

## Eastern Idaho Regional Sewer District

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Meeting ID: 913 0484 4313

### March 17, 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:**

Scott Hall (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), Ken Fullmer (Western Smokehouse Partners), Jordon Johnson (City of Shelley), Shane Wootan (City of Shelley), Charlie Smith (G3 Water Engineering), Justin Johnson (City of Shelley), Kim Westergard (City of Shelley), Steve Heath (Mt. West Engineering), Jordan Parker (J-U-B Engineering), Heather McBride (City of Ammon), Allan Johnson (DEQ), Jake Miller, Dylan Morrow, Bruce Leishman, Jake Young (Citi Design), Nate Leishman (Pinnacle Group), Cindy Donovan (City of Ammon), Nathan Riblett (City of Ammon), Brian Powell (City of Ammon), Wyatt Jenkins,

**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 2/17/2026. Mr. Hamberlin seconded. Approved unanimously.

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

**[Action Item]:** Mr. Lemmo motioned to approve 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 construction bill, draw number 34 for J-U-B Engineering in the amount of \$64,950.71. Mr. Lemmo seconded. Approved unanimously.

**[Action Item]:** Mr. Lemmo motioned to approve payment of construction bill, draw number 35 for GSE in the amount of \$1,062,389.00. Mr. Hamberlin seconded.

Approved unanimously.

**3. Action Item-Public Hearing for Annexation Petitions:**

a. **Petition #2026-2:** Hillcrest Ranch Division 2, Hillcrest Land Holdings, LLC  
Mr. Steve Heath presented the project, confirming to the Board that it is located within the City of Ammon limits and had no additional comments.

b. **Petition #2026-3:** Hillcrest Ranch Division 1, OLO Builders  
Mr. Jake Young presented the project consisting of 94 single-family homes and 18 town homes. Discussion confirmed that the project is within the City of Ammon and meets district requirements; he noted that some of the homes have already been constructed and confirmed that the application provided affidavits consenting to annexation for all previously built homes.

c. **Petition #2026-4:** John Adams Parkway Subdivision, Robert Suttter/Eastern Idaho Center, Mountain West Engineering:

Mr. Steve Heath presented the project, noting that it is currently within the Iona Bonneville Sewer District and would require a lift station to service the development. The applicant is seeking annexation to EIRSD.

**[Action Item]:** President Cox opened the public hearing for discussion on Petitions **2026-2, 2026-3, and 2026-4**, which were published twice in the *Post Register*. No public comments were received. President Cox closed the public hearing at 9:16 a.m.

**4. Action Item-Consideration Approval of Annexation Petitions:**

a. **Petition #2026-2: Hillcrest Ranch Division 2, Hillcrest Land Holdings, LLC**  
The Board discussed and confirmed that the project is within the City of Ammon limits and clarified that the action is for annexation only and does not constitute approval of ERUs and the City will own and maintain the collection laterals.

**[Action Item]:** Mr. Cutler motioned to approve the annexation of Petition 2026-2 for Hillcrest Ranch Division 2. Mr. Lemmo seconded. Approved unanimously.

b. **Petition #2026-3: Hillcrest Ranch Division 1, OLO Builders:**  
The Board discussed and confirmed that the project is within the City of Ammon limits. The Board further clarified that the action is for annexation only and does not constitute approval of ERUs and the City will own and maintain the collection laterals.

**[Action Item]:** Mr. Cutler motioned to approve the annexation of Petition 2026-3 for Hillcrest Ranch Division 1. Mr. Lemmo seconded. Approved unanimously.

c. **Petition #2026-4: John Adams Parkway Subdivision, Robert Suitter/Eastern Idaho Commerce Center, Mountain West Engineering, LDS Church Meeting House**

The Board confirmed the project is located within the City of Ammon limits; however, it is currently within the boundary of the Iona Bonneville Sewer District. The Board discussed that a commitment to serve may be provided, but approval cannot be granted until the property is de-annexed from the Iona Bonneville Sewer District, and a letter of confirmation is received.

**[Action Item]:** Mr. Cutler motioned to approve the annexation of Petition 2026-4 for John Adams Parkway Subdivision on the condition of the de-annexation and confirmation from Iona Bonneville Sewer District. Mr. Lemmo seconded. Approved unanimously.

5. **Action Item – Commitment to Serve Letter:**

a. **Pinnacle Subdivision Phase 1, Alder Industrial, HLE Engineering, (8 ERU's)**

Mr. Kyle Jones presented this item to the Board. Mr. Jones confirmed that the ownership of the trunk interceptor line will be conveyed to EIRSD upon completion of construction and testing. The intent is that services will be directly connected to the interceptor line, but any collection laterals will need to be operated and maintained by the owner with pre-approval by EIRSD.

**[Action Item]:** Mr. Lemmo motioned to approve the Commitment to Serve Letter for Pinnacle Subdivision Phase 1 as discussed. Mr. Hamberlin seconded. Approved unanimously.

b. **State Street Estates, LLC, Brian Sargent, Phase 1 and 2, Single Family Mobile Homes, (97 ERU's)**

Mr. Bryan Sargent presented these items to the board. The development will be located in the City of Shelley, and Mr. Justin Johnson confirmed that the City has no concerns.

**[Action Item]:** Mr. Hamberlin motioned to approve the Commitment to Serve Letter for State Street Estates, LLC, Brian Sargent, Phase 1 and 2, Single Family Mobile Homes. Mr. Planesi seconded. Approved unanimously.

6. **Action Item- Will Serve Letter:**

a. **Pinnacle Subdivision Phase 1, Ander Industrial, HLE Engineering, (8 ERU's)**

Mr. Kyle Jones presented this item to the Board for the purpose of submitting it to DEQ for approval.

**[Action Item]:** Mr. Hamberlin motioned to approve the Will Serve Letter for Pinnacle Subdivision Phase 1. Mr. Lemmo seconded. Approved unanimously.

**7. Discussion Item- Identified water damage to the roof of the Plant Process Building at EIRSD Oxbow Facility:**

Discussion was held with Mr. Scott Barry (EIRSD) and Mr. Jordan Parker (J-U-B) regarding identified water damage to the roof at the Oxbow Facility. Mr. Barry provided an overview of the issue, noting that the damage was discovered during routine inspection and further evaluated through photographic documentation.

Mr. Parker discussed the structural concerns observed, including the absence of a vapor barrier and lack of proper ventilation within the roof assembly. These deficiencies have contributed to moisture accumulation, resulting in the presence of black mold and deterioration of wood components, including softened and compromised structural materials.

The Board discussed potential causes, long-term impacts on the facility, and the importance of addressing both the immediate damage and underlying design or construction deficiencies to prevent recurrence. Concerns were also raised regarding potential impacts on equipment, safety of personnel, and long-term maintenance costs.

Staff indicated that further evaluation is ongoing to determine the full extent of the damage and to develop a scope of repair or remediation. This includes assessing structural integrity, mold remediation requirements, and potential design corrections such as installation of proper ventilation and vapor barrier systems.

It was also noted that an ICRMP insurance claim has been submitted, and staff will continue coordinating with the insurance provider as additional information becomes available. EIRSD staff will inspect other buildings throughout the plant to assess if similar issues are present. The Board requested to be updated as more information is gathered and as repair recommendations and cost estimates are developed.

**8. Discussion Item-J-U-B Engineers – Alan Giesbrecht**  
**a. Reuse permitting**

Mr. Alan Giesbrecht (J-U-B Engineers) provided an update on the reuse permitting process. He reported that the public open house held on March 10th was successful, with strong attendance and positive feedback from those in attendance. He noted that he did not receive any negative comments from nearby subdivisions or participants.

Mr. Giesbrecht stated that information gathered from the open house has been incorporated into the reuse permitting documentation. He indicated that the updated materials would be provided to Mr. Barry for review, after which the application will be submitted to the Idaho Department of Environmental Quality (DEQ) as the next step in the process.

Board members expressed appreciation to J-U-B Engineers, District staff, and all involved in organizing the open house, noting that it was well attended and well received by the public. Comments reflected that attendees appeared impressed with the District's operations and future plans.

Mr. Giesbrecht confirmed that submission to DEQ is the next step and that the team will continue working through the permitting process. No additional updates were provided at this time.

## **9. Discussion Item-J-U-B-Alan Giesbrecht**

### **a. Project update – Discussion Item**

Mr. Jordan Parker (J-U-B Engineers) provided a detailed update on the upgrades project at the treatment facility. He reported that work is currently focused on the process building, where installation of metal pan decking has been completed, and roofing installation has begun.

Inside the process building, crews are actively installing process piping, including stainless steel piping systems. Mr. Parker also reported that the Riverbend Lift Station has been connected to a new box structure at the lagoons, allowing increased flow capacity to the plant and supporting additional pumps that have been installed at that location.

Significant progress is being made at the headworks facility, where electrical work is ongoing to integrate new equipment. One of the new screening units has been installed, and crews are working to complete installation and connections. It was noted that completion of the new headworks system, including electrical integration, is expected within approximately two weeks, with additional equipment installations to follow.

Mr. Parker also provided an update on the new plant pump station located on the east side of the facility. The structure has been installed, and work is underway to install pumps and complete associated electrical systems over the next several weeks.

The Board discussed the roofing system being installed on the process building. Mr. Parker explained that the facility will utilize a "cool roof" system, which allows for airflow beneath the insulation layer to provide ventilation. He noted that this type of roofing system is relatively uncommon in Idaho and will provide improved ventilation performance. Mr. Parker noted that while much of the visible exterior construction is nearing completion, significant interior work remains ongoing across multiple areas of the facility. He indicated that numerous smaller tasks are being completed concurrently throughout the site.

The Board thanked staff and engineers for the update and ongoing work. No further questions were raised at this time.

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

Ms. Nicole Mangum provided the Office Manager's Report and reviewed financial and administrative updates with the Board. Ms. Mangum asked if there were any

questions regarding accounts payable, accounts receivable, and bank statements for February. The Board indicated that everything appeared to be in order. She reported that bond payments for the Cities of Ammon and Shelley, as well as the U.S. Bank bond payment, have been completed for March. She noted that the next scheduled bond payments will occur in September.

Ms. Mangum provided an update on accounting processes, noting progress toward obtaining a complete trial balance. She explained that due to staffing availability, some items are being completed manually, but progress is being made. She also reported that the new QuickBooks system has been set up, and current efforts are focused on entering ending balances so that reconciliation can begin from October through the present.

An update on ERUs was provided for February, with Shelley adding 2 new ERUs, Ammon adding 21, and Woodville adding 3. Other areas remained unchanged. Ms. Mangum discussed ongoing efforts to refine ERU tracking, including reviewing commitment-to-serve and annual service agreements to determine which connections are actively flowing. She noted that this work will continue following completion of the audit.

The Board reviewed projections showing approximately 132 ERUs remaining based on current development activity. At the current rate of connections, it was estimated that available ERUs approved for connection could be fully allocated by June.

Discussion was held regarding future planning once ERU capacity is reached, including whether to increase the number of approved ERUs or modify existing limitations. It was noted that this decision will need to be addressed by the Board in the coming months.

Ms. Mangum concluded by asking if there were any additional questions. No further questions were raised.

## **11. Discussion Item-Manager's Report**

Mr. Scott Barry provided a detailed Manager's Report on plant operations, compliance, and ongoing maintenance activities. Mr. Barry reported that the District recently underwent a DEQ audit approximately one month prior. The audit resulted in no deficiencies, with only minor areas of concern identified. These included temperature control within the laboratory and minor reporting discrepancies related to lab data. Mr. Barry explained that the discrepancies were due to differences in lab reporting methods when transitioning between laboratories, resulting in conservative reporting values. He indicated that no violations occurred and that the items identified are being reviewed and addressed as needed. He also noted that he is reviewing standard methods related to lab temperature requirements and plans to follow up with DEQ for clarification.

Mr. Barry provided an update on headworks equipment, specifically noting repairs to an existing grinder unit. He explained that one grinder had been repaired using spare parts, which was a significant cost savings compared to full replacement. He further noted that additional grinder units are expected to be installed or replaced in the near term, with timelines estimated at approximately two weeks for one unit and an additional unit to follow.

The Board discussed the cost considerations of maintaining spare equipment versus replacement, and Mr. Barry indicated that having spare parts available has been beneficial.

Staffing updates were also provided, with Mr. Barry reporting that two new employees are scheduled to take certification exams in the coming week. He noted that personnel levels are stable and that staff are continuing to become proficient with operations of the upgraded system.

Mr. Barry also reported progress on system adjustments and improvements, including ongoing work related to pipeline repairs and system optimization. He indicated that operations are being dialed in with the upgraded system and that the facility is currently performing within compliance limits. It was noted that the plant is currently meeting phosphorus limits and is on track to comply with upcoming regulatory requirements taking effect May 1. Mr. Barry expressed confidence that the system is operating within the required thresholds.

Mr. Barry concluded by stating that a preliminary budget is expected to be prepared and presented to the Board at the April meeting. The Board expressed appreciation for the update and ongoing operational improvements.

## **12. Special Meeting Notice**

- a. A Special Meeting-Work Session will be held immediately following this Regular Meeting at the EIRSD Facility, 618 E 1250 N, Shelley, ID 83274**

It was noted that a Special Meeting – Work Session will be held immediately following adjournment of the regular meeting. The Board will take a brief five-minute recess before convening the special work session at the EIRSD Facility.

## **13. Public Comment**

The Chair opened the floor for public comment.

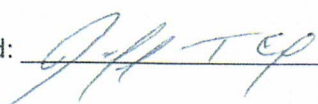
Discussion included appreciation from Board members and attendees for updated development and inventory tracking information that had been provided. It was noted that the information is helpful for planning purposes, particularly as additional residential developments, including townhomes, continue to be constructed within the service area.

An introduction was made of Heather McBride, Assistant Planning and Zoning for the City of Ammon, and her role in assisting with tracking and providing access to development and inventory data. It was noted that updated information and links are available for review and are useful for both the District and participating cities. Mr. Jordan Johnson also provided an update on development within the City of Shelley.

Board members expressed appreciation for the continued effort to maintain and distribute tracking sheets and development data, noting that it supports planning and coordination between entities.

**14. Adjournment**

Mr. Cutler motioned to adjourn the board meeting at 10:01 AM. Mr. Lemmo seconded.  
Approved unanimously.

Approved:  Attest: 