Eastern Idaho Regional Sewer District

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October 20, 2026, 9 AM
Regular Board Meeting Minutes

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

OTHER PARTICIPANTS:
Weston Davis (NHPT Law), Jordan Parker (J-U-B), Scott Barry (EIRSD), Nicole Mangum (EIRSD), Shaun Robinson (EIRSD), Shannon Harvey (EIRSD), Sean Cenarrusa (GSE), Justin Johnson (City of Shelley), Jordon Johnson (City of Shelley), Blake Jolley (Connect Engineering), Adam French, Tiffany Olsen (Bingham County),

1. **Call to order @ 9:00 a.m.**

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

      [Action Item]: Mr. Cutler motioned to approve the regular meeting minutes for the 9/08/2026. Mr. Planesi seconded. Approved unanimously.

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

      [Action Item]: Mr. Hamberlin 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 No. 49 for GSE in the amount of $962,581.00. Mr. Hamberlin seconded the motion. The motion was approved unanimously.

      [Action Item]: Mr. Planesi motioned to approve payment of Construction Bill Draw No. 50 for J-U-B Engineers in the amount of $26,654.11. Mr. Hamberlin seconded the motion. The motion was approved unanimously.

3. **Action Item –Consideration of Setting a Public Hearing for the following Annexation Petitions:**
    a. **Petition #2026-8:** North End Recreation District, Shelley, Idaho (Bingham County)

        [Action Item]: Mr. Hamberlin motioned to approve the consideration to hold a public hearing for Petition #2026-8, North End Recreation District, located in Shelley, Bingham County, Idaho. Mr. Cutler seconded the motion. The motion was approved unanimously.

4. **Action Item –Will Serve Letters for the following:**
    a. Fox Crossing Division 2; Brandon Lee; Shelley; Bingham County, Idaho; 47 ERUs

        [Action Item]: Mr. Planesi motioned to approve the Will Serve Letter for Fox Crossing Division 2, Brandon Lee, located in Shelley, Bingham County, Idaho for 47 ERUs. Mr. Hamberlin seconded the motion. The motion was approved unanimously.

    b. North Village Division 5; Rockwell Homes; Ammon; Bonneville County, Idaho; 22 ERUs

        [Action Item]: Mr. Planesi motioned to approve the Will Serve Letter for North Village Division 5, Rockwell Homes, located in Ammon, Bonneville County, Idaho for 22 ERUs. Mr. Cutler seconded the motion. The motion was approved unanimously.

    c. North Village Division 6; Rockwell Homes; Ammon; Bonneville County, Idaho; 36 ERUs

        [Action Item]: Mr. Cutler motioned to approve the Will Serve Letter for North Village Division 6, Rockwell Homes, located in Ammon, Bonneville County, Idaho for 36 ERUs. Mr. Hamberlin seconded the motion. The motion was approved unanimously.

5. **Action Item** –Consideration and Approval of Payment and Release Agreement with Braun Jensen regarding Sand Creek Bridge mainline damage.

    [Action Item]: Mr. Hamberlin motioned to approve the Payment and Release Agreement with Braun Jensen regarding the Sand Creek Bridge mainline damage near the 1400 North Canal Crossing in Bingham County, Idaho, including a settlement payment of $158,229.66. Mr. Cutler seconded the motion. The motion was approved unanimously.

6. **Discussion Item –Consideration of the following Annexation Petitions:**

a. Eastern Idaho Regional Sewer District (EIRSD)-owned property surrounding the Oxbow Water Reclamation Facility; Bingham County, Idaho

The Board discussed the status of the District-owned property surrounding the Oxbow Water Reclamation Facility and agreed to proceed with the annexation process.

b. Copper Meadows Subdivision; Shelley; Bingham County, Idaho

The Board discussed the status of the proposed annexation of Copper Meadows Subdivision and the coordination needed to proceed. Questions arose regarding the property's annexation history. It was noted that the subdivision was recently annexed into the City of Shelley and also needs to be annexed into Eastern Idaho Regional Sewer District (EIRSD).

Discussion included whether the City of Shelley could serve as the applicant on behalf of the affected property owners or whether an authorized representative could assist with the process. The Board also discussed who would authorize J-U-B Engineers to provide assistance with the annexation.

