

# OFFICIAL IBSD MINUTES

FEBRUARY 23, 2016  
IONA-BONNEVILLE SEWER DISTRICT (IBSD)  
MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:00 p.m.

**Board Members Present:** Jason Blundell (Chairman); Robert Esplin; Matt Porter; Stephanie Bird; Brady Belliston

**IBSD Staff:** Cindy Wellman, Manager; Donna Bridges, Field Coordinator

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

**Public:** Cody Puzey, Kartchner Inc.; Kelly Landon, Landon Excavating; Dave Noel, Forsgren & Associates

## Agenda Items:

1. Crow Creek #3 issuance of permits: Kartchner
2. Rock River #2 new subdivision
3. School District #93 High School, discussion
4. Lincoln main, update: Forsgren Associates
5. Centennial I Lift Station, update: Forsgren Associates
6. Investment committee, discussion: Matt Porter
7. Facility security, discussion: Cindy Wellman
8. Utilization of board room by other entities, update
9. Chart of accounts and budget implementation, discussion: Cindy Wellman
10. Approval of minutes: 01/27/2016
11. Payment of bills

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

00:00:00

Ms. Wellman stated that both the engineers from Forsgren had other commitments but Mr. Noel will be arriving around 7:30 p.m. He asked that any items that he needs to address be tabled until that time.

00:01:05

## 00:01:05 CROW CREEK #3 ISSUANCE OF PERMITS: KARTCHNER

Ms. Bridges stated that Kartchner is requesting permits for Crow Creek Div. 3. A couple dips have been identified for repair but the work cannot be done until warmer temperatures. They are asking to make a deposit for the cost of repairs so they can begin construction. The estimate for the repairs is \$9,800.00.

**MOTION:** Mr. Esplin made a motion to allow Kartchner to proceed with issuance of permits with a deposit of \$9,800.00. This deposit will be refunded upon completion of repairs and conditional acceptance from the City of Idaho Falls. **MOTION SECONDED:** Mr. Porter

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seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:05:15

00:05:15           **ROCK RIVER #2 NEW SUBDIVISION**

Ms. Bridges presented plans for Rock River, Division 2. The plans have been reviewed and approved by the IBSD engineer.

**MOTION:** Mr. Porter made a motion to approve Rock River, Div. 2 as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:06:30

00:06:30           **SCHOOL DISTRICT #93 HIGH SCHOOL, DISCUSSION**

Ms. Bridges stated there are no updates at this time. This item will be included on the agenda in the event that additional information needs to be discussed as the about the project is developed.

Mr. Porter noted that there have been news items regarding the issuance of contracts by the School District. The Board discussed how contracts are issued by IBSD so as to avoid any problems or controversy.

00:09:30

00:26:00           **LINCOLN MAIN, UPDATE: FORSGREN ASSOCIATES**

Mr. Noel stated the plans are not a standalone set of plans. They are only designing the sewer line with the idea that Bonneville County will be handling the design of the roadway replacement. Mr. Esplin noted the location of a new fiber optics line that has been installed since the survey was done.

Mr. Noel also noted that Bonneville County has indicated that First St. may become a priority over Lincoln Rd. because of the proposed high school construction. If First St. does become a priority the County would like IBSD to consider replacing the sewer lines in this area as well. This may also include improvements on Crowley Rd. since there will be access to the school from the west.

The capacity and flow of the lift station in Fairmont was also discussed. The flow data will need to be reviewed when the estimated flows from the proposed school is known.

00:41:05

00:25:00           **CENTENNIAL I LIFT STATION, UPDATE: FORSGREN ASSOCIATES**

Mr. Noel stated that the new pumps have been installed. It was thought that there may be a need for new starters but Electrical Equipment was able to use the existing ones. There have not been any reports of problems since the installation so the pumps are working.

00:26:00

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00:09:30            **INVESTMENT COMMITTEE, DISCUSSION: MATT PORTER**

Mr. Porter stated he believes it would be a good to have an investment committee to make decisions regarding IBSD investments. This way all the decisions would not rely on one person. He thinks a committee of a couple Board members that includes the business manager that meets quarterly would be a good idea.

Mr. Esplin suggested either have two members or the entire Board as a committee. The Board discussed if the financial decisions would have to come before the Board. Mr. Blundell does not want to take authority away from the Treasurer. Decisions should be allowed to be made in a timely manner as long as the parameters detailed in the investment policy are being followed. He does believe that meeting quarterly to discuss the finances of the District is a good idea.

Mr. Esplin volunteered to be on the committee with Mr. Porter. He requested that Mr. Sasser look the legality of forming a subcommittee for this purpose.

