

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

DATE: Wednesday, September 23, 2025

TIME: 9:00 a.m.

PLACE: Zoom/Phone Meeting

MEMBERS PRESENT:	☒ Brad Gaul	Cedar County Representative
	☐ Jeff Kaufmann	Cedar County Alternate
	☒ Erin George	Clinton County Representative
	☐ Vacant	Clinton County Alternate
	☐ Shirley Helmrichs	Delaware County Representative
	☒ Alex Linderwell	Delaware County Alternate
	☒ Nin Flagel	Jackson County Representative
	☐ Elizabeth Townsend	Jackson County Alternate
	☒ Joe Oswald	Jones County Representative
	☐ Jon Zirkelbach	Jones County Alternate

OTHERS PRESENT:

STAFF PRESENT:	☒ Matt Specht, Director of Comm/Economic Development
	☒ Mark Jobgen, Project Manager
	☒ Mae Hingtgen, ECIA Executive Director
	☒ Steve Stoffel, Director of Finance & Administration
	☒ Amanda Dupont, Grant Specialist/Inspector

Call to Order

Chair Flagel called the meeting to order at 9:08 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 September 23, 2026 EIRUSS Agenda

Motion by Oswald, second by Gaul to approve the Wednesday, September 23, 2026, EIRUSS agenda. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, June 24, 2026 Meeting

Motion by Oswald, second by Gaul to approve the Wednesday, June 24, 2026, EIRUSS minutes. The motion passed unanimously.

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

Specht reported that his goal is to have financials available at the next meeting to show what is billed and what money is received by users to give a better financial picture. Specht reported that delinquent billing to the counties will be changed to monthly vs quarterly due to if the awareness of a delinquent bill isn't available when the property is sold, the new owner does not have to pay the delinquent bill.

Flagel reported that she has not been able to come up with a solution for Jackson County and is requesting Matt Specht explain the issue to the Jackson County Board of Supervisors. Specht reported that he would make plans to attend a meeting. Oswald stated that his feeling is if a county's users are delinquent, it is not the responsibility of the other counties to pay the debt. Others agreed. Jobgen asked Linderwell if Delaware County has discussed their plan moving forward to help minimize the debt. Linderwell reported that he has talked Shirley Helmrichs, who reported that she would take further discussion to the other supervisors.

Andover Project

A. Project Status Update

Jobgen reported that there was nothing new to update.

B. Andover Annual Management Report

Motion by George, second by Gaul to sign and approve the Andover Annual Management Report. The motion passed unanimously.

Specht reported that there was nothing new to update.

Center Junction Project

A. Water System

1. Project Status Update

Jobgen reported that there was nothing new to update.

B. Wastewater System

1. Project Status Update

Jobgen reported that there was nothing new to update.

2. Center Junction Annual Management Report

Motion by Gaul, second by George to sign and approve the Center Junction Annual Management Report. The motion passed unanimously.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen reported that there is nothing new to update.

B. Droessler Annual Management Report

Motion by Gaul, second by Linderwell to sign and approve the Droessler Annual Management Report. The motion passed unanimously.

Fairview Project

A. Project Status Update

Jobgen reported that after recent maintenance, the system has been working well and the amount of water usage has gone down.

B. Fairview Annual Management Report

Motion by Linderwell, second by George to sign and approve the Fairview Annual Management Report. The motion passed unanimously.

Leisure Lake Project

A. Project Status Update

Jobgen reported that there is nothing new to update.

B. Leisure Lake Annual Management Report

Motion by Linderwell, second by George to sign and approve the Leisure Lake Annual Management Report. The motion passed unanimously.

Petersburg Project

A. Project Status Update

Jobgen questioned Linderwell on an apartment complex owner who had talked about adding units. Linderwell reported that he was unaware of any discussion. Linderwell reported that if the owner planned to add on to the footprint of the building, they would need county approval. If the owner modifies the unit internally, then they would not need approval but would need to make changes due to address. Jobgen reported that currently, the building is billed for 2 systems and would need to report if additional systems were added. Linderwell reported that he would follow up to check on the status of this.

B. Petersburg Annual Management Report

Motion by George, second by Linderwell to sign and approve the Petersburg Annual Management Report. The motion passed unanimously.

Other Business

- A. Next meeting: Tentatively October 28, 2026. Specht reported that this meeting will be the audit presentation.

Adjournment

Motion by Gaul, seconded by George to adjourn the meeting. The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer