

# EAGLE SEWER DISTRICT

June 8, 2009

## 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: Jim Gruber, Jim Brooks, Chuck Ferguson, and Erv Ballou. Ed Hendershot is absent. A quorum is present.

Consultants present: 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, Gruber seconded, to approve the minutes of the May 11, 2009 Regular Meeting. The motion passes unanimously.

**To accommodate the individuals present in the audience, Brooks rearranged the agenda and skipped to item VI.C:**

**VI.C Purchase of New Hydro Cleaner** – Funding for a new truck was included in the FY2009 budget. The District's Operations staff has field tested seven different units from four different manufacturers. After consulting with the Operations crew and manager, Moser recommended the District purchase a Model MC1510 sewer jet/vac for \$188,112 and a 2010 Model 7500 International 6 x 4 truck for \$81,889. The total purchase price for the complete unit is \$270,001. As approved at last month's meeting, the truck purchase would be through the HGAC Purchasing Program.

Lake gave a brief overview of the evaluation and rating process used by the Operations staff. A copy of this information was provided to the Board as a supplemental meeting packet. Manufacturer representatives were present and Brooks invited them to address the Board:

**Hendershot join the meeting at 6:12 p.m.**

Vector/MetroQuip - Brad McCoy addressed the Board. MetroQuip carries the Vector truck that was rated third by the Operations staff, but was offered at a lower total cost than the selected model. Mr. McCoy stated that MetroQuip is a member of the Southwest Idaho Operators Section (SWIOS) and several other local trade organizations. Mr. McCoy and two other MetroQuip employees live in Eagle. MetroQuip is sponsoring a SWIOS training session in the ESD conference room this Wednesday. Mr. McCoy stated that MetroQuip sells quality equipment and has a full service facility. McCoy stated that he feels it is important that the Board spend the District's money wisely.

Camel – The Camel representative declined addressing the Board.

GapVax/Equipment Systems – Marlin Ethridge spoke for Equipment Systems. The GapVax is the model selected by the Operations staff. Mr. Ethridge stated that the GapVax is a quality piece of equipment. Equipment Systems works with Glen Dick Equipment as the service provider. Mr. Ethridge feels confident that Glen Dick Equipment has a quality service facility and staff.

Brooks thanked the speakers for their comments. He stated that this is ESD's first experience with using the HGAC Purchasing Program. He stated that ESD's legal counsel has reviewed the HGAC program and feels the program meets state law. Robertson asked those representatives in attendance if there was anything about the ESD selection process that they felt did not meet with state law. There was no response.

After additional comments and questions from the Board, Ferguson moved, Ballou seconded, to accept the proposals for the GapVax Model MC1510 sewer jet/vac and the Santex Model 7500 International 6 x 4 truck for a total purchase price of \$270,001. The motion passes unanimously.

**Brooks then moved the meeting to Semanko's City Council report, item IV.A.**

#### **IV.A. Reports**

**Eagle City Council/Norm Semanko** – Semanko reviewed the Council's agenda for their May 9 meeting which includes a pre-council presentation by Idaho Power and a city appointment to the Eagle Transportation Committee. The Clean Indoor Air Ordinance AKA Smoke Free Ordinance will be in public hearing again to hear public input regarding the proposed penalties. Semanko stated he is uncertain where this proposed ordinance will go and he is concerned with establishing a more restrictive ordinance than what is found in the surrounding cities.

**Brooks moved the meeting back to the regular agenda.**

#### **III. Appeal of Monthly Sewer Fees for Seasonal Non-Usage/Robert Shewchuk** – Mr.

Shewchuk leaves his home in Eagle every winter. He has asked that he not be charged for sewer while he is away from the home. ESD policy states, *"Once a building, home, apartment or mobile home space connected to the Sewer System has been occupied, the District shall continue to assess and bill the applicable monthly user charge regardless of whether or not the same remains occupied."*

Mr. Shewchuk has provided the District with a letter from Eagle Water Company that confirms he has his water shut off every winter. Mr. Shewchuk was present at the meeting and told the Board that it is just "common sense" that if he can prove he does not have water going into the home, then it is apparent he is not using the sewer service; and if he is not using the service, he should not have to pay for the service.

Both Moser and Robertson have provided the Board members with memos that discuss options and concerns regarding a possible change in policy. Robertson stated this issue will require a formal policy that can be applied equally to all District customers.

