

# OFFICIAL IBSD MINUTES

## JULY 19, 2017 IONA BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

**Board Members Present:** Brady Belliston (Chairman); Robert Esplin; Jeff Miner; Stephanie Bird; Kurt Nelson

**IBSD Staff:** Marina Meier, Manager; Donna Bridges, Field Coordinator

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

**Public:** Kevin Harris, Forsgren & Associates; Bob Larson, Eagle Farms; Joe Davis, Eagle Farms; Chuck Veach, Eagle Farms

### Agenda Items:

1. Searle & Hart & Associates 2016 IBSD Financial Audit
2. Green Valley #6 Approval: Eagle Rock Engineering
3. Eagle Farms request for discharge increase
4. Request for Annexation: School District #93
5. 2017 Tax Certifications
6. Caselle Conference
7. Risk Manager Designation re: ICRMP
8. IBSD Staff Evaluation Executive Session: Idaho Code: 74-206 (b)
9. Office hours August 21<sup>st</sup>
10. Approval of minutes: 06/21/2017, 07/11/2017
11. Payment of bills

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

Meeting called to order by Chairman Brady Belliston at: 7:03 p.m.

00:00:00      **SEARLE & HART & ASSOCIATES 2016 IBSD FINANCIAL AUDIT**

This item is being tabled since Searle Hart & Associates is not available for presentation.

00:01:15

00:01:15      **GREEN VALLEY #6 APPROVAL: EAGLE ROCK ENGINEERING**

Ms. Bridges presented the next phase of the Green Valley development. This subdivision is southwest of the intersection of Crowley and Iona Roads. Mr. Harris has reviewed and approved the plans.

**MOTION:** Ms. Bird made a motion to approve Green Valley, Div. 6. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Ms. Bird and Mr. Nelson; Absent: Mr. Miner)

00:03:30

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## 00:03:30 EAGLE FARMS REQUEST FOR DISCHARGE INCREASE

Mr. Harris stated that if Eagle Farms goes over 25,000 gallons per day they will be considered an industrial user. This would require an application to the City of Idaho Falls along with additional requirements. The current agreement with Eagle Farms and IBSD allows for 10,000 gallons per day but they have not been using this full amount.

Eagle Farms has a system to set up the discharge at constant rate throughout the day. Mr. Larson indicated that he would like to just keep it under the 25,000 gallons per day so as to not have to make an application.

**MOTION:** Mr. Esplin made a motion to amend the Discharge Agreement to allow Eagle Farms to increase use to up to 25,000 gallons per day at a constant rate. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:13:00

## 00:13:00 REQUEST FOR ANNEXATION: SCHOOL DISTRICT #93

Ms. Bridges stated that she has received a petition for annexation from School District #93 for a proposed Junior High School. The property is 43 acres located to the east of the High School currently under construction. This area would require the City of Idaho Falls approval to be included in the District.

Mr. Harris stated that the lift station would have to be reevaluated if they plan to connect to the existing system. Another option would be running a line down 1<sup>st</sup> Street to the property. This will have to be considered if the annexation is approved and during the design of the school.

The City of Idaho Falls has to approve annexations and boundary changed to the District per IBSD agreement. There are about 88 acres in reserve for annexation. Mr. Esplin stated that he is in favor of the annexation but does not want any of the reserve acreage to be used. He proposed approaching the City and making this request. Ms. Bridges stated that she would contact Mr. Frederickson to see if there are options available for this annexation. This could be a discussion item for the meeting to be scheduled to discuss the proposed rate increase.

00:29:40

## 00:29:40 2017 TAX CERTIFICATIONS

Ms. Bridges stated that she is preparing the Tax Certification for 2017. She is already below the amount sent over last year and expects it to be less this year. She explained to the Board that since we do not disconnect the state allows for sewer districts to certify anything past due as a tax and add it as a fee to the property tax bill. This is done once a year in July since we are required to have the list to the County by August 1<sup>st</sup>.

00:37:40

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00:37:40           **CASELLE CONFERENCE**

Ms. Meier requested approval for her and Ms. Gaudio to attend the Caselle Conference in October. Caselle is the software used daily in the office.

**MOTION:** Ms. Bird made a motion to approve staff attendance for the Caselle Conference.

**MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:43:10

00:43:10           **RISK MANAGER DESIGNATION RE: ICRMP**

**MOTION:** Mr. Esplin made a motion to designate Marina Meier as the Risk Manager for ICRMP.

**MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:43:50

00:51:30           **IBSD STAFF EVALUATION EXECUTIVE SESSION: IDAHO CODE: 74-206 (B)**

**MOTION:** Mr. Esplin made a motion to move into Executive Session pursuant to Idaho Code 74-206 (B) employee issues. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** Roll call vote 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:52:40 end of tape 1

(The Board went into Executive Session without a second on the motion or roll call vote. This was cured upon exit of Executive Session) 00:02:00 tape 2

00:00:00 tape 2

**MOTION:** Mr. Nelson made a motion to come out of Executive Session. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** Roll Call 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:00:35 tape 2

00:00:00 tape 2

**MOTION:** Mr. Esplin made a motion to implement a policy for annual reviews for all employees in January of each year with pay raises based on, but not limited to, performance and cost of living adjustments. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:01:10 tape 2

Mr. Belliston stated that the purpose of the Executive Session was to perform a 90-day evaluation on newly hired employees. The probationary period went well and the employees will remain employed.

00:02:20 tape 2

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00:43:50 OFFICE HOURS AUGUST 21ST

Ms. Meier requested that the office be closed on August 21<sup>st</sup> for the eclipse. She stated that several businesses are closing due to anticipated congestion. The Board discussed how other entities are handling this day. It was agreed that the office would be closed but not a paid day for the staff. Employees can take the day off without pay or with earned PTO. If someone chooses to work then they can open the office.

00:51:30

00:02:20 tape 2 APPROVAL OF MINUTES: 06/21/2017, 07/11/2017

MOTION: Mr. Nelson made a motion approve the minutes from the meeting on June 21, 2017.  
MOTION SECONDED: Mr. Esplin seconded. MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:04:30 tape 2

MOTION: Ms. Bird made a motion approve the minutes from the meeting on July 11, 2017.  
MOTION SECONDED: Mr. Nelson seconded. MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:05:20 tape 2

00:05:20 tape 2 PAYMENT OF BILLS

MOTION: Mr. Esplin made a motion to approve payment of the bills. MOTION SECONDED: Ms. Bird seconded. MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Ms. Bird and Mr. Nelson)

00:12:25 tape 2

00:00:00 ADJOURNMENT

The meeting adjourned at 8:48 p.m.

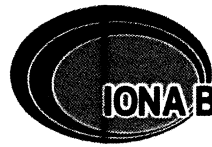
Brady Belliston  
Brady Belliston, Chairman of the Board of Directors

8/16/17  
Date

8/16/17 Robt Esplin  
Robert Esplin, Secretary/Treasurer

8/16/17  
Date

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## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses -July, 19, 2017

Advantage Emp. Solutions	Payroll, Employee, Board	\$	16,922.99
AFLAC	Insurance	\$	116.35
BK Professional Services	Lawn Services	\$	322.00
Buff N Shine Building Maint.	Office Cleaning	\$	185.00
Cable One	Internet/Phone	\$	441.70
Caselle	Software Support	\$	888.67
Chase Paymentech	Merchant Processing Fees	\$	1,368.68
City of Ammon	Sewer Treatment	\$	3,744.00
City of Idaho Falls	Sewer Treatment	\$	71,118.48
City of Idaho Falls	Maintenance/Inspections	\$	1,024.72
Falls Water	Office Water	\$	89.41
Fire Services	Maintenance for fire extinguishers	\$	39.00
Forsgren	Engineering	\$	685.00
HealthSmart Benefit Solution	Insurance	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	9.50
PC Plus	Computer Software/Support	\$	75.00
Public Retirement System	PERSI	\$	4,192.14
Rocky Mountain Power	Electrical, Lift Stations,Meters,Office	\$	754.89
Sasser Law Office	Legal Services	\$	2,644.00
United Mailing Direct	Monthly Statements/Delinquent Letters	\$	3,029.11
Utility Billing - Refunds	Refunds to patrons	\$	880.50
Xpress Bill Pay	Online payments	\$	1,568.91
Western Recycling	curbside recycle	\$	30.00
	Total	\$	110,162.05