

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

DATE: Wednesday, July 22, 2020

TIME: 9:00 a.m.

PLACE: Phone Conference

MEMBERS PRESENT:	<input checked="" type="checkbox"/>	Brad Gaul	Cedar County Representative
	<input type="checkbox"/>	Jeff Kaufmann	Cedar County Alternate
	<input checked="" type="checkbox"/>	Tom Determann	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"/>	Larry McDevitt	Jackson County Representative
	<input checked="" type="checkbox"/>	Kimberly Grandinetti	Jackson County Alternate
	<input checked="" type="checkbox"/>	Lloyd Eaken	Jones County Representative
	<input type="checkbox"/>	Jon Zirkelbach	Jones County Alternate

OTHERS PRESENT: None

STAFF PRESENT:	<input checked="" type="checkbox"/>	Matt Specht, Co-Director of Comm/Economic Development
	<input checked="" type="checkbox"/>	Mark Schneider, Co-Director of Comm/Economic Development
	<input checked="" type="checkbox"/>	Mark Jobgen, Project Manager
	<input type="checkbox"/>	Kelley Deutmeyer, Executive Director
	<input type="checkbox"/>	Lisa Weinhold, Director of Finance & Human Resources
	<input checked="" type="checkbox"/>	Sharon Nesteby, Executive Assistant

Call to Order

Chair McDevitt 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, and the Governor's State COVID-19 Pandemic Public Health Emergency Declaration. The meeting is being held by a phone conference call 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 July 22, 2020 EIRUSS Agenda

Motion by Eaken, second by Corkery to approve the EIRUSS agenda for July 22, 2020. The motion passed unanimously.

Review/Approve Minutes and Secretarial Notes of the June 24, 2020 Meeting

Motion by Determann, second by Eaken to approve the minutes and secretarial notes of the June 24, 2020 EIRUSS meeting. The motion passed unanimously.

Center Junction project

A. Water System

1. Project status update

Jobgen said an Iowa Department of Natural Resources (IDNR) Notice of Violation was issued due to a late submitted document. Jake Gravel has since sent the form to them. No replacement meters and readers have been installed in the last two weeks.

B. Wastewater System

1. Project status update

Jobgen said there are no issues with the Center Junction wastewater system.

Andover project

A. Project status update

Jobgen said there are no issues with the Andover water system.

Fairview project

A. Project status update

Jobgen said the State of Iowa National Pollutant Discharge Elimination Systems (NPDES) permit is due; staff will collect testing information from Jim Merchie and properly submit the renewal application.

Leisure Lake project

A. Project status update

Jobgen said the NPDES permit is also due to the State for the Leisure Lake system; staff will collect testing information and submit the renewal application.

B. Review/Action to Certify Vulnerability Assessment and Emergency Response Plan

Jobgen referred to the Plan included in the agenda packet to the board members, which has been updated to include the expansion of the system. The required Plan will be submitted to USDA for approval.

Motion by Gaul, second by Corkery to approve to Certify Vulnerability Assessment and Emergency Response Plan for the Leisure Lake expansion project. The motion passed unanimously.

C. Review/Action on Resolution providing for the issuance and securing the payment of \$435,000 Taxable Sewer Revenue Bond, Series 2020

Schneider explained the Resolution provides for the \$435,000 from USDA for expansion of the system. If there are funds available after installation of the 25 stations, there are potentially other interested owners that want the pumps installed on their properties. Jobgen said IIW has contacted Anstoetter Construction for the cost to install the additional four stations. A pre-construction meeting has been scheduled for August 4th.

Motion by Eaken, second by Determann to approve Resolution #111 providing for the issuance and securing the payment of \$435,000 Taxable Sewer Revenue Bond, Series 2020 for the Leisure Lake expansion project. The motion passed unanimously.

D. Request from Patrick and Chrystal Davis for 10101 Elm Street

Jobgen said Patrick and Chrystal Davis are purchasing 10101 Elm Street which is next to their current property. They are requesting the grinder pump and electrical panel be removed since the lot only has a garden shed. Discussion followed about checking with Anstoetter Construction on the cost of removal, and that the pump and panel will be used for spare parts only. Staff will check on the cost and report back to the board members at a future meeting.

Droessler Subdivision/Spruce Creek Park

A. Project status update

B. Review/Action on WIIN grant application – authorize staff to prepare, sign and submit application and related documents.

Schneider explained the IDNR grant requires match which was being provided by the State, but due to COVID-19, the State said they will not be providing those funds. The State recently passed their budget, and the match is included in it. Staff are requesting approval and authorization for staff to sign and submit a WIIN grant application and related documents for project funds. The deadline for application submission is October 2020.

Motion by Eaken, second by Corkery to approve and authorize ECIA staff to prepare, sign and submit a WIIN Grant application and related documents for the Droessler Subdivision/Spruce Creek Park project. The motion passed unanimously.

Elvira

A. Project status update

Determann said they are working on easements for the project. He requested the Elvira project remain on the EIRUSS agenda.

Other Projects: Morley or Lake Delhi

There is nothing new to report for the Morley project or the Lake Delhi project.

Petersburg project

A. Project status update

Jobgen said they are preparing a Vulnerability Assessment and Emergency Response Plan for the Petersburg Project. A NPDES permit will also need to be obtained from the State. As soon as IIW PC complete the easements and sewer alignment, they will work on how to best present the information to the community.

B. Review/Action on Receipt of Proposals for Interim Financing

Specht said they are working with Citizen State Bank on the timeline of their proposed interim financing for the project.

Other Business

A. Next meeting: August 26, 2020 (9:00 am)

The next meeting will be Wednesday, August 26, 2020 at 9:00 a.m. It will be a zoom meeting at the request of the board members.

B. Other

None.

Adjournment

Motion by Eaken, second by Corkery to adjourn the meeting. The motion passed unanimously. The meeting ended at 9:25 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Matt Specht". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Matt Specht
Co-Director of Community and Economic Development