

CHAPTER 1  
GENERAL

**591—1.1(455G) Description of Iowa comprehensive petroleum underground storage tank fund board.** The Iowa comprehensive petroleum underground storage tank fund board is a five-member board consisting of the director of the department of natural resources or the director's designee, the treasurer of the state of Iowa or the treasurer's designee, the commissioner of insurance or the commissioner's designee, and two public members appointed by the governor and confirmed by the senate. The two public members shall have experience in either financial markets or insurance, or both, and shall serve staggered four-year terms, except that of the first public members appointed, one shall be appointed for a term of two years and one for a term of four years. The board staff shall consist of an administrator selected by the board, who shall also serve as the board secretary, and additional staff as approved by the board.

**591—1.2(455G) Mission of the board.** The mission of the board is to assist Iowa's owners and operators of petroleum underground storage tanks to comply with minimum technical and financial responsibility standards and to otherwise assist in fulfilling the goals and objectives of Iowa Code chapter 455G.

**591—1.3(455G) General course and method of operations.** Regular meetings of the board shall be held monthly on the fourth Thursday of each month at 10 a.m. in the Office of the Insurance Commissioner, 330 E. Maple, Des Moines, Iowa, unless another time and place are designated by the board. The board may also hold special meetings as it deems appropriate. The purposes of such meetings shall be to review progress in implementation and administration of board programs, to consider and act upon proposals, to establish policy as needed, and to take actions as necessary and appropriate.

**591—1.4(455G) Location where public may submit requests for assistance or information.** Requests for assistance or information should be directed to Administrator, Iowa Comprehensive Petroleum Underground Storage Tank Fund Board, 2700 Westown Parkway, Suite 320, West Des Moines, Iowa 50266, telephone number (515)225-9263. Requests may be made personally, by telephone, mail or any other medium available, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Special arrangements for accessibility of the board at other times will be provided as needed.

**591—1.5(455G) Potential conflicts of interest.** A conflict of interest exists when a member of the board participates in a way that directly affects the personal or financial interests of the board member or an immediate family member. Any board member who may have a personal or financial interest in an action shall abstain from voting and shall be disqualified from serving and participating in deliberations, evaluations and decisions in bringing forth the proposal to the board for consideration. The board member or members who have or think they may have a conflict of interest shall declare that there is or may be a conflict of interest. When a conflict of interest is determined to exist, the board member shall abstain from voting and shall be recorded as abstaining when votes are taken. A majority of a quorum is necessary for any substantive action taken by the board. A quorum may include any member who has a conflict of interest, and a statement of a conflict of interest shall be conclusive for this purpose.

Any member who has a conflict of interest shall not defeat the quorum and shall not be eligible to vote on the matter in conflict. Any vote by a member with a conflict shall be excluded.

These rules are intended to implement Iowa Code section 455G.4.

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◇ Two or more ARCs

