Eastern Idaho Regional Sewer District

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July 21, 2026, 9 AM
Regular Board Meeting Minutes

BOARD MEMBERS PRESENT: Jeff Cox (Chairman/President), Frank Lemmo (Vice President), Sid Hamberlin, Craig Cutler, Robert Planesi

OTHER PARTICIPANTS:
Weston Davis (NHPT Law), Scott Barry (EIRSD), Nicole Mangum (EIRSD), Shaun Robinson (EIRSD), Jordon Johnson (City of Shelley), Jordan Parker (J-U-B Engineering), Cindy Donovan (City of Ammon), Brian Powell (City of Ammon), Sean Cenarrusa (GSE), Jacob Bean (North Star Benefits),

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

2. **Consent Items**
   a. **Approval of minutes – Action Item**

      [Action Item]: Mr. Lemmo motioned to approve the meeting minutes for the 6/16/2026. Mr. Hamberlin seconded. Approved unanimously.

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

      [Action Item]: Mr. Cutler motioned to approve the bills. Mr. Planesi seconded. Approved unanimously.

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

      [Action Item]: Mr. Planesi motioned to approve payment of construction bill, draw number 43 for GSE in the amount of $1,156,684.00. Mr. Lemmo seconded. Approved unanimously.

      [Action Item]: Mr. Planesi motioned to approve payment of construction bill, draw number 44 for J-U-B Engineers, Inc in the amount of $58,862.16. Mr. Hamberlin seconded. Approved unanimously.

3. **Action Item-Public Hearing:**
   a. **General Maintenance and Operation (M&O) fee increase: Eastern Idaho Regional Sewer District General Maintenance and Operation (M&O) Fee increase from $15.70**

to $16.96, presenting a fee increase of eight percent (8%) from customers located within the service areas of the District (All EIRSD Customers).

b. **Collection Line Maintenance and Operation (M&O) fee increase:** Eastern Idaho Regional Sewer District Collection Line Maintenance and Operation (M&O) Fee increase from $9.20 to $9.94, presenting a fee increase of eight percent (8%) from customers located within the service areas of the District (EIRSD County Customers).

[Action Item]: President Cox opened the public hearing at **9:02 a.m.** to receive public comment regarding the proposed increases to the **General Maintenance and Operation (M&O) Fee** and the **Collection Line Maintenance and Operation (M&O) Fee**, which had been published twice in the *Post Register*. No public comments were received. President Cox closed the public hearing at **9:08 a.m.**

[Action Item]: Mr. Hamberlin motioned to approve the Eastern Idaho Regional Sewer District General Maintenance and Operation (M&O) Fee increase from $15.70 to $16.96, presenting a fee increase of eight percent (8%) from customers located within the service areas of the District (All EIRSD Customers) effective October 1, 2026. Mr. Lemmo seconded. Approved unanimously.

[Action Item]: Mr. Hamberlin motioned to approve the Eastern Idaho Regional Sewer District Collection Line Maintenance and Operation (M&O) Fee increase from $9.20 to $9.94, presenting a fee increase of eight percent (8%) from customers located within the service areas of the District (EIRSD County Customers) effective October 1, 2026. Mr. Lemmo seconded. Approved unanimously.

4. **Action Item – Consideration for Annexation Petitions and extension of sewer service**

   a. **Petition #2026-5: The Church of Jesus Christ of Latter-day Saints – 827 E 1500 N, Shelley, Idaho (Bingham County)**

   [Action Item]: Mr. Planesi motioned to approve the consideration of annexation and extension of sewer service for Petition No. 2026-5 for The Church of Jesus Christ of Latter-day Saints, located at 827 E. 1500 N., Shelley, Idaho (Bingham County), with the sewer collection system to be maintained by the City of Shelley. Mr. Hamberlin seconded the motion. Approved unanimously.

5. **Action Item – Consideration of Increasing ERU Limit or Eliminating Curtailment Policy:**

   The board discussed increasing the ERU limit from 9,830 to 10,300 to address capacity concerns as they approach the current limit of 9,830 ERUs. They plan to reassess the limit in January or February after the new plant comes online.

   [Action Item]: Mr. Planesi motioned to approve an increase of 500 ERUs effective July 21, 2026. Mr. Hamberlin seconded the motion. Approved unanimously.

6. **Action Item – Adoption of Fee Assessments Policy #2026-04:**

The board reviewed the proposed fee assessment policy for vacant properties but decided to table the decision due to concerns about administrative complexity and existing exceptions to the current policy.

[Action Item]: Mr. Planesi motioned to Table the Fee Assessments Policy #2026-04 for the discussion on Policy 2026-04 (fee assessments for vacant properties) at a future meeting after further clarification and wording review. Mr. Cutler seconded the motion. Approved unanimously.

7. **Discussion Item-J-U-B-Alan Giesbrecht**
    a. **Project update – Discussion Item**

Mr. Sean Cenarrusa of GSE provided the Board with an update on the ongoing construction activities at the Oxbow Water Reclamation Facility. He reported that process piping within the process building is scheduled to begin in August. Landscaping, exterior site work, and related improvements are also progressing.
Mr. Cenarrusa reported that the third headworks screen has been installed and is awaiting electrical power and commissioning. He also noted that electrical power to the process building is expected to be energized during the week.
Work on the Riverbend Lift Station bypass is anticipated to begin in August. Once the bypass is in place, crews will complete sewer and asphalt work, with final restoration and regimentation expected in September following completion of the bypass project.
Mr. Cenarrusa also provided an update on the odor control system, explaining that there will be a temporary period during the Riverbend bypass when wastewater will not be flowing through the existing system, which may result in noticeable odors. He stated that the new odor scrubber is expected to be delivered by the end of the month, which will help mitigate odors once installed and operational.
Regarding the process building roof, Mr. Cenarrusa reported that the remediation work has been completed. Moisture sensors have been installed throughout the building and are monitored both on-site and remotely from the District office to ensure any future moisture issues are detected promptly. He further reported that work is being completed on the exhaust fan system to ensure proper air exchange and ventilation, reducing the likelihood of similar issues occurring in the future.

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

Ms. Mangum presented the financial reports for the month of June and provided the Board with an overview of the District's current financial position. She informed the Board that, as previously requested, she has begun using the new QuickBooks reporting system and sent over in the financial packet the new reports. Ms. Mangum explained that while the reports are not yet fully finalized, as she is still reviewing and verifying individual general ledger line items, the new reports represent a significant step forward in the District's financial reporting. Ms. Mangum also reported that all bank and accounting reconciliations in the new QuickBooks system are current. She provided the Board with the finalized month-end Certificates of Occupancy (COs), from the cities and counties, and the current billed ERU totals. The board has requested that Ms. Mangum update the reports to reflect the updated ERU's from Increasing ERU Limit.

9. Discussion Item-Manager's Report

Mr. Scott Barry presented the District Manager's Report, providing updates on plant operations and ongoing construction activities. He reported that construction continues to progress well and that all treatment systems are operating properly.
Mr. Barry also provided an update on the replacement of the facility's fire pump, noting that the estimated cost of the repairs is approximately $20,000. He explained that installation has been delayed until the skylight repairs are completed.
Additionally, Mr. Barry reported that the District plans to install an on-site diesel fuel storage tank to take advantage of bulk fuel pricing and improve operational efficiency.
Mr. Barry announced that Mr. Jamie Torres successfully passed his Class I Wastewater Treatment Operator Certification examination and congratulated him on this professional achievement.
Finally, Mr. Barry informed the Board that the City of Ammon is currently conducting inspections of water features and canal crossings within its service area.

10. Executive Session – Idaho Code § 74-206(1)(f)

Mr. Planesi motioned to enter into Executive Session as referenced. Mr. Cutler seconded the motion. The motion was approved unanimously. The Board entered the Executive Session at 10:45 a.m.

The Board exited the Executive Session at 10:58 a.m.

11. Public Comment

The Chair opened the floor for public comment.

Discussion was held regarding employee benefits with **Mr. Bean of North Star Benefits**. Mr. Bean expressed his interest in visiting the District's facility to meet with employees and provide information on the benefits currently available to them, emphasizing the importance of understanding and utilizing those benefits.

Following discussion, the Board of Directors directed Mr. Bean to coordinate with the District Manager to schedule a convenient date and time for the employee benefits meeting.

12. Adjournment

Mr. Planesi motioned to adjourn the Executive Session and adjourn the regular Board meeting at **10:58 a.m.** Mr. Cutler seconded the motion. The motion was approved unanimously.

Approved: ______________________ Attest: ______________________