

# OFFICIAL IBSD MINUTES

## DECEMBER 13, 2017 IONA-BONNEVILLE SEWER DISTRICT (IBSD) MONTHLY BOARD MEETING

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

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

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

**Public:** Jesse Landon, Landon Excavation; Kelly Landon, Landon Excavation; Bruce Brooks, patron; Linda Beckstead, patron; Michael Cousin, patron; Keith Morse, patron

### Agenda Items:

1. Approval of Minutes: 11-15-2017
2. IBSD Board Member - Assignment of District Seat 2: Director
3. Green Valley #5 - Repair option prior to acceptance
4. IBSD Lift Station Generator
5. IBSD Rate Increase
6. Scheduling of 2018 Board meeting dates
7. IBSD Fiber Optics Update
8. IBSD Holiday
9. Additional Board Meetings - Discussion & approval
10. Payment of Bills
11. IBSD Staff Concerns, - Executive Session: Idaho Code: 74-206 (b)

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

Meeting called to order by Chairman Brady Belliston at: 7:00 p.m.

00:54:40           **APPROVAL OF MINUTES: 11-15-2017**

**MOTION:** Mr. Esplin made a motion to approve the minutes for November 15, 2017. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Mr. Nelson)

00:55:35

00:55:35           **IBSD BOARD MEMBER - ASSIGNMENT OF DISTRICT SEAT 2: DIRECTOR**

Mr. Sasser stated that the three gentlemen who applied for the Board were in attendance and there is an additional application. He asked her to introduce herself.

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Ms. Linda Beckstead stated she has been a patron of the District for many years. She would like to be involved and help in continuing how the Board is run. Mr. Belliston asked Ms. Beckstead what her previous experience has been. She worked for the USDA for 24 years preparing market reports and arranging travel for over 75 people. She is getting ready to retire. She loves living in this area and is on the Board for the Bonneville County Heritage Society.

Mr. Esplin asked the other three applicants who had expressed interest in the previous meeting to reintroduce themselves.

Mr. Brooks stated that he provided a resume. He has been a patron of the District for over 15 years and has seen the changes that have occurred and is happy with how the Board is being handled. He has run for a position previously on the position of not having increased fees. He understands government policy and rules. He is retired from the State and has time to participate.

Mr. Morse has been a patron for over 11 years. He lived previously in Washington state where he worked for Boeing. His early career was as a reporter. He also ran for a position on the Board but did not get elected. He is retired and has time to participate on the Board.

Mr. Cousin is a patron of the District and grew up in the area. His background is in communications and marketing and he is almost done with a MBA. He believes his experience and skills will be a value to the community along with willingness to look at things different ways will be an asset.

**MOTION:** Mr. Esplin made a motion to appoint Mr. Cousin to the Board based on his marketing background. He believes this is something that is lacking on the Board and will be an asset in getting information out to patrons. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, and Mr. Nelson)

01:08:15

Mr. Cousin was sworn in as a member of the Board. He will serve on the Board until the next election. Ms. Meier will email the Board the list and cycle each seat runs for election.

01:12:15

01:12:15           **GREEN VALLEY #5 – REPAIR OPTION PRIOR TO ACCEPTANCE**

Ms. Bridges stated that Green Valley #5 has been inspected and accepted by the City of Idaho Falls except for a 1-inch dip under the canal. The repair cannot be made until the Spring. Rockwell is requesting connection permits now and promising to make the repair when possible. Kelly Landon stated that the repair will be made when he is paving is permissible.

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The Board has allowed Developers to start home construction in the past with a deposit in the amount of the repair estimate. Kelly Landon stated he will made the repair as soon as possible. His estimate for the repair is \$8,000.00

**MOTION:** Mr. Esplin made a motion to collect a deposit of \$8,000.00 to be returned on the completion of the repair for Green Valley #5. This repair will be made within one year.

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

01:19:10

## 01:19:10 IBSD LIFT STATION GENERATOR

Ms. Meier stated she was contact by the City of Idaho Falls in reference to a backup generator the City has been holding for IBSD. A new one has been purchased and the old one is not being used. The generator is over 30-years old but in working condition. Ms. Meier will get more information regarding the value for a possible sale. Mr. Sasser will double check the procedures for selling property and discuss this again at the next meeting.

01:23:10

## 01:23:10 IBSD RATE INCREASE

Mr. Belliston stated that for now the Board has decided to just absorb the rate increase from the City of Idaho Falls. The decision to increase patron fees will be made at a later date based on the engineering study performed by Forsgren & Associates. Mr. Esplin stated that if a rate increase is proposed he would like a minimum of three-months notice to the patrons.

01:26:22

## 01:26:22 SCHEDULING OF 2018 BOARD MEETING DATES

Ms. Meier asked the Board what days they would like to hold monthly meetings in the coming year. She will advertise to meeting times as required. She proposed a schedule for holding the meeting on the third Wednesday of each month with the exception of December.

