

OFFICIAL IBSD MINUTES

JULY 21, 2009
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
SPECIAL BOARD MEETING

A special meeting of the Board of Directors of the Iona Bonneville Sewer District (IBSD), a political subdivision of the State of Idaho, was held at the District Office, 1555 E. Lincoln Road, Idaho Falls, Idaho on July 21, 2009 at 5:00 p.m.

IBSD Board Present: John Price (Chairman); Mike Klingler; Glen Clark; Susan Ring; Jason Blundell

IBSD Staff: Cindy Wellman, Manager

Public attendees: Sally Price, Patron

Agenda:

1. Decision regarding posting of sample ballot for recall election in newspaper.
2. Discussion and possible decision of compensation package for employees.
3. Discussion and possible decision regarding employee proposals for compensation.
4. Adjournment

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

00:00:00 SAMPLE BALLOT ADVERTISEMENT

Tim Hurst, with the Secretary of State's office, has said counties are required to place sample ballots in the newspaper but sewer and water districts are not. However, he did recommend placing it in the paper "to cover all bases." Bobbi Jacobson, with Bonneville County elections, has advised not placing the sample ballot in the paper. Tony Sasser, with Echohawk, advises "any notice is good notice."

There is an announcement being sent to Patrons with election information and asking that the sample ballots, which were mailed previously, not be sent back. The legal notice is required and has been scheduled for July 23rd and July 30th. The Board discussed publishing the legal notice as well as an announcement ad since better advertisement promotes better representation of the district.

MOTION: Mr. Klingler made a motion to place a display ad for the recall election in the July 30th newspaper in addition to the legal notice posted on the same day. **MOTION SECOND:** Mr. Clark. **MOTION PASSED:** (Yay: Mr. Blundell, Mr. Klingler, and Mr. Clark; Chairman Price, Ms. Ring abstain.)

00:18:55

00:18:55 COMPENSATION PACKAGE FOR EMPLOYEES

Mr. Clark suggested defining the office staff positions before compensation is considered. He understood the office employed clerks and did not like Account Specialist as a job title. After discussion the Board decided the current needs of the office included a Manager, Field Coordinator and two Administrators.

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Typical benefits include a basic wage, holidays, sick leave, retirement and insurance. The Board discussed and calculated the actual cost of benefits to the organization based on current wages and what is affordable; if the annual salary is \$25,000 the additional cost to the employer is typically 40%. This equates to roughly \$10,000 per year per employee.

Mr. Blundell presented four (4) examples, two from private companies and two from public organizations, of what employers in the area offer.

MOTION: Mr. Blundell made a motion to implement employee policy allowing earned leave time of six (6) days for the first year, ten (10) days for the second year, fifteen (15) days after five (5) years of service and twenty (20) days after fifteen (15) years of service with six (6) days allowed to be rolled over each year and no additional sick time leave. He further moved that health insurance at \$100 premium per person, \$200 premium per two (2) persons, or \$300 premium per three (3) persons or more with a \$2,000 deductible. He proposed that PERSI retirement benefits be offered with up to 6.23% employee contribution and up to 10% employer matching if employees want to participate.

Mr. Klingler and Chairman Price requested that the policy set a limit on the health insurance with the company paying up to \$500 per employee.

MOTION AMMENDED: Mr. Blundell modified the above motion regarding health insurance to allow \$500 per employee for health insurance. **MOTION SECOND:** Mr. Klingler seconded.

MOTION PASSED: (Yay: Mr. Blundell, Mr. Klingler, Ms. Ring, Mr. Clark; Chairman Price abstains).

MOTION: Mr. Blundell made the motion to add moving into executive session to the agenda.

MOTION SECOND: Mr. Klingler seconded. **MOTION PASSED:** (Yay: Mr. Blundell, Mr. Klingler, Mr. Clark, Ms. Ring; Chairman Price abstains).

01:27:25

01:27:30 **EXECUTIVE SESSION: IDAHO CODE: 67-2345 – (C)**

MOTION: Mr. Blundell made a motion to move to executive sessions pursuant to 67-2345 – (c) to discuss specific information regarding personnel salary and wages for IBSD employees. **MOTION SECOND:** Mr. Clark seconded. **MOTION PASSED:** (Yay: Mr. Clark, Mr. Klingler, Mr. Blundell, Ms. Ring; Chairman abstains).

01:29:00

00:00:00 – Part 2 Returning from executive session.

MOTION: Mr. Klingler made a motion to make Edie Richmond, Donna Bridges, Kristi Hunter permanent full-time employees at the rates discussed. **MOTION SECOND:** Mr. Blundell. **MOTION PASSED:** (Yay: Mr. Klingler, Mr. Blundell, Ms. Ring, Mr. Clark; Chairman Price abstains).

The staff titles will be Administrative Assistants with Donna's title remaining Field Coordinator. This is with the understanding that Donna will fill in and assist Administrative Assistants in the office as needed. Jann Perry, a temporary employee, will be leaving and not replaced. Chairman Price suggested temporary help if it's needed for scanning at a later date. Ms. Wellman would have the authority to do this but will inform the Board at that time.

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Ms. Wellman asked for clarification on insurance. The Board has decided to offer the benefit but will have to decide on a specific plan and company at a later date. The board discussed the administration of the plan, also to be looked at and decided later.

MOTION: Ms. Ring made a motion to offer Flex Accounts to be used for health insurance and child care. **MOTION SECOND:** Mr. Blundell seconded. **MOTION FAILED:** (Yay: Ms. Ring, Mr. Blundell; Nay: Mr. Klingler, Mr. Clark, Chairman Price).

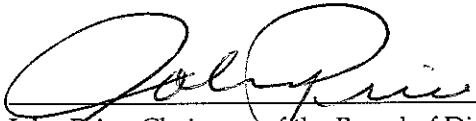
Chairman Price would like to look into Flex Accounts and discuss at another meeting. Ray Severe, with Lincoln Financial, provided this information previously for review.

MOTION: Mr. Klingler proposed that the wage range for the Field Coordinator position be set at \$10-\$18 per hour and the Administrative Assistant range be set at \$8-\$15 per hour. **MOTION SECOND:** Mr. Blundell seconded. **MOTION PASSED:** (Yay: Mr. Blundell, Mr. Klingler, Mr. Clark, Ms. Ring; Chairman Price abstains).

00:16:20 – Part 2

00:16:20 **ADJOURNMENT**

Chairman Price adjourned the meeting at approximately 7:00 p.m.



John Price, Chairman of the Board of Directors

11-11-09
Date



Mike Klingler, Secretary/Treasurer

11-11-09
Date