

EAGLE SEWER DISTRICT

December 8, 2008

Regular Monthly Meeting

6:00 p.m.

Minutes

I. Roll Call

Chairman Jim Brooks called the meeting to order at 6:03 p.m. Board members present: Ed Hendershot, Jim Gruber, Jim Brooks, and Chuck Ferguson. Erv Ballou is absent. A quorum is present.

Consultants present: Phil Johnson, P.E., MWH, 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, Gruber seconded, to approve the minutes of the November 10, 2008 Regular Meeting. The motion passes unanimously.

III. Reports

A. Eagle City Council/Norm Semanko – Semanko reported that even with the down economy, activity at Eagle City Hall is not slowing down. There are three large land-use projects that the city is working on: The commercial property on the northeast corner of Chinden and Linder Road, the Flack/Carlock property near Highway 16, and the M3 proposal to help the City of Eagle secure a park on BLM ground in the foothills north of Eagle.

Eagle is transitioning the management and billing for the municipal water system from United Water into City Hall.

The Council is still working on adding financial material to the city website as part of the City's new "transparency" policy.

B. ESD Board of Directors:

Ferguson reported that he and Ballou met with Lake and Moser for their monthly lunch meeting and they toured the Palmer Liftstation project.

Hendershot reported that residential home building is still very slow. Hendershot stated that he has talked to many home contractors and it doesn't appear that the residential market will be turning around anytime soon.

Moser reported that no connection permits were sold in November. Sedlacek stated that she doesn't believe the District has had zero permits in a month since at least 1989.

C. Operations Report/RJ Lake – Lake reported the total plant flow for November 2008 was 48.35 million gallons, for an average of 1.61 million gallons per day. The new tractor has been delivered. Also purchased with the tractor were a mower, a front-end loader, and a box scraper. The tractor will be used for maintenance of the plant grounds.

Smith Power conducted the annual generator test, and suggested that the testing be done under a “full load” scenario. Some problems with the block heaters were corrected and modifications were made to allow the exhaust vents to open up correctly.

One of the employees is out on medical leave until mid-December.

IV. Public Hearings

A. None

V. Unfinished Business

A. Progress on Palmer Road Lift Station – Johnson reported the worksite is close to final grade and will be at final grade after the landscaping is installed. The contractor is now beginning to lay block. The roof should be on the structure by mid-January. Johnson explained the flooding problem that started with a leaking manhole and eventually flooded the wet well and eventually the dry side of the liftstation. The pump motors were being stored on the dry side of the liftstation and were underwater. The contractor had Priest Electric dry and check the motors. Johnson and Moser stated the District’s position is that unless the motor manufacturer will fully warrantee the motors as new, then the motors will be rejected by the District.

Moser reported that with the downturn in the economy and the major slowdown in construction, he and Johnson had looked at the costs associated with stopping the construction on the Palmer liftstation with the thought of completing the project when new home building starts up again. After some discussion the Board agreed that several factors, including the favorable bid received on the construction project and the estimated cost to rebid and mobilize a contractor at a later date, it was decided that it does not make financial sense to stop and then restart the project. The Board was in agreement that it would be better to have the liftstation ready for the market, rather than trying to get the project completed while new homes were waiting to connect. The liftstation should be completed by May 2009.

B. Update on Operations Building Addition – Lake reported that Wright Brothers will soon be closing out the project. Lake stated that Wright Brothers have screened off openings on the old exhaust fans and that should help control the insects that they are finding in the building. After the last rain, it was discovered that the existing roof is leaking. When the contractor comes out to complete the roof on the new addition, Lake will have the contractor evaluate the existing roof and get a cost estimate for repairing the leaking roof.

C. Progress on Wastewater Headworks Facility – Lake has voiced some concern about the dark walls and lack of light in the new headworks facility. Johnson and Moser reported on steps taken to brighten up the interior walls of the facility and to possibly add some glass block to the design. The facility has already received approval from Eagle’s Design Review Committee, so no external changes are planned.

Johnson stated the 90% plans would be delivered to ESD next week. After ESD’s review the final bid documents will be prepared. The final bid documents are scheduled to be delivered to ESD by the end of January.

D. Miscellaneous – None

VI. New Business

A. Proposed Changes to Eagle Sewer District Employee Manual – Moser reviewed the proposed changes/additions to the Employee Manual.

A statement has been added to clarify that Regular Part-Time employees of the District must work a minimum of twenty (20) hours per week to be eligible to receive the District’s fringe benefits. The 20-hour minimum requirement has been the District policy, but needs to be formalized in the District’s Employee Manual. The District currently does not have any part-time employees.

The due date for employee time-sheets has been moved up 3 days to accommodate the bank’s cut-off date for the District’s payroll direct deposit.

A new section has been proposed to add additional vacation time for employees with more than 20 years of service. The District’s current vacation policy does not address service beyond 15 years. The proposed changes were taken from the State of Idaho’s vacation policy.

Also proposed is a new section that will clarify that the maximum accrual of vacation days can not be exceeded; and employees will receive no further vacation credit for months of service until the employee reduces their vacation to below the maximum accrual.

The board discussed the total amount of accrual that is allowed for both vacation and sick leave. Ferguson moved, Gruber seconded, to approve the recommended changes to the employee policy manual. The motion passes unanimously.

B. Miscellaneous – None

VII. Ratification of Claims Paid Against the District

Gruber moved, Hendershot seconded, to ratify the claims paid against the District. The motion passes unanimously.

VIII. Adjournment

The Regular Meeting adjourned at 6:45 p.m.

Respectfully submitted:

Lynne Sedlacek