

# OFFICIAL IBSD MINUTES

DECEMBER 18, 2013  
IONA-BONNEVILLE SEWER DISTRICT (IBSD)  
MONTHLY BOARD MEETING

Meeting called to order by Chairman Kelly Howell at: 7:10 p.m.

**Board Members Present:** Kelly Howell (Chairman); Mike Klingler; Jason Blundell; Glen Clark; Robert Esplin

**IBSD Staff:** Cindy Wellman, Manager; Donna Bridges, Field Coordinator

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

**Public:** Kevin Harris, Forsgren & Associates;

**Agenda Items:**

1. Wildwood force main, update: Kevin Harris, Forsgren Associates
2. Bid documents, camera/clean IBSD sewer lines, update: Kevin Harris, Forsgren Associates
3. Public records request from IBSD for DEQ maps of District, update.
4. IBSD payment approval options for direct withdrawal vendors.
5. Approval of minutes: 11/20/2013
6. Approval of bills and possible employee holiday bonus

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

00:00:00      **WILDWOOD FORCE MAIN, UPDATE: KEVIN HARRIS, FORSGREN ASSOCIATES**

Mr. Kevin Harris presented the Board with an update on the Wildwood Force Main project. He has received approval for the permit from the railroad company for the crossing. He will give Tony Sasser a copy of the agreement for review and once approved the permit will be signed and submitted with the \$1,500.00 permit fee. This will be included in the specifications for the contractor since there are special stipulations regarding insurance and other requirements that will be part of the contract. He has completed the profile of the plans. He is waiting for the electrical engineer to finish the work on the backup generators. Once this is done he can submit to DEQ for approval.

00:04:35

00:04:35      **BID DOCUMENTS, CAMERA/CLEAN IBSD SEWER LINES, UPDATE: KEVIN HARRIS, FORSGREN ASSOCIATES**

Mr. Harris presented a draft of the bid documents for the videoing of sewer lines project. Once the documents are approved by the Board the project dates will need to be determined and then advertised for bids.

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The lowest bidding contractor will win the bid but the Board has the option to throw out all submittals if there is an issue they are not happy with. The requirement for software allowing us to link our videos with GIS will be requested. Once the deficiencies are identified from this project a plan for repairs can be developed.

Mr. Harris will send a copy of the documents to Mr. Sasser for review once final edits are completed. The areas to be videoed are identified on maps included in the bid documents. Mr. Harris asked the Board to review the maps and exclude any areas they felt did not need to be inspected.

Mr. Klingler requested that since the videoing will be compatible with the GIS that the manholes and inverts be recorded for use. Mr. Harris will check and make sure the contractors have this ability and include it in the bid documents.

00:29:40

00:29:40           **PUBLIC RECORDS REQUEST FROM IBSD FOR DEQ MAPS OF DISTRICT, UPDATE**

Ms. Bridges stated that a list of plan drawings that are not on file has been presented to DEQ as a public records request. There will be a charge for time of about \$12.00 per hour. Once the drawings are provided they will be shared the information with the City of Idaho Falls to assist in the completion of their records.

00:32:00

00:32:00           **IBSD PAYMENT APPROVAL OPTIONS FOR DIRECT WITHDRAWAL VENDORS**

Ms. Wellman stated that one of the comments on the financial audit was the fact that vendors have access to IBSD bank accounts, specifically the company that provides payroll services. She has researched a couple options to remedy this. One is to provide a separate account to be used just for payroll. The second option is to allow vendors to have access to the current bank accounts with a fixed number of transactions and/or limits on the amount the vendor could allowed to access. The bank offers a couple ways, with different pricing, to allow this. It is \$50.00 per vendor with the limits that the bank monitors or a \$5.00 fee per transaction to self monitor flagged transactions where manual approval is given for the withdrawal.

