



**Bannock Utility Coordinating Council**  
3636 Jason Avenue | Pocatello, ID 83204  
Phone (208) 681-9228

Merril Quayle, President  
JJ Murphy, Vice President  
Bridger Morrison, Secretary/Treasurer

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# Bannock Utility Coordinating Council

Meeting Minutes  
October 14, 2020  
10:00 a.m.

City Hall – Council Chambers

**Bannock Utility Coordinating Council Meeting Minutes**  
**October 14, 2020 10:00 a.m.**  
**City Hall – Council Chambers**

**1. Welcome/Attendees Sign-In**

- Meeting was called to order by JJ Murphy, Bannock UCC Vice President, at 10:01 a.m.
- Attendees: **See Attachment A**

**2. Approval of Minutes from the September 9<sup>th</sup> meeting**

Council was asked to approve the minutes from the September 9<sup>th</sup> meeting as written. Motion to approve made by Bridger Morrison and seconded by Andrea Sheppard.

**3. By-Laws**

- **See Attachment B.** Please review and give updates/suggestions at our November meeting.

**4. Financial Report**

- Currently, the BUCC has an account balance of \$1,729.11. No changes.
- Discussion: \$25 annual dues. Should we increase this amount or keep it the same?
  - Consensus was to increase the dues, but to what amount? Will discuss further and vote on an amount in November before 2021 invoices go out.
  - Merrill to speak to Alan with the Idaho UCC regarding refunding. That will help us make a decision on how much we should charge for yearly dues.
- Brenda will be sending out the 2021 invoices for dues the 1<sup>st</sup> week of December.

**5. Veteran's Day (November 11, 2020) Meeting**

- Motion was made to move the meeting to Wednesday, November 18<sup>th</sup>. Motion to approve was made by JJ Murphy and seconding by Russell Christ. Location TBD.

**6. Items from Idaho UCC**

- Bob Chandler is the IUCC website contact person and can be reached at [bobchandlercda@gmail.com](mailto:bobchandlercda@gmail.com)

**7. Digline Information and News**

- **See Attachment C** for ticket summary and notifications by county.

- Discussion: Andrea expressed concerns about doing a design locate at the start of a project. GIS maps are provided by Digline which are helpful, but they are not always 100% accurate. Paint marks are critical. JJ agreed to call Julie at Digline to find out the process and will follow up with this in our November meeting.

#### **8. Damage Prevention Board News**

- Bill Hale, Damage Prevention Program Specialist 208-332-7140
- Link to the meeting dates and agendas:  
<https://dbs.idaho.gov/boards/dpboard/dpmeetings.html>
- Discussion: Merrill doing a presentation on October 27<sup>th</sup> to subcommittees regarding service lines, what defines an emergency, sewer lines, boring, etc.

#### **9. UCC Damage Prevention Breakfast Date Discussion**

- Planning on Wednesday, February 24<sup>th</sup>. We are moving forward, hoping for the best concerning COVID.
- Discussed finding a larger venue to accommodate more people and social distancing. Suggestions included ITD District 5, Bannock County Fairgrounds, City Fleet Department, or the City Water Shop. Merrill will check with each of these locations and discuss further in our November meeting.

#### **10. Nomination of Officers** – waiting until November to proceed.

#### **11. Open Discussion on Projects Within the Area of Influence**

##### ***Mickelsen Construction (Robbie Austin):***

- Portneuf Venture – old Hoku site
- ISU track

##### ***JUB (Andrea Sheppard):***

- Pocatello High School construction
- McCammon – repaving and widening the road in front of the Flying J
- Blackfoot Bridge – 2024. Will be talking with utilities within the next month

##### ***Sparklight (Russell Christ):***

- New subdivisions

##### ***City of Chubbuck (Bridger Morrison):***

- Nothing to report at this time

***Intermountain Gas (JJ Murphy):***

- Sandpiper
- Boring on New Day Parkway

***City of Pocatello (Merril Quayle):***

- Subdivisions in Review/City Council
  - Trail Creek Vistas Div 1
  - High Terrace Div 1
  - The Ridge
  - The Ridges Townhouse Div 1 (PUD)
- Subdivisions under Construction
  - Breezy Apartments
  - Trail Creek Estates Div 4
  - Juniper Reserve Div 3
  - Reed
  - Northgate District Div 1
- Reported working on the following projects:
  - Hawthorne/Quinn – working on utilities relocation
  - 5<sup>th</sup> and Jason Safety Project
  - Frigitek at the Airport
  - Kartchner Apartments
  - Pocatello LDS Temple
  - Carson Street Bridge Project – Open House October 27<sup>th</sup> 5 – 7 p.m. Pocatello City Hall Council Chambers. Adhere to COVID precautions.
- Street Department
  - Working on 2020 road maintenance plan
  - Starting Fall leaf pickup
  - Waterline patching
- Water Department
  - Working on FY2020 CIP Projects (E Dunn, S 3<sup>rd</sup>, E Lovejoy)
  - Working on 2021 project maps and schedule
- WPC
  - CIPP lining FY21 Project
  - Whitman Lift Station design
  - Flandro Lift Station construction (IMC)

**12. Any other items from the council – N/A**

**13. Review of any action items**

- Merrill – follow up with Alan at IUCC regarding funding and check on venue options for the breakfast
- JJ – follow up with Julie at Digline regarding the process for design locates

**14. Next meeting**

Scheduled for Wednesday, November 18<sup>th</sup> at 10:00 a.m.

**15. Adjourn**

Meeting adjourned at 10:59 a.m.

APPROVED BY:

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MERRIL QUAYLE, PRESIDENT

ATTEST:

\_\_\_\_\_  
BRIDGER MORRISON, SECRETARY/TREASURER

PREPARED BY: Brenda Andrews

DRAFT

# ATTACHMENT

# A

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## Attendees Sign-In

**Bannock Utility Coordinating Council Meeting**  
**Location: City of Pocatello City Council Chambers, City Hall**

**Conducting:**

**Date/Time:**

Name	Representing	Email	Phone Number	Initials
Andrews, Brenda	City of Pocatello Engineering	<a href="mailto:bandrews@pocatello.us">bandrews@pocatello.us</a>	208-234-6225	BA
Austin, Robbie	Mickelson Construction	<a href="mailto:mikoestimator@gmail.com">mikoestimator@gmail.com</a>	208-339-3805	RA
Blair, Bret	Williams NW Pipeline Co.	<a href="mailto:bret.blair@williams.com">bret.blair@williams.com</a>	208-317-5865	
Bringhurst, Kirsten	Utility Vac N Fill	<a href="mailto:utilityvacfill@gmail.com">utilityvacfill@gmail.com</a>	208-417-8558	
Brooks, Doug	Syringa Networks	<a href="mailto:dbrooks@syringanetworks.net">dbrooks@syringanetworks.net</a>	208-520-9233	
Christ, Russell	Sparklight	<a href="mailto:russell.christ@sparklight.biz">russell.christ@sparklight.biz</a>	208-223-0648	RSC
Delos Reyes, Frank	Marathon Pipeline	<a href="mailto:FHDelosReyes@marathonpetroleum.com">FHDelosReyes@marathonpetroleum.com</a>	360-448-5137	
Halstead, Melodie	ITD	<a href="mailto:melodie.halstead@itd.idaho.gov">melodie.halstead@itd.idaho.gov</a>	208-239-3370	
Havlovick, Caryn	Bannock County		208-236-7230	
Kramer, Eric	USIC	<a href="mailto:erickramer@usicllc.com">erickramer@usicllc.com</a>	208-351-7215	
Morrison, Bridger	City of Chubbuck	<a href="mailto:bmorrison@cityofchubbuck.us">bmorrison@cityofchubbuck.us</a>	208-237-2430	BM
Murphy, JJ	Intermountain Gas Co.	<a href="mailto:james.murphy@intgas.com">james.murphy@intgas.com</a>	208-241-8710	Q
Parrish, Daniel	Direct Communications		208-406-3503	
Quayle, Merril	City of Pocatello	<a href="mailto:mquayle@pocatello.us">mquayle@pocatello.us</a>	208-681-9228	MQ
Sheppard, Andrea	J-U-B	<a href="mailto:asheppard@jub.com">asheppard@jub.com</a>	208-589-8756	AS
Stucki, Clair	Idaho Power	<a href="mailto:cstucki@idahopower.com">cstucki@idahopower.com</a>	208-221-2677	

# ATTACHMENT B

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# BY-LAWS OF THE BANNOCK UTILITY COORDINATING COUNCIL

The Bannock Utility Coordinating Council shall be an organization dedicated to the promotion of good communications, human relations and the dissemination of information relative to the operations, maintenance, construction and future planning of any and all utilities located in and serving the area in Bannock County, Idaho.

The Charter Members of the Bannock Utility Coordinating Council shall be:

City of Pocatello	Idaho Transportation Department, D5
CenturyLink	Direct Communication
Intermountain Gas Company	Williams Companies Inc.
Tesero Logistics (Pocatello Terminal)	Optics Media LLC.
J.R. Simplot Company (Don Plant)	Idaho Power Company
Cable One	Syringa Networks
Dig Line, Inc.	City of Chubbuck

The officers of the Bannock Utility Coordinating Council shall be: President, Vice-President, and Secretary/Treasurer.

The Board of Directors of the Bannock Utility Coordinating Council shall be the elected officers and the Immediate Past President of the Council.

All officers shall serve on a calendar year basis from January through December, or until their successors are elected and qualified.

The President can appoint a Nominating Committee, or have open nominations each year. Prior to the annual meeting in December of each year, the Nominating Committee shall present nominees for election to each of the offices of the Bannock Utility Coordinating Council.

Should a vacancy occur during the elected term of office, the Board of Directors shall appoint a member to serve for the remainder of the calendar year.

No more than one representative of a member firm or agency shall be an elected officer of the Bannock Utility Coordinating Council at any one time. This restriction shall not apply to membership of the Board of Directors.

No salaries shall be authorized for any officer or other position in the Bannock Utility Coordinating Council.

Membership dues shall be determined by the Board of Directors subject to the approval of the membership to meet the financial requirements of the Council. Membership dues shall not exceed Twenty-Five Dollars (\$25.00) per year without approval of the Charter Members of the Bannock Utility Coordinating Council.

All Bannock Utility Coordinating Council members failing to pay the annual dues shall lose their voting right in the Council at successive meeting until such time payment is made.

A list of members representing the Bannock Utility Coordinating Council will be maintained and published by the Secretary/Treasurer.

Any two of the three officers on the Board of Directors shall be authorized to sign checks for the disbursement of Council funds. The Treasurer shall furnish an Annual Financial Statement at the December meeting and at such other times as required by the Board of Directors.

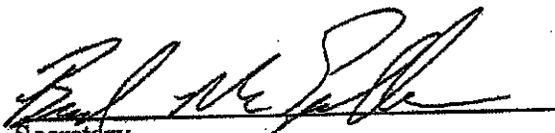
The By-Laws of the Bannock Utility Coordinating Council may be amended by a majority vote of the membership present at a meeting called for that purpose with notice to all members of the Council.

The Council shall meet at monthly intervals on the regular day and time previously determined by the Council. The President and/or the Vice-President and the Secretary/Treasurer jointly may call a special meeting by giving written notice to each member at least forty-eight (48) hours in advance of the meeting.

Other organizations or persons may become members of the Bannock Utility Coordinating Council upon evidence of interest in the purposes and goals of the Council.

These By-Laws are hereby adopted at the regular meeting of the Bannock Utility Coordinating Council on this 14<sup>th</sup> day of January 2015.

