

REGIONAL UTILITY SERVICE SYSTEMS (RUSS)
BOARD OF DIRECTORS MEETING - 901 N. 8TH ST., FAIRFIELD IA
WEDNESDAY – NOVEMBER 9TH, 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 November 9, 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, Chris Ball and Daryl Wood.

RUSS MEMBERS ABSENT

Greg Kenning

OTHERS PRESENT

Bruce Hudson and Kathy Dye – Geode RC&D Staff; Jeremiah Selby – Garden & Associates; Kent Rice – French-Reneker & Associates; Dan Miller – Jefferson County Environmental Health, Miles Boatman – Van Buren County Environmental Health, Diane Vance-Fairfield Ledger, and Jeff Thoman Wash County Environmental Health.

APPROVAL OF AGENDA

Motion by Ernie Schiller, second by Wes Rich to approve the November 9, 2011 Agenda.

Motion carried. #M47-12

APPROVAL OF MINUTES: OCTOBER 12, 2011 MEETING

Motion by Ernie Schiller, second by Daryl Wood to approve the minutes of the regular monthly board meeting held on October 12, 2011. Motion carried. #M48-12

APPROVAL OF MINUTES: NOVEMBER 4TH, 2011 SPECIAL MEETING

Motion by Ernie Schiller, second by Daryl Wood to approve the minutes of the regular monthly board meeting held on November 4th, 2011. Motion carried. #M49-12

- **FRENCH-RENEKER:** Project Update Report – Discussed – no changes
- **GARDEN & ASSOCIATES:** Project Update Report – Discussed
 - Pleasant Plain & East Pleasant Plain
 - Consider Pay Application No. 3 – Division I: \$5,096.52 **Motion by Wes Rich, second by Daryl Wood to approve Pay Application No. 3/Division I for \$5,096.52. Motion carried. #M50-12**
 - Consider Pay Application No. 3 – Division II: \$14,088.69 **Motion by Wes Rich, second by Daryl Wood to approve Pay Application No. 3/Division II for \$14,088.69. Motion carried. #M51-12**

- Consider Resolution #R02-12 for Bid Letting **Motion by Steve Burgmeier, second by Tom Broeker to approve the Resolution for Bid Letting. Motion carried #M52-12**

-Richmond

- Consider quote from Team Services for additional boring (4) needed of \$2,775.00 + \$425.00 for permanent testing **Motion made by Steve Burgmeier, second by Daryl Wood to accept the quote by Team Services for additional boring (4) and testing totaling \$3,200.00. Motion carried #M53-12**
- Consider 3-cell lagoon option presented by Jeremiah Selby with Garden & Associates **Motion made by Steve Burgmeier, second by Wes Rich to approve a 3-cell lagoon for the Richmond project. Motion carried #M54-12**

-Ollie

- Consider purchase of .2 acres from Calvin Klein for lagoon site in Ollie **Motion made by Ernie Schiller, second by Kent White to approve the purchase of .2 acres from Calvin Klein for lagoon site in Ollie. Motion carried #M55-12**

- 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 and construction and O&M bills as presented, upon approval by USDA Rural Development. Total bills: \$\$87,247.91. Motion carried. #M56-12**

Bank Reconciliation – **Motion by Steve Burgmeier, second by Ernie Schiller to approve the bank reconciliation to be signed by Steve Burgmeier. Motion carried. #M57-12**

DISCUSS/CONSIDER RUSS-GEODE RELATIONSHIP

- Consider RUSS moving away from Geode **Motion by Steve Burgmeier, second by Chris Ball to submit a letter of intent to move RUSS from Geode effective November 30, 2011. Motion carried #M58-12**
- Consider using Keokuk County as fiscal agent and Employer of record for RUSS **Motion by Steve Burgmeier, second by Wes Rich to approve Keokuk County to become fiscal agent for RUSS effective December 1, 2011. Motion carried #M59-12**
- Consider renting office space in Mt. Pleasant for RUSS **Motion by Steve Burgmeier, second by Tom Broeker to approve having Bruce Hudson enter into a rental agreement with Quality Equipment, 1415 West Washington Street, Mount Pleasant, IA for office space @ \$600.00/mo. effective December 1, 2011. Motion carried #M60-12**

- Consider advertising for two (2) employees to work in RUSS office **Motion by Steve Burgmeier, second by Tom Broeker to have Bruce Hudson begin the process of advertising and hiring of two (2) employees for the RUSS office. Motion carried. #M61-12**

BRUCE HUDSON – AUTHORIZED SIGNER FOR RUSS DOCUMENTS

- Consider making Bruce Hudson the authorized signer for RUSS documents **Motion by Ernie Schiller, second by Tom Broeker to approve Bruce Hudson as the signer for all RUSS documents effective Nov. 9, 2011. Motion carried #M62-12**

28E AGREEMENT FOR SERVICE

- Consider revised 28E agreement to be used for all new RUSS projects between RUSS and communities/counties **Motion by Steve Burgmeier, second by Chris Ball to use the presented “revised” 28E agreement for all new RUSS projects between RUSS and communities/counties. Motion carried #M63-12**

POLICY REVISIONS

Policies for consideration of revision handed out to all board members-to be reviewed and approved at a later meeting.

LOCATES/INVOICING LANDOWNERS FOR LOCATING SERVICE LINES

Discussed - Bruce to call Ia. One Call and Great Plains – no changes made.

NOMINATION COMMITTEE (DEKE WOOD & CHRIS BALL)

Reminded of officer elections at December meeting

PROJECTS

Richmond – Jeremiah Selby (G&A) and Wes Rich will discuss the defined service area

Kinross-Approval of Rate Increase:

- Consider \$3.00 base rate increase for Kinross **Motion by Steve Burgmeier, second by Daryl Wood to increase the base rate for metered from \$29.00 to \$32.00 and well users from \$37.00 to \$40.00 effective January 1, 2012. Motion carried #M64-12**

Linby-Approval of Rate Increase:

- Consider \$3.00 base rate increase for Linby **Motion by Steve Burgmeier, second by Daryl Wood to increase the base rate for metered from \$45.00 to \$48.00 and well users from \$53.00 to \$56.00 effective December 1, 2011. Motion carried #M65-12**

Mt. Sterling-Approval of Rate Increase:

- Consider \$3.00 base rate increase for Mt. Sterling **Motion by Steve Burgmeier, second by Daryl Wood to increase the base rate for metered from \$29.00 to \$32.00 and well users from \$37.00 to \$40.00 effective January 1, 2012. Motion carried #M66-12**

Ollie - .2 acre purchase

- Calvin Klein willing to take \$800 for the .2 acres with RUSS paying for closing

Keswick –

- Consider purchase of new “sewage trash pump” for Keswick **Motion by Steve Burgmeier, second Daryl Wood to have Bruce Hudson purchase a new “sewage trash pump” for Keswick. Motion carried #M67-12**

PUBLIC COMMENTS –

Kent Rice asked about the 28E for Des Moines – it still needs to go to the county for approval. He also inquired about Geode’s future – no comment was made.

ADJOURNMENT

Motion by Ernie Schiller, second by Kent White to adjourn the meeting. Motion carried.
#M68-12 Meeting adjourned at 3:10 p.m.

Next RUSS board meeting scheduled for December 7, 2011 beginning at 1:00 p.m.

Minutes Approved:

 12-7-11
Chairperson, Henry W. Van Weelden Date