

**REGIONAL UTILITY SERVICE SYSTEMS (RUSS)
BOARD OF DIRECTORS MEETING - 901 N. 8TH ST., FAIRFIELD IA
WEDNESDAY – DECEMBER 7TH, 2011 – 1:00 P.M.
MINUTES**

CALL TO ORDER

The regular monthly meeting of the Regional Utility Service Systems Board of Directors was called to order on December 7th, 2011 at 1:00 p.m. by Chairperson Henry Van Weelden.

RUSS MEMBERS PRESENT

Tom Broeker, Steve Burgmeier, Marvin Philips, Wes Rich, Ernie Schiller, Henry Van Weelden, Kent White and Chris Ball.

RUSS MEMBERS ABSENT

Greg Kenning, Daryl Wood

OTHERS PRESENT

Bruce Hudson, RUSS Proj. Manager and Kathy Dye – Geode RC&D; Jeremiah Selby – Garden & Associates; Kent Rice – French-Reneker & Associates; Dan Miller – Jefferson County Environmental Health, Lacey Jacobs-Fairfield Ledger, Fred Hickenbutton & Pete Tollenaere-Lakewood; Lee Rood-Des Moines Register.

APPROVAL OF AGENDA

Steve Burgmeier requested to amend the agenda by taking out item “c” under General and address it in “b” & “j”. **Motion by Wes Rich, second by Ernie Schiller to approve the December 7th, 2011 agenda as amended noted above. Motion carried. #M69-12**

APPROVAL OF MINUTES: NOVEMBER 10TH, 2011 MEETING

Motion by Ernie Schiller, second by Kent White to approve the minutes of the regular monthly board meeting held on November 10th, 2011. Motion carried. #M70-12

- FRENCH-RENEKER: Project Update Report – Discussed – no changes
- GARDEN & ASSOCIATES: Project Update Report – Discussed
- Pleasant Plain & East Pleasant Plain
 - Consider Pay Application No. 4 – Division I: \$12,182.46 **Motion by Chris Ball, second by Kent White to approve Pay Application No. 4/Division I for \$12,182.46. Motion carried. #M71-12**
 - Consider Pay Application No. 4 – Division II: \$79,598.57 **Motion by Chris Ball, second by Kent White to approve Pay Application No. 4/Division II for \$79,598.57. Motion carried. #M72-12**
 - Act on Division III & IV Bids **Motion by Chris Ball, second by Kent White to approve and accept the bid from KLC Contracting for Division III @ \$109,077.50 & Randy’s Plumbing for Division IV @ \$37,950.00. Motion carried. #M73-12**

- Award or table PPL/EPP Division III & IV bids resolution **Motion by Steve Burgmeier, second by Wes Rich to award bid resolution on PPL/EPP bids for Division III to KLC Contracting @ \$109,077.50 and Division IV to Randy's Plumbing @ \$37,950.00. Motion carried. #M74-12 #R04-12**

-Richmond-see attached
-Ollie-see attached
-Rubio-see attached
-LCW –see attached

- WARNER ENGINEERING: Project Update Report – Jim Warner - No Report Submitted

APPROVAL OF TREASURER'S REPORT

Treasure's Report & Bills received – **Motion by Ernie Schiller, second by Steve Burgmeier to approve the treasurer's report and construction and O&M bills as presented. Total bills: \$52,119.08. Motion carried. #M75-12**

Bank Reconciliation – **Motion by Ernie Schiller, second by Steve Burgmeier to approve the bank reconciliation to be signed by Steve Burgmeier. Motion carried. #M76-12**

Delinquent Customer Report - **Motion by Ernie Schiller, second by Steve Burgmeier to approve the Delinquent Customer Report. Motion carried. #M77-12**

Approve hiring of Bruce Hudson, Executive Director as an employee for RUSS with Keokuk County acting as Fiscal Agent effective December 1, 2011-paying \$500.00/mo. health stipend paid by RUSS - **Motion by Steve Burgmeier, second by Ernie Schiller to approve hiring of Bruce Hudson, Executive Director as an employee for RUSS with Keokuk County acting as Fiscal Agent effective December 1, 2011-paying \$500.00/mo. health stipend (paid by RUSS). Motion carried. #M78-12**

Approval of Marla Buhmeyer contract with RUSS – **Motion by Ernie Schiller, second by Tom Broeker to approve the contract between Marla Buhmeyer with RUSS @ \$14.00/hr. Motion carried. #M79-12**

