

Minutes
Eastern Iowa Regional Utility Services System Commission

DATE: Wednesday, September 26, 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 Koeneke 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
Jim Bousley, IIW Engineers & Surveyors
Jack Pope, Garden & Associates
Warren Johnson, Limestone Bluffs RC&D

STAFF PRESENT: Nagle, Nesteby, Schneider

Call To Order

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

Action on the September 26, 2007 Agenda

Motion by Boedeker, second by Frieberg to approve the September 26, 2007 agenda of the Eastern Iowa Regional Utility Services System. The motion passed unanimously.

Review/Approve Minutes of the July 25, 2007 Meeting

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

Center Junction Project

A. Review/Action on Pay Requests #1 – Smith Seeding

Schneider said Smith Seeding has submitted the first pay request for the work completed so far on the Center Junction project. Pope said a progress meeting was held last week; 50% of the work has been completed and there are no problems at this time.

Motion by Cruise, second by Boedeker to approve Pay Request #1 Smith Seeding for Center Junction wastewater project. The motion passed unanimously.

B. Review/Action on Pay Requests #1 – Anstoetter Construction

Pope said Anstoetter is working on the collection system for the Center Junction project. He said 25% of the gravity sewers are in place; good progress is being made.

Motion by Cruise, second by Boedeker to approve Pay Request #1 Anstoetter Construction for Center Junction wastewater project. The motion passed unanimously.

C. Review/Action on Procurement of Operator and Authorization to Advertise

Nagle said an operator will need to be hired for the Center Junction project and staff are asking the EIRUSS board for authority to advertise for this position. He said there are three options: a person with wastewater experience could be hired as an EIRUSS employee; a business with wastewater experience could be hired under contract; or a nearby town could be hired under contract. Nagle said EIRUSS is a 28e organization so if a person is hired as an EIRUSS employee, rules must be followed such as payment to IPERS.

Motion by Cruise, second by Frieberg to approve Procurement of Operator and Authorization to Advertise for Center Junction wastewater project. The motion passed unanimously.

D. Project Status Update

Pope said the project is progressing well with no complaints from the city or property owners at this time. Pope did inform the board members that there are two homeowners located on the extremities of the area and at this time, service is not going to be provided to them. One has expressed interest, however, and does want to be connected to the system. Discussion followed concerning dividing the cost to extend the system three ways: owner, USDA Loan and USDA Grant. Thompson said USDA will offer only \$5,000 for the connection at this time, but he will check into more funding. Pope said a decision can wait for a couple months yet.

Fairview Project

A. Project status update

Cate showed a map of the Fairview sites under consideration for a lagoon. He recommends the site on the south side of Hwy 151 based on lower costs compared to the other two sites. Discussion followed concerning the sites which involve underground tanks and wells separation distances. Cate will now submit a schedule to the Department of Natural Resources (DNR). ECIA staff will contact the land owner about the sale of the property.

Leisure Lake Project

A. Project status update

Cate said the biggest challenge to the project has been obtaining a firm count of the number of users for the system. He has been working with Frieberg, a computer program and now aerial photos of Leisure Lake. Property for the lagoon site has already been identified and Cate will get the owner's name to ECIA staff. He will send the schedule to the DNR and ask for a site survey.

Petersburg Project

A. Project status update – WIRB application

Schneider said the WIRB application was submitted for Petersburg, however, he received a letter saying that EIRUSS is not an eligible applicant. Eligible applicants would be a watershed committee, a county conservation board, or Limestone Bluffs RC&D in Maquoketa. Johnson said he would be willing to check with his board members to see if they would submit the application, as they did for the Leisure Lake project, if the EIRUSS board members want him to do this. Board members consensus is for Johnson to check with Limestone Bluffs about submitting a WIRB application for the Petersburg project.

B. Review/Action on CDBG application

Schneider said staff are asking the EIRUSS board for authority to submit a CDBG application for the Petersburg project. Cate said he would look at Jim Carroll's estimated costs for the project and modify them if necessary for the application.

Motion by Boedeker, second by Frieberg to authorize ECIA staff on behalf of EIRUSS to submit a CDBG application for Petersburg wastewater project. The motion passed unanimously.

Andover Project

A. Review/Action on USDA Project Certifications Resolution

Schneider said the resolution certifies that EIRUSS is in compliance with all USDA regulations and requirements. This is the same resolution that the EIRUSS board signed for the Center Junction project.

Motion by Boedeker, second by Summers to approve the USDA Project Certifications Resolution for Andover water project. The motion passed unanimously.

B. Review/Action on USDA Loan Resolution

Schneider said this is the formal USDA loan contract for \$140,000 for the Andover project.

Motion by Summers, second by Frieberg to approve the USDA Loan Resolution for Andover water project. The motion passed unanimously.

