

**Minutes**  
**Eastern Iowa Regional Utility Services System Commission**

DATE: Wednesday, July 25, 2007  
TIME: 5:00 p.m.  
PLACE: ECIA Offices-Lower Level Conference Room

MEMBERS PRESENT:     Dennis Boedeker    Cedar County Representative  
                           Jon Bell                Cedar County Alternate  
                           Jill Davisson        Clinton County Representative  
                           Robert Summers    Clinton County Alternate  
                           Steve Koeneker      Delaware County Representative  
                           Shirley Helmrichs   Delaware County Alternate  
                           Bill Skinner         Delaware County Alternate  
                           Frank Frieberg      Jackson County Representative  
                           Larry Koos            Jackson County Alternate  
                           Joe Cruise            Jones County Representative  
                           Keith Dirks          Jones County Alternate

OTHERS PRESENT:    Greg Thompson, USDA Rural Development  
                          Charles Cate, IIW Engineers & Surveyors  
                          Warren Johnson, Limestone Bluffs RC&D  
                          Dennis Lyons, Delaware County Sanitarian

STAFF PRESENT:     Nagle, Nesteby, Schneider

**Call To Order**

The meeting was called to order by Chairperson Boedeker at 5:05 p.m.

**Action on the July 25, 2007 Agenda**

Motion by Davisson, second by Koeneker to approve the July 25, 2007 agenda of the Eastern Iowa Regional Utility Services System. The motion passed unanimously.

**Review/Approve Minutes of the April 25, 2007 Meeting**

Motion by Koeneker, second by Frieberg to approve the minutes of the April 25, 2007, EIRUSS meeting. The motion passed unanimously.

**Review/Action on Financial Status Reports**

Schneider said the financial status reports were included in the agenda packet to the board members. The Balance Sheet shows Total Liabilities and Equity of \$91,188.13 as of June 30, 2007. The Profit and Loss from July 1, 2006, to June 30, 2007, lists total income of \$184,237.95 and total expenses of \$200,399.30. Schneider explained the Transaction List by Vendor in relation to each project to the board members. The \$2,000.00 payment to Howard R. Green was sent to the company as directed by the board members.

Motion by Davisson, second by Frieberg to approve the Financial Status Reports. The motion passed unanimously.

## **Center Junction Project**

### **A. Review/Action on USDA Project Compliance Requirements Resolution**

Schneider said the resolution states there are federal regulations that are required for the Center Junction project; the project will comply with the requirements.

Motion by Koencke, second by Frieberg to approve a Resolution on USDA Project Compliance Requirements for Center Junction wastewater project. The motion passed unanimously.

### **B. Review/Action on USDA Loan Resolution**

Schneider said the second resolution approves the actual loan for the Center Junction project and the agreement to repay \$200,000. If the project exceeds \$573,000, possibly additional grant money will be available.

Motion by Davisson, second by Frieberg to approve a Resolution on USDA Loan for Center Junction Wastewater project. The motion passed unanimously.

### **C. Review/Action on Pay Requests and Change Orders**

Schneider asked the board members for direction on pay requests and change orders for the Center Junction project and other EIRUSS projects. After discussion, board members requested that ECIA staff bring pay requests and change orders to the EIRUSS meetings for review and action. If immediate action is required, ECIA staff will schedule a phone conference with the EIRUSS Board for direction.

Schneider said a change order from the contractor to delete item 4 “Abandon Existing Septic Tank” for the Center Junction project has been submitted. Discussion followed by board members if this is a State requirement and who would pay for the work to be done. Board members requested that ECIA staff notify in writing the Jones County Sanitarian and the Jones County Board of Health about this situation. Dirks said he would check into if it is a State requirement and give the information to Cruise to bring back to the board at the next meeting.

Motion by Davisson, second by Dirks to approve the Change Order for Center Junction Wastewater project. The motion passed unanimously.

### **D. Project Status Update**

Schneider said the contract has been signed with Anstoetter, but he is not sure if they have started work on the project. Smith Seeding’s contract has been signed; they are working on the site. The lagoon is being worked on first; they will try to delay work on the force main until after crops are out of the fields. Discussion followed about a monthly project meeting for the third Wednesday of the month for the Center Junction project.

## **Fairview Project**

### **A. Project Status Update**

Schneider said a DNR Project Initiation meeting was held earlier in July for the Fairview project at which Nagle and Cate of IIW Engineers attended. Cate said the meeting identified the Scope of Work to be done and the initial project requirements. Discussion by board members, ECIA staff and Cate followed concerning possible expansion in the future and that the current proposed

system does not allow for expansion. Cate said inspection hours are usually \$55-\$65/hr, but can be lower. Also the number of users for Fairview has not yet been certified. Cate said he had brought along the engineering contract that he and Carroll had agreed on for Fairview; Cate will leave it for signature.

### **Leisure Lake Project**

#### **A. Project Status Update**

Cate said a DNR Project Initiation meeting was also held earlier in July for the Leisure Lake project. Frieberg inventoried residential structures with electricity and a water source in Leisure Lake and sent the information to Cate. Thompson said based on Frieberg's report, there are 283 legitimate structures with water and electricity in Leisure Lake; USDA had 280 users listed. USDA will certify the 280 users and consider additional users. Thompson stated there is possible potential growth in the design of the lagoon size.

Cate said he had brought along the engineering contract that he and Carroll had agreed on for Leisure Lake; Cate will leave it for signature.

### **Petersburg Project**

#### **A. Update on project**

Cate said a DNR Project Initiation meeting was also held earlier in July for the Petersburg project. At this time, the project is not ready yet for funding. Schneider said the project is not eligible for additional grant money from the DNR regarding stringent ammonia levels. A WIRB grant can be submitted for Petersburg, deadline of August 1, if the board members make that decision. Awards for the WIRB grant will be made 45 days later. Schneider said this project is also not eligible for an Imminent Threat CDBG grant since the system is operational right now.

Motion by Koeneke, second by Dirks to authorize ECIA staff on behalf of EIRUSS to submit an application to the WIR Board for Petersburg wastewater project. The motion passed unanimously.

### **Andover Project**

#### **A. Project Status Update**

Schneider said the last easement for the Andover project has been signed. It was understood IIW has revised the engineering and project specification contract in order to comply with the new USDA requirements and submitted it to the DNR. After approval, the project will go out for bid. Thompson said he would check with Carroll on the status of the project.

### **Elvira Project**

#### **A. Project Status Update**

Schneider said this project is currently on hold for USDA funding; possibly for 2008. Davisson said the DNR continues to let homeowners use their current septic system since EIRUSS is working on the project.

## **Lake Delhi Project**

### **A. Review/Action on Preliminary Engineering Report**

Schneider said the project involves 900 homes; 300 year round and 600 seasonal. Schneider noted that a DNR project initiation meeting was held with the DNR project engineer, Jack Pope and himself about the design and schedule of the project. Pope is continuing to work on the design and will present at a future EIRUSS board meeting.

### **B. Review/Action on USDA Application**

Thompson said the USDA recognizes this project will be segmented into multiple projects and treatment systems and will take years for completion. Schneider said there are three priority areas and Pope has suggested possibly four types of systems will be used. A report for Lake Delhi should be available in August.

### **C. Review/Action on WIRB Application**

Discussion between board members, Thompson and ECIA staff followed concerning the feasibility of submitting a WIRB application for Lake Delhi. At this time, a WIRB application will not be submitted, but will wait for cost estimate and submit an application in 2008.

## **Review/Action on Iowa DNR Building Sustainability Grant Contract**

Schneider said the Iowa DNR Building Sustainability grant was approved for \$50,000; the same as last year. A formal contract has not yet been received since the DNR staff person has retired. Schneider suggested the EIRUSS board members approve the grant contract and authorize the Chairperson to sign the contract when it becomes available.

Motion by Davisson, second by Frieberg to approve and authorize the EIRUSS chairperson to sign the Iowa DNR Building Sustainability grant contract upon receipt. The motion passed unanimously.

## **Election of Officers**

Schneider said according to the EIRUSS Articles, officers are elected for a two-year term. Boedeker has been Chairperson and Koeneke has been Vice Chair since EIRUSS was formed in 2005.

Motion by Davisson, second by Frieberg to approve Koeneke to be the new EIRUSS Chairperson. The motion passed unanimously.

Board members thanked Boedeker for his work as the EIRUSS Chairperson for the last two years.

Koeneke asked for a nomination for Vice Chair for EIRUSS.

Motion by Frieberg, second by Dirks to approve Davisson to be the new EIRUSS Vice Chair. The motion passed unanimously.

Schneider said the Secretary-Treasurer for EIRUSS for the last two years has been ECIA's Executive Director, Deutmeyer.

Motion by Dirks, second by Boedeker to approve Deutmeyer to remain the EIRUSS Secretary-Treasurer. The motion passed unanimously.

### **Other Business**

Schneider said the next meeting for EIRUSS is scheduled for Wednesday, August 22, at which time Pope may have the preliminary engineering report available for Lake Delhi.

Lyons asked about other projects for EIRUSS; possibly Beachland and Sunset Beach north of Manchester. Schneider suggested a hookup to Manchester; Koeneke said he has talked to Tim Vick from Manchester; they may be interested in adding additional customers to their system.

### **Adjournment**

Motion by Dirks, second by Frieberg to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Mark Schneider  
Community Development Director