

**REGIONAL UTILITY SERVICE SYSTEMS (RUSS)**  
**BOARD OF DIRECTORS MEETING - 901 N. 8<sup>TH</sup> ST., FAIRFIELD IA**  
**WEDNESDAY – SEPTEMBER 14, 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 September 14, 2011, 2011 at 1:00 p.m. by Chairperson Henry Van Weelden.

**RUSS MEMBERS PRESENT**

Chris Ball, Tom Broeker, Steve Burgmeier, Marvin Phillips, Wes Rich, Ernie Schiller, Henry Van Weelden, Kent White, and Daryl Wood

**RUSS MEMBERS ABSENT**

Greg Kenning

**OTHERS PRESENT**

Tracy Balbort, Rita Cangas-Marshall, Kathy Dye and Bruce Hudson – Geode RC&D Staff; Mark Fincel – Garden & Associates; John Meyer and Kent Rice – French-Reneker & Associates; Dan Miller – Jefferson County Environmental Health, Pete Tollenaere – Fairfield/Lakewood resident.

**INTRODUCTIONS**

Bruce Hudson was introduced as Project/Utility Manager.

**APPROVAL OF AGENDA**

**Motion by Wes Rich, second by Chris Ball to approve the September 14, 2011 Agenda.**  
**Motion carried. #M24-12**

**APPROVAL OF MINUTES: AUGUST 17, 2011 MEETING**

**Motion by Ernie Schiller, second by Daryl Wood to approve the minutes of the regular monthly board meeting held on August 17, 2011. Motion carried. #M25-12**

**APPROVAL OF TREASURERS REPORT**

Bills Received/Delinquent Customer Report/Bank Reconciliation Report/Approval of FY12 Budget (Finance Committee Meeting 9/9/11) – All reports reviewed and bank reconciliations signed by Steve Burgmeier. **Motion by Daryl Wood, second by Marvin Philips to approve construction and O&M bills as presented, upon approval by USDA Rural Development. Total Bills: \$150,177.20 Motion carried. #M26-12**

**Motion by Ernie Schiller, second by Steve Burgmeier to pay \$2,000 per month to TD&T on the current accounts payable balance. Motion carried. #M27-12**

**Motion by Steve Burgmeier, second by Chris Ball to approve the FY12 Budget Option 1 as presented, with the county portion increased to \$7,000 and a new project admin easement fee, to be determined at a later date. Discussion followed. Amended motion by Steve Burgmeier, second by Chris Ball to approve the FY12 Budget Option 1, leaving the county portion at \$5,000 per year and increasing the project admin easement fee, to be determined at a later date. Motion carried. #M28-12**

The finance committee will meet at a later date to determine the new admin easement fee.

**MAINTENANCE PROGRAM UPDATE**

The updated report was distributed and reviewed.

**REVIEW COMMITTEE LIST**

Tom Broeker was appointed as a member of the Policy Committee. No need to have either the On-site or the Sustainability committees.

**RUSS VEHICLE/MILEAGE REIMBURSEMENT**

**Motion by Steve Burgmeier, second by Kent White to approve a 40¢ mileage reimbursement to Bruce Hudson for use of his personal vehicle for business meetings. #M29-12**

**CONSIDER PROCESS/POLICY FOR ANNUAL RATE INCREASES FOR ALL COMMUNITIES – POLICY COMMITTEE**

This will be discussed at the upcoming Policy Committee meetings.

**CONSIDER RATE INCREASE FOR CURRENT SYSTEMS**

Tabled.

**CONFERENCE CALL WITH AMY BJORK/DORSEY & WHITNEY RE: COUNTIES REQUESTING WITHDRAWAL AS RUSS COUNTY PARTICIPANT**

Discussed.

**PROJECTS**

Harper Update - Deke Wood – Discussed.

Keswick – Sewer Main (Garden & Associates 8/26/11 Letter) – Deke Wood Discussed.

- **FRENCH-RENEKER**: Project Update Report – Discussed  
Linby Maintenance Contract – **Motion by Steve Burgmeier, second by Ernie Schiller to approve the maintenance operator contract with French Reneker Associates. Motion carried. #M30-12**

Augusta – **Motion by Steve Burgmeier, second by Kent White to proceed with the north Augusta/Des Moines County project. Motion carried. #M31-12**

- **GARDEN & ASSOCIATES**: Project Update Report – Discussed  
Pleasant Plain & East Pleasant Plain, Consider Pay Application No. 1 – Division I: \$78,004.50 – **Motion by Steve Burgmeier, second by Wes Rich to approve the Application No. 1, Division I payment of \$78,004.50. Motion carried. #M32-12**

Consider Smith Seeding Inc. 8/26/11 Letter to Rescind Contract – **Motion by Tom Broeker, second by Kent White to accept Smith Seeding's letter dated August 24, 2011 to rescind the Pleasant Plain contract. Motion carried. #M33-12**

Richmond – Discussed. **Motion by Steve Burgmeier, second by Chris Ball to allow the County Supervisor, Bruce Hudson and the project Engineer to make decisions, in between RUSS board meetings, on the expansion of project service area in unincorporated communities. Motion carried. #M34-12**

- WARNER ENGINEERING: Project Update Report - No Report Submitted

**PUBLIC COMMENTS** – No comments

**ADJOURNMENT** - Meeting adjourned at 3:30 p.m.

Minutes Approved:

Henry W. Van Weelden  
Chairperson, Henry W. Van Weelden

10-12-11  
Date