

OFFICIAL IBSD MINUTES

APRIL 20, 2022
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

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

IBSD Staff: Donna Bridges, Manager

Attorney: Tony Sasser, Sasser Law Office

Public: Dave Noel, Forsgren & Associates;

Agenda Items:

1. Action Item – 45th East (Crowley Rd.) Roadway Widening Update and Discussion
2. Action Item – Facility Planning and Treatment Plant Study Update – Forsgren & Associates
3. Action Item – Employee Manual Update and Approval
4. Action Item – Approval of Minutes: 03/16/2022
5. Action Item – Payment of Bills
6. Executive Session: Idaho Code: 74-206 (1)(f) pending litigation
7. Executive Session: Idaho Code: 74-206 (1)(e) contract negotiations

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

Meeting called to order by Chairman Brady Belliston at: 6:00 p.m.

00:00:00 **45TH EAST (CROWLEY RD.) ROADWAY WIDENING UPDATE AND DISCUSSION**

Ms. Bridges stated that the final draft of the contract has been received and reviewed by both the engineers and legal counsel. Further discussion will happen in Executive Session as part of contract negotiations.

00:00:45

00:00:45 **FACILITY PLANNING AND TREATMENT PLANT STUDY UPDATE – FORSGREN & ASSOCIATES**

Mr. Noel presented a PowerPoint presentation with information collected as part of the Facility Planning Study. The majority of the work is being done in the Forsgren & Associates Boise office by Robyn Mattison, under Mr. Noel's direction. He asked that the Board let him know if there is details they would like to know. The bulk of the data collection has been done. They are now in the analysis phase which is leading to a foundation to allow recommendations.

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In 2012, the flow from the City of Ammon was separated from the IBSD flow that is conveyed to the City of Idaho Falls. He presented a graph demonstrating a consistent relationship with growth and increases in flow. The growth rate has been unvarying over the past ten years so it is believed that this is the rate at which homes can actually be built. At this growth rate, and with the current density of this growth, the District can handle additional growth within the existing acreage for the next 20 years.

In pipe analysis, the DEQ guidelines say that when a pipe is at 75% of its capacity, upgrading the pipe should be a consideration. Mr. Noel presented a spreadsheet with projected growth of various areas, indicating which sewer lines will be reaching capacity in the future. This information will be useful as the roads are improved, allowing IBSD to plan on sewer main upgrades.

00:45:00

The next step being considered is the condition of the lines. This information will be incorporated in the study. This is an important aspect of the study when funding for projects is required. They are also looking at where the byproducts of treatment can go so that recommendations for a treatment facility can be made. There is a solid component of treatment that has to be disposed as well as the fluid portion.

Mr. Noel mentioned that the City of Ucon is looking at alternatives to treatment as well. Mr. Esplin inquired if IBSD could partner with them in some way. The opinion is that they are wanting to be independent.

They have also been looking at possible locations for a treatment plant. Mr. Noel did let the Board know they are welcome to attend the weekly meetings and any input or questions regarding the study is also welcome. He will present another update at the meeting in two months.

01:05:10

01:05:10 **EMPLOYEE MANUAL UPDATE AND APPROVAL**

Mr. Esplin had a few questions on sections as to whether they are to be left in. Ms. Bridges will clean this up for the final draft. A few other changes were discussed. The manual comes from ICRMP and is updated to fit IBSD employee policies.

MOTION: Mr. Cousin made a motion to approve the Employee Manual as outlined. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:09:25

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01:09:25 **APPROVAL OF MINUTES: 03/16/2022**

MOTION: Mr. Belliston made a motion to approve the minutes for March 16, 2022. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:10:00

01:10:00 **PAYMENT OF BILLS**

Ms. Bridges presented the bills with explanation.

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

01:11:30

(Mr. Nelson left the meeting)

01:11:30 **EXECUTIVE SESSION: IDAHO CODE: 74-206 (1)(F) PENDING LITIGATION
EXECUTIVE SESSION: IDAHO CODE: 74-206 (1)(E) CONTRACT
NEGOTIATIONS**

MOTION: Mr. Belliston made a motion that the Board move into Executive Session pursuant to Idaho Code: 74-206 (1)(f) pending litigation and Idaho Code: 74-206 (1)(e) contract negotiations. **MOTION SECONDED:** Mr. Cousin seconded. **MOTION PASSED:** Roll call vote 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Mr. Cousin)

01:12:25

00:00:00 ES

MOTION: Mr. Belliston made a motion that the Board move out of Executive Session pursuant to Idaho Code: 74-206 (1)(f) pending litigation and Idaho Code: 74-206 (1)(e) contract negotiations. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** Roll call vote 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Mr. Cousin)

00:00:40 ES

Ms. Sasser stated that as a result of Executive Session no action was taken as a result of pending litigation. As for contract negotiations, the Board will sign and finalize the contract with Bonneville County on the advice of legal counsel and engineers.

