

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

DATE: Wednesday, March 26, 2025

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 Helmricks	Delaware County Representative
	<input 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 type="checkbox"/> Joe Oswald	Jones County Representative
	<input type="checkbox"/> Jon Zirkelbach	Jones County Alternate

OTHERS PRESENT: N/A

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"/> Steve Stoffel, Director of Finance & Administration
	<input checked="" type="checkbox"/> Christine Efferding, Administrative/Special Programs Assistant
	<input checked="" type="checkbox"/> Amanda Dupont, Grant Specialist/Inspector

Call to Order

Chair Flagel called the meeting to order at 9:01 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 March 26, 2025 EIRUSS Agenda

Motion by George, second by Gaul to approve the EIRUSS agenda for March 26, 2025. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, February 12, 2025 and Wednesday, March 5, 2025 Meetings

Motion by George, seconded by Gaul to approve the Wednesday, February 12, 2025 and the Wednesday, March 5, 2025, EIRUSS minutes. The motion passed unanimously.

Review/Action on EIRUSS FY 26 Project Budgets

Specht reviewed the budgets for each project with discussion following with recommendations made by staff and board members. Resolutions will be provided at the next EIRUSS Board Meeting with proposed changes will be effective July 1, 2025, with the exception of Andover which will be effective August 1, 2025.

Motion by Gaul, seconded by George to increase rate for the Andover system by \$4.00. Motion passed unanimously.

Motion by George, seconded by Gaul to increase rate for the Center Junction Sewer system by \$2.00. Motion passed unanimously.

Motion by George, seconded by Gaul to increase rate for the Center Junction Water system by \$3.00. Motion passed unanimously.

Motion by George, seconded by Gaul to maintain current fee rate for Droessler Subdivision/Spruce Creek Park system. Motion passed unanimously.

Motion by Gaul, seconded by George to increase rate for the Fairview system by \$3.00. Motion passed unanimously.

Motion by George, seconded by Gaul to increase rate for the Leisure Lake system by \$5.00. Motion passed unanimously.

Motion by George, seconded by Gaul to increase rate for the Petersburg system by \$2.00. Motion passed unanimously.

Center Junction Project

A. Water System

1. Project Status Update

Jobgen stated no news to report.

B. Waste Water System

1. Project Status Update

Jobgen stated that the agreement with Lindley Locker, that was approved at the last meeting was sent on to Iowa DNR. No other news to report.

2. Review/Action on Merrill Mowing and Snow Removal Agreement

Jobgen states that Merrill Mowing and Snow Removal, who performed the mowing previously, submitted prices for mowing. In the past the contract was separate for the lagoon and the lift station. Now there is one contract for both locations and the prices are reasonable and this company has been used in the past for this location.

Motion by Gaul, seconded by George to approve Merrill Mowing and Snow Removal Agreement. Motion passed unanimously.

Andover Project

A. Project Status Update

Jobgen stated no news to report.

Fairview Project

A. Project Status Update

Jobgen reported that a pump in the lift station needs to be replaced. The pump was ordered in January with anticipated delivery date of February 2025. Jobgen called to check on the status of delivery and the new estimated time of arrival is June 2nd. Jobgen has looked at other companies and discovered a \$400 increase with one company and is now checking to see what costs would be to repair the current pump. Jobgen reported that he is working with Iowa Rural Water to do a smoke test. The last smoke test was completed in 2018. Jobgen reported that when there is a heavy rain, the infiltration rates and pump rates climb which is an indication that water is getting in the system. Estimated time to complete smoke testing is end of April/beginning of May.

B. Review/Action on Merrill Mowing and Snow Removal Agreement

Jobgen reported that this is the same company who provided this service the year prior and there is no price increase at this time.

Motion by George, seconded by Gaul to approve Merrill Mowing and Snow Removal Agreement. Motion passed unanimously.

Leisure Lake Project

A. Project Status Update

Jobgen stated there is nothing new to report.

B. Review/Action on Steffen Lawn and Snow Agreement

Steffen Lawn and Snow submitted prices for mowing again this year. Jobgen reported that prices did not increase from the previous year.

Motion by George, seconded by Gaul to approve Steffen Lawn and Snow Agreement. Motion passed unanimously.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen stated no news to report.

B. Review/Action Resolution providing Issuance and Securing the payment of \$615,000 Taxable Water Revenue Bond

Specht reported that this item will need to be tabled due to not having the document from Bond Council. This is the final step in finalizing the project. The hard deadline to close

with the bank is April 9th. Specht proposed a special meeting April 2nd over zoom at 8:45. George, Flagel and Gaul all reported that that date and time would work for a special meeting.

Motion by George, seconded by Gaul to table the Resolution providing Issuance and Securing the payment of \$615,000 Taxable Water Revenue Bond. Motion passed unanimously.

Petersburg Project

A. Project Status Update

Jobgen reported that he is working with the contractor to do some regrading in the roadway in areas where the roadway experienced some washout. Jobgen also reported that he is also working with the contractor due to the operator not being able to accurately read the flow meter. Specht reported that the insurance approved a new shed.

B. Review/Action on Steffen Lawn & Snow Removal Agreement

Jobgen reported that this company provided this service the previous year and there is no change in price.

Motion by George, seconded by Gaul to approve Steffen Lawn & Snow Removal Agreement. Motion passed unanimously.

Other Business

A. Next meeting is April 2, 2025.

Adjournment

Motion by George, seconded by Gaul to adjourn the meeting. The meeting adjourned at 9:36 a.m.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer