

**REGIONAL UTILITY SERVICE SYSTEMS (RUSS)**  
**BOARD OF DIRECTORS MEETING – 900 W. WASHINGTON ST., MT. PLEASANT**  
**WEDNESDAY – NOV. 14<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 November 14<sup>th</sup>, 2012 at 1:00 p.m. by Chairperson Daryl Wood.

**RUSS MEMBERS PRESENT**

Daryl Wood, Steve Burgmeier, Henry Van Weelden, Marvin Philips, Wes Rich, Ernie Schiller, Tom Broeker, Kent White, Chris Ball and Greg Kenning. RUSS staff: Exec. Dir.-Bruce Hudson and Kathy Dye-Finance Manager

**RUSS MEMBERS AB SENT:** none

**OTHERS PRESENT**

Jeremiah Selby – Garden & Associates; Kent Rice – French-Reneker & Associates; Trisha Phelps-Mt. Pleasant News and Greg Moeller.

**APPROVAL OF AGENDA**

**Motion made by Willie Van Weelden, seconded by Steve Burgmeier to approve the Nov. 14<sup>th</sup>, 2012 agenda as presented. Motion carried. #M60-13**

**APPROVAL OF MINUTES: October 10<sup>th</sup>, 2012 REGULAR & October 12<sup>th</sup>, 2012 SPECIAL MEETINGS**

**Motion by Ernie Schiller, second by Kent White to approve the minutes of the regular monthly RUSS board meeting held on Oct. 10<sup>th</sup>, 2012 & the special meeting minutes held on Oct. 12<sup>th</sup>, 2012. Motion carried. #M61-13**

**ENGINEERING UPDATES:**

- **FRENCH-RENEKER:** - no changes to report
- **GARDEN & ASSOCIATES:** Project Update Report
  - Pleasant Plain/E. Pleasant Plain-Consider Final Documents/Payments:
    - **Div. I – Motion by Willie Van Weelden, second by Steve Burgmeier to approve Pay App #7 = \$712.50-pending USDA RD approval. Motion carried. #M62-13**
    - Div. II – no documents to approve
    - Div. III & IV – Final payment released on Div. III – holding Div. IV

**WARNER ENGINEERING:** Project Update Report – Jim Warner – not present

**APPROVAL OF TREASURER'S REPORT**

- **Treasurer's Report, Bank Reconciliation, Delinquent Cust. Report & Bills received – Motion by Steve Burgmeier, second by Wes Rich to approve the treasurer's report. Total bills: \$40,749.40. Motion carried. #M63-13**  
Rural Development \$9,366.31 Alliant Energy \$728.17 Garden & Associates, Ltd. \$314.05  
Bruce Hudson \$593.74 Burlington Hawkeye \$240.45 Flomm, Inc.\$600.00 Great Plains One Call Service \$19.95  
Iowa One Call \$33.30 Kathy Dye \$500.00 Keokuk County \$12,805.61 Ottumwa Courier \$91.95 Pat Waters \$500.00  
TD&T Financial Group \$1,000.00 The Washington Evening Journal \$103.40 US Cellular \$201.65  
Windstream\$326.75 City Clerk of Ft. Madison \$400.00 Menke, Keith \$1,020.00 Miller, Toni \$62.00 Lee, Bryan  
\$62.00 Showman, Dan \$62.00 French-Reneker-Associates, Inc. \$106.65 Rathbun Regional Water Association \$39.59  
Regional Utility \$60.00 KLC Construction \$5,652.14 Randy's Plumbing \$1,992.50 City of Fairfield \$174.40 Great  
Plains Locating \$86.60 Hopp's Computers \$145.00 Jetco, Inc. \$2,760.00 Sylvester Septic \$701.19
- **Executive Director update** – Bruce Hudson updated the board on things that have been going on in the RUSS office; interview w/The Hawkeye newspaper, attended an open meeting with Washington County-Richmond residents, attended a DNR UMO meeting in Des Moines, has met with residents in Greenbrier (Jefferson County) regarding individual on-sites, had a USDA RD compliance review and other meetings with USDA RD, finalized "Time of Transfer" pamphlets-handed out to each supervisor, rec'd a call from a Van Buren citizen interested in our assistance with on-site septic system, several conversation regarding closing the Justin Craun issue and RUSS continues to work on completing Vulnerability Assessment & Emergency Response Plans for the sewer systems.



