

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

DATE: Wednesday, February 24, 2021

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

OTHERS PRESENT: James Glass, Droessler Subdivision
Damien Miller, Leisure Lake
Alisa Smith, Jackson County Auditor

STAFF PRESENT:	<input checked="" type="checkbox"/>	Matt Specht, Director of Comm/Economic Development
	<input checked="" type="checkbox"/>	Mark Jobgen, Project Manager
	<input type="checkbox"/>	Kelley Deutmeyer, Executive Director
	<input checked="" 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 February 24, 2021 EIRUSS Agenda

Motion by Determann, second by Corkery to approve the EIRUSS agenda for February 24, 2021. The motion passed unanimously.

Review/Approve Minutes and Secretarial Notes of the December 23, 2020 Meeting

Motion by Gaul, second by Corkery to approve the minutes and secretarial notes of the December 23, 2020 EIRUSS meeting. The motion passed unanimously.

Center Junction project

A. Water System

1. Project status update

Jobgen said information was provided to the Iowa Department of Natural Resources (IDNR) after they conducted a survey of the water system last month. Staff are working on a Water Protection Plan for the system as recommended by the IDNR. There are no issues with the Center Junction water system.

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 noted there are no issues with the Andover water system. Paperwork has been received from Paul Maze, Maze Water Solutions, the new system operator.

Fairview project

A. Project status update

Jobgen said the bar/restaurant is now open and added to the system billing. Dan Smith, the new system operator for both Fairview and Leisure Lake, has completed his paperwork.

Leisure Lake project

A. Project status update

Jobgen said Phase II grinder stations are all installed; the contractor will take a generator out once the snow is gone to make sure they are all working properly. This spring, air release valves will be installed; electrical hookups will be completed, and grading and yards finished. Billing will start when the system is completely hooked up to each property owners' home.

Specht said the Jackson County Board of Supervisors approved the Leisure Lake Memorandum of Understanding (MOU) with EIRUSS on property owners who are delinquent on payments of their sewer invoices. The MOU will be on the next EIRUSS meeting agenda for review and approval.

B. Review/Action on Anstoetter Construction Change Order #1

Specht said the change order from Anstoetter Construction for \$16,325 is for installation of the 26th grinder pump station, and some additional rock excavation. The approved bid was for installation of 25 grinder pump stations.

Motion by Corkery, second by Gaul to approve the Anstoetter Construction Change Order #1 for \$16,325.00 for the Leisure Lake Development project. The motion passed unanimously.

C. Review/Action on Anstoetter Construction Pay Application #3

Specht said Pay Application #3 for \$73,462.50 from Anstoetter Construction is for work completed to date.

Motion by Determann, second by Corkery to approve the Anstoetter Construction Pay Application #3 for \$52,594.38 for the Leisure Lake Development project. The motion passed unanimously.

Droessler Subdivision/Spruce Creek Park

A. Project status update

Specht said both the USDA and WIIN applications for funding were submitted, and staff are waiting for approval. Additional information was requested by USDA; IIW submitted the information to them.

Elvira

A. Project status update

Determann said the easements are completed and the project has gone out to bid. At this time, they are not proposing EIRUSS assistance on the project, but request the system remain on the agenda for now.

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 the EIRUSS attorney is working on the final easements and IIW, PC completed the plat work and submitted it to USDA. The plans are 90% complete, with 60% currently under review by USDA. IIW, PC continues to update the plans at USDA's recommendations.

Jobgen said the owner of one lot, which includes a street, died with no record of transfer so the Delaware County Attorney is reviewing condemnation for the purpose of an easement only.

B. Review/Action on USDA Loan Resolution

Specht said the USDA, as the funding source for the Petersburg project, requires a Loan Resolution be signed in the amount of \$700,000.

Motion by Corkery, second by Gaul to approve and authorize the EIRUSS Chairperson to sign the USDA Loan Resolution for \$700,000 for the Petersburg Waste Water project. The motion passed unanimously.

C. Review/Action to approve Water & Waste System Grand Agreement with USDA RUS

Specht also noted that USDA requires a Grant Agreement to be signed in the amount of \$1,163,000.

Motion by Determann, second by Corkery to approve and authorize the EIRUSS Chairperson to sign the USDA Grant Agreement for \$1,163,000 for the Petersburg Waste Water project. The motion passed unanimously.

Other Business

A. Next meeting: March 24, 2021 (9:00 am)

The next zoom meeting will be Wednesday, March 24, 2021 at 9:00 a.m.

B. Other: Jones County Supervisors/Fairview

Board members and staff welcomed Joe Oswald, Jones County Supervisor, to his first EIRUSS meeting.

Specht said staff meet with the Jones County Supervisors to discuss the Fairview system and its annual budget deficient. He noted that EIRUSS board members at a previous meeting approved each system to stand financially on its own. Jones County Supervisors approved \$15,000 financial support in their annual FY22 budget for the Fairview system. This is a grant that will not need to be repaid to the County.

C. Other/Election of EIRUSS Officers

Specht said Election of EIRUSS Officers will need to be on the next EIRUSS agenda. Eaken, who is no longer a board member, was the Vice Chair; and McDevitt has been the EIRUSS Chairperson for three years. McDevitt said he is fine to continue as Chairperson if board members approve it at the next meeting.

D. Other: Fiscal Year System Budgets

Jobgen said draft fiscal year system budgets will be on the next EIRUSS agenda for review and approval.

Adjournment

Motion by Determann, second by Oswald to adjourned the meeting at 9:20 a.m. The motion passed unanimously.

Respectfully submitted,

Matt Specht
Director of Community and Economic Development