

OFFICIAL IBSD MINUTES

MAY 24, 2017

IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:02 p.m.

Board Members Present: Jason Blundell (Chairman); Robert Esplin; Matt Porter; Stephanie Bird; Brady Belliston; Kurt Nelson (newly appointed Board Member); Jeff Miner (newly elected Board Member)

IBSD Staff: Cindy Wellman, Manager Consultant; Marina Meier, Manager; Donna Bridges, Field Coordinator

Attorney: Tony Sasser, Sasser Law Office

Public: Brenda Klingler, patron; Mike Klingler, patron; Paul Heywood, Maverik Inc.; Kevin Harris, Forsgren & Associates; Amber Blundell, patron; Eric Wellman, attendee

Agenda Items:

1. Approval of minutes: 04/26/2017
2. New IBSD Board Members, Swearing in of directors, election of officer, signature authority resolution, meeting dates/times.
3. School District #93 High School, update
4. Berkley Park #2 Approval: Eagle Rock Engineering
5. Maverik RV Dump, update and approval
6. Lincoln Road, update: Forsgren
7. IBSD staff, office purchases and training options, update
8. Payment of bills

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

Mr. Blundell opened the meeting by welcoming all attendees. He announced that procedurally the minutes will be approved first, then followed by the announcement and changes in the Board. After the Board Members are sworn in a new Chairman and Secretary/Treasurer will be elected.

00:01:50 **APPROVAL OF MINUTES: 04/26/2017**

MOTION: Mr. Esplin made a motion to approve the minutes for the meeting on April 26, 2017.

MOTION SECONDED: Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston; Abstain: Mr. Blundell)

00:02:15

00:02:15 **NEW IBSD BOARD MEMBERS, SWEARING IN OF DIRECTORS,
ELECTION OF OFFICER, SIGNATURE AUTHORITY RESOLUTION,
MEETING DATES/TIMES.**

Mr. Porter announced that he is resigning his Board position since he is in the process of building a home outside the District and has sold his current residence. He had planned on serving a few

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months longer but his existing home sold unexpectedly fast. Ms. Wellman thanked Mr. Porter for his service and presented him with a plaque acknowledging his time on the Board. Mr. Porter said he enjoyed his time as a member and working with the staff and Board. He stepped down from the Board.

00:04:30

Mr. Blundell asked if anyone was present who was interested in the Board position. Mr. Kurt Nelson introduced himself. He heard about the position and said he has been considering serving in a civic position or committee. He has previously served on the City of Ucon City Council. He is excited about the opportunity to be serving on the Board of Directors. His professional background is a degree in Finance and he currently works at Westmark Credit Union as an accountant. He was on the Ucon City Council for over nine years and found the types of issues that the City was called upon to resolve very interesting.

Mr. Blundell asked if anyone else would like to be considered for the position. There was no one else in attendance that applied for the position. Mr. Esplin stated that Mr. Nelson seems to be very qualified for the position and has been recommended by Mr. Porter and these are all very important considerations.

MOTION: Mr. Esplin made a motion to appoint Mr. Kurt Nelson as Director to fill the position vacated by Mr. Matt Porter. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Ms. Bird and Mr. Belliston)

00:10:45

Mr. Jeff Minor was elected in the recent election to fill Mr. Blundell's seat, who did not run for reelection. Mr. Minor introduced himself. He is originally from Utah. He has a background in concrete and soils inspection. He currently works for a paper janitorial packaging supply company.

Mr. Blundell stated that as well as the changes in the Board, Ms. Wellman, the Business Manager, is also leaving due to a move out of state. She started almost nine years ago at a time when things were in turmoil. She has done a fantastic job with a fantastic work ethic in establishing the office. She has done a great job for the District and will be greatly missed.

Ms. Wellman thanked the staff for the help and teamwork that occurred when she was setting up the office when she started in 2008. She thanked everyone for the help and hard work.

Ms. Wellman stated that she has found that a lot of people become interested in working for the District after they have an experience that causes them to want to step in and help. Mr. Blundell began his experience with the District this way and she thanked him for his service.

Ms. Wellman also acknowledged and thanked her husband, Eric, who was supportive and offered a safe place when things at work could be crazy.

Mr. Klingler, patron and former board member, stated that there have been big changes in the past several years. It has been good to see Iona Bonneville Sewer District become the public entity that it was meant to be back when it was set up in the 1970's. There was a lot of long days and nights of setting things up when the transition occurred and he remembers Mr. Wellman

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being there to help even though he was not getting paid. He wanted to thank Cindy and Eric for their hard work and contribution to District. The District is in good shape financially and that is something that is very rare in the world of public entities. He has a lot of respect for the people and hard work that occurred to make that happen. When he left the Board, he felt like the District was in good hands and he still feels like it is in good hands.

Ms. Wellman officially swore in Mr. Jeff Minor and Mr. Kurt Nelson as members of the IBSD Board of Directors. Mr. Nelson and Mr. Minor joined the Board.

00:24:30

MOTION: Mr. Esplin made a motion to appoint Mr. Belliston as Chairman of the Board.

MOTION SECONDED: Mr. Minor seconded. **MOTION PASSED:** Rollcall vote, 4-0 (Yay: Mr. Nelson, Mr. Esplin, Mr. Minor, and Ms. Bird; Abstain: Mr. Belliston)

00:26:40

MOTION: Mr. Belliston made a motion to appoint Mr. Esplin as Secretary/Treasurer of the Board. **MOTION SECONDED:** Mr. Minor seconded. **MOTION PASSED:** Rollcall vote, 5-0 (Yay: Mr. Minor, Mr. Esplin, Mr. Nelson, Ms. Bird and Mr. Belliston)

00:27:00

Mr. Wellman stated that the next step is to remove previous people and add new people to the banking accounts. Mr. Esplin read the resolution as prepared by Mr. Sasser instructing banking institutions to only include current Board Members on accounts. The only exception to this is the operating account which will allow Ms. Meier and Mr. Esplin on the Bank of Commerce account used for office purposes.

MOTION: Ms. Bird made a motion to accept the Resolution to allow name changes on accounts for financial institutions. **MOTION SECONDED:** Mr. Esplin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Minor, Mr. Esplin, Mr. Nelson, Ms. Bird and Mr. Belliston)

00:36:45

Mr. Minor asked if there would be an objection to changing the meeting time. He has a conflict with the current meeting time on the fourth Wednesday of the month. The Board discussed possible meeting times and decided to change the meeting time to the third Wednesday of the month. The exception will be December when the meeting will be the second Wednesday of the month to avoid the holiday. Ms. Meier will publish and send out notice of the new meeting time.

00:48:55

00:48:55 **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**

Ms. Bridges stated that there is no new information regarding the new high school.

00:49:10

00:49:10 **BERKLEY PARK #2 APPROVAL: EAGLE ROCK ENGINEERING**

Ms. Bridges stated that Eagle Rock Engineering is requesting approval for the next Berkley Park subdivision. Mr. Harris is in the process of reviewing the plans. There were a couple issues with placement of manholes. The City of Idaho Falls specifications call for a maximum distance but there have been officials who tell engineers they can vary from the written specification. Mr.

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Esplin inquired if there was a way to get a written variance with a charge for engineering costs to be passed to developers. Mr. Harris stated that it is easier to follow the written specifications for consistency.

Mr. Esplin brought up the subject of having an independent inspector present during construction on major roads. He would like this to be a policy for mainline construction. Mr. Harris stated that the project on Telford Road is being inspected by Bonneville County. Mr. Esplin asked to have the issue of independent inspections on the agenda for the next meeting.

MOTION: Mr. Esplin made a motion to accept Berkley Park, Subdivision 2 contingent on the review and approval of the plans by Forsgren & Associates. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Minor, Mr. Esplin, Mr. Nelson, Ms. Bird and Mr. Belliston)

01:02:05

01:02:05

MAVERIK RV DUMP, UPDATE AND APPROVAL

Ms. Bridges stated that a few years ago Maverik, on the corner of Ammon and Lincoln Roads, proposed an RV Dump to the west of the existing store. She had heard that the plans were moving forward a couple months ago but never heard from Maverik until it was seen that the construction had begun.

Mr. Paul Heywood, Maverik Inc., stated that the Maverik would like to install a RV Dump which is connected to the IBSD system. He apologized that IBSD had not been notified prior to construction. There was a series of failed communication with new people working for the City of Ammon. They have estimated that the flow will be approximately six dumps for day with a flow of 9,000 gallons. They have experience with RV Dumps and have found this is the average use.

Ms. Bridges stated that she has received plans from Maverik which have been forwarded to the IBSD engineer and the City of Idaho Falls. She has had multiple conversations with the City regarding their requirements for RV Dumps. They are not opposed to installing them but like to have a mechanism that prevents the discharge pipe from falling into the line.

MOTION: Mr. Esplin made a motion to approve the RV Dump installation for Maverik contingent upon review and approval of plans by Forsgren & Associates with input from the City of Idaho Falls. A Development Agreement between Maverik and IBSD will be prepared and agreed upon with an increased usage fee of one ERU for a total of three ERUs. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Ms. Bird, Mr. Miner and Mr. Nelson)

01:23:30

01:23:30

LINCOLN ROAD, UPDATE: FORSGREN

Mr. Harris stated that the intersection of Ammon and Lincoln Roads will be replace with a roundabout with the Lincoln Road improvement project. He is concerned about the sewer main that runs north and south of the intersection. He reviewed the video of the line and it is the expected condition of a line that age. The line is 21-inch concrete with some pitting. It would be a good candidate for slip lining. If the line should need to be increased in size Bonneville County will not allow cuts in pavement in the future so that is a

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consideration. One of the benefits of slip lining is that it increased the flow due to the surface change of the pipe. The manhole will be replaced with the construction of the mainline on Lincoln Road.

Mr. Harris explained the process to slip line pipes as a repair. The process gives the life of the pipe an additional 30-50 years of life. The construction plans will probably be out to bid in the Fall with construction taking place next summer.

01:43:30

01:43:30 **IBSD STAFF, OFFICE PURCHASES AND TRAINING OPTIONS, UPDATE**

Ms. Wellman stated that the staff attended the Laserfiche training in Twin Falls. It was good training but featured their advance features that are not in use in the office.

Ms. Wellman stated that the training of the new people is going well. There had been a thought about hiring an additional person. She does not think that is a need for a fourth person but she does not think she can leave just yet. There is a lot of knowledge to transfer since there is cross training of all positions. She is proposing that she stay on and work remotely on an hourly basis. The Board agreed that this is a good idea and will be evaluated monthly. Ms. Wellman stated that there is software for her to remotely log into the office computers.

The next thing is to give Ms. Meier guidelines on the operating budget. After discussion, it was decided that Marina will have access to the office account with a maximum of \$200.00 spending allowance and anything larger than that will get approval from Mr. Esplin.

MOTION: Mr. Belliston made a motion to allow Ms. Meier a spending allowance of \$200.00 with anything larger requiring approval from Mr. Esplin. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Ms. Bird, Mr. Miner and Mr. Nelson)

01:54:30

MOTION: Mr. Belliston made a motion to allow Ms. Wellman to stay on serving remotely based upon an hourly rate at her current pay with an estimate of 20 hours per week. Her position will be evaluated monthly. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Ms. Bird, Mr. Miner and Mr. Nelson)

01:56:10

Ms. Wellman suggested having a ICRMP representative give a presentation on Board compliance since there are new members. Mr. Sasser will set up as a special meeting.

Mr. Esplin suggested that there be an educational meeting for PERSI as well. Ms. Wellman stated that they have meetings at different locations or it could be arranged to have a representative come to the office.

Ms. Meier looked into options for training on Caselle. The best option seems to be a three-hour online training. She will set it up for the new staff members. The Board also discussed and approved having staff members attend the Caselle conference in October.

02:03:10

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02:03:10 **PAYMENT OF BILLS**

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

02:11:30

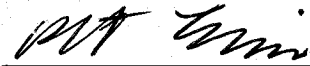
02:11:30 **ADJOURNMENT**

The meeting adjourned at 9:13 p.m.



Brady Belliston Chairman of the Board of Directors

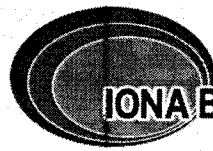
6/21/17
Date



Robert Esplin, Secretary/Treasurer

6/21/17
Date

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IONA BONNEVILLE SEWER DISTRICT

Monthly Expenses - May 24, 2017

| | | | |
|------------------------------|---|-----------|------------------|
| Advantage Emp. Solutions | Payroll, Employee, Board | \$ | 14,352.18 |
| AFLAC | Insurance | \$ | 232.70 |
| Amazon | Office Supplies | \$ | 47.20 |
| Bank of Commerce | Replenish Office Account | \$ | 1,445.47 |
| BK Professional Services | Spring Clean Up/Mowing | \$ | 114.00 |
| Blue Skies | Office Water | \$ | 15.00 |
| Brit Gaudio | Travel Reimbursement | \$ | 276.50 |
| Buff N Shine Building Maint. | Office Cleaning | \$ | 185.00 |
| Cable One | Internet/Phone | \$ | 440.50 |
| Caselle | Software Support | \$ | 598.67 |
| Chase Paymentech | Merchant Processing Fees | \$ | 946.27 |
| City of Ammon | Sewer Treatment | \$ | 3,744.00 |
| City of Idaho Falls | Sewer Treatment | \$ | 58,290.96 |
| City of Idaho Falls | Maintenance/Inspections | \$ | - |
| Donna Bridges | Office Gift Reimbursement | \$ | 205.29 |
| Donna Bridges | Travel Reimbursement | \$ | 89.25 |
| Falls Water | Office Water | \$ | 17.75 |
| Forsgren | Engineering | \$ | 1,367.50 |
| HealthSmart Benefit Solution | Insurance | \$ | 32.00 |
| Intermountain Gas | Office Utility - Gas | \$ | 21.89 |
| Jim's Trophy | Staff/Board Plaques | \$ | 79.90 |
| LOCALENDAR.com | Calendar Subscription | \$ | 29.95 |
| Marina Meier | Travel Reimbursement | \$ | 276.50 |
| PC Plus | Computer Software and Equip | \$ | 2,042.70 |
| Priceline.com | Laserfiche Conference | \$ | 182.31 |
| Quick Print | Office Supplies | \$ | 90.00 |
| Public Retirement System | PERSI | \$ | 3,585.71 |
| Rocky Mountain Power | Electrical, Lift Stations,Meters,Office | \$ | 665.78 |
| Sasser Law Office | 2 months | \$ | 4,223.50 |
| Sam's Club | Going Away | \$ | 24.36 |
| State Insurance Fund | Workers Comp | \$ | 177.00 |
| United Mailing Direct | Monthly Statements | \$ | 2,497.22 |
| USPS.com | Postage | \$ | 99.75 |
| Utility Billing - Refunds | Refunds to patrons | \$ | 334.50 |
| Xpress Bill Pay | Online payments | \$ | 1,322.21 |
| | Total | \$ | 98,053.52 |