

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

DATE: Wednesday, September 24, 2025

TIME: 9:01 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 Helmricks	Delaware County Representative
	☒	Michael Corkery	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
	☒	Rebecca Kennedy, Finance Accountant
	☒	Amanda Dupont, Grant Specialist/Inspector

Call to Order

Chair Flagel called the meeting to order at 9:01 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 24, 2025 EIRUSS Agenda

Motion by Oswald, second by Corkery to approve the EIRUSS agenda for September 24, 2025. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of Wednesday, June 25, 2025 Meeting

Motion by Corkery, second by Oswald to approve the Wednesday, June 25, EIRUSS minutes. The motion passed unanimously.

Center Junction Project

A. Water System

1. Project Status Update

Jobgen reported that notices went out to all consumers stating that the water is safe, per a requirement of the Iowa DNR.

B. Waste Water System

1. Project Status Update

Jobgen reported that he will be meeting with a representative from ICAP, EIRUSS's insurance company for all sites.

2. Center Junction Annual Management Report

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

Andover Project

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

B. Andover Annual Management Report

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

Fairview Project

A. Project Status Update

Specht reported that the Directional Driller conducted drilling work on the primary lagoon which had 3 bubbles in the liner. There is still a bubble on the far, west side, therefore another hole will need to be drilled. Specht also reported that he received a quote for new fencing to be replaced this fall. Specht also reported that a recent smoke test was completed and nothing substantial was discovered.

B. Fairview Annual Management Report

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

Leisure Lake Project

A. Project Status Update

Jobgen stated that there is nothing new to update at this time.

B. Leisure Lake Annual Management Report

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

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen reported that he has been working with Mr. Petesch on the laundry mat site and adding a possible 5 hook ups. Jobgen will reach out to Jackson County regarding proper connection or future builds.

B. Droessler Subdivision/Spruce Creek Park Annual Management Report

Motion by George, second by Corkery to sign and approve the Droessler Subdivision/Spruce Creek Park Annual Management Report. The motion passed unanimously.

Petersburg Project

A. Project Status Update

Jobgen reported that the 11th Month Inspection, per a USDA requirement, was recently completed.

B. Petersburg Annual Management Report

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

Other Business

A. Next meeting: Tentatively October 22, 2025.

Adjournment

Motion by George, seconded by Oswald to adjourn the meeting. The meeting adjourned at 9:19 a.m.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer