

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

DATE: Wednesday, October 23, 2024

TIME: 9:00 a.m.

PLACE: Zoom/Phone Meeting

MEMBERS PRESENT:	<input checked="" 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 checked="" 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: Chris Becklin and Eldon Schnieder, Origin Design

STAFF PRESENT:

- Matt Specht, Director of Comm/Economic Development
- Mark Jobgen, Project Manager
- Steve Stoffel, Director of Finance & Administration
- Mike Gomoll, Administrative/Special Programs Assistant
- Amanda Dupont, Grant Specialist/Inspector

Call to Order

Vice Chair Oswald 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 October 23, 2024 EIRUSS Agenda

Motion by Corkery, second by Gaul to approve the EIRUSS agenda for October 23, 2024. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, September 25, 2024 Meeting

Motion by Corkery, second by Gaul to approve September 25, 2024, EIRUSS minutes. The motion passed unanimously.

Center Junction Project

A. Water System

1) Project Status Update:

Jobgen updated by stating the DNR received notice the Lead Service Line Inventory has been received and is being processed.

2) Review/Action on Connolly Construction Pay Application #2

Jobgen stated this is the final pay application for Connolly Construction. Motion by Flagel, second by Corkery for Specht to sign Pay Application #2. Motion passed unanimously.

B. Wastewater System

1) Project Status Update:

Jobgen updated and stated he and Matt met with the owners of Lindley Locker. From a previous DNR inspection, it was recommended to update the current Industrial Service Agreement. Lindley Locker is reviewing the updated agreement.

2) Review/Action to direct Chair to sign USDA Annual Management Report FY 2024:

Motion by Corkery, second by Flagel for Chair George and Secretary Stoffel to sign Center Junction USDA annual management report, FY 2024. Motion passed unanimously.

Andover Project

A. Project Status Update

Jobgen updated he received notice from the DNR that they received the Lead Service Line Inventory and it is being processed.

B. Review/Action to direct Chair to sign USDA Annual Management Report FY 2024

Motion by Gaul, second by Corkery for Chair George and Secretary Stoffel to sign Andover USDA Annual Management Report FY 2024. Motion passed unanimously.

Fairview Project

A. Project Status Update

Jobgen explained the on-going work on fixing the bubble in the lagoon. Jobgen stated they are still working with Origin and other companies to address this problem.

B. Review/Action to direct Chair to sign USDA Annual Management Report FY 2024

Motion by Flagel, second by Gaul for Chair George and Secretary Stoffel to sign Fairview USDA Annual Management Report FY 2024. Motion passed unanimously.

Leisure Lake Project

A. Project Status Update

No new updates regarding Leisure Lake.

B. Review/Action to direct Chair to sign USDA Annual Management Report FY 2024

Motion by Corkery, second by Gaul to direct Chair George and Secretary Stoffel to sign Leisure Lake USDA Annual Management Report FY 2024. Motion passed unanimously.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen updated that there have been a few calls about rust in water lines. Jobgen explained that residual rust can happen when lines are initially connected and that after some regular usage the water may settle. No action required regarding this. Jobgen updated that after grass seeding occurred, very little rain followed and advised because of lack of rain more seeding may need to be done again in Spring 2025.

B. Review/Action on Anstoetter Construction Pay Application #9

Motion by Flagel, second by Corkery for Specht to sign Anstoetter Construction pay application #9. Motion passed unanimously.

C. Review/Action on Anstoetter Change Order #6

Becklin from Origin updated and stated that USDA requested the Change Order show a reduction in the number of meter pits that were needed as a result of meters being located in the basements of some of the structures. The reduction resulted in a decrease in cost by \$34,000.

Motion by Gaul, second by Flagel to approve Change Order #6 and for Specht to sign Change Order #6. Motion approved unanimously.

Petersburg Project

A. Project Status Update

Jobgen updated the flow meter is working and spoke about the flow-rates. Schnieder from Origin updated by stating the data logger was sending flow meter usage at an incorrect interval. This has now been fixed and the meter has been recalibrated to show the correct daily usage.

B. Review/Action on Notice of Acceptability of Work

Motion by Flagel, second by Corkery to Receive and File Notice of Acceptability of Work. Motion passed unanimously.

C. Review/Action on Change Order #5

Schnieder from Origin gave a review of work performed on change Order #5. Among the tasks needed to perform are cleaning up access roadway and work on embankments in the lagoon. Motion by Corkery, second by Gaul to approve Change Order #5 and for Specht to sign. Motion passed unanimously.

D. Review/Action on Certificate of Completion—WIF

Motion by Corkery, second by Flagel for Specht to sign Certificate of Completion—WIF. Motion passed unanimously.

E. Review/Action on Statement of Final Completion and Owner's Acceptance

Motion by Gaul, second by Corkery for Specht to sign Statement of Final Completion and Owner's Acceptance. Motion passed unanimously.

Other Business

- A. Next meeting is November 20, 2024
- B. Audit will be presented to Board.
- C. EIRUSS bylaws to be reviewed with discussion of a Director position.

Adjournment

Motion by Corkery, second by Gaul to adjourn the meeting. The meeting was adjourned at 9:28 a.m. Motion passed unanimously.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer