

OFFICIAL IBSD MINUTES

JANUARY 23, 2013
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman Kelly Howell at: 7:00 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; Paul Scoresby, Schiess & Associates

Agenda Items:

1. Employee healthcare as per Affordable Healthcare Act
2. Policy regarding travel expenses for employees
3. IBSD 276.00 – Disconnect Services - Miller
4. Crowley Road update
5. Midway/Eagle – 1 year warranty video inspection
6. Generator purchase – Panorama Hills
7. Lost Customer Agreement
8. Policy Manual – Review
9. Budget – Review
10. Building/Office update – Furnace; Direct Pay; Surplus items
11. Approval of minutes: 12/20/2012
12. Payment of bills
13. Adjournment

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

00:00:00

Ms. Wellman stated she had some information items she would like to add to the agenda. The first item deals with changes to health care as it pertains to the Affordable Health Care Act and the second item deals with travel expenses and the Board's intent. These are questions she was asked after the publication of the agenda.

00:02:25

00:02:25 **EMPLOYEE HEALTHCARE AS PER AFFORDABLE HEALTHCARE ACT**

Ms. Wellman stated there are changes to healthcare coverage with regards to children up to the age of twenty-six (26) due to the Affordable Healthcare Act. She is looking into whether this would pertain to the HRA currently in place for employees. She is asking the Board to consider whether they would want to offer this if there is a choice. The Board asked Ms. Wellman to continue researching this and bring back additional information to the Board before a decision is made.

00:05:25

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00:05:25 POLICY REGARDING TRAVEL EXPENSES

Ms. Wellman stated that Ms. Bridges had traveled to Boise to recover the evidence from the Attorney General's office and was paid travel expenses and per diem per policy. When the travel expenses were run through payroll the per diem was taxed per Lincoln Employee Benefits. Ms. Bridges has questioned this based on previous experience so Ms. Wellman is asking the Board what the intent is for travel expenses.

The Board discussed reimbursed expenses verses per diem and their individual experiences with travel for work. They asked Ms. Wellman to verify the policy with the accountant and bring this issue back to the Board.

00:15:35

00:15:35 IBSD 276.00 – DISCONNECT SERVICES - MILLER

Ms. Bridges stated that Mr. Miller is a patron who is frustrated by paying for sewer service for an unoccupied home he is trying to sell. He does not want to disconnect the water so he can irrigate.

Mr. Miller was not in attendance. Mr. Howell suggested tabling this issue until Mr. Miller can attend a meeting.

00:17:20

00:17:20 CROWLEY ROAD UPDATE

Ms. Bridges gave a follow up report regarding the Intermountain Gas project on Crowley Road. She requested the City of Idaho Falls inspect the manholes and has received a report. There are a few manholes that are above or below grade and a few that need to be cleaned. She has forwarded the inspection report to the contact at Intermountain Gas. The contractor has contacted her and received a copy of the report as well. She will continue to follow up with the progress of repairs.

00:20:40

00:20:40 MIDWAY/EAGLE – 1 YEAR WARRANTY VIDEO INSPECTION

Ms. Bridges reported that Sweet's Hydro Jetting and Tractor Camera Services has videoed the Midway/Eagle Interceptor project. She received the written report today so it has not been reviewed. Sweet's has said the line is relatively free of problems with a couple minor sags. Mr. Esplin asked for a review of the report by Ms. Bridges.

MOTION: Mr. Klingler made a motion to accept the Midway/Eagle Interceptor line based on the information received in the video report. **MOTION SECONDED:** Mr. Clark seconded.

MOTION PASSED: 4-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, and Chairman Howell;
Abstain: Mr. Esplin)

00:24:10

00:24:10 GENERATOR PURCHASE – PANORAMA HILLS

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Ms. Bridges brought up the issue of getting a second emergency generator. IBSD does have one that is stored by the City of Idaho Falls but it is old. The City has expressed the idea of having a second one since Panorama Hills is remote and it makes it more difficult to service in the event of a power outage.

The Board would like to know more about the condition of the one we currently have and if it is in good working conditions. Ms. Bridges stated the one IBSD has is 25kW but the City uses 35kW.

00:34:10

00:34:10 **LOST CUSTOMER AGREEMENT**

Mr. Howell stated that he has received the Lost Customer Agreement from the City of Ammon. The document is nearly the same, with a few minor word changes, as what IBSD submitted to Ammon on the last revision. Ms. Wellman asked to table the discussion until Paul Scoresby arrived since Schiess & Associates has been assisting in the preparation of the document.

00:35:40

00:49:05

(Mr. Scoresby arrived)

Mr. Howell stated that the City of Ammon has approved the Lost Customer Agreement. If the IBSD Board approves the agreement it is a done deal but if any changes to the agreement take place then it will have to go back to the Ammon City Council.

Mr. Scoresby has reviewed the agreement and thinks it is okay since it allows changes to be made to the system. The Board and attendees reviewed the agreement in detail. There is language in the agreement that several Board members are not comfortable with and would like further clarification. Mr. Scoresby suggested putting the agreement through a test using the scenarios proposed in the separation study prepared by Schiess and Associates for the Centennial Ranch area.

The Board discussed how the payment amounts would affect both entities if changes are made to the system to physically separate the customers that currently flow together. It is understood that Ammon does not want a change made that would require a payment from Ammon to IBSD. After a detailed discussion the Board decided a change does need to be made to the agreement with it clearly being stated in the agreement that the overall objective is to reduce the current imbalance.

MOTION: Mr. Blundell made a motion to approve the agreement with one change striking the sentence from the word "such" to the word "and" on the top paragraph of page two and adding a new sentence "the party not making the changes reserves the right to implement changes to retain its own customers." He further moved that Mr. Howell be given the authority to present the agreement to the City of Ammon City Council for their approval. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:33:45

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01:48:10

Mr. Sasser asked if he could review the agreement with Mr. Scoresby and consider it with the three scenarios presented in the separation study that Schiess prepared. He would like to see what the language means to each option the Board may consider for separation. The Board is fine with having this additional review but asked that it be done within two weeks. If there are suggested changes then a special meeting will be called.

01:52:00

00:35:40 **POLICY MANUAL – REVIEW**

Ms. Bridges has compiled the resolutions and then categorized and separated by category.

00:36:40

00:38:00

Ms. Bridges presented the spreadsheet with the compiled resolutions for the Boards review. The Board asked that a policy manual draft be started to include approved policies with annotations and codifying. Ms. Bridges will start a draft to be brought back to the board for review.

00:49:05

00:36:40 **BUDGET – REVIEW**

Ms. Wellman is still working on the budget but needs a little more time. There have been issues with figuring out the Key Safekeeping statements as well as other items. She hopes to have it ready in a couple weeks.

00:38:00

01:33:45 **BUILDING/OFFICE UPDATE – FURNACE; DIRECT PAY; SURPLUS ITEMS**

Ms. Wellman reported there have been problems with the heating and air conditioning for the building. The most recent repairman discovered that the issue with the furnace has been caused by an incorrectly installed intake vent. This has been repaired and the temperatures seems to be better.

Ms. Wellman stated that currently the existing Direct Pay is done through Key Bank. The implementation of Express Bill Pay allowed two new versions of the same service called Auto Pay. With the three different ways it is becoming confusing and she is requesting that the Board do away with Direct Pay and move Direct Pay customers over to Auto Pay. She is concerned about patrons setting up Auto Pay without canceling Direct Pay. The Board did not see a problem with this and considered this to be administrative.

01:48:10

01:52:00

Mr. Sasser has reviewed the Idaho Statutes in regards to how surplus equipment owned by IBSD can be disposed. There are three options: donate to charitable organization, auction items by sealed bids or donate to another municipality. His advice is to donate them to a charitable organization.

Mr. Klingler stated there are two computer towers purchased in 2005 that are not being used and have very little value, probably less than \$100.00 total. The hard drives would need to be cleaned

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before they are donated or recycled. Since there is very little value it may be better to just take them to the recycle center.

Mr. Sasser says this is something to consider on a case by case basis with the decision being based on value and cost.

02:01:50

02:01:50 **APPROVAL OF MINUTES: 12/20/2012**

MOTION: Mr. Esplin made a motion to approve the minutes for December 20, 2012. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

02:02:50

02:02:50 **PAYMENT OF BILLS**

Ms. Wellman presented an estimated purchase order for the Dell server purchase. She has received a portion of the invoices, by groups with shipping. Dell could not provide invoices for the remainder of the items prior to the meeting but she provided a total. She is asking the Board to approve the payment of the remaining items so she can pay when the final invoices are received.

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

02:13:30

02:13:30 **ADJOURNMENT**

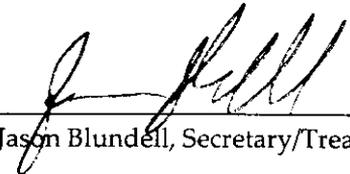
The meeting adjourned at approximately 9:15 p.m.



Kelly Howell, Chairman of the Board of Directors

2-27-2013

Date

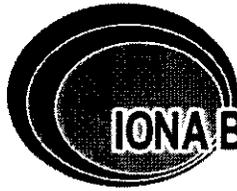


Jason Blundell, Secretary/Treasurer

03/19/13

Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses

January 23, 2013

| | | | |
|---------------------------------|--------------------------------------|----|-----------|
| AFLAC | Insurance | \$ | 320.45 |
| Bank of Commerce | Replenish Office Account | \$ | 1,188.24 |
| BK Professional Services | Building Maintenance | \$ | 1,420.00 |
| Blue Skies Product Distributing | Bottled Water for Office | \$ | 25.00 |
| Buff N Shine Building Maint. | Office Cleaning | \$ | 165.00 |
| Calendars.com | Office Supplies | \$ | 16.99 |
| Caselle | Software Support | \$ | 598.67 |
| CDW Government LLC | Office Supplies | \$ | 484.99 |
| Century Link | Telecommunications | \$ | 318.30 |
| City of Ammon | Sewage Treatment | \$ | 8,128.00 |
| City of Idaho Falls | Sewage Treatment/Maintenance | \$ | 53,062.02 |
| Dell | Computer Server and Software | \$ | 5,407.41 |
| Falls Water | Office Utility - Water | \$ | 17.75 |
| Falls Water | Hydrant Meter/Sewer Line Maintenance | \$ | 41.00 |
| First Call Jewel | Building Maintenance (Furnace) | \$ | 624.75 |
| HealthSmart Benefit Solutions | Insurance | \$ | 48.00 |
| Intermountain Gas | Office Utility - Gas | \$ | 40.29 |
| Lincoln Employee Benefits | Employee/Board Wages | \$ | 14,692.89 |
| Porter's Office Products | Office Supplies | \$ | 88.11 |
| Post Register | Legal Notice | \$ | 71.37 |
| Rocky Mountain Power | Utility - Lifts, Meters, Office | \$ | 605.40 |
| Sam's Club | Postage, Office Supplies | \$ | 474.50 |
| Sasser Law Office | Legal | \$ | 1,721.50 |
| United Mailing Direct | Monthly Statements | \$ | 3,598.20 |
| Utility Billing Refunds | Patron Refunds | \$ | 731.07 |
| Xpress Bill Pay | Online Banking, Training | \$ | 808.73 |
| | | \$ | 94,698.63 |