

# EAGLE SEWER DISTRICT

September 8, 2008

## Regular Monthly Meeting

6:00 p.m.

### Minutes

#### I. Roll Call

Chairman Jim Brooks called the meeting to order at 6:00 p.m. Board members present: Ed Hendershot, Jim Brooks, Chuck Ferguson, and Erv Ballou. Jim Gruber is absent. A quorum is present.

Consultants present: Phil Johnson, P.E., MWH; Gene Smith, P.E., NorthWest Engineering, and Evan Robertson, legal counsel.

Staff present: Lynn Moser, General Manager; RJ Lake, Operations Manager; and Lynne Sedlacek, Business Manager.

#### II. Approval of Minutes

Ferguson moved, Ballou seconded, to approve the minutes of the August 11, 2008 Regular Meeting. The motion passes unanimously.

#### III. Reports

**Operations Report/RJ Lake** – Lake reported the plant flow meter was down for four days, but for the monitored 27 days in August, the total plant flow was 46.11 million gallons, for an average of 1.71 million gallons per day.

Two major leaks have been discovered: A leak in Pine Ranch Subdivision has already been repaired. The second leak appears to be coming from an unused service connection on a bare lot in River's End Subdivision. Operations staff is working to locate ownership of the lot and will work with the property owner to get the leak repaired.

The cleaning crew has been working on the Dry Creek line. The East Liftstation has had the miltronics component repaired.

**Eagle City Council/Norm Semanko** – Councilman Semanko reported that the City of Eagle has completed the budget hearing process and has adopted the Fiscal Year 2009 budget. The council elected to not take any property tax increase. The council has decided to invest the city carryover amount until the money can be discussed and earmarked. The city may look into securing a Public Information Officer. The job may be put out as a contracted position.

**ESD Board Directors** - Ballou and Ferguson reported on their meeting with operations staff and their review of the new Palmer Lane liftstation project and the office addition at the plant. Hendershot stated that the building contractors are being very cautious and there is very little speculative building—most new construction is for pre-sold homes.

#### IV. Public Hearings

A. None

#### V. Unfinished Business

**A. FY2007 Audit Report** – Brooks stated that Jim Gruber has been working with staff to resolve some of the issues listed in the Fiscal Year 2007 audit letter. Sedlacek explained that she is working with the District's software provider to create a report that should pull the figures needed for the audit accrual reporting. As part of next year's audit, Sedlacek reported that a financial procedures manual will need to be created. Sedlacek stated that work on the manual has been started. This manual will formalize the District's accounting procedures and should help the District identify possible weaknesses in the segregation of the financial duties. After discussion regarding the new audit requirements, Ferguson moved, Hendershot seconded, to accept the Fiscal Year 2007 Audit report. The motion passes unanimously.

**B. Progress on Palmer Road Lift Station** – Johnson reported the construction is now just one foot below ground level. After the next two walls are installed, testing will begin for groundwater leaks. The water pressure below grade is estimated to be as high as 20 psi, and it is critical that the structure is water-tight. The top walls and roof should be completed before wet weather sets in. Johnson stated he is satisfied with the contractor's work and progress on the project.

**C. Update on Operations Building Addition** – Lake reported that the cement slab in front of the office is completed and the foundation and floor of the addition are complete. Some of the new plumbing is already in and the new garage door has been installed. The block for the walls has been delivered. Lake stated that Wright Brothers is doing a good job on the project.

**D. Miscellaneous** – None

#### VI. New Business

##### **Annexation Resolution Orders:**

*Upon approval of the following Resolutions/Order of Annexation, the Board Chairman is authorized to execute and record the Orders in the records of Ada County ten (10) days after the date signed, unless the Petitioner(s) formally notify the District, in writing, within said ten-day period, that the Petition is being withdrawn pursuant to Idaho Code 42-3218.*

**Resolution 08-15/Annexation Resolution Order/DBSI Peacock 129, LLC** – Kastera Development, through their real estate company: DBSI Peacock-129, LLC, is requesting annexation of 127.57 acres located north of Floating Feather Road, between Lanewood Road and Palmer Lane. The proposed use of the property is a residential subdivision. The public hearing for this annexation request was held on August 11, 2008. After brief discussion, Ferguson moved, Hendershot seconded, to approve Resolution 08-15, the Annexation Order for DBSI Peacock 129, LLC. The motion passes unanimously.

**B. Bid Approval:**

**Mission Street and Idaho Street Sewer Projects** – Gene Smith, P.E., of Engineering NorthWest, 423 N. Ancestor Way in Boise reported to the Board. Smith reported that there were 12 bids submitted for the Mission Street Sewer Project. Brown Construction submitted the low bid at \$55,046.50. Smith recommends the Board accept the Brown Construction bid.

Smith reported that there were 9 bids submitted for the Idaho Street Sewer Project and Brown Construction was also the low bid on this project at \$50,687. Smith recommends the Board accept the Brown Construction bid.

Ferguson moved, Hendershot seconded, to accept the staff and engineer's recommendations and authorize the General Manager and legal counsel to enter into the formal contracts for both construction projects with Brown Construction. The motion passes unanimously.

**C. Miscellaneous – None**

**VII. Ratification of Claims Paid Against the District**

Ferguson moved, Ballou seconded, to ratify the claims paid against the District. The motion passes unanimously.

**VIII. Adjournment**

Hendershot moved, Ferguson seconded, to adjourn the meeting. The motion passes unanimously. The Regular Meeting adjourned at 6:40 p.m.

Respectfully submitted:

---

Lynne Sedlacek