

## **Regional Utility Service Systems**

### **Minutes**

#### **REGULAR MONTHLY MEETING**

**December 1<sup>st</sup>, 2010**

**CALL TO ORDER:** Moved by Ernie Greiner, second by Chris Ball, ALL IN FAVOR: **APPROVAL TO CALL THE REGULAR MONTHLY MEETING OF THE REGIONAL UTILITY SERVICE SYSTEMS BOARD OF DIRECTORS ON DECEMBER 1<sup>ST</sup>, 2010 AT 1:00 P.M.**

**RUSS MEMBERS PRESENT:** The following members were present: Henry Van Weelden, Marvin Philips, Kent White, Wes Rich, Ernie Greiner, Chris Ball, Steve Burgmeier and Jeff Heland. Also present was CEO-Director Kelly Lewiston, and Administrative Assistant Renota Chambers.

**RUSS MEMBERS ABSENT:** The following RUSS board members were absent: Ernie Schiller and Greg Kenning.

**ENGINEERS PRESENT:** Kent Rice – French Reneker, and Mark Fincel – Garden & Assoc.

**OTHERS PRESENT:** Cindy Sceaux of Fairfield Precast Concrete, and Dan Miller – Jefferson County Sanitarian.

**APPROVAL OF AGENDA:** Moved by Ernie Greiner, second by Jeff Heland, ALL IN FAVOR: **APPROVAL OF THE AGENDA OF TODAY'S MEETING.**

**MINUTES:** Moved by Ernie Greiner, second by Chris Ball, ALL IN FAVOR: **APPROVAL OF THE MINUTES OF THE PREVIOUS RUSS REGULAR MONTHLY MEETING WITH THE ADDITION OF LINDA PHILLIPS AND JENNIFER GARDNER NAMES ADDED TO OTHERS PRESENT.**

**TREASURERS REPORT:** Secretary/Treasurer Steve Burgmeier stated that there is no Treasurers Report for review due to the fact that the board meeting fell on the 1<sup>st</sup> day of the month – it did not allow enough preparation time.

#### **BILLS RECEIVED:**

- Operations & Maintenance Bills: Moved by Ernie Greiner, second by Kent White, ALL IN FAVOR. **APPROVAL OF BILLS SUBMITTED FOR PAYMENT THROUGH THE RUSS OPERATIONS & MAINTENANCE CHECKING ACCOUNT: GENERAL ACCOUNT \$9,045.62, ARGYLE ACCOUNT \$360.85, HARPER ACCOUNT \$409.95, KESWICK ACCOUNT \$340.70, KINROSS ACCOUNT \$315.00, LINBY ACCOUNT \$187.85, MT. STERLING ACCOUNT \$350.70, MT. UNION ACCOUNT \$121.55, WEBSTER ACCOUNT \$368.70, MARTINSBURG ACCOUNT \$386.55. TOTAL O&M BILLS: \$11,887.47.**

- Construction Account Bills: Moved by Ernie Greiner, second by Wes Rich, ALL IN FAVOR. **APPROVAL OF BILLS SUBMITTED FOR PAYMENT THROUGH THE RUSS CONSTRUCTION ACCOUNTS: MT. UNION CONSTRUCTION ACCOUNT \$42,251.34, SELMA CONSTRUCTION ACCOUNT \$37.50, ON-SITE CONSTRUCTION ACCOUNT \$1,612.50, PP&EPP CONSTRUCTION ACCOUNT \$2,096.12, FRANKLIN CONSTRUCTION ACCOUNT \$526.56, OLLIE CONSTRUCTION ACCOUNT \$2,433.00, RICHMOND CONSTRUCTION ACCOUNT \$306.00, RUBIO CONSTRUCTION ACCOUNT \$412. TOTAL CONSTRUCTION BILLS APPROVED UPON FINAL APPROVAL OF THE SAME BY USDA RURAL DEVELOPMENT IS \$49,675.52.**

**PAST DUE REPORT:** The board reviewed the past due report which reflected the following accounts as past due: Argyle (Lee County) \$8,314.80, Kinross \$1,269.00, Linby \$1,250.60, Mt. Sterling \$924.25, Webster \$508.40.

