

OFFICIAL IBSD MINUTES

**MAY 15, 2019
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING**

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

IBSD Staff: Donna Bridges, Manager; Linda Beazer, Assistant Manager

Attorney: Tony Sasser, Sasser Law Office

Public: Kevin Harris, Forsgren & Associates; Robert Beazer, Arcwise Geotech LLC.

Agenda Items:

1. PUBLIC HEARING – Sierra Springs Annexation
2. Action Item – IBSD Board Member Election Swearing in of Directors Robert Esplin, Michael Cousin and Kurt Nelson and Election of Officers.
3. Action Item – Engineering Services consideration – Keller Associates
4. Action Item – School District #93 Middle School Update
5. Action Item – Lincoln Road Phase II Project Update
6. Action Item – Feasibility Study RFQ Update
7. Action Item – 2020 Aerial Flight of Idaho Falls
8. Action Item – IBSD GIS Project Update – Arcwise Geotech
9. Action Item – IBSD Bylaws and Policy Manual Update and Approval
10. Action Item – Office hours for holiday
11. Action Item – Additional Board Meetings – Discussion & Approval (04/24/2019, 4/30/2019, 05/02/2018, 05/09/2019)
12. Action Item – Approval of Minutes: (04/17/2019, 05/02/2019, 05/09/2019)
13. Action Item – Payment of Bills

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

Meeting called to order by Chairman Brady Belliston at: 6:02 p.m.

Mr. Belliston requested to go to item 8 first on the request of Arcwise Geotech.

00:19:00 **PUBLIC HEARING – SIERRA SPRINGS ANNEXATION:**

Mr. Belliston opened the Public Hearing for comments regarding the annexation of Sierra Springs. There were no public comments for or against the annexation. Description and location of the annexation were discussed.

00:22:00

00:22:00 Mr. Belliston suggested skipping item 2 until all board members were present. Moved to item 4.

00:45:30 **IBSD BOARD MEMBER ELECTION SWEARING IN OF DIRECTORS
ROBERT ESPLIN, MICHAEL COUSIN AND KURT NELSON AND
ELECTION OF OFFICERS:**

Mr. Belliston postponed this item until a future board meeting when all board members were present.

00:45:40

00:36:00 **ENGINEERING SERVICES CONSIDERATION – KELLER ASSOCIATES:**

Ms. Bridges stated she received a letter from Keller Associates for consideration in future business with IBSD. This letter was noted by the Board.

00:38:00

00:22:00 **SCHOOL DISTRICT #93 MIDDLE SCHOOL UPDATE:**

Mr. Harris stated that the City of Idaho Falls installed flow meters at the Fairmont Lift Station for two weeks which peaked out a little above 56 gallons per minute. This should allow the middle school to come on without problems, but it was suggested that permanent meters be put on so the flow can be monitored in the future. Once it hits 85% of capacity the lift station will need to be upgraded as per the development agreement. A permit was issued to the school district after the development agreement was signed.

00:25:00

00:25:00 **LINCOLN ROAD PHASE II PROJECT UPDATE:**

Mr. Harris stated that Bonneville County would like a signed agreement from IBSD for the project. There are five IBSD manholes that will need to be moved or adjusted because they will be in conflict with the street curb when the roadway is completed. Mr. Harris stated that the manholes can be rotated to move their position by about a foot. This would place them in the gutter as opposed to in the curb. The City of Idaho Falls is willing to work with IBSD by replacing the manhole lids with lids that will not allow water from the gutter into the sewer main. Mr. Harris has also spoken to Bonneville County about adjusting the roadway at least 6 inches so the manholes are out of the flow line. Mr. Harris has a meeting scheduled with Lance Bates (Bonneville County) and Jordan Parker with JUB to discuss options. Mr. Sasser requested that a formal response be written with the outcome of that meeting.

00:32:00

00:32:00 Jeff Miner left the meeting.

00:32:00 **FEASIBILITY STUDY RFQ UPDATE:**

Ms. Bridges has notified Stantec that they were chosen to do the feasibility study. Mr. Harris stated that Forsgren could help with the budget and schedule of the project. Ms. Bridges, Mr.

Sasser and Mr. Harris will meet to determine the scope, get a contract and negotiate a fee to be presented to the Board at the next board meeting for discussion.

00:36:00

00:07:00 **2020 AERIAL FLIGHT OF IDAHO FALLS:**

Ms. Bridges stated that the City of Idaho Falls is doing an aerial flight and had invited IBSD and other utilities to participate. IBSD did participate in 2012 when it was offered. The cost would be approximately \$8,500.00. Both Robert Beazer and Kevin Harris felt it would be beneficial. Concerns were raised that the information from 2012 has not been used, however the IBSD did not have a working GIS program at that time. The IBSD would receive not only the parcels they paid for, but all information gathered.

MOTION: Mr. Belliston made a motion to participate in the 2020 flight of Idaho Falls.

MOTION SECONDED: There was not a second.

Mr. Cousin would like to have a clear use of the footage before spending the funds. Mr. Beazer suggested that he make up a sample of the use of the footage in ArcGIS to show to the Board in a future meeting. Mr. Belliston felt that the footage would be worthwhile for the future. The discussion was tabled until a future meeting when more information can be presented.

00:18:50

00:01:00 **IBSD GIS PROJECT UPDATE – ARCWISE GEOTECH:**

Mr. Beazer stated that he has put in 28 hours and is 2% done with the updating project. He is using a 400-page report of missing data as a reference and using other research materials to fill in the information on the IBSD GIS system.

Ms. Bridges requested that item 7 be next so that Robert Beazer could comment on it.

00:07:00

00:38:00 **IBSD BYLAWS AND POLICY MANUAL UPDATE AND APPROVAL:**

Mr. Sasser has reviewed the bylaws and approved them.

MOTION: Mr. Belliston made a motion to accept the changes to the bylaws and policy manual as updated. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 3-0 (Yay: Mr.

Belliston, Mr. Nelson and Mr. Cousin)

00:39:00

00:39:00 **OFFICE HOURS FOR HOLIDAY:**

Ms. Bridges requested that the office be closed on Friday, July 5, 2019 as all employees have requested the day off. Notification would be place on the door for the patrons.

MOTION: Mr. Cousin made a motion to close the office on July 4 & 5, 2019. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Belliston, Mr. Nelson and Mr. Cousin)

00:41:00

00:41:00 **ADDITIONAL BOARD MEETINGS – DISCUSSION & APPROVAL**
(04/24/2019, 04/30/2019, 05/02/2019, 05/09/2019):

Ms. Bridges asked for clarification if board members attending the PERSI training should be paid. The Board decided that the meeting was not mandatory so payment was not necessary.

MOTION: Mr. Cousin made a motion to approve the payment for attendees for meetings on 04/30/2019, 05/02/2019, 05/09/2019. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Belliston, Mr. Nelson and Mr. Cousin)

00:44:00

00:44:00 **APPROVAL OF MINUTES – 04/17/2019, 05/02/2019, 05/09/2019:**

The 05/09/2019 will be discussed / approved at the next meeting as there are not enough Board members present who attended the meeting to vote on it.

MOTION: Mr. Nelson made a motion to approve the minutes only for 04/17/2019 & 05/02/2019. **MOTION SECONDED:** Mr. Cousin seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Belliston, Mr. Nelson and Mr. Cousin)

00:45:00

00:45:40 **PAYMENT OF BILLS:**

The bills were discussed. The City of Ammon will be raising our rates in the near future. The cost of PERSI is also going up.

MOTION: Mr. Belliston made a motion to pay the bills. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Belliston, Mr. Nelson and Mr. Cousin)

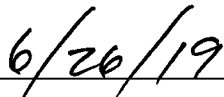
00:53:00

00:53:00 **ADJOURNMENT**

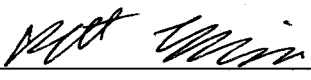
The meeting adjourned at 6:54 p.m.



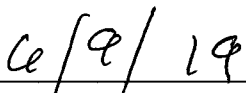
Brady Belliston, Chairman of the Board of Directors



Date



Robert Esplin, Secretary/Treasurer



Date