

# OFFICIAL IBSD MINUTES

MARCH 23, 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

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

**Public:** Kevin Harris, Forsgren & Associates; Dick Clayton, Clayton Real Estate; Robert Esplin, patron

**Agenda Items:**

1. Petition for Annexation, Dick Clayton for Catherine Linderman
2. Facility Planning Study, Flow Meter and DEQ Funding Update: Forsgren Engineering
3. Review and possibly change existing policies for IBSD late charges.
4. IBSD Election Information -- 05/17/2011
5. Discussion: Website; Online calendar without ads; Offsite backup; Increased file storage for meeting recordings; Spring clean-up for lawn
6. Building Update -- Lower level ventilation
7. Approval of Minutes: 02/23/2011, 03/15/2011
8. Payment of Bills
9. Executive Session: Idaho Code 67-2345 (c)(f)
10. Adjournment

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

00:00:00      **PETITION FOR ANNEXATION, DICK CLAYTON FOR CATHERINE LINDERMAN**

Mr. Clark stated he has spoken to Chad Stanger with the City of Idaho Falls and Mr. Stanger does not have any objections to the annexation of the Linderman property on the surface. There is a potential buyer for this property who would like the portion that is included in the jurisdictional area to be annexed into the District. There are not any plans at this time; whoever ends up developing the property would have to present engineering plans for approval. For now he just wants to annex into the District.

The Board discussed the possibility of a lift station being required and that not being desirable due to costs. The buyer does not want to expend on engineering costs unless they know IBSD is amenable to accepting this area. Mr. Clayton stated since this is his second time making this request he had hoped the District would know the sewer depth in this area. He understands that if a lift station is required then any potential project would be unapproved.

**MOTION:** Mr. Blundell made a motion to support the petition to the City of Idaho Falls to swap jurisdiction area for non jurisdiction area on the Linderman property contingent upon gravity flow being possible. **MOTION SECONDED:** Mr. Howell seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

00:32:30

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00:32:30      **FACILITY PLANNING STUDY, FLOW METER AND DEQ FUNDING UPDATE:  
FORSGREN ENGINEERING**

Mr. Harris stated that School District #93 has approved the easement for the IBSD interceptor line north of Hillcrest High School. The design is being reviewed for DEQ submittal. The school asked that only one buried manhole be installed.

The results for IBSD's request for DEQ grant money has ranked IBSD 25<sup>th</sup> on the list. A big criterion for ranking is on reportable spills and backups. Ms. Wellman stated there have been a few incidents including grease in a line on Tiebreaker which caused flooding in a basement. Mr. Harris stated he could add this information since they are still in the comment timeframe.

Mr. Harris presented a map of the District divided into service areas. By subdividing the District areas it makes it easier to organize and focus on specific areas and trunk lines. Forsgren is gathering as much information as they can for the model.

In reviewing the Idaho Falls average flow data it shows that there has not been an increase with growth. This could indicate that there is a problem with the flow meters or a problem with the data. Once the model is set up he would like to set up flow meters at various locations. This information will help calibrate the model and give a better idea of actual flows. He has prepared a letter to Idaho Falls requesting this to be done.

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01:43:20

Mr. Klingler asked Mr. Harris to provide copies of maps as soon as they are ready.

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00:58:10      **REVIEW AND POSSIBLY CHANGE EXISTING POLICIES FOR IBSD LATE  
CHARGES**

Ms. Wellman stated that the issued with charging late fees on late fees has been corrected in Caselle but it did not solve the problem with giving extra time before the fees are assessed.

**MOTION:** Mr. Klingler made a motion to continue asking for payment to be submitted by the end of the month but a late fee will not be assessed until the 15<sup>th</sup> of the following month or the first business day following the 15<sup>th</sup> of the month. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

01:02:05

01:02:05      **IBSD ELECTION INFORMATION – 05/17/2011**

Ms. Wellman stated there are four candidates for the two open director seats. For Seat 1 the candidates are Jason Blundell and Keith Morse and for Seat 2 the candidates are Kelly Howell and Allen Beazer. These candidates submitted their petitions before the deadline to be on the ballot. The deadline for write-in candidates is April 1<sup>st</sup> by 5:00 p.m. The election is Tuesday, May 17<sup>th</sup>.

The Elections office has mentioned the possibility of using the IBSD building as a polling location for the future. The Board indicated this would be agreeable.

01:05:10

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01:05:10      **DISCUSSION: WEBSITE; ONLINE CALENDAR WITHOUT ADS; OFFSITE BACKUP; INCREASED FILE STORAGE FOR MEETING RECORDINGS; SPRING CLEAN-UP FOR LAWN**

The current online calendar has pop-up ads. For a nominal fee the ads can be removed.

The Board discussed different methods of setting up offsite backup. Ms. Wellman was directed to pursue options and costs for a system upon Mr. Klingler's approval. Mr. Klingler stated due to the nature of the data, security would be an important feature.

Ms. Wellman also stated the Go Daddy account used for email is up for renewal. She asked the Board if they would like to renew annually or for a five year period. It was agreed to stay with annual service.

Ms. Wellman stated that the current website is no cost but if additional data ability is needed for audio files then more storage would be needed. Another idea that has been mentioned is having a comments section on the website. This would require moderating.

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01:39:00

Mr. Price stated that another thought he had for the website is the ability for Board Member to post information such as a newsletter that may not warrant being mailed. A note could be added to the invoices referring patrons to the website to see the newsletter.

01:42:00

Tape 2 00:00:00

Mr. Klingler stated that in speaking with the company that provided the sound system he was told that it is very complicated. The company would prefer to do the set up rather than walk someone through it.

**MOTION:** Mr. Klingler made a motion to have a representative from the audio company come in and take care of the set up. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

Tape 2 00:02:30

01:21:25      **BUILDING UPDATE – LOWER LEVEL VENTILATION**

The basement area has had problems with ventilation. Ms. Wellman was directed to get bids to have this corrected.

01:22:50

01:22:50      **APPROVAL OF MINUTES: 02/23/2011, 03/15/2011**

Ms. Wellman stated the only minutes for approval are for 02/23/2011.

Mr. Price asked about feasibility of the aerial photography project the City of Idaho Falls is proposing. The cost is unknown at this time.

**MOTION:** Mr. Klingler made a motion to approve the minutes for February 23, 2011. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

01:33:15

# OFFICIAL IBSD MINUTES

01:33:15

## PAYMENT OF BILLS

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

01:34:00

Ms. Wellman stated there are some new reports being created in Caselle that will show the Board the checks that have been written along with the reconciliation. Mr. Klingler stated that as a Board Member he would like to make sure systems are in place that enable the Board to be certain deposits are handled correctly, especially cash payments.

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Mr. Klingler stated he has reviewed the billings for the audio equipment and found a couple small items that were to be included in the bid.

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01:42:50

## EXECUTIVE SESSION: IDAHO CODE 67-2345 (C) (F)

**MOTION:** Mr. Klingler made a motion to move into executive session pursuant to Idaho Code 67-2345 (c) and (f). **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Howell, Mr. Clark; Chairman Price abstains)

01:43:20

The Board returned from Executive Session at 9:22 p.m.

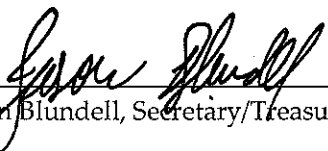
Tape 2 00:02:31

## ADJOURNMENT

The meeting adjourned at 9:25 p.m.

  
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John Price, Chairman of the Board of Directors

5-2-11  
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Date

  
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Jason Blundell, Secretary/Treasurer

5/2/11  
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Date