



Eastern Idaho Regional Sewer District

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March 18, 2025, 9 AM Regular Board Meeting Minutes

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

OTHER PARTICIPANTS: Scott Hall (NHPT Law), Alan Giesbrecht (J-U-B), Scott Barry (EIRSD), Nicole Mangum (EIRSD), Jordon Johnson (City of Shelley), Justin Johnson (City of Shelley), Tyler Wood (GSE), Allan Johnson (DEQ), Nathan Riblett (City of Ammon), Micah Austin (City of Ammon), Cindy Donovan (City of Ammon-Zoom), Travis Payne (Connect Engineering)

1. Call to order @ 9:03 AM

2. Consent Items

a. Approval of minutes – Action Item

[Action Item]: Mr. Cutler motioned to approve the meeting minutes for the 2/18/2025 regular board meeting and the bills. Mr. Cox seconded. Approved unanimously.

b. Review and approval of bills – Action Item

[Action Item]: Mr. Cox motioned to approve payment of the bills. Mr. Cutler seconded. Approved unanimously.

c. Review and approval of construction bills – Action Item

[Action Item]: Mr. Cox motioned to approve payment of the construction bills, including draw number 10 to J-U-B for January 2025 Invoice, and draw number 11 to GSE for February 2025 Invoice. Mr. Hamberlin seconded. Approved unanimously.

3. Commitment to Serve Request (Rockwell Homes/Connect Engineering) - Action Item

a. North Village Division #3 (25 ERU's)

Mr. Travis Payne of Connect Engineering reported that this is a Rockwell Homes development in the City of Ammon consisting of single-family homes and requested a commitment to serve letter for 25 ERU's.

[Action Item]: Mr. Hamberlin motioned to approve 25 ERU's for North Village Division #3 for Rockwell Homes/Connect Engineering. Mr. Cutler seconded. Approved unanimously.

4. CDL Training Reimbursement Agreement for EIRSD - Discussion Item

The Board discussed that whereas this agenda item is an administration item, no action is needed. The Board decided that if there is a balance owed for the CDL Training from the employee at time of termination, EIRSD will hold that amount of funds from their last paycheck issued. EIRSD will also send a demand letter to retain the funds if needed. This CDL Training Reimbursement Agreement will be added to the Employee Handbook.

5. Review of EIRSD Parcels - Discussion Item

The Board discussed the parcels owned by EIRSD surrounding the Oxbow plant. The two residential lots in the subdivision are less than 5 acres so do not qualify as agriculturally exempt for property tax purposes. The Board concluded that the two residential lots (RP82740470 and RP8270480) should be combined with the larger parcel north of the plant (RP0476704) so that these would all be exempt. The rest of the parcels owned by EIRSD should remain as is.

EIRSD will start the process of getting these processed on combining and working with Bingham County following all guidelines. Mr. Alan Giesbrecht from J-U-B stated he has the legal descriptions and will get started on preparing a legal description for the combined parcel.

6. Review of Temp Certification of Occupancy (CO's) - Discussion Item

Mr. Micah Austin (City of Ammon) stated that this past month, the CO Report from the City of Ammon included temporary COs for 24 units of Sage Point Apartments. Also Mr. Austin stated these are rare cases and situations that occur when a developer wants a temporary certificate of occupancy. In this case the developer was in need of a temporary certificate for financial reasoning's and at that time the building was not finished yet.

Chairman Powell stated that EIRSD did not included 24 ERU's, but they will be billed on this next billing cycle.

The Board discussed the temporary CO issue. Since the temporary CO's are listed on the CO Reports sent from the cities and those reports are what EIRSD uses for billing, EIRSD will bill those customers on the next month's billing.

7. J-U-B Engineers – Discussion Item - Alan Giesbrecht

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

Mr. Giesbrecht reported the Tax Commission was not able to include two annexations this year, but the original district and all other annexations will be included in the district. The two annexations that were not approved apparently do not have any homes built yet. The one annexation is Petition #2024-008 which is for North River Estates and located in Bingham County but was recorded in Bonneville County, and it needs to be re-recorded in the correct county. The second is Petition #2023-003 for Sunset Vista which had an error in the legal description from the petitioner's surveyor. Mr. Giesbrecht has reached out to them asking for the corrections, and when corrections have been made, EIRSD will then re-record the petitions and sent them to the Tax Commission.

8. J-U-B/GSE - Upgrades Project

a. Project updates – Discussion Item

Mr. Tyler Wood reported that the Phase 1 substantial completion will be reached in 4 weeks. The new treatment basin is anticipated to be on-line in May. Phase 2 construction is underway and progressing well.

9. Office Manager's Report – Discussion Item

Ms. Nicole Mangum reviewed the financials with the Board. Ms. Mangum also gave an update on the Account Receivables and stated there is only one account behind on payment, and a letter has been sent to the customer. There are 43 new ERU billings for the February billings. Ms. Mangum also updated the Board that Melaleuca started with owning 625 ERUs and have 532 ERUs remaining that have not been connected. When the monthly billing is done for Melaleuca, there is not a discounted rate for any of these billings.

10. Manager's Report – Discussion Item

Mr. Scott Barry reported that the plant is running smoothly. Mr. Barry reported that Shaun Robinson has passed his Wastewater Treatment III Test, and Jamie Torres has passed his Wastewater Collection Test. A lot of painting has been happening inside the buildings as there is an Idaho Operators Conference tour in May. The EIRSD plant is known as a well-kept and clean plant, so the team has been painting and doing a lot of needed maintenance. Concrete polishing will also be starting soon.

Mr. Barry mentioned that the Flo-Dar flowmeter is running at the Woodland Hills Division location in Ammon. Mr. Giesbrecht noted that developers have asked about remaining capacity in EIRSD's interceptors and that this information could be provided more accurately and timely if a hydraulic model of the system was prepared. The Board agreed that budgeting for this effort in the future would be helpful using a phased approach. Also, an update of the Oxbow plant's Facility Plan would help plan for the next phase of improvements that may be needed after the current project is completed.

Mr. Barry reminded the board members of the training conference that he, three employees, and a Board Member will be attending April 2 thru 4 in Boise for IRWA.

11. Public Comment

Nathan Riblett (City of Ammon) introduced himself as City of Ammon's Waste Water Department Director. He looks forward to working with Scott and EIRSD. Scott will get with Nathan to go over a simplified version of reports needed monthly. Micah Austin (City of Ammon) asked if EIRSD does any prorating of billing when connections are made. The Board stated EIRSD does not do any prorating. Mr. Giesbrecht informed the Board that J-U-B has been asked to assist the Ammon Fields development with engineering and asked if the Board had any concerns. The Board did not see any conflict-of-interest issues.

Mr. Giesbrecht reported that EIRSD submitted a letter to DEQ asking that the date for compliance with the final phosphorus permit limits be extended for an additional year due to the ongoing construction. Mr. Allan Johnson of DEQ asked that additional justification

be provided in another letter. Mr. Giesbrecht stated that he would provide a more detailed letter.

Mr. Johnson of DEQ discussed DEQ's current stance on reuse, recharge, and injection wells with the Board and noted that IDWR would also play a role in any water rights issues. Mr. Giesbrecht has scheduled a meeting with DEQ in April to discuss the process for obtaining a reuse permit to land applied effluent. The Board directed to apply for a permit to land apply on the EIRSD-owned parcels for now as expanding the permit to apply on other land could be pursued later.

12. Adjournment

Mr. Cutler motioned to adjourn the board meeting at 11:18 AM. Mr. Lemmo seconded. Approved unanimously.

Approved: _____

Attest: _____