**MOTION:** Mr. Miner made a motion to accept the proposed 2018 meeting schedule for the third Wednesday of the month with the exception of December which will be held on the second Wednesday. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:27:50

01:27:50           **IBSD FIBER OPTICS UPDATE**

Ms. Meier stated that IBSD is currently running on fiber optics. It was understood that there would not be a monthly fee but that has changed. The cost is still significantly reduced from cable internet service. The total bill is about \$160.00.

01:30:05

01:30:05           **IBSD HOLIDAY**

Ms. Meier asked the Board for permission to give the staff an annual bonus. She also asked for holiday hours.

**MOTION:** Mr. Belliston made a motion to close the office on December 26<sup>th</sup> to give the employees the day off paid. **MOTION SECONDED:** Mr. Miner seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:34:30

**MOTION:** Mr. Nelson made a motion to pay the employees a bonus of \$200.00. **MOTION SECONDED:** Mr. Cousin seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:36:50

01:36:50           **ADDITIONAL BOARD MEETINGS – DISCUSSION & APPROVAL**

Mr. Esplin asked for permission to get paid for his meeting with staff and engineers regarding the City of Idaho Falls pay increase and rate increase.

Mr. Belliston stated he had a meeting with Landon Excavation regarding the entrance to the Fairmont Lift Station

**MOTION:** Mr. Miner made a motion to approve and compensate Mr. Esplin and Mr. Belliston for meetings they attended on behalf of IBSD. **MOTION SECONDED:** Mr. Nelson seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:40:30

Mr. Sasser stated that there are meeting from time to time as we negotiate contracts and discuss projects and finances. The Board is welcome to attend any of these meetings.

01:43:20

01:43:20           **PAYMENT OF BILLS**

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

01:47:40

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01:47:40 IBSD STAFF CONCERNS, - EXECUTIVE SESSION: IDAHO CODE: 74-206 (B)

MOTION: Mr. Esplin made a motion to enter into Executive Session pursuant to IBSD employee concerns. MOTION SECONDED: Mr. Miner seconded. MOTION PASSED: Roll call vote 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:49:20

MOTION: Mr. Esplin made a motion to allow Donna Bridges to work up to 40 hours during business hours. MOTION SECONDED: Mr. Nelson seconded. MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:53:50

MOTION: Mr. Esplin made a motion to offer employees health insurance with IBSD paying half the premium. MOTION SECONDED: Mr. Miner seconded. MOTION PASSED: 5-0 (Yay: Mr. Belliston, Mr. Esplin, Mr. Miner, Mr. Nelson and Mr. Cousin)

01:58:40

01:58:40 ADJOURNMENT

The meeting adjourned at 9:03 p.m.

*Brady Belliston*

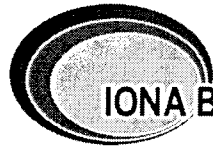
Brady Belliston, Chairman of the Board of Directors

1/23/18  
Date

*Robert Esplin*

Robert Esplin, Secretary/Treasurer

1/17/18  
1/18/17  
Date



## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses -12/13/2017

Advantage Emp. Solutions	Payroll, Employee, Board	\$ 9,483.07
BK Professional Services	Lawn Services	\$ 394.00
Blue Skies	Office water	\$ 19.70
Bonneville County	Taxes	\$ 2,324.22
Buff N Shine Building Maint.	Office/Windows Cleaning	\$ 185.00
Cable One	Internet/Phone	\$ 139.53
Caselle	Software Support	\$ 598.67
Chase Paymentech	Merchant Processing Fees	\$ 967.98
City of Ammon	Sewer Treatment	\$ 3,744.00
City of Idaho Falls	Sewer Treatment/Repairs	79569.49
Falls Water	Office Water-bldg	\$ 58.75
Forsgren	Engineering Services	\$ 935.00
HealthSmart Benefit Solution	Insurance	\$ 16.00
Ideacom	Phone Systems Oct/Nov Billing	\$ 138.95
Intermountain Gas	Office Utility - Gas	\$ 31.57
ISU Credit Union	Replemish Bank Account	\$ 595.16
Lucinda Wellman	Nov Consulting Svs	\$ 274.08
Public Retirement System	PERSI.	\$ 2,427.42
Sam's Club	Office Supplies	\$ 81.36
Sasser Law Office	Legal Services	\$ 5,033.50
United Mailing Direct	Monthly Statements	\$ 2,512.56
USPS	Postage Stamps	\$ 40.45
Utility Billing - Refunds	Refunds to patrons	\$ 180.51
Xpress Bill Pay	Online payments	\$ 1,350.04
	<b>Total</b>	<b><u>\$ 111,101.01</u></b>