

**Secretarial Notes
Eastern Iowa Regional Utility Service Systems Commission**

DATE: Wednesday, January 28, 2025

TIME: 9:00 a.m.

PLACE: Zoom/Phone Meeting

MEMBERS PRESENT:	<input type="checkbox"/>	Brad Gaul	Cedar County Representative
	<input type="checkbox"/>	Jeff Kaufmann	Cedar County Alternate
	<input type="checkbox"/>	Erin George	Clinton County Representative
	<input type="checkbox"/>	Vacant	Clinton County Alternate
	<input type="checkbox"/>	Shirley Helmrichs	Delaware County Representative
	<input checked="" type="checkbox"/>	Michael Corkery	Delaware County Alternate
	<input checked="" type="checkbox"/>	Nin Flagel	Jackson County Representative
	<input type="checkbox"/>	Elizabeth Townsend	Jackson County Alternate
	<input checked="" type="checkbox"/>	Joe Oswald	Jones County Representative
	<input type="checkbox"/>	Jon Zirkelbach	Jones County Alternate

OTHERS PRESENT: Ryan Engelstad, BergenKDV

STAFF PRESENT:

- Matt Specht, Director of Comm/Economic Development
- Mark Jobgen, Project Manager
- Mae Hingtgen, ECIA Executive Director
- Steve Stoffel, Director of Finance & Administration
- Rebecca Kennedy, Finance Accountant
- Amanda Dupont, Grant Specialist/Inspector

Call to Order

Chair Flagel called the meeting to order at 9:00 a.m.

The members of the EIRUSS are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the Board members in person is impractical. The meeting is being held by internet originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Action on January 28, 2025 EIRUSS Agenda

Motion by Oswald, second by Corkery to approve the Wednesday, January 28, 2026, EIRUSS agenda. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, November 13, 2025 Meeting

Motion by Corkery, second by Oswald to approve the Wednesday, November 13, EIRUSS minutes and notes. The motion passed unanimously.

Financial Status Report

A. Review/Action on Audit

Ryan Engelstad with BerganKDV presented a draft of the EIRUSS audit.

Motion by Oswald, second by Corkery to approve the Financial Status Report presented by Ryan Engelstad with BerganKDV. The motion passed unanimously.

Review /Action regarding Counties indemnifying EIRUSS for delinquent User Fees.

Jobgen provided Resolution 172 for Petersburg and Resolution 173 for Leisure Lake, to the group, specifically referencing section 5, paragraph 3, states how the county will indemnify EIRUSS and reimburse EIRUSS for any fees that become delinquent. Jobgen stated that this verbiage was in each original resolution. Specht stated that it was brought up at the previous meeting regarding why certain counties were paying when notices of delinquent customers were sent out and some were not. Currently, there is a delinquent debt of \$19,000 in a Jackson County community. Oswald question how EIRUSS can collect on the debt without going to court. Specht reported that EIRUSS's approach to each county is the same. The response from the county is different.

Corkery and Flagel reported that they would follow up with their auditors to seek clarification on process.

Motion by Oswald, second by Corkery to table the discussion until additional information can be provided. The motion passed unanimously.

Center Junction Project

A. Water System

1. Project Status Update

Jobgen stated that there is nothing new to update at this time.

B. Waste Water System

1. Project Status Update

Jobgen stated that there is nothing new to update at this time.

Andover Project

A. Project Status Update

Jobgen reported that EIRUSS has started working with our current operator who is reading the meters, to help keep closer track of the readings.

Fairview Project

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

Leisure Lake Project

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

B. Review/Action on Resolution amending previous Resolution regarding new connections.

Jobgen referenced Resolution 174, making changes to the new connections.

Motion by Oswald, second by Corkery to approve Resolution 174. The motion passed unanimously.

Petersburg Project

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

Other Business

A. Next meeting: TBD

B. Corkery reported that unless there is a meeting in February, the January EIRUSS meeting will be his last and a replacement will be filling in moving forward. The Board thanked Mike for his service.

Adjournment

Motion by Oswald, seconded by Corkery to adjourn the meeting. The meeting adjourned at 9:49 a.m.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer