

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

DATE: Wednesday, November 20, 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 checked="" 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: Mike Temp – Tostrud & Temp
Chris Becklin and Eldon Schnieder – Origin Design

STAFF PRESENT:

<input checked="" type="checkbox"/>	Matt Specht, Director of Comm/Economic Development
<input checked="" type="checkbox"/>	Mark Jobgen, Project Manager
<input checked="" type="checkbox"/>	Sarah Berning, Support Services Specialist
<input checked="" type="checkbox"/>	Steve Stoffel, Director of Finance & Administration
<input checked="" type="checkbox"/>	Amanda Dupont, Grant Specialist/Inspector

Call to Order

Vice Chair Oswald called the meeting to order at 9:03 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 November 20, 2024 EIRUSS Agenda

Motion by Gaul, second by Flagel to approve the EIRUSS agenda for November 20, 2024. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, October 23, 2024 Meeting

Motion by Gaul, second by Flagel to approve the October 23, 2024, EIRUSS minutes. The motion passed unanimously.

Financial Status Report

A. Review/Action on FY 2024 Audit

Mike Temp, Tostrud & Temp, referred to the FY24 EIRUSS audit enclosed in the agenda packet. The Independent Auditor's Report addressed to the Board members is standard and explains both management's and auditor's responsibilities, and in their unmodified opinion, you can rely on their numbers with no issues for the fiscal year. The Management's Discussion and Analysis by Stoffel is an overview of the financial activity for the year including a comparison to FY23.

The Statement of Net Position, or balance sheet, lists total assets, total liabilities and net position of all EIRUSS projects at \$10,020,572. Temp noted the restricted funds at \$320,139 for specific purposes and the unrestricted funds of \$(128,999) at the Board members' discretion. The Statement of Revenues, Expenses and Changes in Net Position lists programs and general funds: Operating Revenue at \$481,861, Operating Expense at \$755,925. Beginning Net Position on July 1, 2023 is \$3,560,773; with Ending Net Position on June 30, 2024 at \$4,689,975. Temp noted that the Operating Income includes equipment depreciation. The Statement of Cash Flows lists the billing, collection, normal operations and capital for borrowing and construction for EIRUSS for the entire fiscal year.

The Notes to Financial Statements detail a summary of the organization and generally accepted accounting policies and practices. Note C lists Capital Assets of each individual system including details on land, depreciated assets, accumulated depreciation and net capital assets. Total construction in progress for the fiscal year for all projects is \$1,255,343. Note D shows the loan reserves for operations and maintenance, debt service and depreciation for each system; and Note E is a summary of the noncurrent liabilities debt by note payables with maturities payable on June 30, 2024. Note F details ECIA's management services and Note I – net position by project.

The audit continues with Supplementary Information with each system listed individually showing operating revenue, operating expense, non-operating income (expense), and net positions on July 1, 2023 to June 30, 2024. Other Reports include an Independent Auditor's Report listing the internal controls review of numbers; no issues or findings; compliance; management's and auditor's responsibilities; and Federal grant funds spent properly and accounted for in the audit. Temp said the Schedule of Findings and Responses states there are no issues of concern with the Fiscal Year 2024 audit.

There was no further discussion, questions or comments from Board members and staff. Board members thanked Temp for the EIRUSS audit presentation and staff for their good work during the year.

Motion by Flagel, second by George to approve the EIRUSS Audit FY2024 as presented by Tostrud & Temp. The motion passed unanimously.

Center Junction Project

A. Water System

1. Project Status Update

Jobgen indicated a notice of violation from DNR. There was a problem with the lab getting behind on their testing so it was just a timing issue. Jake is working with the lab to ensure this does not reoccur.

B. Waste Water System

1. Project Status Update

Jobgen has spoken with Lindley Locker and the owners are reviewing the new industrial agreement. Jobgen will follow up. The DNR in a recent site review recommended this be updated.

Andover Project

A. Project Status Update

Jobgen stated there is nothing new to report.

Fairview Project

A. Project Status Update

Jobgen noted they have gotten in touch with 3E, who also maintains the generator in Andover, to repair the generator for this system as well as provide maintenance.

Leisure Lake Project

A. Project Status Update

Jobgen stated there is nothing new to report.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen indicated this project is being wrapped up. Working on putting in a case to protect the meter located in Spruce Creek Park.

B. Review/Action on Anstoetter Construction Pay Application #10

Becklin spoke about final payment including the various line items how they are reflective of the change order that was approved at the last EIRUSS Meeting.

Motion by Flagel, seconded by Corkery to approve Anstoetter Construction Pay Application #10 and direct Specht to sign. Motion passed unanimously.

C. Review/Action on Resolution Extending Maturity Date of \$817,000 Water Revenue Bond Anticipation Projection Note

The project was not quite completed on time, so the loan with the local bank needs to be extended to the end of March before it needs to be paid.

Motion by Flagel for George to sign the motion to approve the resolution, and for Specht to sign the resolution. Roll Call vote was taken and motion passed unanimously.

Petersburg Project

A. Project Status Update

The maintenance building is ordered. The contractor needs to complete some final grading on the lagoon slopes and reshape the entrance road. System seems to be working as expected and people are paying their bills.

B. Review/Action on Anstoetter Pay App #9

Schneider indicated this pay application is the ability to financially close on the project.

Motion by George, seconded by Gaul to approve Anstoetter Pay App #9 and direct Specht to sign. Motion passed unanimously.

Other Business

A. Next meeting is tentatively December 18, 2024 to avoid the holiday.

Adjournment

Motion by Flagel, second by Corkery to adjourn the meeting. The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Steve Stoffel
Director of Finance and Administration
EIRUSS Board Secretary/Treasurer