Eastern Idaho Regional Sewer District

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April 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), Alan Giesbrecht (J-U-B), Scott Barry (EIRSD), Nicole Mangum (EIRSD), Shaun Robinson (EIRSD), Kyle Jones (HLE, Inc), Doug Hankes (Western Smokehouse Partners), Charlie Smith (G3 Water Engineers), Jordon Johnson (City of Shelley), Sean Cenarrusa (GSE), Justin Blickle (GSE), Ryan Webster, Paul Snarr (Eagle Rock Engineering), Travis Payne (Connect Engineering), Bryson Dean

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

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

      [Action Item]: Mr. Cox motioned to approve the regular meeting minutes for the 3/17/2026. Mr. Lemmo seconded. Approved unanimously.

   b. **Approval of special meeting minutes – Action Item**

      [Action Item]: Mr. Cox motioned to approve the special meeting minutes for the 3/17/2026. Mr. Lemmo seconded. Approved unanimously.

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

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

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

      [Action Item]: Mr. Planesi motioned to approve payment of construction bill, draw number 36 for J-U-B Engineering in the amount of $60,424.72. Mr.

Hamberlin seconded. Approved unanimously.

[Action Item]: Mr. Lemmo motioned to approve payment of construction bill, draw number 37 for GSE in the amount of $1,036,836.00. Mr. Lemmo seconded. Approved unanimously.

[Action Item]: Mr. Planesi motioned to approve payment of construction bill, draw number 38 for J-U-B Engineering in the amount of $47,434.40. Mr. Cutler seconded. Approved unanimously.

3. **Action Item –** Will Serve Letter:
   a. **Copper Meadows II Division No.1-** Bingham/Bonneville County, Idaho (Rockwell Homes/Eagle Rock Engineering; 25 ERUs)

   Mr. Paul Snarr of Eagle Rock Engineering presented information regarding the Copper Meadows II Division No. 1 development and the associated request for a Will Serve Letter from EIRSD. Mr. Snarr reviewed details related to the proposed development, sewer service considerations, and infrastructure requirements associated with the project.

   Discussion was held by the Board regarding the proposed service request and the status of annexation into the City of Shelley. After further review and consideration, the Board discussed tabling the Will Serve Letter for Copper Meadows II Division No. 1 until additional information could be obtained. The Board determined that the matter would be revisited at the next scheduled meeting to allow time for further clarification regarding annexation requirements and long-term maintenance responsibilities associated with the project.

   The Board also requested that a formal letter be provided from the City of Shelley confirming that the City will assume responsibility for the maintenance of the lateral lines associated with the development. Additional discussion was held regarding future ownership, operation, and maintenance obligations to ensure all responsibilities are clearly identified prior to consideration of approval for the Will Serve Letter.

   [Action Item]: Mr. Hamberlin motioned to table the Will Serve Letter for Copper Meadows II Division No. 1. Mr. Lemmo seconded. Approved unanimously.

   b. **North Village Division No. 4**-Bonneville County, Ammon, Idaho (Rockwell Homes/ Connect Engineering; 36 ERUs)

Mr. Travis Payne of Connect Engineering presented North Village Division No. 4 to the board. The collection system for this development will be owned and maintained by the City of Ammon.

[Action Item]: Mr. Cutler motioned to approve the Will Serve Letter for North Village Division No.4. Mr. Planesi seconded. Approved unanimously.

4. **Action Item –** Acceptance of SSYA/Mazda Lift Station Sewer Easement:

The Board discussed the acceptance of a sewer easement associated with the Mazda Lift Station. Discussion was held regarding the transfer of ownership and operational control of the lift station and related pipeline infrastructure previously maintained by Mazda. The acceptance of the easement will provide EIRSD with authority and control over the discharge pipeline and lift station facilities to ensure proper operation, maintenance, and future access to the infrastructure.

Additional discussion was held regarding the long-term maintenance responsibilities, system management, and the benefits of bringing the infrastructure under District control. The Board reviewed the importance of securing the easement to protect access rights and allow the District to oversee future repairs, maintenance, and operational needs associated with the sewer system facilities.

