

# OFFICIAL IBSD MINUTES

NOVEMBER 28, 2012  
IONA-BONNEVILLE SEWER DISTRICT (IBSD)  
MONTHLY BOARD MEETING

Meeting called to order by Chairman Kelly Howell at: 7:07 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:** Dan Hunting, patron; Dianne Poole, patron; Marvin Fielding, Schiess & Associate; Rodney Ellsworth, Ellsworth & Associates

**Agenda Items:**

1. PUBLIC HEARING: Annexations: School District 93 and Arthur Clark
2. Sewer charges for home businesses
3. Beach's Corner
4. Review of CCTV project
5. Board review of revised customer statements
6. IBSD server purchase, ESRI ArcView purchase
7. IBSD holiday hours
8. Board meetings 2013
9. Approval of minutes: 9/26/2012 and 10/17/2012
10. Payment of bills
11. Adjournment

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

00:00:00            **PUBLIC HEARING: ANNEXATIONS: SCHOOL DISTRICT 93 AND ARTHUR CLARK**

Mr. Howell opened the meeting by informing the attendees that the City of Idaho Falls had sent a letter approving annexation for School District #93 and Arthur Clark. In the approval letter Idaho Falls stated that although they are allowing this area to be included within the IBSD service area, that simply expanding the service area does not guarantee future service to all areas located within the boundary and providing service to any areas within the boundary is affected by agreement with the City.

The Board did not require further discussion on this matter. No public comments were made and the public hearing was closed.

00:02:40

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00:02:40            **SEWER CHARGES FOR HOME BUSINESSES**

Ms. Bridges stated that there has been a policy to charge different rates for home businesses but this has not been enforced since there was not a formal rate structure in place. With the recent adoption of the commercial rate policy she has been trying to enforce the policy but several issues have been raised with regards to enforcing the policy fairly.

The patrons affected are primarily home hair salons and home daycares. One of the problems is actually identifying all of the businesses in the District. Another issue brought up is someone may have a small business with few clients but are using less water than a large family. Ms. Wellman recommends that the policy of charging home based businesses a different rate be changed.

Mr. Esplin asked to clarify at what point a home based business just becomes a business and suggested using the county zoning. Ms. Wellman stated that some of the zoning allows either a home or professional business. Mr. Sasser stated there is also "soft" commercial zoning which is a mix of commercial and residential. The Board discussed several ways to determine use and agreed this was a common sense issue if the home was being used as a residence.

**MOTION:** Mr. Klingler made a motion to not charge an extra fee for a home based business.  
**MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:21:30

00:21:30            **BEACH'S CORNER**

Ms. Wellman stated there have been reports of a commercial business dumping at Beach's Corner. It has been confirmed that a bus service does use the facility a few times a month on longer runs. The waste is considered to be domestic strength waste. The Board discussed requesting Bonneville County to put signage up stating that commercial users are not allowed. Mr. Klingler stated that if this is not defined then users will not know there are restrictions on use and it has always been that the dump was for residential only.

00:30:20

00:30:20            **REVIEW OF CCTV PROJECT**

Ms. Bridges stated that the first project for closed circuit video of the lines has been completed. The lines generally look good but there are a few problem areas. Fall Creek subdivision had a few issues that will require additional cleaning. Some of the older lines on Lincoln Road and Crowley road have cracks and exposed aggregate. She would like to have someone with more expertise evaluate and recommend repairs.

Ms. Bridges stated that there are several manholes that have been overlaid and she would like to proceed with getting them located and uncovered. The Board expressed they would like to continue the videoing of lines as recommended in the facility planning study and would like to make the repairs for the areas identified with this project.

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Mr. Clark suggested speaking with an engineer for recommendations and putting this work out to bid. This was approved with the acceptance of the maintenance plan.

00:43:20

## 00:43:20 BOARD REVIEW OF REVISED CUSTOMER STATEMENTS

Ms. Wellman presented drafts of new statements prepared by United MicroData. The new statements include various changes that will hopefully be less confusing and allow the payment history to be clearer. It also includes an area to input credit card information which will be implemented in December. She also wants to include Xpress Billpay information with the statements letting patrons know that online payments are now an option. She is also excited about finally implementing utilizing landlord information.

The only credit cards that will be accepted are Visa, MasterCard and Visa. The Board discussed all of the changes with the accounts and payment options and instructed Ms. Wellman to proceed with new statements and billing inserts.

00:51:00

## 00:51:00 IBSD SERVER PURCHASE, ESRI ARCVIEW PURCHASE

Mr. Klingler stated that the server is getting slow and is no longer supported by Caselle. He originally looked at getting a server with a backup but Dell recommended getting two servers so the second one becomes the back up if one server fails. He presented the quotes for the new servers. The purchase of a new server was approved by the Board but this quote is over the approved amount.

