3 zones. RP allows for public utility buildings and structures.
 - B. The size could be custom sized to the determination of the District. 2/3 acre would be approximately \$70,000 for a ready to build on lot. Utilities are available. There would be no access directly to 1st Street, but from the side street, but with visibility from 1st Street.
8. Review of building proposal received by R. Taylor Construction.
- A. The board discussed a duplex type of building presented by R. Taylor Construction, but didn't feel it met the needs of what they were looking for at this time.

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- B. The board also discussed Jason Blundell's floor plan that he presented at a previous meeting. John made the recommendation that Jason start getting prices from the Architect for the preliminary floor plans.
 - C. Bill Manwill mentioned that the street that goes to Mike Armstrong's property only has a temporary access to 1st street and that it may not become permanent.
 - D. The board spoke about finding out the cost to review Jason Blundell's floor plan from Mr. Whitehead, who lives in the District and is a drafter.
9. Update: Results of Ammon mediation.
- A. Decisions will need to be made to determine how we separate our patrons and lines from Ammon due to the Ammon/IBSD separation.
 - B. Aaron and Kevin discussed the ranking for the DEQ planning study that IBSD put in for grant money from in December 2008. IBSD was ranked 14th. As it stands now, the money asked for in the project would pay for the districts through the number 13. Aaron and Kevin recommended getting patrons within the next month to comment on the necessity for IBSD to have a planning study to DEQ. Forsgren felt this would help IBSD. There are additional things that need to be completed for the DEQ study, so Forsgren would like to meet with the Board at their next meeting to discuss them. A time to complete the application was tentatively scheduled for March 25th at 5 pm.
10. Discussion regarding transportation for field employee.
- A. The board discussed the pros and cons of buying a vehicle for the District versus having Donna use her own vehicle. The current GSA rate is .55 per mile. The vehicle could also be used for inspections and other District business.
 - B. Jason Blundell was asked to do a cost analysis for a vehicle versus using the employee's vehicle.
 - C. Susan was concerned about drawing down the District's reserves if we obtained a vehicle.
11. Beeches Corner update.
- A. Aaron and Kevin discussed a summary report with Beeches Corner. The Beeches Corner report is in final review and tech editing. The Board would like to schedule a meeting with Bonneville County when it is released to discuss the findings. This item will be added as an agenda item for next week's meeting on March 25th at 5 pm.
 - B. Aaron met with Idaho Falls while they camera'd our sewer lines from the Telford manhole up to the Beeches Corner. There was 700 feet of video from Beeches Corner south.
 - C. Cindy mentioned said that the Idaho Falls had notified her that they had done the rest of the video they had originally agreed to do.
 - D. Forsgren mentioned that there is low flow at the apartments and shop.
 - E. Forsgren said they feel that the line has not deteriorated more than what is typical for a 35 year old line. .
 - F. Susan asked how this compared with the pictures in the report that Vic Cole did. The video for Vic Cole's report was not able to work. The stills showed a higher level of build-up. In his written report, he never stated that there was hydrogen sulfite deterioration. Instead he says it is putrid because of the low flow large pipe situation and he recommended that it be flushed.
12. Payment of bills
- A. Mike Lund and David Benton delivered new invoices to the office. Mike Lund added interest to his previous invoice and David Benton added a separate invoice with telephone charges, customer service, forwarding of mail and yellow pages and interest. He also reserves the right to bill to the District hours worked as a system operator 4/2006 to 10/2008 upon review of hours rendered.

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- B. Susan stated that they were never paid as operators, but John, Glen and Mike said that they were never hired as operators. Mike stated that they have not provided an itemized list of accounting of their charges to IBSD. They haven't provided IBSD with the mapping.
- C. Cindy stated that she did not include Dorothy's bill because the last time she did she was told to wait because Dorothy had not provided the things she was to provide. Cindy included David Benton's and Mike Lund's bills this time because they had new items on them.
- D. Chereese initially spoke with Mr. Steven Thompson about the maps that were recently provided to the District. If they were the maps IBSD was missing, then negotiations could start. Since they weren't, Chereese will contact Mr. Thompson to let him know. Chereese will also contact Mike Lund and David Benton separately rather than through Mr Thompson.
- E. Chereese addressed the issue with the blanket reserve billing for past for operator charges and said that the argument would generally be a waiver. She will send a letter that IBSD declines to pay because there was never a contractual agreement to provide the services for David Benton's new bill for telephone charges, etc.
- F. Chereese will write a memo that addresses any contractual issues with Mike Lund's and David Benton's previous bills. (retainer fees, etc)
- G. Susan advised the board that part of the retainer included plan checking. Plan checking was not charged separately by David Benton and Mike Lund.
- H. Mike Klingler would like an itemization for their bills (including retainer) for what David Benton and Mike Lund did. Susan said that in the past IBSD never required itemization. Chereese will send a letter to David Benton and Mike Lund asking for itemization for services provided.
- I. John and Glen will decline future copies of office invoices and only get spreadsheets.

MOTION: Susan moved to pay all the bills with an X on them, including David Benton's and Mike Lund's. (no second)

MOTION: Glen moved, Mike second to pay all the bills with the exception of Benton, McCarty and Lund. (3-1) Jason, Mike, Glen – Aye, Susan – Nay (She feels we should pay these people something) John abstains.

MOTION PASSED

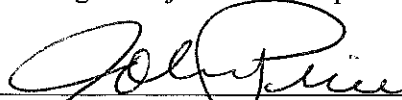
13. Approval of minutes – 12/10/08, 12/23/08, 1/7/09, 1/21/09, 1/28/09, 02/05/09, 02/11/09, 02/18/09, 02/23/09 (Minutes from 02/09/2009 will be available at an upcoming meeting)

- A. The board discussed a few changes to the draft minutes as they were originally presented.
- B. Cindy discussed with the board changing the 12/10/08 minutes to actually have the correct reasons to go into executive session associated with the agenda item.
- C. Susan had not had a chance to review the minutes because she hadn't checked her email in several days. Mike felt that Susan should have a chance to review the minutes before she had to vote on approving them.

MOTION: Glen moved, second motion to approve minutes as modified. (no second)

14. Adjournment

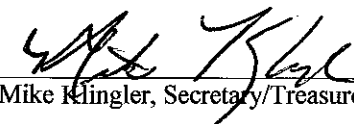
Meeting was adjourned at 9:43 pm.



John Price, Chairman of the Board of Directors

11-10-09

Date



Mike Klingler, Secretary/Treasurer

11-11-09

Date