

# Eastern Idaho Regional Sewer District

## May 21, 2024 Regular Board Meeting Minutes

**BOARD MEMBERS PRESENT:** Brian Powell (President), Craig Cutler (Vice President), Sid Hamberlin, Frank Lemmo, Jeff Cox

**OTHER PARTICIPANTS:** Scott Hall (NHPT Law), Alan Giesbrecht (J-U-B), Alyssa Jones (J-U-B), Scott Barry (EIRSD), Tyler Wood (GSE), Justin Blickle (GSE), Jordan Johnson (City of Shelley), Trevor Steffler (Automation Werx), Micah Austin (City of Ammon), Allan Johnson (DEQ), Doug Hankes (Western Smokehouse Partners), Peter Sikorski (Western Smokehouse Partners), Ken Fullmer (Western Smokehouse Partners), Ben Ball (Western Smokehouse Partners), Jace Perry (Clearwater Financial), Paul Snarr (Eagle Rock Engineering)

### 1. Called to order @ 9:01 AM

### 2. Appointment of New EIRSD Board Member – Action Item

Mr. Brian Powell noted that per Idaho Statute, the board needs to fill Brad Higley's seat on the board within 30 days of his resignation. Mr. Higley resigned May 1, 2024. Mayor Pascoe, Brian Powell, and Scott Barry conducted interviews and reviewed resumes. Mr. Powell recommended that Mr. Jeff Cox be appointed to serve the rest of Mr. Higley's term which expires in May 2025.

**[Action Item]:** Mr. Sid Hamberlin motioned to appoint Mr. Jeff Cox to the Eastern Idaho Regional Sewer District Board. Mr. Frank Lemmo seconded. Approved unanimously.

Scott Hall administered the oath of office to Mr. Cox.

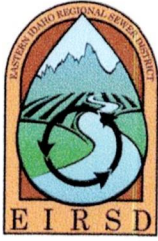
### 3. Consent Items

- a. Approval of minutes – **Action Item**
  - i. April 4, 2024 Special Board Meeting
  - ii. April 16, 2024 Regular Board Meeting
- b. Review and approval of bills – **Action Item**

**[Action Item]:** Mr. Hamberlin motioned to approve minutes for both April Board meetings. Mr. Craig Cutler seconded. Approved unanimously.

### 4. Public hearing for annexation petitions:

- a. **Petition #2024-3: Stosich Commercial Properties – Action Item**



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**[Action Item]:** Mr. Powell opened the public hearing for annexation for Petition #2024-3 for Stosich Commercial Properties. There were no public or Zoom comments. Mr. Powell closed public hearing.

### **5. Approval of annexation petitions:**

#### **a. Petition #2024-3: Stosich Commercial Properties – Action Item**

**[Action Item]:** Mr. Cutler motioned to approve the annexation Petition #2024-3 for Stosich Commercial Properties. Mr. Hamblin seconded. Approved unanimously.

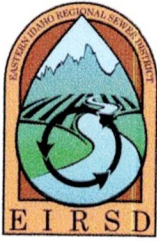
### **6. Commitment to Serve – Idaho Smoke House Partners – Action Item**

Mr. Doug Hanks stated that Golden Valley has merged with Western Smokehouse Partners which is a Midwest company. Western Smokehouse Partners is requesting a Commitment to Serve for 50 ERUs in addition to the 66 ERUs that Golden Valley already owned, the number of which the City of Shelley has confirmed. The Commitment to Serve letter they previously received for the 66 ERUs has been updated under the new business name. Mr. Powell voiced his concern about the 50 additional ERUs until Project 2 is underway and finished. Mr. Cutler commented that the manufacturing facility will need to prove compliance with the requirements of the new sewer ordinance. Mr. Alan Giesbrecht noted that a pre-treatment plan meeting the requirements of the sewer ordinance will need to be submitted for review and approval. Mr. Scott Hall mentioned that the EIRSD plant is primarily for residential users, and the residents cannot be put at risk, so EIRSD is being very cautious with approving Will Serve letters at this time and they may need to wait until after Project 2 is complete before getting a Will Serve and connecting. EIRSD will not buy back extra ERUs that are not used. Mr. Hanks offered a walk through the facility with Mr. Scott Barry, Mr. Giesbrecht, and any other board members that would like to attend.

**[Action Item]:** Mr. Hamberlin motioned to approve a Commitment to Serve letter for 50 additional ERUs to Western Smokehouse Partners. Mr. Cox seconded. Approved unanimously.