- *Discuss/Consider OLLIE SRF Maturity date extension resolution-Motion by Ernie Schiller, second by Tom Broeker to approve #R05-13 extended the Sewer Revenue Bond Anticipation Project Note for the Ollie project. A roll call was done with the following member/counties voting “AYE”; Chris Ball-Louisa; Ernie Schiller-Lee; Daryl Wood-Keokuk; Wes Rich-Washington; Willie Van Weelden-Mahaska; Steve Burgmeier-Jefferson; Marvin Phillips-Van Buren; Tom Broeker-Des Moines & Kent White-Henry. Greg Kenning-Wapello abstained. Motion carried. #M64-13*
- *Discuss/Consider setting committee to evaluate employee salaried for FY14-an evaluation was completed by Ernie Schiller & Daryl Wood for Bruce Hudson-Executive Director of RUSS. Any salary considerations will be brought to the December meeting.*
- *Discuss/Consider State Audit Report for FY11-Each board was given a copy of the State Audit report for review. Motion by Ernie Schiller, second by Chris Ball to approve the State Audit report for FY11 for RUSS as presented. Motion carried. #M65-13*
- *Discuss/Consider bids for FY12 audit-Three (3) bids were requested and two (2) bids were received for the RUSS FY12 audit compilation and review. Motion by Steve Burgmeier, second by Ernie Schiller to award TD&T Financial Group to compile the FY12 compilation report and State of Iowa Auditor to do the FY12 Audit. Motion carried. #M66-13*
- *Discuss/Consider Franklin debt and time line for payment-The City of Franklin has until the end of 2012 to pay on the debt owed to RUSS. The RUSS board will following up at the January 2013 meeting.*
- *Discuss/Consider new RUSS policy “Call In Notification”-after much discussion over this new policy and requesting that it state “over the duration of employment with RUSS”-Motion made by Ernie Schiller, second by Chris Ball to approve the new “Call In Notification” policy with adding that this is over the duration of employment with RUSS. Motion carried with 8 Ayes & 2 Nays. #M67-13*
- *Review Vulnerability Assessment & Emergency Response Plan for Mt. Union/Keswick-Bruce Hudson provided the Vulnerability Assessment & Emergency Response Plan for Mt. Union/Keswick systems for the board to review.*
- *Discuss/Consider arbitration proceedings with Wapello County-Greg Kenning reported that Wapello County has responded to RUSS legal counsel that the county wishes to proceed with arbitration.*
- *Discuss Mt. Sterling – discontinuance update – Marvin Phillips reported that there will be a meeting on Nov. 27<sup>th</sup> with the City Development Board in Des Moines. He recommended that a representative of RUSS be in attendance. Bruce Hudson has requested to have our legal counsel be at this meeting.*
- *Discuss Des Moines County project-Augusta – no changes*
- *Discuss/Consider signing Amended/Substituted Joint Agreement with Washington County for Richmond project-Motion by Steve Burgmeier, second by Wes Rich to approve signing the Amended/Substituted Joint Agreement with Washington County for Richmond project. Motion carried. #M68-13*
- *Discuss/Consider Project Note Resolution for Joint Agreement with Washington County for Richmond project-Motion by Steve Burgmeier, second by Ernie Schiller to approve Project Note Resolution for Joint Agreement with Washington County for Richmond project-#R06-13. A roll call was done with the following member/counties voting “AYE”; Chris Ball-Louisa; Ernie Schiller-Lee; Daryl Wood-Keokuk; Wes Rich-Washington; Willie Van Weelden-Mahaska; Steve Burgmeier-Jefferson; Marvin Phillips-Van Buren & Kent White-Henry. Greg Kenning-Wapello abstained; Tom Broeker-Des Moines left meeting prior. Motion carried. #M69-13*
- *Discuss/Consider litigation proceedings with Mt. Union (possible close session)-no update*

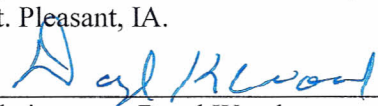
**PUBLIC COMMENTS** - none

**ADJOURNMENT**

**Motion made by Willie Van Weelden, second by Ernie Schiller to adjourn the meeting. Motion carried. #M70-13**  
Meeting adjourned at 2:34 p.m.

Next RUSS board meeting scheduled for December 12<sup>th</sup>, 2012 @ 1:00 p.m. to be held at the Henry County Emergency Management Building, Mt. Pleasant, IA.

Minutes Approved:

  
Chairperson, Daryl Wood

12-12-12  
Date