

# OFFICIAL IBSD MINUTES

MARCH 22, 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 (via teleconference); Matt Porter; Stephanie Bird (absent); Brady Belliston

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

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

**Public:** John Pymm, District #93 School; Blake Jolley, Connect Engineering; Bruce Brooks, patron

**Agenda Items:**

1. Public Hearing, Annexations: Wheat Brothers, Escobar and Belliston
2. School District #93 High School, update
3. Ridgeview Subdivision #3: Freiburg Engineering
4. Crow Creek Subdivision #5 and #6 Approval: Eagle Rock Engineering
5. Bridgewater #7 Approval: Blake Jolley, Connect Engineering
6. Panorama Hills, update
7. Fairmont Lift Station, update
8. KeyBank accounts, update
9. IBSD staff, update
10. Approval of minutes: 02/22/2017
11. Payment of bills

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

Mr. Blundell asked if anyone had changes or additional items for the agenda. There were not change requests so he opened the public hearing.

00:00:50           **PUBLIC HEARING, ANNEXATIONS: WHEAT BROTHERS, ESCOBAR AND BELLISTON**

Mr. Blundell stated there are three annexation requests. Approval from the City of Idaho Falls has been obtained and the annexations have been advertised. The next step is to get public comment. Mr. Kevin Murray stated that he is in favor of the annexations. There were no other comments so the public hearing was closed.

Ms. Bridges stated the next step is to get the documents recorded at Bonneville County and then submit to Idaho State Tax Commission.

00:04:40

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00:04:40            **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**  
**RIDGEVIEW SUBDIVISION #3: FREIBURG ENGINEERING**  
**FAIRMONT LIFT STATION, UPDATE**

Mr. John Pymm with School District #93 stated that they are hoping to add residential building lots in the Ridgeview subdivision. There will be eight lots added at the dead end streets. There had been a plan to connect the road to the proposed high school into the subdivision but a road north of the subdivision is now planned for access.

Mr. Harris stated that he has reviewed the plans and does not know of a reason to not approve the subdivision. The sewer lines are in place with proposed lateral lines to be constructed.

**MOTION:** Mr. Porter moved that approval be given for Ridgeview, Division 3. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Mr. Belliston)

00:09:20

Mr. Harris stated that he still needs to speak to Bonneville County on what is planned for the guardrail at the intersection of 1st Street and Crowley Road.

00:10:30

00:21:55

Mr. Harris wants to see what Bonneville County has planned for continued access to the Fairmont Lift Station. He does not know how they plan to proceed or if they are going to ask for money to fund the improvements. He will have more information at the next meeting.

00:25:45

00:10:30            **CROW CREEK SUBDIVISION #5 AND #6 APPROVAL: EAGLE ROCK**  
**ENGINEERING**

Ms. Bridges stated that representatives from Eagle Rock Engineering could not attend since the Bonneville County Planning and Zoning meeting is on the same evening. They are in the process of getting the plat approved for Crow Creek, Divisions 5 and 6. They are requesting preliminary approval for the new divisions.

**MOTION:** Mr. Belliston made a motion to approve Crow Creek, Divisions 5 and 6 contingent on plan review and approval from Forsgren & Associates. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Mr. Belliston)

00:13:30

00:13:30            **BRIDGEWATER #7 APPROVAL: BLAKE JOLLEY, CONNECT**  
**ENGINEERING**

Mr. Blake Jolly with Connect Engineering requested approval of Bridgewater, Division 7. Bridgewater, Divisions 5 and 6 are under construction at present. Mr. Jolley reviewed what his plans are for the flow in the subdivision per his master plan. He will submit the plans for review when complete.

**MOTION:** Mr. Porter made a motion to approve Bridgewater, Division 7 contingent on plan review and approval from Forsgren & Associates. **MOTION SECONDED:** Mr. Porter seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Mr. Belliston)  
00:20:20

00:20:20           **PANORAMA HILLS, UPDATE**

Ms. Bridges stated that a septic system agreement letter has been prepared but not in time for Mr. Sasser's review. This item will be tabled until the next monthly meeting.  
00:21:55

00:25:45           **KEYBANK ACCOUNTS, UPDATE**

Mr. Porter stated that he, Mr. Esplin and Ms. Wellman met with Key Bank recently. There are a couple different products for fraud protection. Mr. Esplin stated that there are fees for these services and he questioned whether this is standard commercial banking practices especially considering how much money IBSD has invested with Key Bank.

