Eastern Idaho Regional Sewer District

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Meeting ID: 913 0484 4313

September 23, 2025, 9 AM
Regular Board Meeting Minutes

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

OTHER PARTICIPANTS: Scott Hall (NHPT Law), Alan Giesbrecht (J-U-B), Shaun Robinson (EIRSD), Nicole Mangum (EIRSD), Scott Barry (EIRSD), Tyler Wood (GSE), Cindy Donovan (City of Ammon), Micah Austin (City of Ammon), Ryan Singleton (Mountain West Engineering), Randy Virgil (Resident), Jeff Freiberg (Freiberg Engineering), Tana Barney (Foothills Square), Tahri Moulifua (GL Voigt), Jordon Johnson (City of Shelley), Nathan Ribblet (City of Ammon), Travis Payne (Connect Engineering)

1. **Call to order @ 8:59 AM**

2. **Action Item- Consent Items**
   a. **Approval of minutes**

      [Action Item]: Mr. Cutler motioned to approve the meeting minutes for the 8/19/2025 regular board meeting and the bills. Mr. Lemmo seconded. Approved unanimously.

   b. **Review and approval of bills**

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

   c. **Review and approval of construction bills**

      [Action Item]: Mr. Cox motioned to approve payment of the construction bill, Draw No. 22, to GSE for the August 2025 invoice in the amount of $1,759,898.00. Mr. Lemmo seconded the motion. The motion was approved unanimously.

[Action Item]: Mr. Lemmo motioned to approve payment of the construction bill, Draw No. 23, to J-U-B Engineers for the July 2025 invoice in the amount of $116,525.67. Mr. Cox seconded the motion. The motion was approved unanimously.

[Action Item]: Mr. Lemmo motioned to approve payment of the construction bill, Draw No. 24, to J-U-B Engineers for the August 2025 invoice in the amount of $94,289.63. Mr. Hamberlin seconded the motion. The motion was approved unanimously.

3. **Action Item- Declare and authorize the following as surplus with a trade in value of $5,000.00:**
   a. **2014 Chevrolet Silverado Pickup**

   [Action Item]: Mr. Cox motioned to approve the 2014 Chevrolet Silverado as *surplus*, with a trade-in value no less than $5,000.00. Mr. Hamberlin seconded the motion. Motion approved unanimously.

4. **Action Item- Policy update on ERU Assessments for the following:**
   a. **Shell Buildings**

   The Board reviewed and discussed options for a new policy regarding Commercial Shell Buildings. It was determined that all Commercial Shell Buildings will be assessed a minimum of one (1) ERU at the time of final plat approval. Additional ERUs will be assessed based on the actual business occupancy and any tenant improvements.

   The City of Ammon, City of Shelley, and Bonneville and Bingham Counties will contact the EIRSD District Manager at the time of building permit issuance to review plans and determine any additional ERUs required. The District Manager will also be notified by the Cities at the time of final inspection, prior to the issuance of any Commercial Shell Building Final Certificates of Occupancy, to perform a final evaluation of ERUs assessed.

   [Action Item]: Mr. Cox motioned to approve the EIRSD Policy update requiring a minimum of one (1) ERU for Commercial Shell Buildings at the time of Final Plat, with additional ERUs assessed based on business occupancy and review by the District Manager. Mr. Lemmo seconded the motion. Motion approved by majority vote. Mr. Cutler abstained from voting.

   b. **Commercial Condos**

   The Board reviewed and discussed options for a new policy regarding Commercial Condo Buildings. It was determined that all Commercial Condo Buildings will be assessed a minimum of one (1) ERU at the time of final plat approval. Additional ERUs will be assessed based on the actual business occupancy and any tenant improvements.

The City of Ammon, City of Shelley, and Bonneville and Bingham Counties will contact the EIRSD District Manager at the time of building permit issuance to review plans and determine any additional ERUs required. The District Manager will also be notified by the Cities at the time of final inspection, prior to the issuance of any Commercial Condo Buildings Final Certificates of Occupancy, to perform a final evaluation of the ERUs assessed.

[Action Item]: Mr. Cox motioned to approve the EIRSD Policy update requiring a minimum of one (1) ERU for Commercial Condo's at the time of Final Plat, with additional ERUs assessed based on business occupancy and review by the District Manager. Mr. Lemmo seconded the motion. Motion approved by majority vote. Mr. Cutler abstained from voting.

5. **Action item- Will Serve Letter:**
   a. **Cedar Estates Division 4, 43 Residential Units, Deer Meadows Development (43 ERU's)**

   [Action Item]: Mr. Cutler motioned to approve the *Will Serve Letter* for Cedar Estates Division 4 in the Deer Meadows Development, for 43 Residential ERUs. Mr. Hamberlin seconded the motion. Motion approved unanimously.

   b. **Granite Creek Commercial, 6 Commercial Units, Randy Virgil/J. Freiberg Engineering (2 ERU's)**

   [Action Item]: Mr. Hamberlin motioned to approve the *Will Serve Letter* for Granite Creek Commercial for Randy Virgil / J. Freiberg, for 2 Commercial ERUs. Mr. Lemmo seconded the motion. Motion approved unanimously.

6. **Action Item-Commitment to Serve Letter:**
   a. **North Village Division 4, Rockwell Homes (36 ERU's)**

   Travis Payne with Connect Engineering presented the Commitment to Serve request for 36 ERU's for Rockwell Homes. The development is a residential subdivision with all single-family lots. This subdivision is anticipated to start next year with a typical 3-year build-out time line.

   [Action Item]: Mr. Cutler motioned to approve the *Commitment to Serve Letter* for North Village Division 4 for Rockwell Homes. Mr. Hamberlin seconded the motion. Motion approved unanimously.

7. **Action Item-Consideration of a Public Hearing for Annexation Petitions:**
   a. **Petition #2025-4: Section of 49th South and 1600 Road, adjacent to I-15, for Gary L. Voigt (Rancho Coachella Properties).**

[Action Item]: Mr. Cutler motioned to approve the scheduling of a *Public Hearing* for Petition #2025-4, to be held on October 21, 2025. Mr. Hamberlin seconded the motion. Motion approved unanimously.

b. **Petition #2025-5: East of Ammonside Division 7, Lots 6-10, and North of Ammonside Division 7, lots 13-16 for Foot Hills Square.**

[Action Item]: Mr. Cox motioned to approve the scheduling of a *Public Hearing* for Petition #2025-5, to be held on October 21, 2025. Mr. Cutler seconded the motion. Motion approved unanimously.

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

Mr. Giesbrecht informed the Board that the application and supporting documents for the reuse permit application is nearly complete. The intent is to hold a public meeting with nearby homeowners to provide information about the water reuse plan. Mr. Giesbrecht will organize and create an informational flyer and host the meeting.

9. **Discussion Item -J-U-B/GSE Engineers-Upgrades Project**
   a. **Project Upgrade-**

Mr. Tyler Wood with GSE, reported regarding the progress on Phase 1, which is nearing completion, and ongoing work on Phase 2. Construction activities currently include work on the Headworks building, force main installation, and upgrades to the Riverbend lift station. The contingency update indicates that GSE is approximately 63% through the overall project schedule and the budget is approximately 61% spent. The contingency remaining is currently 44.% of what has been budgeted.

10. **Discussion Item-**Office Manager-Nicole Mangum

Ms. Mangum presented the financial accounts and bond reserve updates, noting a difference between September 2024 and October 2025 due to reconciliation errors. She is currently working with Clearwater Financial to resolve these discrepancies. Ms. Mangum reported that for the month of September, 34 new Final Certificates of Occupancy were issued across the combined cities and counties. She noted that she is in the final stages of reconciliation. Once completed for EIRSD, Clearwater Financial will be able to finalize the cash flow chart for the Board.

11. Discussion Item -Manager's Report-Scott Barry

Mr. Barry reported that the plant is operating well with no issues. He provided updates to the Board regarding his employees and their current activities. Paul is enrolled in IRWA classes to earn his certification. Nicole has begun classes with CEI in QuickBooks and advanced Excel. Shaun has successfully passed his Class III exam and is now a Class III Operator.

12. Public Comment-

There were no Public Comments.

13. Adjournment

Mr. Hamberlin motioned to adjourn the board meeting at 10:46 A.M. Mr. Cutler seconded. Approved unanimously.

Approved: ______________________ Attest: ______________________