00:25:00

00:41:05            **FACILITY SECURITY, DISCUSSION: CINDY WELLMAN**

Ms. Wellman updated the Board regarding the discussion for facility security. The ability to implement card swipe access as well as video cameras is possible. She has put out requests for information for the security and should have this information for the next meeting. She has also contacted Mike Klingler since he was involved with the building construction and is familiar with what is in place for security.

00:43:00

00:43:00            **UTILIZATION OF BOARD ROOM BY OTHER ENTITIES, UPDATE**

Ms. Wellman stated that the City of Ammon charges a deposit to other entities using their building. They give the users a key which is left when they leave. The IBSD building was designed so that access to the offices from the board room can be limited but still allow access to the restrooms. The Board would like to discuss this further when the costs for a security system is known.

00:48:00

00:48:00            **CHART OF ACCOUNTS AND BUDGET IMPLEMENTATION,  
DISCUSSION: CINDY WELLMAN**

Ms. Wellman stated she has a quote from Caselle for the budget module. Caselle would do the implementation of the software. She may need the Excel module eventually. This additional software will streamline the chart of accounts.

**MOTION:** Mr. Porter made a motion to purchase the chart of accounts software from Caselle.  
**MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:52:50

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00:52:50      **APPROVAL OF MINUTES: 01/27/2016**

**MOTION:** Mr. Esplin made a motion to approve the minutes for January 27, 2016 with corrections. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Esplin, Mr. Porter, and Ms. Bird; Abstain: Mr. Blundell and Mr. Belliston)

00:54:00


00:54:00      **PAYMENT OF BILLS**

**MOTION:** Mr. Porter made a motion to pay the bills as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

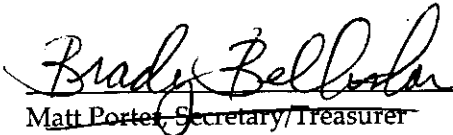
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00:54:55      **ADJOURNMENT**

The meeting adjourned at 7:56 p.m.

  
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~~Jason Blundell, Chairman of the Board of Directors~~  
DIRECTOR

3/23/16  
Date

  
\_\_\_\_\_  
Matt Porter, Secretary/Treasurer      DIRECTOR

3-23-16  
Date

# OFFICIAL IBSU MINUTES



## Monthly Expenses - February 24,2016

|                              |   |    |           |
|------------------------------|---|----|-----------|
| Advantage Emp. Solutions     | Payroll, Employee, Board                      | \$ | 13,613.28 |
| AFLAC                        | Insurance                                     | \$ | 116.35    |
| Amazon                       | Office Supplies                               | \$ | 214.76    |
| Bank of Commerce             | Replenish Office Account                      | \$ | 647.36    |
| BK Professional Services     | Lawn/Snow Maintenance                         | \$ | 945.00    |
| Blue Skies                   | Water   | \$ | 20.00     |
| Buff N Shine Building Maint. | Office Cleaning                               | \$ | 165.00    |
| Cable One                    | Internet/Phone                                | \$ | 350.45    |
| Caselle                      | Software Support                              | \$ | 598.67    |
| Chase Paymentech             | Merchant Processing Fees                      | \$ | 721.68    |
| City of Ammon                | Sewage Treatment                              | \$ | 3,744.00  |
| City of Idaho Falls          | Sewage Treatment/Maintenance                  | \$ | 64,407.02 |
| Dell                         | AppAssure Backup Renewal                      | \$ | 205.77    |
| Falls Water                  | Office water /Hydrant meter-Cleaning of lines | \$ | 17.75     |
| Forsgren Associates          | Engineering                                   | \$ | 10,184.00 |
| Healthsmart Benefit          | NCPERS - PERSI Ins                            | \$ | 32.00     |
| Intermountain Gas            | Office Utility - Gas                          | \$ | 51.55     |
| Key Bank                     | Safety Deposit Box                            | \$ | 45.00     |
| PC Plus                      | Computer Support                              | \$ | 281.25    |
| Public Retirement System     | PERSI   | \$ | 3,128.41  |
| Robertson Supply             | Lift Station Pumps                            | \$ | 14,134.39 |
| Rocky Mountain Power         | Utility - Lifts, Meters, Office,              | \$ | 713.38    |
| Sasser Law Office            | Legal   | \$ | 615.00    |
| Searle Hart & Associates     | 1099s   | \$ | 50.00     |
| State Insurance Fund         | Workers Compensation                          | \$ | 156.00    |
| The Hartwell Corporation     | Notary  | \$ | 80.00     |
| United Mailing Direct        | Monthly Statements                            | \$ | 2,235.29  |
| USPS.com                     | Stamps  | \$ | 197.85    |
| Utility Billing - Refunds    | Refunds to patrons                            | \$ | 112.00    |
| Xpress Bill Pay              | Online Banking                                | \$ | 1,211.63  |

Total \$ 118,994.84