### **7. Resolution for Sole Source Procurement of Control Equipment by Automation Werx – Action Item**

Mr. Powell stated that a resolution for sole source procurement of Automation Werx was published in the Post Register on April 27, 2024. There have not been any public comments received. Mr. Trevor Steffler with Automation Werx explained the urgency of updating the existing control panels. The current PLCs are no longer supported by the manufacturers and are having performance issues. Panels were installed in 2008. Automation Werx has been supporting the plant for the last 10 years. Mr. Giesbrecht summarized the cost proposal. Mr. Steffler stated that the typical life expectancy of the updated equipment would be about 20



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years. The time frame for completing the update would be about a month. Mr. Hall verified that this process would meet the requirements for a sole source procurement per Idaho State Statutes. Mr. Barry recommended the approval. The funds for the project will come from the \$22/month that residents are currently paying which provide an extra \$66K a month that would pay the project cost in four months. The upgrade would be a capital replacement cost and not a capacity upgrade cost. The board requested that Mr. Giesbrecht put together a memo for the file summarizing J-U-B's review of the proposed costs.

**[Action Item]:** Mr. Cutler motioned to approve sole source procurement of Control Equipment by Automation Werx for a total of \$220,900 which will come out of the capital replacement account. Mr. Hamberlin seconded. Approved unanimously.

### **8. J-U-B Engineers – Alan Giesbrecht**

#### **a. Update on legal descriptions for EIRSD boundary and zone boundaries – Discussion Item**

Mr. Giesbrecht informed that the updated legal description and boundary map are being reviewed by Bonneville County's GIS department and then will go to the tax commission for review. The process is still on schedule to be done by the end of 2024.

### **9. J-U-B/GSE - Upgrades Project**

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

Mr. Giesbrecht presented an updated graph of the influent flows and loads. Flows in April increased due to irrigation (1.62 mgd avg, 1.76 mgd max day). Mr. Barry noted there are two leaks allowing sub-water to enter the lines, and he is in the process of getting proposals to have those leaks fixed. Mr. Barry and the board discussed eliminating the use of the AIS Lab which seems to be giving inaccurate BOD test results.

Mr. Giesbrecht informed that DEQ's draft rankings for SRF loan funds came out, and EIRSD was ranked #4 but still not within the fundable range for this year.

Mr. Tyler Wood with GSE reported that Project 1 continues to stay on schedule and within budget. Construction is trending well and should be done at the end of the year. Electrical is trending to be completed in Q1 of 2025. Mr. Justin Blicke stated that GSE has spent the last month refining cost estimates for Project 2 and is working with subs and vendors to get current pricing. Mr. Blicke reviewed the latest cost model and discussed potential cost savings items under consideration. Mr. Barry and the board agreed to delete the new access road, partially populate the new membrane trains, and retain the use of the existing TMOS pump station. Eliminating the added pumps at the headworks and switching to a pre-engineered metal process building are still being considered by the team for feasibility.



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Mr. Jace Perry with Clearwater Financial informed that document preparation and bond disclosure counsel services will be required for the loan funding application. Clearwater obtained a proposal from Skinner Fawcett LLP and Gilmore Bell for \$55K. However, Clearwater and Stephanie Bonney could likely team together to provide these services at a significantly lower cost and will provide a proposal as well. The board decided to hold a special board meeting to consider both proposals on May 29 at 9 AM and requested public notice be published for this.

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

#### a. Budget Review

Mr. Barry informed that one of the permeate pumps at the plant went down. This pump was scheduled to be replaced in Project 2 but now will be replaced as part of Project 1. A stainless steel pump should arrive in about 16 weeks, but in the interim, the plant is being sent a cast iron pump which can be returned as a rental if it is not used. Otherwise, the plant is running well.

Mr. Barry stated that the proposed budget includes a 3% raise and increases the monthly O&M rate from \$14.80/month/ERU to \$15.24. The budget will be considered for approval at the June board meeting. The cities have been informed of the proposed increase.

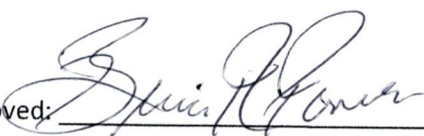
EIRSD operator Shaun Robinson will test for Class 3 certification next week and is up for Operator of the Year.

### 11. Public Comment

Mr. Micah Austin with the City of Ammon informed that Ammon anticipates 979 ERUs needed over the next 5 years. Ammon Fields has not re-applied yet but continues to meet with the City and estimates the development will need over 2,000 ERUs. Mr. Barry and Ammon's sewer superintendent have been in communication on what expectations are for cleaning grease traps, and coordination is going well.

### 12. Adjournment

Mr. Hamberlin motioned to adjourn at 10:53 A.M. Mr. Cox seconded. Approved unanimously.

Approved:  Attest: 