**GRIEVANCE &/OR COMPLAINT POLICY:** Moved by Steve Burgmeier, second by Wes Rich, ALL IN FAVOR: **THE BOARD OF DIRECTORS ASKED THAT PAUL ZINGG (LEGAL COUNSEL) REVIEW THE GRIEVANCE AND OR COMPLAINT POLICY AND GRANT HIS APPROVAL OF THE POLICY BEFORE THE BOARD APPROVES.**

**5 JEFFERSON COUNTY PROJECTS (5 JEFF CO'S):** Moved by Steve Burgmeier, second by Ernie Greiner, ALL IN FAVOR: **APPROVAL OF THE PRELIMINARY ENGINEERING REPORT BY GARDEN & ASSOCIATES FOR THE FIVE JEFFERSON COUNTY PROJECTS (5 JEFF CO'S – ABINGDON, PEKIN, GREENBRIER, LAKEWOOD, AND LIBERTYVILLE ROAD).**



**PP&EPP PROJECT:** Moved by Steve Burgmeier, second by Ernie Greiner, ALL IN FAVOR: **BASED ON THE FEDERAL TAX LIEN ON THE #1 PRIORITY SITE FOR THE LIFT STATION IN EAST PLEASANT PLAIN THE RUSS BOARD DECIDED TO MOVE FORWARD WITH LIFT STATION SITE SELECTION BY PRIORITY OF #2 SITE THEN #3 SITE.**

**LINBY PROJECT:** Moved by Ernie Greiner, second by Jeff Heland, ALL IN FAVOR: **APPROVAL OF THE FOLLOWING FORMS RELATING TO THE LINBY SEWER PROJECT: CERTIFICATE OF SUBSTANTIAL COMPLETION WITH ELLINGSON DRAINAGE, INC., PREFINAL/FINAL INSPECTION, RELEASE OF CLAIMS, AND STATEMENT OF FINAL COMPLETION & OWNER'S ACCEPTANCE OF THE WORK.**

**MT. UNION DOCUMENTS:** Moved by Ernie Greiner, second by Wes Rich, ALL IN FAVOR: **APPROVAL OF THE FOLLOWING MT. UNION DOCUMENTS: STATEMENT OF FINAL COMPLETION AND OWNER'S ACCEPTANCE OF THE WORK FOR DIVISION 1 WITH JACKSON CREEK, CERTIFICATE OF SUBSTANTIAL COMPLETION FOR DIVISION 3 WITH LAWSON CONSTRUCTION, RELEASE OF CLAIMS ON DIVISION 3 WITH LAWSON CONSTRUCTION, STATEMENT OF FINAL COMPLETION AND OWNER'S ACCEPTANCE OF THE WORK ON DIVISION 3 WITH LAWSON CONSTRUCTION.**

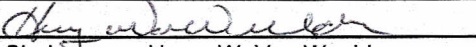
**MT. UNION LEGAL FEES:** Moved by Chris Ball, second by Ernie Greiner, ALL IN FAVOR: **APPROVAL TO PAY UP TO \$1,000 IN LEGAL FEES INCURRED BY CEO - KELLY LEWISTON; RELATING TO THE MAYOR OF MT. UNION'S ALLEGATIONS.**

**FRANKLIN PROJECT:** Moved by Jeff Heland, second by Ernie Greiner, ALL IN FAVOR: **APPROVAL OF THE CITY OF FRANKLIN'S REQUEST TO CANCEL THE SEWER PROJECT. THE RUSS BOARD REQUESTS A COPY OF THE CITY'S MINUTES WHERE IT WAS APPROVED TO CANCEL THE SEWER PROJECT. APPROVAL WAS ALSO GRANTED TO SEND AN INVOICE TO THE CITY OF FRANKLIN FOR COSTS INCURRED BY RUSS ON THE PROJECT.**

**ARGYLE WATER DISTRICT REQUEST FOR PAYMENT TO RECEIVE WATER RECORDS:** Moved by Ernie Greiner, second by Jeff Heland, ALL IN FAVOR: **APPROVAL TO PAY THE ARGYLE WATER DISTRICT THE REQUESTED AMOUNT OF \$300 FOR RECEIPT OF THE ARGYLE RESIDENT'S WATER USAGE FOR SEWER BILLING PURPOSES. RUSS ALSO REQUESTS FROM THE WATER DISTRICT A DETAIL BILLING REFLECTING COST INCURRED FOR THE AMOUNT BILLED RUSS OF \$300.**

**SELMA PROJECT:** Moved by Steve Burgmeier, second by Jeff Heland, ALL IN FAVOR: **APPROVAL FOR RUSS TO REQUEST A ONE YEAR EXTENSION TO THE IOWA FINANCE AUTHORITY FOR THE STATE REVOLVING FUND PLAN & DESIGN LOAN ON THE SELMA (VAN BUREN COUNTY) SEWER PROJECT, WHICH COMES DUE JANUARY 14<sup>TH</sup>, 2011 EXTENDED NEW TO JANUARY 14<sup>TH</sup>, 2012.**

**ADJOURNMENT:** Moved by Ernie Greiner, second by Jeff Heland, ALL IN FAVOR: **APPROVAL TO ADJOURN THE RUSS REGULAR MONTHLY MEETING AT 2:21 P.M. THE NEXT MEETING OF THE RUSS BOARD WILL BE ON WEDNESDAY JANUARY 5<sup>TH</sup>, 2011.**

Minutes Approved:   
Chairperson, Henry W. Van Weelden

Date: January 5<sup>th</sup>, 2011