As part of the installation of the new servers he would like PC Plus, previously approved to provide computer services, to be involved with the idea they will take over computer maintenance in the future. At present, Mr. Klingler has been providing service at no charge to the District.

**MOTION:** Mr. Blundell made a motion to approve the purchase of the new servers and networking equipment as presented by Mr. Klingler. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:01:15

Ms. Wellman stated that the Board has approved the purchase of the mapping software for ESRI. She determined it was cheaper to purchase the software new instead of paying the maintenance. She let the Board know she is proceeding with this purchase.

Ms. Wellman officially thanked Mr. Klingler for all his work on the computers.

01:03:30

## 01:03:30 IBSD HOLIDAY HOURS

Ms. Wellman stated it is the time of year again to discuss the holiday hours for employees. This year Christmas Eve and New Years Eve is on a Monday. In the past the office was open a half

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day, closing early. The Board discussed and agreed since these days fall on a Monday the office will be closed all day.

01:06:05

## 01:06:05 BOARD MEETINGS 2013

The Board discussed the meeting dates for 2013 and decided to keep meetings on the fourth Wednesday of the month. November and December will be adjusted for the holidays. Ms. Wellman will publish the meeting dates in the paper and make the proper notifications.

01:12:15

## 01:12:15 APPROVAL OF MINUTES: 9/26/2012 AND 10/17/2012

Mr. Blundell asked for the 2013 Budget to be put on the agenda for the next meeting. The Board reviewed the minutes.

**MOTION:** Mr. Klingler made a motion to approve the minutes September 26, 2012 and October 17, 2012 as written. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:20:30

## 01:20:30 PAYMENT OF BILLS


The Board reviewed the bills in detail. Ms. Wellman also stated she wants to have someone come in and evaluate the heating system for the building.

**MOTION:** Mr. Clark made a motion to pay the bills. **MOTION SECONDED:** Mr. Blundell seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

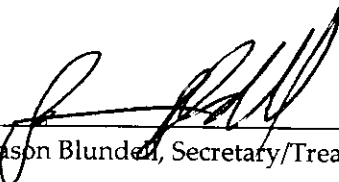
01:25:25

## 01:25:25 ADJOURNMENT

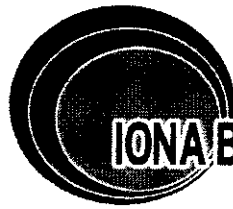
The meeting adjourned at approximately 8:30 p.m.

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

12-20-2012  
Date

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

12/20/12  
Date



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## IONA BONNEVILLE SEWER DISTRICT

### MAILING

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Idaho Falls, Idaho  
83401

### OFFICE

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### OTHER

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## Monthly Expenses

November 28, 2012

AFLAC	Insurance	\$320.45
Amazon	Office Supplies	\$80.90
Bank of Commerce	Replenish Office Account	\$1485.99
BK Professional Services	Building Maintenance	\$400.00
Blue Skies Product Distributing	Bottled Water for Office	\$25.00
Bonneville County Taxes	Taxes on lots	\$62.00
Buff N Shine Building Maint.	Office Cleaning	\$225.00
Caselle	Software Support, Credit Card Module	\$4998.67
Century Link	Telecommunications	\$319.60
Cherry Glass	Door Repair	\$120.00
City of Ammon	Sewage Treatment	\$8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$58390.20
Donna Bridges	Reimbursement Travel-Boise Evidence	\$583.00
Falls Water	Hydrant Meter/Sewer Line Maintenance	\$143.86
HealthSmart Benefit	Insurance	\$48.00
Intermountain Gas Co.	Office Utility - Gas	\$4.88
Mel's Lock and Key	Repair Mailbox Key	\$45.00
Lincoln Employee Benefits	Employee/Board Wages	\$20,976.28
Pipeline Inspection Services	CCTV/Cleaning Sewer Line	\$36260.00
Post Register	Legal Notice - Board Meeting	\$339.51
Porter's	Office Supplies	\$17.58
Rocky Mountain Power	Utility - Lifts, Meters and Office	\$553.18
Sam's Club	Stamps, PTs and Trash	\$254.80
Sasser Law Office	Legal	\$2051.50
Spokeo.com	Address Lookup-Patrons	\$14.85
State Insurance Fund	SIF	\$128.00
United Mailing Direct	Monthly Statements	\$3361.46
Utility Refunds	Refunds Patrons	\$448.50

Total: \$139,834.21