Mr. Giesbrecht, representing J-U-B Engineers, and the City of Shelley are expected to have further discussions regarding the necessary steps and coordination required to move the annexation forward.

The Board also discussed the sequence of annexations, expressing that properties requiring annexation into both EIRSD and a city should be annexed into EIRSD before being annexed into the city. Further discussion and clarification of this process will be needed.

7. **Discussion Item** –Consideration of Issuing a Request for Proposals (RFP) for EIRSD's Annual Audit Services and determining whether the new services will begin with the fiscal year just ended or the current Fiscal Year.

Ms. Mangum asked the Board whether a newly selected auditing firm would audit the fiscal year just ended or the current fiscal year. The Board discussed issuing an RFP for annual audit services, noting that the District's current auditing firm has provided services for several years. Periodically seeking proposals, approximately every five to seven years, was discussed as an opportunity to obtain a fresh perspective on the District's financial records and practices.

The Board recommended that the RFP apply to the current fiscal year, allowing sufficient time for the selection process and any preliminary audit fieldwork before fiscal year-end. Issuing the RFP approximately six months before fiscal year-end, potentially in February or March, was suggested.

The Board agreed to revisit the matter in February and requested that the audit services RFP be placed on the February meeting agenda for further discussion.

8. **Discussion Item** – J-U-B/GSE – Upgrades Project:
    a. **Project Upgrade**

Sean Cenarrusa, representing GSE, and Jordan Parker, representing J-U-B Engineers, reported that the project is in the startup phase. New membrane installation is anticipated during the last week of November, with a target of bringing the new process building online around December 1. Startup testing and operational checks are expected to continue throughout December.

The new membranes are stored on-site and will require manual assembly and installation due to limited equipment access. The existing building will continue using its current, serviceable membranes. The Board also discussed cold-weather installation considerations, spare membrane availability, and replacement lead times.

Programming for the existing equipment is scheduled for the current week, followed by programming for the new equipment over the next two weeks. Related installation activities are targeted for the fourth week of that sequence. Staffing availability and coordination of employee time off with remaining project work were also discussed.

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

Ms. Mangum reported that September account reconciliations were complete, except for the main checking account, which she anticipated completing that day. She is entering the new fiscal year's budget into QuickBooks and continues coordinating financial reporting between the old and new systems.

Ms. Mangum clarified that the balance sheet and profit and loss reports were generated from the New QuickBooks system, while the budget-to-actual report was generated from the Old system. Payroll processed through the new system was not reflected in the old system's budget report and must be considered when reviewing the approximately $60,000 expense variance.
Ms. Mangum reported 18 new ERUs associated with certificates of occupancy for September: thirteen in Ammon, four in Shelley, and one in Woodville.

The monthly billing rate was confirmed at $48.90 per ERU.

Ms. Mangum also reported that Shannon Harvey, EIRSD's Customer Service Representative, is doing well in her position.

10. **Discussion Item –** Manager's Report

Mr. Barry reported that the plant and staff are doing well. He informed the Board that

Ted Hendricks had expressed interest in purchasing District-owned land for a business center. Mr. Barry explained that the property is intended for the plant's long-term needs and water reuse. Board members expressed support for retaining the property at this time.

The Board discussed the status of the Class A reuse permit. Requested information and revised forms have been submitted, and a response from the state remains pending. Board members expressed interest in obtaining approval before the next irrigation season to allow time for necessary preparations.

Mr. Barry asked the Board to consider installing the pump station and irrigation pivots needed to use the reclaimed water once the permit is approved.

The Board also discussed how using reclaimed water could affect the District's existing irrigation water use and the need to maintain its water rights. Potential operating savings, including reduced chemical costs, were noted. Further consideration of infrastructure, costs, and water allocation will be needed.

11. Public Comment:

The Chair opened the floor for public comment. No additional public comments or questions were received.

12. Executive Session –Idaho Code § 74-206(f) Litigation

This item was addressed under Action Item 5. No additional executive session was held under this agenda item.

13. Adjournment

Mr. Cutler motioned to adjourn the board meeting at 10:41 a.m. Mr. Planesi seconded. Approved unanimously.

Approved: _____ Attest: _____