Mr. Blundell stated he has looked at this issue and commercial banking is different than private banking. He believes that if you look at other banks there is not going to be a difference in fees. Since the bank is not allowed to make a return on deposits there are fees to offset services. Mr. Esplin appreciates this information. Mr. Porter stated that he has asked on occasion if there was a way to reduced fees and been told there is not. The fees are based on a float percentage so it varies each month.

Ms. Wellman will get started on implementing the fraud protection services.  
00:35:50

00:35:50           **IBSD STAFF, UPDATE**

Ms. Wellman notified the Board that she will be resigning from her position. She is moving out of the area. Her last day will be at the monthly meeting on May 24th. She also let the Board know that the Administrative Assistant Bonny Harding has also given notice due to retirement. Her last day will be April 21st.

Ms. Wellman provided job descriptions for both her and the administrative assistant position. The Board discussed how to move forward with finding applicants and screening. They also discussed the wage that will be used in the advertisement. It was decided that the Board will interview the top applicants when they are determined. Ms. Harding's position will be hired by Ms. Wellman so that training can begin as soon as possible.

Mr. Porter asked if the current staffing is appropriate for the workload and if there should be staff reduced or added. Ms. Wellman believes the number of employees is appropriate. It was suggested that a special meeting be held so that the replacements could be hired and interviewed in a timely manner.  
01:11:30

# OFFICIAL IBSD MINUTES

01:11:30           **APPROVAL OF MINUTES: 02/22/2017**

**MOTION:** Mr. Esplin made a motion to approve the minutes for February 22, 2017. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Mr. Belliston)

01:11:55


01:11:55           **PAYMENT OF BILLS**

**MOTION:** Mr. Porter made a motion to pay the bills as presented. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Blundell, Mr. Esplin, Mr. Porter, and Mr. Belliston)

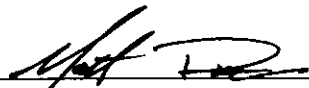
01:12:35

01:12:35           **ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

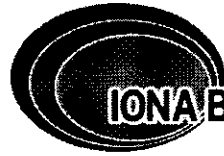
  
\_\_\_\_\_  
~~Jason Blundell, Chairman of the Board of Directors.~~  
Director

4-26-17  
Date

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

4-26-17  
Date

# OFFICIAL IBSD MINUTES



## IONA BONNEVILLE SEWER DISTRICT

### Monthly Expenses - March 22, 2017

Advantage Emp. Solutions	Payroll, Employee, Board	\$	10,643.80
AFLAC	Insurance	\$	116.35
Amazon	Office Supplies	\$	10.99
Bank of Commerce	Replenish Office Account	\$	280.81
BK Professional Services	Snow Removal	\$	360.00
Blue Skies	Office Water	\$	10.00
Buff N Shine Building Maint.	Office Cleaning	\$	185.00
Cable One	Internet/Phone	\$	350.74
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	899.50
City of Ammon	Sewer Treatment	\$	3,744.00
City of Ammon	Inspections	\$	732.98
City of Idaho Falls	Sewer Treatment	\$	63,715.32
Falls Water	Office Water	\$	17.75
First Call Jewel	Thermostat	\$	49.00
Forsgren	Engineering	\$	1,780.00
GoDaddy	Domain	\$	9.98
HealthSmart Benefit Solution	Insurance	\$	32.00
Intermountain Gas	Office Utility - Gas	\$	42.76
MicroSurvey	Annual Maint	\$	395.00
PC Plus	IT Services	\$	150.00
Post Register	Legal Notice	\$	239.40
Public Retirement System	PERSI	\$	2,785.10
Rocky Mountain Power	Electrical, Lift Stations, Meters, Office	\$	694.97
Sam's Club	Office Supplies	\$	5.88
Sasser Law Office	Legal	\$	1,545.00
United Mailing Direct	Monthly Statements	\$	2,482.82
USPS.com	Stamps	\$	5.25
Utility Billing - Refunds	Refunds to patrons	\$	169.00
Walgreens	Supplies	\$	3.96
Xpress Bill Pay	Online payments	\$	1,292.76
	Total	\$	93,348.79