After discussion, Brooks appointed Ferguson and Gruber as a Board sub-committee. The committee is to work with staff and is tasked with investigating possible billing changes for vacant homes and commercial buildings. Brooks stated the committee should start with a breakdown of the existing \$30 per month service fee. Brooks stated this item is to be put on the July 13 agenda at which time a decision will be made. Brooks asked Mr. Shewchuk to attend the July meeting to hear the committee report and the Board's decision

#### **IV. Reports**

**A. City Council/Councilman Semanko** – This report was given earlier in the meeting.

#### **B. ESD Board of Directors:**

**Ballou** – Ballou reported that he and Ferguson had a short meeting with the Operations manager and they had reviewed the evaluation process used for the new jet/vac truck. They also visited the District's newest "hole" that is being excavated for the new headworks facility.

**Ferguson** – Same as Ballou

**Hendershot and Gruber** – no new reports.

**C. Operations Report/RJ Lake** – Lake reported the total plant flow for May 2009 was 49.39 million gallons, for an average of 1.59 million gallons per day. Staff has removed, rebuilt, and reinstalled a 10 HP floating aerator. The aerator had a damaged propeller. The recent rain over the weekend caused the daily flows to exceed 2 million gallons on both days and the District's on-call staff received one call regarding overflowing storm drains. The storm drain call was referred to Ada County Highway District.

The Operations staff continues to check for infiltration and six leaks were repaired in subdivisions on Eagle Island. Lake reported that all the fields, the highway right of way in front of the plant property, and the backside of the berm have all been mowed and weed spraying continues. Lake also reported that one of the plant's three water pressure tanks was replaced approximately 6 months ago and the other two went out and were both replaced this month.

Ferguson reported that he had recently talked with the Boise River Watermaster and the river flow levels will begin dropping off.

Brooks congratulated and thanked Lake and his crew for the time taken, and the process used, to evaluate and select the new jet/vac truck.

**V. Unfinished Business**

**A. Progress on Palmer Road Lift Station** – Johnson is out of town and Moser reported. The contractor is still working on alleviating leaks on the interior of the facility and negotiations continue on the building's outside rock covering. Moser said a more complete report will be given on the rock covering at next month's meeting. The contractor now seems reluctant to remove and reinstall the rock as was reported by Johnson at last month's meeting. The corrugated pipe installed to accommodate the draining of the on-site stormwater retainage basin is working well and is adequately moving water from the retainage basin to the drain ditch.

**B. Update on Wastewater Headworks Project** – Lake reported. As mentioned in Ballou's Director report, there is a large hole being dug for the new headworks facility. The first 12 to 13 feet down produced good top soil and they are now digging in pit run. The different soils are being stored separately and the ESD should be able to use all the pit run and the extra top soil at the plant facility.

The temporary power has been brought in to the site and the construction trailer is set up. A permanent ground water retainage basin will be constructed for the new headworks site. This basin has been excavated and lined and will be temporarily used to hold the ground water being pumped from the dig site.

**C. Miscellaneous** – None

**VI. New Business**

**A. ESD Financial Procedures Manual/Lynne Sedlacek** – To comply with audit requirements, Sedlacek has compiled the ESD financial procedures into a formal Financial Procedures Manual. The written procedures were prepared by Sedlacek and the Utility Billing clerks. The manual was included in the Directors' meeting packets. Sedlacek is requesting the Board review and formally approve the new manual.

Robertson stated he has some proposed changes and corrections to the manual and asked for additional time to discuss these with Sedlacek. To accommodate Robertson's request, Brooks stated the manual will not be addressed tonight but should be put back on the agenda for the July meeting.

**B. Appoint Budget Committee** – Moser presented the Board with a tentative work schedule for preparing the Fiscal Year 2010 Budget. The schedule calls for the budget committee to be appointed at tonight's meeting. Gruber volunteered to chair the committee and Brooks also volunteered to be on the committee.

**C. Purchase of New Hydro Cleaner** – This item was discussed earlier in the meeting.

**D. Miscellaneous** – None

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

Ferguson moved, Hendershot seconded, to pay the bills. The motion passes unanimously.

**VIII. Adjournment**

Hendershot moved, Gruber seconded, to adjourn the meeting. The motion passes unanimously. The Regular Meeting adjourned at 7:25 p.m.

Respectfully submitted:

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Lynne Sedlacek