  
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President

  
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Secretary

# ATTACHMENT C

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**Total Ticket Summary - Inbound**

Month	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Jan	2,858	2,806	2,568	3,944	4,078	4,400	2,864	5,782	7,651	8,110
Feb	2,922	3,650	3,660	4,203	5,908	6,225	5,546	6,813	5,565	9,147
Mar	4,925	5,171	6,390	7,775	9,477	9,929	10,926	10,246	12,035	13,177
Apr	6,925	7,538	9,072	10,123	10,822	11,643	11,719	14,030	16,229	16,550
May	8,027	8,759	9,650	10,145	9,891	11,791	13,726	15,147	15,838	16,884
June	7,948	7,822	8,322	9,896	10,839	11,894	13,057	13,585	14,410	16,866
July	6,574	7,079	8,393	9,264	10,076	10,201	11,520	12,839	15,322	16,792
Aug	7,013	7,555	8,328	8,318	9,516	11,965	12,589	13,565	14,697	16,429
Sept	6,529	7,125	7,770	8,453	9,884	11,270	10,434	11,711	13,689	16,222
Oct	6,151	7,634	7,705	8,155	8,780	9,888	11,363	13,309	13,761	
Nov	4,371	5,012	5,030	5,062	6,055	8,069	8,314	9,486	9,891	
Dec	2,956	3,150	3,064	4,408	4,245	3,749	5,192	5,598	7,563	
<b>Yearly Totals</b>	<b>67,199</b>	<b>73,301</b>	<b>79,952</b>	<b>89,746</b>	<b>99,571</b>	<b>111,024</b>	<b>117,250</b>	<b>132,111</b>	<b>146,651</b>	<b>130,177</b>



## Notifications by County 2020 - Inbound

County	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Ada	3,496	4,112	5,098	5,434	5,589	5,650	5,762	5,817	5,709				46,667
Adams	2	5	23	58	58	63	77	95	71				452
Bannock	262	303	517	831	962	861	650	722	815				5,923
Bear Lake	12	7	17	115	108	134	176	193	118				880
Bingham	124	129	353	490	378	391	316	289	332				2,802
Blaine	23	39	130	324	588	613	457	489	549				3,212
Boise	18	19	88	174	158	182	196	132	151				1,118
Bonneville	336	359	780	1,412	1,362	1,379	1,806	1,408	1,178				10,020
Butte	3	0	52	34	28	19	22	31	18				207
Camas	1	1	3	7	14	17	4	8	11				66
Canyon	1,597	1,900	2,191	2,398	2,252	2,225	2,116	2,238	2,355				19,272
Caribou	9	9	28	76	83	64	75	78	59				481
Cassia	74	121	218	201	216	198	230	198	168				1,624
Clark	0	0	11	34	24	4	4	12	8				97
Clearwater	13	19	34	51	94	79	84	74	75				523
Custer	0	2	8	29	100	105	37	44	39				364
Elmore	250	162	237	300	259	290	210	195	264				2,167
Franklin	43	52	73	126	111	110	107	94	109				825
Fremont	30	13	49	186	351	392	486	429	338				2,274
Gem	112	104	192	206	163	175	163	134	173				1,422
Gooding	62	58	103	114	99	112	85	68	82				783
Idaho	37	59	70	112	95	110	114	94	110				801
Jefferson	67	82	272	520	482	452	371	423	260				2,929
Jerome	125	140	164	190	150	132	151	168	225				1,445
Latah	125	134	323	363	353	342	356	313	308				2,617
Lemhi	15	7	40	103	81	59	128	178	104				715
Lewis	9	25	18	32	21	26	27	42	24				224
Lincoln	30	43	49	38	27	19	29	20	21				276
Madison	47	47	124	281	297	262	275	228	290				1,851
Minidoka	147	113	169	202	198	196	162	151	133				1,471
Nez Perce	220	218	325	378	321	354	297	338	294				2,745
Oneida	12	4	28	52	53	49	38	30	32				298
Owyhee	51	76	110	104	80	86	57	59	75				698
Payette	132	168	226	283	283	255	249	224	208				2,028
Power	26	42	115	66	85	86	98	86	84				688
Teton	15	22	56	152	220	225	233	180	392				1,495
Twin Falls	547	495	750	812	738	717	686	663	631				6,039
Valley	11	11	21	128	312	343	369	402	336				1,933
Washington	27	47	112	134	91	90	89	82	73				745
<b>Total</b>	<b>8,110</b>	<b>9,147</b>	<b>13,177</b>	<b>16,550</b>	<b>16,884</b>	<b>16,866</b>	<b>16,792</b>	<b>16,429</b>	<b>16,222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130,177</b>