Discussion on Ia. One Call – no action needed

Approval of Bruce Hudson, Executive Director to spend up to \$1,000 in expenses without the Board approval for RUSS business - **Motion by Ernie Schiller, second by Tom Broeker to approve of Bruce Hudson, Executive Director to spend up to \$1,000 in expenses without the Board approval for RUSS business. Motion carried. #M80-12**

Approval to apply for credit card for RUSS business use for Bruce Hudson – **Motion by Ernie Schiller, second by Wes Rich to approve applying for a credit card for RUSS business us for Bruce Hudson based on Keokuk County credit card use policy. Motion carried. #M81-12**

Policies – tabled until next meeting

Approval of filling two (2) positions with RUSS (ie; Finance Manager & Project Coordinator) and salary recommendations – Ernie Schiller gave recommendations from the RUSS personnel committee based on interviews held Monday, Dec. 5th, 2011 to hire the following people to be employees of RUSS with Keokuk County acting as Fiscal Agent:

- 1) **Project Coordinator** – Patrick Waters to be hired with starting wage of \$48,500.00 with \$500.00/mo. health stipend (paid by RUSS). Employee start date to be determined after giving 2 weeks' notice. Probationary period will extend for 6 mo. where at that time will be evaluated **Motion by Steve Burgmeier, second by Wes Rich to hire Patrick Waters as Project Coordinator for RUSS with wages being \$48,500.00 and \$500.00/mo. health stipend (paid by RUSS). Motion carried. #M82-12**
- 2) **Finance Manager** – Kathy Dye to be hired with starting wage of \$36,400.00 with \$500.00/mo. health stipend (paid by RUSS). Employee start date to be Dec.12, 2011. Probationary period will extend for 6 mo. where at that time will be evaluated. **Motion by Tom Broeker, second by Chris Ball to hire Kathy Dye as Finance Manager for RUSS with wages being \$36,400.00 and \$500.00/mo. health stipend (paid by RUSS). Motion carried. #M83-12**

Move to new Office in Mt. Pleasant – Bruce Hudson told the board that the tentative move date to the new office in Mt. Pleasant is scheduled for Dec. 20th, 2011. Address provided: 1501 W. Washington St., Ste. 103, Mt. Pleasant, IA 52641

Officer Nominations/Elections – Chris Ball asked to table this until the January 2012 meeting.

PROJECTS

- **Webster** – City of Webster is wanting the lift station property to go into RUSS name & RUSS pay the legal fees – **Motion by Ernie Schiller, second by Kent White to pay for the legal fees acquired in the Webster lift station property being in RUSS's name. Motion carried. #M84-12**
- **Harper** – The board request that Bruce Hudson obtain pricing and a maintenance agreement with Keota Fire Dept. to flush out mains and bring to next month meeting.
- **Mt. Sterling** – no action
- **Argyle** – no action
- **PPL/EPP** – resolution to approve sewer revenue bond and project note for Pleasant Plain/E. Pleasant Plain for additional Interim Financing of \$48,000.00 (approved by USDA in April 2011) – **Motion by Steve Burgmeier, second by Chris Ball to approve resolution for sewer revenue bond and project note for Pleasant Plain/E. Pleasant Plain for additional Interim Financing of \$48,000.00. Motion carried. #M85-12 #R03-12**

PUBLIC COMMENTS –

Pete Tollenaere with Lakewood asked if anything had been determined yet by RUSS-Bruce Hudson explained we are still in the talking/planning phase and that he would like to be able to attend a meeting to talk with potential customers.

DISCUSS PENDING LAWSUIT-RICHMOND


Wes Rich recommended that a legal committee be formed to meet with Paul Zingg and obtain other legal counsel and have authority to make legal decisions on behalf of RUSS-committee to consist of Kent White, Wes Rich & Daryl Wood. **Motion by Steve Burgmeier, second by Ernie Schiller to have a legal committee formed to meet with Paul Zingg and obtain other legal counsel and have authority to “hire outside legal counsel and make legal decisions” on behalf of RUSS-committee to consist of Kent White, Wes Rich & Daryl Wood. Motion carried. #M86-12**

ADJOURNMENT

Motion by Ernie Schiller, second by Wes Rich to adjourn the meeting. Motion carried. #M87-12 Meeting adjourned at 2:13 p.m.

Next RUSS board meeting scheduled for January 11th, 2012 @ Henry County Emergency Management Building, Mt. Pleasant, IA.

Minutes Approved:


Chairperson, Henry W. Van Weelden

1-11-12
Date