C. Review/Action on USDA Grant Agreement

Schneider said this is the formal USDA grant agreement for up to \$243,000 for the Andover project. Discussion followed concerning the possibility of needing additional funding; Thompson said project funds, which could be either loan or grant, will be available.

Motion by Summers, second by Boedeker to approve and authorize the EIRUSS chairperson to sign the USDA Grant Agreement for Andover water project. The motion passed unanimously.

D. Review/Action on USDA Request for Obligation of Funds

Schneider said this form states that EIRUSS certifies the need for funds from USDA and that the funds are not available elsewhere.

Motion by Boedeker, second by Frieberg to approve the USDA Request for Obligation of Funds for Andover water project. The motion passed unanimously.

E. Review/Action on USDA Letter of Intent to Meet Conditions

Schneider said the Letter of Intent states that the project will meet the USDA conditions for the Andover project.

Motion by Summer, second by Frieberg to approve the USDA Letter of Intent to Meet Conditions for Andover water project. The motion passed unanimously.

F. Review/Action on USDA Compliance Certifications

Schneider said this form states there are federal regulations that are required for the Andover project; the project will comply with the requirements.

Motion by Frieberg, second by Summers to approve the USDA Compliance Certifications for Andover water project. The motion passed unanimously.

G. Project status update

Schneider said board members approved the design submitted by IIW Engineers & Surveyors for Andover. It was submitted to USDA for concurrence; however, the USDA staff feels the cost is too high in comparison to other USDA-funded projects. Schneider noted the engineering firm has proposed to bid the Andover project as multiple contracts instead of a single contract, which results in higher administrative costs, but lower construction and overall costs. Schneider said Carroll has approved additional USDA loan dollars if necessary for Andover that will result in a one dollar monthly increase per user, if the EIRUSS board approves it. Schneider said if the project comes in under budget, the additional dollars will not be necessary. Bousley said a project bid with multiple contracts costs a little more administration fees, but saves money in the end. The project is scheduled for a spring start. Board members consensus is they are aware of and approve a possible increase of the USDA loan.

Elvira Project

A. Project status update

Pope said he met with Thompson to report a final count of 22 users for Elvira. Schneider said the EIRUSS Board authorized either a lagoon or sand filtered, depending on operational costs. Discussion followed concerning the lagoon. Pope said he recommends a lagoon with gravity collection. Thomson said the application should be submitted since funding may be available with the Farm Bill approval.

Lake Delhi Project

A. Review/Action on Preliminary Engineering Report

Pope displayed a site map and distributed a summary document on the Lake Delhi project. There are several issues with this project including private wells, 4-5 public wells, different sewer systems throughout, houses are close together which causes separation distance issues for sewer and water sources, and many homes are leased. A count of the area shows 266 full-time dwellings, 532 part-time dwellings and six businesses. The population varies from 800 full-time to almost 3,000 seasonal. An on-site system will not work because of separation issues; a gravity system will not work because of the topography. Pope recommends a pressure collection system for Lake Delhi.

Pope has separate Lake Delhi into phases: Phase 1 covers 322 dwellings; Phase 2 has 151 dwellings; Phase 3 includes 99 dwellings; Phase 4 has 226 dwellings. There are also two areas that are closed during the winter. Pope said the phases will each take two-three years. Three treatment systems are recommended for various sites. Pope broke down each phase with projected costs for a total cost of \$15,474,995. Discussion followed concerning monthly rates, and the different phases.

At this time, Koeneke requested that Boedeker assume the Chair since he needed to leave the meeting.

Pope said the three most problem areas would be taken care of during Phase 1 of the project. Discussion followed concerning landowners, requesting partial or full \$15 million, and an income survey. Pope said the next step is to finish the engineering report; he recommends the project be done in phases, and applying for the full amount.

Board member consensus is for Pope to complete the engineering report for Lake Delhi.

Thompson said the Lake Delhi Association has asked for an updated report on the project. Schneider said their representative is invited to attend the EIRUSS meetings; however he will schedule a meeting with them.

B. Review/Action on USDA application

Schneider said he needs authorization from the EIRUSS Board to submit an USDA application for \$15 million for the Lake Delhi project.

Motion by Frieberg, second by Cruise to authorize ECIA staff on behalf of EIRUSS to submit a USDA application for Lake Delhi wastewater project. The motion passed unanimously.

Other Business

A. Other

Thompson said the USDA is looking for more projects because funding will become available with the passage of the Farm Bill. Discussion followed by board members and staff concerning an application for Spruce Creek and the possibility of joining up to Bellevue's system; and also an application for the Rochester area. Thompson said a summary along with proposed costs will need to be submitted to USDA.

Adjournment

Motion by Frieberg, second by Summers to adjourn the meeting. The meeting adjourned at 7:10 p.m. The motion passed unanimously.

Respectfully submitted,

Mark Schneider
Community Development Director