



## Eastern Idaho Regional Sewer District

### Policy #2026-02: Commercial Shell Buildings and Condominiums

#### Background

The Eastern Idaho Regional Sewer District (EIRSD) has adopted a Bylaws and Policy Manual in which Exhibit A provides a schedule for the number of equivalent residential units (ERU's) that EIRSD will assess for various user types. Whereas commercial shell buildings and commercial condominiums may contain various ownership configurations and types of wastewater generating facilities, this policy clarifies how EIRSD will assess the number of ERUs for these user types.

#### Definitions

A "commercial shell building" is defined as a building that is initially constructed as an empty space with the intent to eventually contain one or more commercial units within the space.

A "commercial condominium" is defined as a building that is constructed from the onset with one or more commercial units within the building.

A "unit" is defined as an individual usable space within the building that is occupied by a commercial business.

A "private bathroom" is defined as a toilet and sink serving only the employees of an individual unit within the building and containing no shop floor drain or shower.

#### Authority

The following sections from EIRSD's Bylaws and Policy Manual provide the EIRSD Board with the authority to revise Exhibit A:

##### Section 7.1.5

The monthly user charge for the Sewer System shall be established by the Board as a flat fee to be charged per month per each ERU. The fee may be changed from time to time by the Board in compliance with applicable state law for amending rate schedules (see Exhibit A). Said Exhibit A may from time to time be amended.

##### Section 7.5

Commercial users (anything other than residential) shall be charged on the estimated use per the Commercial Fee Structure. For business with multiple units, each unit will be assessed a connection and monthly user fee. The commercial fee

schedule is listed in Exhibit A, which may be amended from time to time by the Board.

## Policy

Prior to connecting to EIRSD, each owner of a commercial shell or commercial condominium building or owner of a unit within such a building is required to complete and submit a Commercial Application for Connection form to the EIRSD Superintendent. If the user type, occupation, or ownership of the unit changes in the future, the owner shall submit an updated Commercial Application for Connection form.

For the initial assessment of a new building owned by a single owner:

- EIRSD will assess the same number of ERU's for the capacity replacement fee and for the monthly user fee.
- EIRSD will assess a minimum of 1.0 ERU per building which will cover up to 4 office units with private bathrooms in the building.
- For additional units that are shown in the project drawings, the EIRSD Superintendent will assess a minimum of 0.25 ERU's for each added office unit with 1 private bathroom.
- If a unit contains a user type other than an office with 1 private bathroom, Exhibit A will be used to calculate the ERU assessment.
- The building owner will pay the capacity replacement fee and monthly user fee based on this initial assessment of the total number of ERU's.

When a unit(s) within the building is sold to a new owner:

- If the user type changes, the EIRSD Superintendent will re-evaluate the ERU assessment for that unit using Exhibit A, and the new owner will pay a capacity replacement fee and monthly user fee for that unit based on that new assessment.
- If the user type remains the same, the new owner will pay the monthly user fee previously assessed for that unit; no additional capacity replacement fee will be required.
- All owners will pay a monthly user fee based on a minimum of 1.0 ERU's.

All calculated ERU values will be rounded up to the next whole integer value for the assessment.

When any tenant improvements are made, the City or County building department in which the building is located will notify EIRSD when the building permit is issued so that EIRSD can reassess the ERU's.

Example Scenarios:

- 1 building containing 9 office units each having 1 private bathroom; all units are owned by a single owner
  - The owner will pay a capacity replacement fee and a monthly user fee based on the following ERU assessment:  $0.25 \text{ ERU's} \times 9 \text{ units} = 2.25 \text{ ERU's}$  → Rounded up to 3.0 ERU's

- 1 building with 9 units as follows:
  - 6 office units each having 1 private bathroom continue to be owned by the initial Owner A
  - 3 units are sold to a new Owner B
    - 2 units are office units each having 1 private bathroom
    - 1 unit is converted to a Fitness Center/Club with a public restroom and 2 showers which is to be assessed 3.0 ERU's according to Exhibit A.
  - The initial Owner A:
    - Will pay a monthly user fee based on the following ERU assessment:  $0.25 \text{ ERU's} \times 6 \text{ units} = 1.5 \text{ ERU's} \rightarrow$  Rounded up to 2.0 ERU's
  - The new Owner B:
    - Will pay a capacity replacement fee based on the 3.0 ERU's assessed for the Fitness Center/Club
    - Will pay a monthly user fee based on the following ERU assessment =  $0.25 \text{ ERU's} \times 2 \text{ units} + 3.0 \text{ ERU's} = 3.5 \text{ ERU's} \rightarrow$  Rounded up to 4.0 ERU's

No refund of capacity replacement fees already paid will be made if the ERU assessment is reduced in the future.

This policy will only be effective for applications submitted to EIRSD after the policy adoption date.

#### Exhibit A

Exhibit A (the EIRSD ERU Schedule and calculation worksheet) is revised to reflect the above policy.

EIRSD Board Chair



4/21/26 [signature]