



# Eastern Idaho Regional Sewer District

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## February 18, 2025, 9 AM Regular Board Meeting Minutes

**BOARD MEMBERS PRESENT:** Brian Powell (Chairman/President), Craig Cutler (Vice President), Sid Hamberlin, Jeff Cox, Frank Lemmo

**OTHER PARTICIPANTS:** Scott Hall (NHPT Law), Alan Giesbrecht (J-U-B), Scott Barry (EIRSD), Nicole Mangum (EIRSD), Justin Johnson (City of Shelley), Tyler Wood (GSE), Ken Fullmer (Western Smokehouse Partners), Doug Hanks (Western Smokehouse Partners), Caden Fuhrman (Eagle Rock Engineering), Neil Humphreys (Eagle Rock Engineering), Dana Izatt (Searle Hart & Associates PLLC), Thane Sparks (Searle Hart & Associates PLLC)

### 1. Call to order @ 9:00 AM

### 2. Consent Items

#### a. Approval of minutes – Action Item

**[Action Item]:** Mr. Hamberlin motioned to approve the meeting minutes for the 1/21/2025 regular board meeting and the bills. Mr. Cox seconded. Approved unanimously.

#### b. Review and approval of bills – Action Item

**[Action Item]:** Mr. Cox motioned to approve payment of the bills. Mr. Cutler seconded. Approved unanimously.

#### c. Review and approval of construction bills – Action Item

**[Action Item]:** Mr. Hamberlin motioned to approve payment of the construction bills, including draw number eight and draw number nine for payment to GSE for December and January invoices. Mr. Cox seconded. Approved unanimously.

**3. FY 2023-2024 Financial Audit - Action Item**

Dana from Searle Hart & Associates went over the EIRSD financial audits for fiscal year 2023-2024. Dana stated this was a clean audit on EIRSD's regular financials and bond and a clean special audit on the Federal Grant Funds. EIRSD was under budget for the year, and there were no discrepancies with the financials.

**[Action Item]:** Mr. Cutler motioned to approve the FY 2023-2024 Financial Audit. Mr. Hamberlin seconded. Approved unanimously.

**4. Commitment to Serve Request - Action Item**

**a. Copper Meadows, Divisions #2 through #5 (112 ERU's)**

Neil from Eagle Rock Engineering mentioned this plat is under review in the City of Ammon and in Bingham County. There has been an update to the layout of the plat, and it needed to go back through review process for approval. The plat was originally for 112 lots and is now 113 lots. Neil stated they are hoping to break ground on the initial divisions this coming fall and hope to move forward on flowing approximately 50 ERUs to EIRSD this next year.

The Board wants it noted that they are only approving to commit to serve 112 ERU's at this time. When more ERU's are needed, Copper Meadows will need to return to the board to get approval.

**[Action Item]:** Mr. Hamberlin motioned to approve 112 ERU's for Copper Meadows Division #2 through #5. Mr. Cox seconded. Approved unanimously.

**5. Bank of Commerce - Discussion Item**

There was no one in attendance from the Bank of Commerce.

**[Action Item]:** Mr. Hamberlin motioned to table the discussion of the EIRSD Accounts at the Bank of Commerce. Mr. Cutler seconded. Approved unanimously.

**6. J-U-B Engineers – Discussion Item**

**a. Update on legal descriptions for EIRSD boundary and zone boundaries**

Alan Giesbrecht from J-U-B Engineers stated the State of Idaho Tax Commission has reviewed the recorded EIRSD Boundaries Map and legal descriptions and found there are some areas where districts overlap that need to be corrected. The State Tax Commission has reached out to Alan regarding this matter, and Alan has worked with his team and surveyor to revise the documents. These have been updated, recorded, and mailed, as certified, back to the State of Idaho Tax Commission for their review.

#### **7. J-U-B/GSE - Upgrades Project – Discussion Item**

Alan Giesbrecht of J-U-B reviewed the current flows and loads entering the plant. The January average flow was 1.57 mgd. Tyler Wood of GSE reviewed the construction progress of the upgrades project. Their anticipated schedule shows Phase 1 being complete in April 2025 and Phase 2 in November 2026.

#### **8. Office Manager Report - Discussion Item**

Nicole asked the board members if there were questions regarding the February 2025 financials. Mr. Cutler mentioned that he has noticed some aging AR accounts that need to be followed up on, and EIRSD needs to start charging the late fees as EIRSD Resolution states. Nicole mentioned she will continue to go through the AR aging and send notices and statements.

The Board has asked to follow up on the ERU's for Melaleuca. Nicole stated she will follow up with the District Manager and get the board members these numbers.

Nicole mentioned the suggestion of combining two accounts EIRSD has at Bank of Commerce, Acct#3551 and Acct#3205, into one account for easier reconciliation and transferring the monthly service fees from accounts. Chairman Powell stated he will do a follow up review on this matter.

The Board noted that EIRSD is not charging for monthly services until a Certificate of Occupancy is issued as the City of Shelley starts services when permits are issued and the City of Ammon starts services when the Certificate of Occupancy is issued.

Nicole stated that it has come to the attention that employees who are required to have a CDL must go through a training program at a cost of \$2,000. Scott Barry asked the Board to review the option of reimbursing new hires needing a CDL for this training program.

#### **9. Manager's Report – Discussion Item**

Scott Barry has said that the plant is running well. He mentioned that the Mazda Lift Station is not ready for startup at this time, but they have been requesting a March 1 start up. There are still items needed to meet EIRSD's requirements before accepting this lift station. Alan Giesbrecht and Scott Hall have also been reviewing documents needed to turn this asset over to EIRSD. EIRSD will not accept this asset or allow the lift station to operate until the requirements have been made.

There have been 17 connections to EIRSD year to date. Scott mentioned that there was brief flow of 2.1 mgd from a snow melt event. Scott will be gone on vacation February 26 through March 8. Also, Shaun will be taking his Class III Treatment Exam, and Jamie and Paul will be taking the Class I Collection Exam.

#### 10. Public Comment

Doug Hanks from Western Smokehouse Partners has said that the plant is moving forward on the construction of Phase I, and it should be completed in June. There will be a meeting next week with GSE to determine the next steps. Scott mentioned there needs to be a review of the pre-treatment plan. Also, a meeting is needed in the future regarding the requirements for connection to EIRSD.

#### 11. Adjournment

Mr. Hamberlin motioned to adjourn the board meeting at 11:09 AM. Mr. Cutler seconded. Approved unanimously.

Approved:  Attest: 