The Board discussed these options. Mr. Esplin does not see an advantage of setting up a separate account and likes the options of setting limits for vendors. Mr. Blundell does not think there is a high risk but the Board agrees that something should be done so this does not show up as an item on the audit each year. Mr. Blundell believes the best method is to set up vendors in the system with limits on the number and amount of each transaction each month.

The Board requested that Ms. Wellman get additional information on the options and how the costs are charged by the bank.

00:59:00

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00:59:00           **APPROVAL OF MINUTES: 11/20/2013**

**MOTION:** Mr. Blundell made a motion to approve the minutes for November 20th, 2013.

**MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:59:50

00:59:50           **APPROVAL OF BILLS AND POSSIBLE EMPLOYEE HOLIDAY BONUS**

Mr. Blundell inquired as to what the contract with B&K Lawn Care since there is a charge for multiple snow removals during a weekend. The Board would like the snow removed on Monday mornings if there is a snow event during the weekend. Ms. Wellman will make the request to B&K.

**MOTION:** Mr. Blundell made a motion to pay the bills as presented with the exception of B&K, which will be paid minus two snow pushes done over a weekend in December. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:13:30

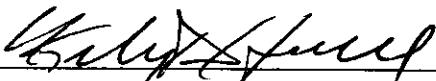
Ms. Wellman asked if the employees could have the half days off on Christmas Eve and New Years Day as has been the case in the past. She also inquired if the Board would like to offer a holiday bonus to the employees.

**MOTION:** Mr. Blundell made a motion to pay the employees a \$100.00 bonus and allow half days on Christmas Eve. and New Years Eve. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

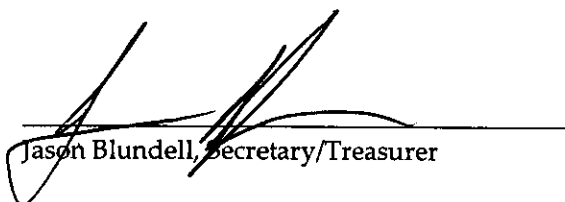
01:16:40

01:16:40           **ADJOURNMENT**

The meeting adjourned at 8:20 p.m.

  
\_\_\_\_\_  
Kelly Howell, Chairman of the Board of Directors

2-26-2014  
Date

  
\_\_\_\_\_  
Jason Blundell, Secretary/Treasurer

2/26/14  
Date

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## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses - December 18, 2013

AFLAC	Insurance	\$	464.10
App Assure - Dell	Maintenance - Computer backup	\$	182.10
Bank of Commerce	Replenish Office Account	\$	585.71
BK Professional Services	Lawn Maintenance	\$	545.00
Blue Skies Product Distributing	Bottled Water for Office	\$	10.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Caselle	Software Support	\$	598.67
Century Link	Telecommunications	\$	307.15
Chase Paymentech	Merchant Processing Fees	\$	350.92
City of Ammon	Sewage Treatment - Below the Meter	\$	8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	53,407.20
City of Idaho Falls	Quarterly Sewer Line Maintenance	\$	616.94
Falls Water	Office water and sewer line flushing	\$	58.75
Forsgren Associates	Sewer line bid, Wildwood lift force main design	\$	7,680.00
Healthsmart Benefit	NCPERS - PERSI Ins	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	43.28
Keller Associates	Birchwood subdivision/liftstation review	\$	174.25
Lincoln Employee Benefit	Payroll, Employee, Board	\$	5,977.13
PC Plus	Computer support, server install, Windows 7(2)	\$	112.50
Rocky Mountain Power	Utility - Lifts, Meters, Office,	\$	664.01
Sam's Club	Heaters - 2	\$	319.96
Sasser Law Office	Legal	\$	1,574.00
United Mailing Direct	Monthly Statements	\$	1,743.61
Utility Billing - Refunds	Refunds to patrons	\$	1,708.95
Xpress Bill Pay	Online Banking	\$	993.49

Total \$ 86,442.72