

OFFICIAL IBSD MINUTES

DECEMBER 20, 2012
IONA-BONNEVILLE SEWER DISTRICT (IBSD)
MONTHLY BOARD MEETING

Meeting called to order by Chairman Kelly Howell at: 7:00 p.m.

Board Members Present: Kelly Howell (Chairman); Mike Klingler; Jason Blundell; Glen Clark; Robert Esplin

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

Attorney: Tony Sasser, Sasser Law Office

Public: N/A

Agenda Items:

1. Employee Bonus
2. Video inspection of Midway/Eagle interceptor
3. 2013 Election information
4. January 2013 newsletter
5. Discussion regarding IBSD budget
6. Approval of minutes: 11/28/2012
7. Payment of bills
8. Adjournment

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

Mr. Clark requested to add an item to the agenda. He would like to add Employee Bonus to the agenda. This is something that needs to be taken care of prior to the next meeting. There were no objectives to adding this to the agenda.

00:03:00

00:03:00 **EMPLOYEE BONUS**

Mr. Clark stated there used to be complaints from patrons on how they were treated by the previous administration and now there is nothing but positive feedback. He would like to propose a bonus of \$100.00 each to the employees to show appreciation for their hard work.

MOTION: Mr. Clark made a motion to pay the staff a bonus of \$100.00 each. **MOTION SECONDED:** Mr. Klingler seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:04:10

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00:04:10 VIDEO INSPECTION OF MIDWAY/EAGLE INTERCEPTOR

Ms. Bridges stated the bids for the videoing of the Midway/Eagle Interceptor line have been received. The lowest bid was received by a company out of Shoshone, Idaho called Sweet's. Jon McManus from Sweet's came into the office and gave the staff a presentation of what he provides with the camera reports. This includes software that allows the user to view specific sections of the pipe.

00:10:50

00:10:50 2013 ELECTION INFORMATION

Ms. Wellman stated there is an election coming up in 2013 and she wanted make note of some important dates. The two seats up for elections are Seats 4 and 5 which are currently being held by Robert Esplin and Kelly Howell. The deadline for filing for elections is March 22, 2013. Write in candidates have until April 5, 2013 to make a declaration. The election is May 21, 2013.

00:13:30

00:13:30 JANUARY 2013 NEWSLETTER

Ms. Wellman stated that in the January statements there is going to be a notice for Express Bill Pay. She asked the Board if they would like to include a newsletter with additional information. The Board discussed and decided there is not a need for a newsletter.

00:17:00

00:17:00 DISCUSSION REGARDING IBSD BUDGET

Mr. Blundell would like to have a budget in place moving forward in 2013. Now that the finances are in order and based on recommendations from the auditor he would like to put something together as a baseline that can be adjusted as needed. Ms. Wellman can use the financial statements to prepare suggestions for the Boards approval.

The Board discussed different categories that would be included in the budget with the idea of not making it too complicated. There should be a monthly and annual budget to show variances.

The Board also discussed hiring someone to assist Ms. Wellman with the accounting. This person could assist with the budget as well as being someone Ms. Wellman can contact as needed. She has had someone help her who is familiar with Caselle but he is not always available.

00:40:45

00:40:45 APPROVAL OF MINUTES: 11/28/2012

Mr. Blundell noted a typo to be corrected.

MOTION: Mr. Blundell made a motion to approve the minutes for November 28, 2012 as corrected. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:41:45

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00:41:45 **PAYMENT OF BILLS**

The Board asked what the status of the construction work performed by Intermountain Gas on Crowley Road and asked for this to be put on the agenda next month as a follow up. Ms. Bridges would make sure an inspection is performed.

The Board also asked what the status is for the Lost Customer agreement with Ammon. Ammon still has the agreement. Mr. Howell will check with the Ammon Council on the status of the agreement.

MOTION: Mr. Blundell made a motion to approve payment of the bills. **MOTION SECONDED:** Mr. Clark seconded. **MOTION PASSED:** 5-0 (Yay: Mr. Klingler, Mr. Blundell, Mr. Clark, Mr. Esplin, and Chairman Howell)

00:54:40

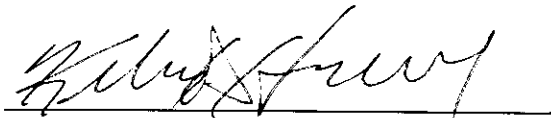
Mr. Howell asked as bids are requested for the remaining camera work if the work that has been done by Pipeline can be provided for the Granite software program. Ms. Bridges will check to see if this is available.

There is an extra desk in the office. Ms. Wellman asked the Board what they would like done with it or any other surplus equipment. She stated that surplus items had to be auctioned or given to another government entity. Mr. Sasser will check and verify this.

01:01:00

01:01:00 **ADJOURNMENT**

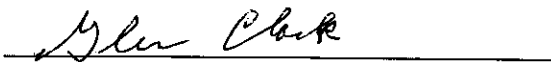
The meeting adjourned at approximately 8:00 p.m.



Kelly Howell, Chairman of the Board of Directors

1-28-2013

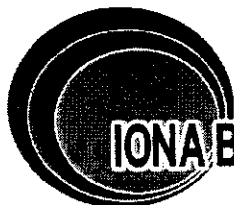
Date



Jason Blundell, Secretary/Treasurer

1-24-12

Date



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IONA BONNEVILLE SEWER DISTRICT

MAILING

3395 E. Leihm Lane
Idaho Falls, Idaho
83401

OFFICE

3395 E. Leihm Lane
Idaho Falls, Idaho 83401
(208) 524- 4545

OTHER

Fax (208) 524- 4646
Email - ibsd@sewerdistrict.com
Website - www.sewerdistrict.com

Monthly Expenses

December 20, 2012

Bank of Commerce	Replenish Office Account	\$400.92
BK Professional Services	Building Maintenance	\$172.99
Blue Skies Product Distributing	Bottled Water for Office	\$10.00
Buff N Shine Building Maint.	Office Cleaning	\$165.00
Caselle	Software Support	\$598.67
CDW Government LLC	Office Supplies	\$66.76
Century Link	Telecommunications	\$318.22
City of Ammon	Sewage Treatment	\$8,128.00
City of Idaho Falls	Sewage Treatment/Maintenance	\$48,074.40
Falls Water	Hydrant Meter/Sewer Line Maintenance	\$25.27
Intermountain Gas Co.	Office Utility – Gas	\$15.16
Lincoln Employee Benefits	Employee/Board Wages	\$13,779.78
Porter's Office	Office Supplies	\$127.24
Rocky Mountain Power	Utility – Lifts, Meters and Office	\$581.05
Sasser Law Office	Legal	\$1639.00
United Mailing Direct	Monthly Statements	\$1,711.94
Utility Billing Refunds	Patron Refunds	\$56.00
Walmart	Office Supplies	\$6.65

Total: \$75,877.25