

OFFICIAL IBSD MINUTES

**JULY 18, 2018
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING**

Board Members Present: Brady Belliston (Chairman); Robert Esplin; Jeff Miner; Kurt Nelson; Michael Cousin

IBSD Staff: Marina Meier, Manager; Donna Bridges, Field Coordinator

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates;

Agenda Items:

1. Public Hearing – Annexation: Teton Commercial Park
2. Action Item – School District #93 – Update
3. Action Item – Lincoln Road Main Replacement Project
4. Action Item – Engineering Capacity Study Deloy Drive area - Forsgren
5. Action Item – Lift Station Criteria – Forsgren/Donna
6. Action Item – Request for exclusion River Bend Manor – High Output Development
7. Action Item – 2018 Tax Certification
8. Action Item – IBSD Custodians of Public Records
9. Action Item – Employee Training
10. Action Item – Additional Board Meetings – Discussion & Approval
11. Action Item – Approval of minutes: 06/20/2018
12. Action Item – Payment of Bills

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

Meeting called to order by Chairman Brady Belliston at: 7:00 p.m.

00:02:50 **PUBLIC HEARING – ANNEXATION: TETON COMMERCIAL PARK**

The Board opened the meeting by asking if there were any comments from the public regarding the annexation for Teton Commercial Park. This development includes 57 acres and is located on the northeast corner of Hitt and Lincoln Roads.

No one in attendance had comments. The staff will move forward with the process to include this property in the boundary.

00:04:05

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00:04:05 **ACTION ITEM - SCHOOL DISTRICT #93 - UPDATE**

Ms. Bridges commented that she has driven by the new access to the Fairmont lift station and she believes there may be a safety issue since the lift station controls are more exposed. There have been bicycles chained to it recently. She suggested that a sign or bollards be considered. Mr. Harris suggested a fence but this may not be possible since the lot is not deeded to IBSD.

Mr. Esplin suggested leaving it as is and seeing if there is a problem in the coming months and after the school opens. Mr. Belliston agreed and suggested having a sign posted. Mr. Esplin stated that a fence may be necessary eventually due to student foot traffic cutting across yards.

Ms. Bridges stated that the lift station improvement project is out for bid. The construction start date is scheduled for August 1st.

Ms. Bridges stated that she has spoken to the Engineer regarding the annexation request for the Middle school. They are working on a smaller footprint and hope to resubmit their request for annexation soon

00:18:30

00:18:30 **ACTION ITEM - LINCOLN ROAD MAIN REPLACEMENT PROJECT**

Mr. Harris stated that the Lincoln Road project is progressing slowly. They have not started the sewer portion on the east end of the project yet. They are working on service connections on the west side which are going very slowly. Ms. Bridges stated it sounds like they are very close to being done with the other utilities. Mr. Harris stated that having the County construct the sewer line, even with the few problems and delays that have occurred, has been well worth it since coordination with the other utilities has been complicated.

Mr. Sasser updated the Board on the status of the insurance claim for the accident that occurred earlier this year. The insurance company has been pushing back on paying all the damages incurred. He is waiting for MetLife to respond again but he is also considering filing an Action if they do not come through with payment. He will keep the Board posted.

00:26:20

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00:26:20 **ACTION ITEM – ENGINEERING CAPACITY STUDY DELOY DRIVE
AREA - FORSGREN**

Mr. Harris reviewed the connections and capacity for the area that flows into line on Deloy Drive. He will write up letter with the information but everything is fine at this time.

00:26:50

00:26:50 **ACTION ITEM – LIFT STATION CRITERIA – FORSGREN/DONNA**

Mr. Harris stated he has been working with the developer for Crow Creek for the proposed lift station. We have come up with an acceptable drawing and criteria that can be used for future developments. He will continue to get drawings and criteria prepared for any proposed lift station in the future.

00:29:15

00:29:15 **ACTION ITEM – REQUEST FOR EXCLUSION RIVER BEND MANOR
– HIGH OUTPUT DEVELOPMENT**

Ms. Bridges stated an exclusion has been requested for a small piece of property in Ammon that is part of River Bend Manor. City of Ammon has sewer lines in the area and can more easily service this area.

MOTION: Mr. Esplin made a motion to accept the request to be excluded from IBSD's boundary for River Bend Manor. **MOTION SECONDED:** Mr. Miner seconded.

MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

00:30:45

00:30:45 **ACTION ITEM – 2018 TAX CERTIFICATION**

Ms. Bridges stated that the Tax Certifications are in progress. The number sent to the County will be lower this year.

The Tax Certifications are past due balances that are sent to Bonneville County to be placed on property tax bills in December. The state statutes allow this since service is never disconnected. We are required to have it to the County by August 1st each year. We are allowed to removed certification from the list until mid-October so this helps

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Title Companies complete transactions if they occur before the certification is listed officially.