MOTION: Mr. Belliston made a motion to approve the contract with Bonneville County for the 45th East project. **MOTION SECONDED:** **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Mr. Cousin)

00:01:15 ES

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00:01:15 ES **ADJOURNMENT**


The meeting adjourned at 7:22 p.m.



Brady Belliston, Chairman of the Board of Directors

5/18/22

Date



Robert Esplin, Secretary/Treasurer

5/19/22

Date



IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses 04/20/2022

		Previous Month	Current Month
Advantage Emp Solutions	Payroll, Employee, Board	\$ 15,202.56	\$ 18,668.35
Amazon	Supplies / Desk	\$ -	\$ 94.99
Bonneville County Recorder	Recording Williams & Sons	\$ 118.00	\$ 50.00
Broulim's Store	Board Meeting Supplies	\$ 22.75	\$ 18.64
Buff N Shine	Office/Windows Cleaning	\$ 200.00	\$ 200.00
Caselle	Software Support	\$ 900.00	\$ 900.00
Chase Paymentech	Merchant Processing Fees	\$ 1,497.84	\$ 1,676.11
Checks Unlimited	Checks	\$ -	\$ 75.69
City Of Ammon	Sewer Treatment	\$ 4,095.00	\$ 4,095.00
City of Ammon	Fiber Optics	\$ 25.00	\$ 25.00
City of Idaho Falls	Connection Fees - February	\$ 11,058.00	\$ 28,518.00
City of Idaho Falls	Sewer Treatment	\$ 132,056.60	\$ 135,991.74
City of Idaho Falls	Battery replacement	\$ 139.95	\$ -
Delta Dental of Idaho	Dental Insurance	\$ 76.96	\$ 76.96
Dropbox Inc	Dropbox software	\$ 19.99	\$ 19.99
Falls Printing	Wall Maps updated	\$ -	\$ 141.90
Falls Water	Office Water-bldg./Hydrant	\$ 105.35	\$ 105.35
Forsgren	Engineering Services	\$ 5,456.00	\$ 30,470.00
Freedom Mailing	Monthly Statements	\$ 2,182.03	\$ 2,234.01
GoDaddy.com	Year Domain Renewal	\$ -	\$ 526.03
ICRMP	Insurance	\$ 2,744.50	\$ -
Intermountain Gas	Office Utility - Gas	\$ 72.30	\$ 43.32
Jim's Trophy Room	Notary Stamp	\$ 15.90	\$ 32.95
Jive Communication	Office Telephone Service	\$ 137.57	\$ 129.74
Monday.com	Software Support	\$ 288.00	\$ -
NCPERS Group Life	NCPERS - Empl Life Insurance	\$ 32.00	\$ 48.00
PC Plus	IT Services	\$ -	\$ 150.00
Post Register	4 legal notice annexations	\$ 242.30	\$ -
Public Retirement System	PERSI	\$ 4,081.38	\$ 5,345.97
Regence BS	Health Insurance	\$ 1,967.34	\$ 1,967.34
Rocky Mountain Power	Electrical, Lift Stations, Meters, Office	\$ 965.47	\$ 904.02
Searle Hart & Associates PLLC	1099 Preparations	\$ 40.00	\$ -
Staples		\$ -	\$ 170.26
SIF State Insurance Fund	Oct Nov Dec	\$ 202.00	\$ -
The Hartwell Corporation	Notary Stamp	\$ 40.00	\$ -
USPS.com		\$ -	\$ -
Utility Billing - Refunds	Refunds to Patrons	\$ 845.66	\$ 116.00
Valley Best Carpet Cleaning	Carpet Cleaning	\$ 505.00	\$ -
Western Recycling	Jan Feb Mar	\$ 51.00	\$ -
Xpress Bill Pay	Online payments	\$ 2,410.16	\$ 2,282.10
Yost Business Systems	Printing overage charge	\$ -	\$ 186.22
		\$ 187,796.61	\$ 235,263.68
ISU (Lookout) Credit Union	Replenish Office Account	\$ 1,988.97	\$ 1,781.03