

**REGIONAL UTILITY SERVICE SYSTEMS (RUSS)**  
**BOARD OF DIRECTORS MEETING – 900 W. WASHINGTON ST., MT. PLEASANT**  
**WEDNESDAY – JANUARY 11<sup>TH</sup>, 2012 – 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 January 11<sup>th</sup>, 2012 at 1:00 p.m. by Chairperson Henry Van Weelden.

**RUSS MEMBERS PRESENT**

Daryl Wood, Steve Burgmeier, Marvin Philips, Wes Rich, Ernie Schiller, Henry Van Weelden, Kent White and Chris Ball. RUSS staff: Exec. Dir.-Bruce Hudson, Fin. Manager-Kathy Dye & Proj. Coord.-Pat Waters.

**RUSS MEMBERS ABSENT**

Greg Kenning, Tom Broeker

**OTHERS PRESENT**

Jeremiah Selby – Garden & Associates; John Meyer – French-Reneker & Associates; Pete Tollenaere-Lakewood; Sally Hayes-Mt. Pleasant News, Walt Jackson-HCEMA & Douglas Philip-citizen/property owner/farmer-Van Buren county.

**APPROVAL OF AGENDA**

Motion by Chris Ball, second by Marvin Philips to approve the January 11<sup>th</sup>, 2012 agenda as presented. Motion carried. #M94-12

**APPROVAL OF MINUTES: DECEMBER 7<sup>TH</sup> & DECEMBER 30<sup>TH</sup>, 2011 MEETINGS:**

Motion by Ernie Schiller, second by Steve Burgmeier to approve the minutes of the regular monthly board meeting held on December 7<sup>th</sup>, 2011 and the Emergency meeting minutes held on December 30<sup>th</sup>, 2011. Motion carried. #M95-12

**ENGINEERING UPDATES:**

- FRENCH-RENEKER: Project Update Report – Discussed – no changes
- GARDEN & ASSOCIATES: Project Update Report – Discussed
- Pleasant Plain & East Pleasant Plain
  - o Engineering Agreement Amendment#2/Owner-Engineer Agreement Exhibit K –  
**Motion by Steve Burgmeier, second by Chris Ball to approve pending USDA RD approval. Motion Carried #M96-12**
  - o Consider Pay App. #5-Div. II: \$182,130.83 – **Motion by Kent White, second by Deke Woods to approve pending USDA RD approval. Motion carried #M97-12**
- Richmond-nothing new
- Ollie-nothing new
- Rubio-nothing new
- LCW –nothing new

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

### **APPROVAL OF TREASURER'S REPORT**

- Treasure's Report & Bills received – **Motion by Steve Burgmeier, second by Wes Rich to approve the treasurer's report, construction and O&M bills as presented. Total bills: \$247,725.31. Motion carried. #M98-12**
- Bank Reconciliation – **Motion by Steve Burgmeier, second by Wes Rich to approve the bank reconciliation to be signed by Steve Burgmeier. Motion carried. #M99-12**
- Delinquent Customer Report - **Motion by Steve Burgmeier, second by Wes Rich to approve the Delinquent Customer Report. Motion carried. #M100-12**
- Pat Waters was introduced as the new Project Coordinator for RUSS.
- Consider giving Deke Woods, Keokuk Cty. Supervisor the authority to assure that RUSS employees payroll is correct throughout the fiscal year. **Motion by Steve Burgmeier, second by Wes Rich to approve giving Deke Woods authority to assure RUSS employee's payroll is correct throughout fiscal year. Motion carried. #M101-12**
- Deke asked about raises for RUSS employees for Keokuk County for budget preparations for FY13. **Motion by Steve Burgmeier, second by Kent White to add a possible 2% raise to current RUSS employees' wages for FY13 budget. Motion carried. #M102-12**
- Hire Keota Fire Dept. to flush Harper wastewater system twice (2x) year using 1,000 gallons water each time=\$300 per flush/\$600 per year. **Motion by Wes Rich, second by Chris Ball to hire Keota Fire Dept. to flush Harper wastewater as stated. Motion carried. #M103-12**
- Adopt new policies. **Motion by Steve Burgmeier, second by Chris Ball to approve new RUSS policies with changes as noted of new physical address & copy charge change as amended. Motion carried. #M104-12**  
**Motion by Marvin Philips, second by Wes Rich to have legal counsel review new policies. Motion carried. #M105-12**
- Review/discuss letter from Wapello county BOS-tabled
- Discuss 1/10/12 meeting with Des Moines county (re: Augusta) – conversations ongoing
- Discuss/consider implementation "Time of Transfer" program. **Motion by Ernie Schiller, second by Steve Burgmeier to approve sending Pat Waters to school/training to be able to do "Time of Transfer" inspections. Motion carried. #M106-12**
- Discuss/consider "Operator I & II" education/certification for Proj. Coord.-cost is \$425.00 (4-day course). **Motion by Steve Burgmeier, second by Deke Woods to send Pat Waters to "Operator I&II" training and pay for the course test. Motion carried. #M107-12**
- Lee County projects-discussed
- Discuss "onsite" wastewater treatment system (Greenbrier, Lakewood, Libertyville & Abingdon) – tabled
- New Officer Nominations/Elections – Chris Ball committee member presented
  - Nominations for Chair-Kent White, Chris Ball, Deke Woods & Wes Rich. **Motion to cease nominations made by Steve Burgmeier, second by Ernie Schiller. Motion carried. #M108-12**
    - Vote taken by all RUSS board members – voted Wes Rich as new RUSS Chair by receiving 4 votes out of 8.

- Nominations for Vice-Chair – Tom Broeker, Chris Ball, Kent White, Marvin Philips & Deke Woods. **Motion to cease nominations made by Ernie Schiller, second by Steve Burgmeier. Motion carried. #M109-12**
  - Vote taken by all RUSS board members – voted Deke Woods as new RUSS Vice-Chair by receiving 5 votes out of 8.
- Nominations for Secretary/Treasurer – Ernie Schiller & Steve Burgmeier. Steve Burgmeier nominated adding Kent White to the list of nominees. **Motion by Marvin Philips, second by Ernie Schiller to accept all nominees for Secretary/Treasurer and cease nominations. Motion carried. #M110-12**
  - Vote taken by all RUSS board members – voted Kent White as new RUSS Secretary/Treasurer by receiving 5 votes out of 8.

### **PUBLIC COMMENTS**

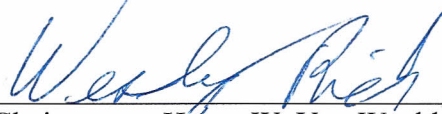
Doug Philips-Van Buren county citizen/property owner read a letter he wrote with a lot of questions for the RUSS board. The RUSS board requested a copy of the letter.

### **ADJOURNMENT**

**Motion by Ernie Schiller, second by Kent White to adjourn the meeting. Motion carried. #M111-12** Meeting adjourned at 3:30 p.m.

Next RUSS board meeting scheduled for February 8<sup>th</sup>, 2012 @ Henry County Emergency Management Building, Mt. Pleasant, IA.

Minutes Approved:

  
Chairperson, Henry W. Van Weelden  
Chairperson, wes Rich

2-8-12  
Date