00:36:00

00:36:00 ACTION ITEM – IBSD CUSTODIANS OF PUBLIC RECORDS

Ms. Meier suggested that two staff members be appointed as Custodians for Public Records in the event of a public records request. She suggested Ms. Bridges and Ms. Beazer. Mr. Esplin stated that she has the authority to appoint at her discretion.

MOTION: Mr. Esplin made a motion to give authority to the District Manager to appoint custodians of records. **MOTION SECONDED:** Mr. Miner seconded.

MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

00:39:20

00:39:20 ACTION ITEM – EMPLOYEE TRAINING

Ms. Meier reminded the Board that there is PERSI training coming tomorrow. The Caselle conference is approaching in October. She is requesting permission to have Ms. Beazer attend the conference.

MOTION: Mr. Miner made a motion to approve Ms. Beazer's expenses to attend the Caselle Conference. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

00:41:20

00:47:20

Ms. Meier stated that progress is being made on the GIS project. She plans to start training the employees this month. Mr. Robert Beazer showed the Board a demonstration. He has been working on connection permitting through the GIS system. He is continuing to work on updating the database and linking video files. He is also working with the County getting updated data.

He will continue working with Ms. Meier to train employees and get Desktop instructions established.

00:58:00

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00:41:20 **ACTION ITEM – ADDITIONAL BOARD MEETINGS – DISCUSSION
& APPROVAL**

There was ICRMPS training on July 11th.

MOTION: Mr. Belliston made a motion to pay all Board Members in attendance at the ICRMPS training. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

00:44:45

00:44:45 **ACTION ITEM – APPROVAL OF MINUTES: 06/20/2018**

MOTION: Mr. Esplin made a motion to approve the minutes for June 20, 2018. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

00:45:10

00:45:10 **ACTION ITEM – PAYMENT OF BILLS**

Ms. Meier noted that Bonneville County had a clerical error in their billing for Lincoln Road Replacement so IBSD was not being billed enough. There is an updated payment application with a new amount being prepared so next month's billing will be higher to catch up with actual charges.

00:47:20

00:58:00

Ms. Meier reviewed the remaining bills with the Boards.

MOTION: Mr. Nelson made a motion to pay the bills as presented. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:02:20

01:02:20 **ADJOURNMENT**

The meeting adjourned at 8:02 p.m.

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Brady Belliston

Brady Belliston, Chairman of the Board of Directors

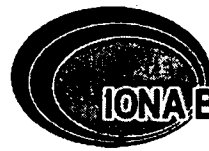
8/15/18 BB ^{9/19/18}
Date

Robert Esplin

Robert Esplin, Secretary/Treasurer

8/28/18
Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses 07/18/2018

Advantage Emp. Solutions	Payroll, Employee, Board	\$	9,897.89
Arcwise Geotech LLC	GIS Services	\$	2,704.00
BK Professional Services	Lawn Services	\$	552.00
Blue Skies	Office water	\$	20.00
Bonneville County	Lincoln Road Construction Surveying	\$	10,230.00
Buff N Shine	Office/Windows Cleaning	\$	215.00
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	1,120.06
City of Ammon	Sewer Treatment	\$	3,744.00
City of Ammon	Fiber Optics	\$	25.00
City of Idaho Falls	Maintenance/Inspections		
City of Idaho Falls	Sewer Treatment	\$	89,443.06
Eagle Rock Sanitation	Trash Service 3rd Qtr. 2018	\$	45.00
Environmental Research Institute	GIS Software Maintenance 2018-2019	\$	700.00
Falls Water	Office Water-bldg./Hydrant	\$	139.71
Forsgren	Engineering Services	\$	15,371.00
Freedom Mailing	Utility Statements Processing	\$	4,045.97
HealthSmart Benefit Solution	Insurance	\$	16.00
Ideacom	Phone Systems	\$	138.95
Intermountain Gas	Office Utility - Gas	\$	9.46
ISU Credit Union	Replenish Bank Account	\$	604.92
Jimmy Johns	Training Lunch	\$	68.90
LD Products	Printing Ink Cartridge	\$	25.49
PC Plus	IT Services	\$	150.00
Public Retirement System	PERSI	\$	2,747.75
Regence BS	Health Insurance	\$	1,487.57
Rocky Mountain Power	Electrical, Lift Stations, Meters, Office		
Sam's Club	Office Supplies, cleaning supplies	\$	76.92
Sasser Law Office	Legal Services	\$	1,275.50
USPS	Office Postage Stamps	\$	101.75
Utility Billing - Refunds	Refunds to Patrons	\$	56.00
Walmart	Office Supplies	\$	27.15
Western Recycling	Quarterly Recycle	\$	30.00
Western Roofing	Roof Repair (Wildwood)	\$	9,061.34
Xpress Bill Pay	Online payments	\$	1,443.39
	Total	\$	156,172.45