

**FEBRUARY 27, 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:** Allen Beazer, patron; Kevin Harris, Forsgren & Associates; Blake Jolley, Harper Leavitt; Paul Scoresby, Schiess & Associates; David Schiess, Schiess & Associates; Lane Steel, Key Bank Investments

**Agenda Items:**

1. Landmark Subdivision proposed plans – Blake Jolley, Harper Leavitt
2. Proposed Subdivision service letter for Bonneville County – Kurt Roland, Eagle Rock Engineering
3. Birchwood Subdivision #2
4. Key Investments: Lane Steel
5. Lost customers: Paul Scoresby, Schiess and Associates
6. School District 93 – Technology Center sewer permit
7. Budget – Review
8. Per diem options
9. Clerk of Sewer District discussion: Kelly Howell
10. Approval of minutes: 01/23/2013, 2/13/2013
11. Payment of bills
12. Executive Session: Idaho Code: 67-2345 (b)(f)
13. Adjournment

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

00:00:00

Mr. Howell asked if there were objections to adding three items to the agenda. The office received inquiries to proposed subdivisions after the initial posting of agenda. Mr. Sasser requested that an Executive Session be added due to a time sensitive personnel issue and pending litigation.

00:02:35

00:31:15

Mr. Sasser asked for a motion to add the three agenda items.

**MOTION:** Mr. Clark made a motion to add agenda items Proposed Subdivision service letter for Bonneville County, Birchwood Subdivision #2 and Executive Session: Idaho Code: 67-2345 (b)(f)

to the agenda. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)  
00:32:10

00:02:34            **LANDMARK SUBDIVISION PROPOSED PLANS – BLAKE JOLLEY,  
HARPER LEAVITT**

Blake Jolley with Harper Leavitt Engineering presented the Board with a proposed sewer line plan to connect Landmark Subdivision with lines in Birchwood Subdivision. There is an existing 12-inch line on Yellowstone but it does not have adequate depth to service this subdivision without a lift station. The lots parallel to Yellowstone can be serviced by this line but the interior lots will be connected to the proposed line.

The manholes will be inside the asphalt with minimal cutting and repair. Mr. Klingler has concerns about accessing the line that has two manholes behind a building. Mr. Esplin suggested requiring a wider easement and gravel access road. Access for cleaning and maintenance has to be accessible by the City of Idaho Falls trucks.

Mr. Jolley stated they have looked at several routes and chose the one with the shorter distance. There is a chain link fence on the property now. The existing irrigation ditch between Landmark lots and Birchwood lots is not being used any longer.

Mr. Howell and Mr. Clark questioned whether Idaho Falls will accept this plan layout. The Board asked Mr. Jolley to check with the City and see if they will accept the plan and if there are requirements. Mr. Klingler and Mr. Clark would like see what the City approves before accepting this proposal.

**MOTION:** Mr. Blundell made a motion to allow the connection as proposed if the City of Idaho Falls agrees and sets acceptable parameters. **MOTION SECONDED:** Mr. Esplin seconded  
**MOTION PASSED:** 3-2 (Yay: Mr. Blundell, Mr. Esplin, and Chairman Howell; Nay: Mr. Klinger and Mr. Clark)  
00:31:15

01:38:50            **PROPOSED SUBDIVISION SERVICE LETTER FOR BONNEVILLE COUNTY  
– KURT ROLAND, EAGLE ROCK ENGINEERING**

Ms. Bridges reported that Eagle Rock Engineering is working on two proposed subdivisions within the District. The first one, Riverwoods Estates, will be located north of Red Rock Estates and east of Ammon Road. The second one, Green Valley Estates, is located southwest of Iona Road and Crowley Road. A portion of this area is not included in the boundary and will require annexation. He is in the process of getting the plats recorded with Bonneville County. He is requesting a letter for the County stating that IBSD will serve these projects. The Board stated that a letter may be issued noting the proposed plans will be subject to all required reviews.  
01:48:15

00:32:10            **BIRCHWOOD SUBDIVISION #2**

Ms. Bridges stated that the Developer for Birchwood Subdivision has contacted the office saying they are ready to proceed with the second phase of Subdivision #1. The first phase was constructed in 2007. She does not have any records or plans for this subdivision so the Developer will have to resubmit drawings.

There will be a new lift station with this development. The wet well has been constructed but pumps have not been installed.

00:39:25

00:39:25            **KEY INVESTMENTS: LANE STEEL**

Mr. Lane Steel, Key Investments, introduced himself to the Board. There has been a problem balancing statements for the Key Safe Keeping account. The problem is that the bonds are held in the account at one value but when it is sold the bonds come out and can change in value before it is sold. The idea was to allow flexibility and the best price for bonds but it may be creating a bookkeeping problem.

Ms. Wellman stated that the accounting was a challenge initially but now that she understands the process it has been working fine.

00:48:20

00:48:20            **LOST CUSTOMERS: PAUL SCORESBY, SCHIESS AND ASSOCIATES**

Mr. Howell reported to the Board that the Lost Customer agreement between IBSD and the City of Ammon has been signed.

Mr. Paul Scoresby, Schiess & Associates, has been working on the benefits of separating from Ammon. His analysis is broken down into three parts; the benefits to Ammon, the benefits to IBSD and the benefits to the patrons affected. He would like to meet with Ammon's Engineer to discuss the benefit of separating.

01:04:00

The Board discussed the options again of getting separation for the patrons who flow through Ammon. Currently IBSD is compensating the City of Ammon for processing for 254 patrons in four different areas. Mr. Blundell stated he would prefer addressing the issue as a whole. The studies have shown there is no cost benefit to trying to save customers.

The reality is the processing for this flow is costing the District money since the fee payable to Ammon is higher than what is currently being charged in the monthly fee. Mr. Klingler stated that one consideration is the possibility of passing the higher cost directly to the affected patrons.

Mr. Howell stated he would only agree to the separation if it does not affect patrons financially. Mr. Clark would like to meet with patrons to explain the situation and propose possible solutions.

01:16:40

01:16:40            **SCHOOL DISTRICT 93 – TECHNOLOGY CENTER SEWER PERMIT**

Ms. Bridges informed the Board that School District #93 has purchased a permit for a proposed Technology Building to be built west of Rocky Mountain Middle school. Ms. Wellman stated that since the rate is determined by the number of staff and students and this will only cause a shift in personnel this will not result in a change in the monthly rate.

01:18:20

01:18:20            **BUDGET – REVIEW**

Ms. Wellman has started preparing a budget and has a spreadsheet template for this purpose. She anticipates getting the numbers ready by the next meeting.

The Board discussed the maintenance and videoing of the lines. A portion of the lines have been done but there has been a question of whether to have repairs done before proceeding or to have the entire system videoed and then repaired. It is believed it will be more cost effective to do the videoing first.

01:29:20

01:29:20            **PER DIEM OPTIONS**

Ms. Wellman reported she has had clarification on the per diem options for employee travel from the accountant. The per diem, although run through payroll, should not be taxed.

The Board discussed how this should be dealt with in the future and asked that Ms. Wellman present it to the Board when travel for employees is anticipated. Right now travel is rare occasions.

01:35:00

01:35:00            **CLERK OF SEWER DISTRICT DISCUSSION: KELLY HOWELL**

Mr. Howell stated that a number of the documents that need to be signed require signature by Clerk of the Board. He is proposing Ms. Wellman be appointed as Clerk of the Board officially.

**MOTION:** Mr. Klingler moved that Ms. Wellman be appointed Clerk of the Board. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

The next election is May 21, 2013 for two Board seats. Ms. Wellman has the information for anyone who is interested in running.

01:38:30

01:38:30            **APPROVAL OF MINUTES: 01/23/2013, 2/13/2013**

**MOTION:** Mr. Esplin made a motion to approve the minutes for January 23, 2013 and February 13, 2013. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

01:38:50

01:48:15            **PAYMENT OF BILLS**

**MOTION:** Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)  
01:50:55

01:50:55            **EXECUTIVE SESSION: IDAHO CODE 67-2345 (B) PERSONNEL (F)  
PENDING LITIGATION**

Mr. Howell proposed moving into Executive Session pursuant to Idaho Code 67-2345 (b) personnel issues and (f) pending litigation.  
01:51:25

Tape 2 00:00:00

Mr. Howell stated the Board has moved out of Executive Session and is open to any motions.

**MOTION:** Mr. Blundell made a motion to follow the advice of counsel and terminate employment of employee eight (8). **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)  
Tape 2 00:00:50

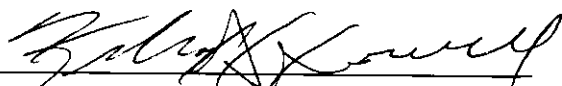
Tape 3 00:00:00

Having failed to vote on the motion to go into Executive Session the Board made the following corrective action.


**MOTION:** Mr. Klingler made a motion to move into Executive Session pursuant to Idaho Code 67-2345 (b) personnel issues and (f) pending litigation. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)  
Tape 3 00:01:00

Tape 3 00:01:00            **ADJOURNMENT**

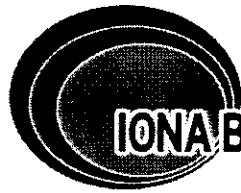
The meeting adjourned at approximately 10:00 p.m.

  
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Kelly Howell, Chairman of the Board of Directors

3-27-2013  
\_\_\_\_\_  
Date

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

03/27/13  
\_\_\_\_\_  
Date



## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses February 27, 2013

AFLAC	Insurance	\$	640.90
Bank of Commerce	Replenish Office Account	\$	925.07
Big Sky Enterprises	Office Accounting	\$	237.50
BK Professional Services	Building Maintenance	\$	460.00
Blue Skies Product Distributing	Bottled Water for Office	\$	20.00
Buff N Shine Building Maint.	Office Cleaning	\$	165.00
Caselle	Software Support	\$	598.67
Century Link	Telecommunications	\$	318.48
Chase/Paymentech	Merchant Fees	\$	242.11
City of Ammon	Sewage Treatment	\$	8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$	53,064.00
Clary Business Systems	Office Supplies	\$	53.45
Dell	Computer Server and Software	\$	12,824.64
Falls Water	Office Utility - Water	\$	35.50
HealthSmart Benefit Solutions	Insurance	\$	96.00
Intermountain Gas	Office Utility - Gas	\$	64.38
Lincoln Employee Benefits	Employee/Board Wages	\$	13,782.07
Porter's Office Products	Office Supplies	\$	180.85
Rocky Mountain Power	Utility - Lifts, Meters, Office	\$	567.77
Sam's Club	Postage, Office Supplies	\$	129.42
Sasser Law Office	Legal	\$	2,690.00
Spokeo.com	Membership - Online Records Search	\$	14.85
State Insurance Fund	State Insurance Fund	\$	91.00
Sweet's Septic and Backhoe	Sewer Maintenance (Video lines)	\$	5,280.00
United Mailing Direct	Monthly Statements	\$	1,733.34
US Post Office	Postage	\$	230.00
Utility Billing Refunds	Patron Refunds	\$	196.00
Xpress Bill Pay	Online Banking, Training	\$	337.55
		\$	103,106.55