[Action Item]: Mr. Lemmo motioned to approve Acceptance of SSYA/Mazda Lift Station Sewer Easement. Mr. Lemmo seconded. Approved unanimously.

5. **Action Item –** Acceptance of SSYA/Mazda Lift Station Assignment of Improvements:

The Board discussed the acceptance of the Mazda Lift Station Assignment of Improvements.

[Action Item]: Mr. Hamberlin motioned to approve Acceptance of SSYA/Mazda Lift Station Assignment of Improvements. Mr. Cutler seconded. Approved unanimously.

6. **Action Item –** Process Building Roof Repair:

The Board discussed the bids received for the Process Building Roof Repair project. Staff presented information regarding the current condition of the Process Building roof and the necessity of completing repairs to address ongoing maintenance concerns and prevent further deterioration to the facility. The Board reviewed the bid proposals submitted for the project, including estimated costs, proposed materials, project timelines, and the scope of work identified by each contractor.

[Action Item]: Mr. Lemmo motioned to approve the Process Building Roof Repair for the amount of $22,153.00. Mr. Cutler seconded. Approved unanimously.

7. **Action Item** – EIRSD Annexation Policy:

The Board discussed the EIRSD Annexation Policy, including requirements related to developments and properties receiving sewer service through the District. Discussion was held regarding the policy requirement that properties and developments must be located within or become part of an incorporated city or an established district in order to qualify for service through EIRSD.

[Action Item]: Mr. Planesi motioned to approve EIRSD Annexation Policy #2026-01. Mr. Hamberlin seconded. Approved unanimously.

8. **Action Item –** EIRSD Revision Update to ERU Policy for Commercial Shell Buildings and Commercial Condominiums:

The Board discussed the Commercial Shell Buildings and Commercial Condominiums Policy, including the assessment process and how Equivalent Residential Unit (ERU) calculations would be applied to commercial developments. Discussion was held regarding the purpose of the policy, methods for determining assessments, and how commercial shell buildings and condominium units would be evaluated for sewer capacity and fee allocation purposes.

Mr. Giesbrecht presented a detailed explanation of the ERU calculation process, including how projected usage, building size, occupancy type, and future tenant improvements may impact assessment determinations. The Board reviewed how ERU assignments are intended to provide a fair and consistent method for calculating sewer service capacity and associated fees for commercial properties.

Additional discussion was held regarding future development considerations, assessment adjustments as occupancy changes occur, and ensuring that the policy provides consistency for both developers and the District. The Board reviewed the importance of establishing clear guidelines for commercial developments in order to support long-term infrastructure planning, equitable cost distribution, and proper management of District sewer capacity.

[Action Item]: Mr. Cutler motioned to approve the EIRSD ERU Policy for Commercial Shell Buildings and Commercial Condominiums #2026-02. Mr. Planesi seconded. Approved unanimously.

9. **Action Item –** Non – Residential User Policy:

The Board discussed a policy regarding service applications for non-residential users within the District. Discussion was held regarding the review and approval process for commercial and other non-residential sewer service requests, including the assignment and calculation of Equivalent Residential Units (ERUs) associated with proposed developments and facilities.

The Board discussed that the draft policy should be revised to give the EIRSD Superintendent the authority to review and approve applications for non-residential service requests up to 15 Equivalent Residential Units (ERUs). Applications exceeding 15 ERUs will require review and formal approval by the EIRSD Board prior to service authorization.

The Board discussed the purpose of establishing the policy to provide administrative efficiency for smaller non-residential projects while ensuring that larger developments with greater potential system impacts receive full Board review and consideration.

Additional discussion was held regarding system capacity, long-term infrastructure planning, and maintaining consistency in the District's application and approval procedures for non-residential users.

> **[Action Item]:** Mr. Planesi motioned to approve the Non – Residential User Policy #2026-3 contingent on the policy being revised to allow the EIRSD Superintendent the authority to approve up to 15 ERUs. Mr. Lemmo seconded. Approved unanimously.

10. **Discussion Item** – J-U-B/GSE – Upgrades Project:

    a. **Project Upgrade**

Sean Cenarrusa (GSE) updated the Board on construction progress. At the Process Building, the roof is done, and the interior is being painted. At Riverbend LS, the splitter box is done, and GSE is constructing the force main. At the Headworks, Screen #1 is installed with ongoing electrical/control work. Construction progress continues to go well and remain on schedule.

11. **Discussion Item –** Office Manager's Report:

Ms. Mangum presented the financial reports for the month of April and provided the Board with an overview of the District's current financial position, including operational expenditures, account balances, and ongoing financial obligations. The Board reviewed the submitted financial information and discussed the District's current accounting processes and reporting procedures.

Discussion was held regarding the transition to the new QuickBooks Online accounting system, including concerns and questions related to the importing of historical financial data, account reconciliation procedures, reporting functionality, and overall implementation of the software conversion. The Board discussed the importance of ensuring accurate financial records and maintaining continuity throughout the transition process.

The Board requested that Ms. Mangum coordinate a meeting with Clearwater Financial and the District's auditors to further review the QuickBooks Online conversion, address outstanding questions related to the accounting system setup, and provide clarification regarding reconciliation and reporting concerns. The Board also requested an update regarding the current status, progress, and anticipated completion timeline of the 2025 audit.

Additional discussion was held regarding upcoming meeting notices and public posting requirements. The Board directed Nicole to post notice of the September meeting date change and ensure that the required five-day public notice is published in compliance with District policies and applicable notice requirements.

Mr. Scott Barry was recognized as part of Administrative Professionals Day for his successful efforts in leading and managing the District.

12. **Discussion Item –** Manager's Report:

Mr. Barry reported to the Board regarding a newly discovered leak in the sewer system adjacent to a bridge over an irrigation canal which was replaced in the winter of 2024-25. Mr. Barry provided available details regarding the location, condition, and potential severity of the affected sewer line. Mr. Barry reviewed possible repair methods available to address the issue, including CIPP lining repairs and chemical grouting repairs. Additional meetings are planned with pipe repair contractors to confirm the potential costs of various repair methods. Mr. Barry and the Board discussed the need to further investigate the extent and potential causes of the leak and potential repair methods.

Mr. Barry also reported that he is currently working on preparation of the Fiscal Year 2027 budget. He informed the Board that he will be contacting individual Board members to schedule meetings for further discussion regarding proposed budget increases, anticipated capital project expenses, operational needs, maintenance costs, and other budget-related items prior to finalizing the proposed budget for Board review and consideration.

Additional discussion was held regarding planning for the upcoming AIC Conference scheduled for June. The Board discussed conference attendance, scheduling, and the value of participating in training sessions, networking opportunities, and industry updates relevant to District operations and governance. Staff and Board members also discussed coordinating travel arrangements and conference participation details as additional information becomes available.

Mr. Barry reported that two operators recently passed their exams for Class 1 Collection and Treatment and Audric Reid received an award for Operator of the Year.

13. Public Comment

Mr. Doug Hankes of Western Smokehouse Partners (WSP) presented an update to the Board regarding the company's ongoing efforts and potential connection to EIRSD services. Mr. Hankes informed the Board that WSP is requesting a meeting with Mr. Giesbrecht and Mr. Barry to review and discuss the remaining requirements, operational considerations, and final items necessary to complete the connection process to the EIRSD system.

Mr. Hankes further explained that WSP will continue conducting testing procedures and gathering operational and discharge data over several weeks. The purpose of the testing is to provide additional information regarding projected wastewater flows and loadings to assist the District in evaluating the connection request and determining the feasibility and capacity requirements associated with service to the facility.

Discussion was held regarding the importance of reviewing the testing results and collected data to ensure compliance with District standards and operational requirements prior to final approval of the connection process. The Board also discussed system capacity considerations, monitoring requirements, and the need to verify that all necessary conditions and infrastructure requirements are satisfied before service authorization is granted.

14. Adjournment

Mr. Cutler motioned to adjourn the board meeting at 10:57 AM. Mr. Lemmo seconded. Approved unanimously.

Approved: ______________________ Attest: ______________________

5/19/26