

IBSD MEETING MINUTES - JANUARY 21, 2009

A regular monthly meeting of the Board of Directors of the Iona Bonneville Sewer District, a political subdivision of the State of Idaho, was held at the District Office, 1555 E. Lincoln Road, Idaho Falls, Idaho on January 21, 2009 at 7:00 p.m.

Called to order by John Price at 7:01 p.m.

IBSD Board Present:

John Price
Mike Klingler
Susan Ring
Glen Clark

Also Present:

Susan Stucki
Adrian Beazer
Allen Beazer
Shawn Branson
Cindy Wellman – IBSD Manager
Kevin Harris – Forsgren Associates
Aaron Swenson – Forsgren Associates
Randy Richmond
Edie Richmond - IBSD
Sally Price
Brenda Klingler
Jason Blundell
Dave Jorgensen
Donna Bridges - IBSD

1. Call for additional agenda items.
2. Set-up time and date for work meeting for will serve letters and procedures for obtaining permits.
 - A. Discussion regarding combining meeting with Eagle Farms and will serve letters/permits. The special meeting will be at 11:00 a.m. Tuesday, January 27, 2009.
3. David Jorgensen – Discussion for 4 lots, IBSD 6651, 6686, 6617 and 6642 for refund on unbuilt properties.
 - A. David Jorgensen would like refund on vacant lots. After reviewing the circumstances, the board discussed what it would take to start and stop billing on a property. Within the Caselle system, it is possible to start and stop billing as we would like. Galen Weeks has IBSD 6642 and Galen and Susan Stucki have IBSD 6617 that they purchased from Mr. Jorgensen and are vacant as well.

MOTION---Mike, Glen seconded, motion to refund these back on the basis that it was not intent of the board to charge for sewer fees on vacant lots, and that we refund back all of the sewer fees that have been paid on these lots to date and that they put in a status where no fees will start again until June and then at that point if you need to continue (lots still vacant) that

you'll need to come in and address that with us at that point.

John amended to say that it would be 6 months, and then we'll work out whether it's better to do it on a June/December or just 6 months from the date. Mike, Glen – Yay, Susan – Nay (Not without refunding back hookup fees)

MOTION PASSED

- B. Mike questioned as to whether this could set this as policy. John advised the staff to find the old resolutions that relate to the 5-month policy and let the board know at the next meeting at which time we can reconcile the old resolution with the new one. Until then it will be an interim policy to refund vacant lots. Mike asked this to be placed on next agenda so that we can review what we've found after looking at the previous minutes. That way Cindy can act, rather than considering on a case by case basis.
- C. John stated that at that time (next meeting) we can also discuss whether hook-up fees need to be included in the refund as well.
(No motion)

- 4. Request for refund on unbuilt property – Galen Stucki – IBSD 6617 and Bart Weeks –IBSD 6642
 - A. The board discussed these two vacant lots and determined that it was the same situation as Mr. Jorgensen, therefore the refund would be given on previous billing with a 6 month delay on future billing. (see above)
- 5. Wright Taylor Development – Hal Wright: IBSD 2086, potential refund of \$76.10 because it now a road, not a house.
 - A. Discussion was had regarding the road that used to have a house there, but the house is now demolished. There is no house, therefore no sewer there.

MOTION—Susan moved to cancel delinquency. Mike seconded with amendment to include that we disconnect due to the house being torn down. 3-0, John abstains

MOTION PASSED

- 6. Shawn Branson – Branson Builders – Request for waiver on monthly billing on spec houses. IBSD #3728, Request to change addresses for IBSD: 7252 and 7239. What is the procedure for when a house number changes?
 - A. Mike questioned whether the spec homes were connected to Falls Water (yes) and a question was raised as to whether there could be a credit for time not used? The board felt that more details were needed and that Shawn Branson and Cindy Wellman could work these things out with proof. The decision will be postponed until it can be determined when the water was turned on.
 - B. Shawn requested to delay billing until a certificate of occupancy was issued for a house. When the certificate of occupancy is issued, Bonneville County could communicate with us and we could start billing at that time. It used to be this way in the past. John mentioned that we could possibly file a lien on every property, because if there is a lien on that property nothing could be done until lien is lifted. We could then collect the connection fee at either the point of sale or at the Certificate of Occupancy. Questions were raised about whether the Builders Sewer board group was still in existence. Susan felt that it probably didn't exist any longer.

- C. When a house number changes, the board felt that there are various ways to check for new addresses and the staff can proceed accordingly.
(No motion)
7. Credit: Adam Anderson IBSD #4511 – Incorrect receipt given in 2008
- A. Cindy stated that Adam had a receipt, without a dollar amount showing, that he was paid through March of 2009. Adam insists that he made a cash payment in 2008, though he is unsure of the exact amount. This amount was not credited to his account in Caselle. John advised that we need to go through the past receipts to see if we can find anything before a decision can be made.
(No motion)
8. Refund: Melissa Ball, IBSD 1792 Paid for direct pay after moving out.
- A. Melissa did not stop her direct pay and paid for a full year before the IBSD staff noticed that there was a different person living there. The money was collected from the new family living at the property, so IBSD is not out any money, but instead has the credit on the account. The board recommended refunding the money.
(No motion)
9. Refund: Justin and Lanae Hale overpaid on IBSD 3973-3980
- A. The Hale family has been making overpayments on their accounts and would now like that money refunded. The board decided to keep things as they are and advised the staff to let the Hale family know that they can keep the credit on the account, but that no refund would be issued.
(No motion)
10. Patron requests: Discount for paying sewer bills in advance.
- A. Several patrons have expressed interest in receiving a discount for paying for a year in advance. The board decided to put this item on the agenda for October 2009
(No motion)
11. Eagle Farms: Request to set up Special Meeting next week with the board of directors to discuss their account.
- A. Meeting scheduled for 1/28/2009 at 8:00 a.m. (changed from previous time)
(No motion)
12. Review of status regarding damage to metering station at Hitt/Lincoln: Wheeler Electric
- A. A metering station was damaged and Wheeler Electric has ordered the parts to fix it.
 - B. Cindy Wellman was advised to check with Wheeler to see if they make cans for metering stations as well as a concrete foundation.
 - C. Aaron Swenson commented that there is an option of purchasing a stainless steel container mounted on a pad. He will call Cindy with the information.
(No motion)
13. Establish resolutions for updating bank account information, including current signature authority, for all banks with whom we are affiliated.

- A. This has been delayed as per John until after the election. At that time the board will complete the necessary steps to achieve this.
(No motion)

14. Discuss opening an account with US Bank's Government banking.

- A. The board felt that it was unnecessary at this time to open a government account with US Bank.

15. Election Update: Sample ballot to be in Post Register on 1/22/09 and 1/29/09

16. Office: Discussion of what items are required to be put into Laserfische.

- A. Cindy was advised that most everything needs to be put into Laserfische. Most importantly are: Connection Permits, Minutes, Resolutions, Official Documents and Contracts
- B. The comment was made that the refunded permits (Rockwood, Wellington and/or others) would need to be updated in Laserfische.
(No motion)

17. Office: Review of quote from Business Phone Specialist regarding potential extra line(s), voice mail and activation of fax line to combination voice and fax.

- A. Cindy presented the facts surrounding the necessity of additional lines and a different voice mail. Due to the increased personnel and increased phone calls, it is necessary to pursue something other than what is currently in place. Cindy presented options from both Qwest and Business Phone Specialists.

MOTION: Mike, Glen seconded motion to add two additional phone lines from Qwest and purchase the voice mail and module from BPS. 3-0, John abstains

MOTION PASSED

18. Office: Review of quote from Caselle for additional licenses, additional Accounts Payable Module and support for both license and modules.

- A. Cindy explained that due to the increased workload and additional employees, we require 2 additional licenses. Additionally, the time has come to purchase the Accounts Payable module in Caselle so that the our financial information that is currently on Quickbooks can be transferred to it.

MOTION—Mike, Glen seconded motion to purchase the additional licenses and the Accounts Payable module, along with the monthly support costs for all. 3-0, John abstains

MOTION PASSED

19. Office update: Hiring of 2 additional employees due to increased workload generated from monthly invoices and database issues.

MOTION – Mike, Glen seconded, motion to have Cindy hire two temporary employees to help with workload until we get past the surge. 3-0, John abstains

MOTION PASSED

20. Office: Request to purchase additional office items: Refrigerator, digital recorder, filing cabinets, register for payments, receipt printers, bar code scanners (2), Microsoft Office Professional

MOTION—Glen, Susan seconded, motion to approve up to \$5000 for items (Refrigerator, digital recorder, filing cabinets, secure file cabinet, register for payments, receipt printers, bar code scanners (2) and water cooler. 3-0 John abstains.

MOTION PASSED

21. Office: Request for separate bank account for office expenses and monthly budget.

- A. Discussion was had about opening a separate bank account for office expenses. Mike expressed the desire to make sure that there was a budget. The account could be kept at a certain amount, and then replenished each month at our monthly board meeting. Glen felt the need to make sure that only one person and the treasurer have signature authority on the account. Mike stated that we would have protection with only one person buying.

MOTION—Glen, Mike seconded motion to open a special account with limit of \$1500. There will be one signature on the check and the treasurer will be on the account. 2-1, Glen, Mike – Aye, Susan – Nay (She felt that it was too much responsibility to place on Cindy) John abstains.

MOTION PASSED

22. Office update: Meeting minutes for 2 previous special meetings will be available ASAP

23. Review and approval of December 10, 2008 regular board meeting minutes.

- A. Susan felt that a change needs to be made on the minutes to reflect why the board went into executive session. She feels that the flavor of what A and C are about needs to be included in the minutes.

MOTION—Susan, Glen seconded motion that we approve the December 10, 2008 minutes with the reason for going into executive session. 3-0, John abstains

MOTION PASSED

24. Approval of monthly bills.

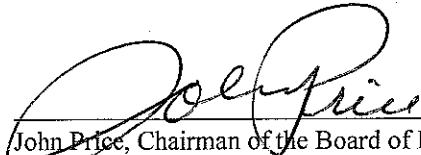
- A. Mike stated that he would like full accountability from Forsgren on their invoice.
B. Discussion was had regarding Dorothy McCarty's bill. A reminder was given that we had not received receipts, hours worked and itemized accounting from Dorothy. Chereese sent a letter to Steven Thompson, who stated that he could get the information, but that it could be awhile.
C. Discussion was had regarding Mike Lund's bill. IBSD is still requiring the mapping that was done as well as an itemized statement.
D. Discussion was had regarding Dave Benton's bill. IBSD is still requiring an itemized statement.
E. A reminder was given that we received a bill for the full month of October, rather than 8 days. Susan felt that the retainers should cover that, but Glen disagreed.

MOTION – Mike moved, Glen seconded motion that all bills approved with the exception of Lund, McCarty, Benton, Forsgren, Jorgensen, Stucki, Weeks and Hale, until additional detail is given. 2-1 Mike, Glen – Aye, Susan – Nay (We shouldn't withhold from Forsgren because they've already done the work)

25. Adjournment

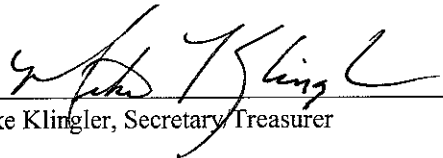
MOTION – John, Glen seconded motion to adjourn. (time not recorded) 3-0

MOTION PASSED



John Price, Chairman of the Board of Directors

5-20-2009
Date



Mike Klingler, Secretary/Treasurer

5-20-2009
Date

NOTICE IS GIVEN that the Board of Directors of the Iona Bonneville Sewer District shall hold a Monthly Board Meeting January 21, 2009 at 7:00 pm at the office of the Iona Bonneville Sewer District, 1555 Lincoln Road, Idaho Falls, ID.

Meeting Location:

**Iona Bonneville Sewer District Office
1555 Lincoln Road
Idaho Falls, Idaho**

January 21, 2009 Monthly Board Meeting AGENDA

1. Call for additional agenda items.
2. Set-up time and date for work meeting for will serve letters and procedures for obtaining permits.
3. David Jorgensen – Discussion for 3 lots, IBSD 6642, 6651 and 6686 for refund on unbuilt properties.
4. Galen Stucki – Request for refund on unbuilt property. IBSD 6617
5. Wright Taylor Development – Hal Wright: IBSD 2086, potential refund of \$76.10 because it now a road, not a house.
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19. Office update: Hiring of 2 additional employees due to increased workload generated from monthly invoices and database issues.
20. Office: Request to purchase additional office items: Refrigerator, digital recorder, filing cabinets, register for payments, receipt printers, bar code scanners (2), Microsoft Office Professional
21. Office: Request for separate bank account for office expenses and monthly budget.
22. Office update: Meeting minutes for 2 previous special meetings will be available ASAP
23. Review and approval of December 10, 2008 regular board meeting minutes.
24. Approval of monthly bills.
25. Adjournment

Next monthly meeting February 18, 2009, 7:00 pm at the District Office.

Adjournment. "In as much as there have been no other requests for additional items to be included for discussion and proper notice given, the meeting will then be adjourned. Next monthly meeting date February 18, 2009. *Per Idaho Code for Open Meetings – all IBSD meetings of the board are Open to the Public. Executive Sessions are not open, however will be posted. Any persons wishing to place an item of discussion on the agenda are requested to submit such request to the IBSD Office no later than the Friday prior to the meeting. Unless the request is of an urgent matter, if received after the Friday prior deadline, it will be placed on the following month agenda.*