



BOARD MEETING

July 13, 2011 - 5:30 p.m.

Fort Des Moines Park
Shelter #1
7200 SE 5th Street
Des Moines, Iowa

AGENDA

The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.

1) Opening Items

- a) Roll Call
- b) Action on the Minutes of the Previous Meeting(s)

2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- a) **Action on Bill List:** approve the PCCB/Enterprise Fund June 2011 expenditures.
- b) **Seasonal Employees:** approve the presented list of individuals for seasonal employment with Polk County Conservation.
- c) **Grant Applications:** supports these projects and approves the staff applying for these five grants and authorizing the Chair to sign any grant documents or letters of support required for these grants.

- 3) Do More Outdoors – A New Partnership To Promote A Healthy Community**
- 4) Easter Lake Park, Improvements Update**
- 5) Easter Lake Park, Spillway Repairs**
- 6) PCCB Purchasing Policy**
- 7) Golf Course Advisory Committee**

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

1) Opening Items

a) Roll Call

b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on June 8, 2011. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

June 2011 expenditures have been e-mailed to the Board for review.

STAFF RECOMMENDATION: That the Board approve the PCCB/Enterprise Fund June 2011 expenditures.

b) Seasonal Employees

The following is a list of individuals hired for seasonal employment with Polk County Conservation. According to the PCCB's Bylaws their employment is to have Board approval.

<u>Hire date</u>	<u>Name</u>	<u>Position</u>	<u>Area</u>	<u>Hourly rate</u>
June 2011	Ron Naeve	Conservation Laborer 1	EL	\$10.41
June 2011	Andrew Davis	Conservation Laborer 1	CBG	\$10.41

STAFF RECOMMENDATION: That the Board approve the presented list of individuals for seasonal employment with Polk County Conservation.

c) Grant Applications

PCC staff recently applied for two grants through the State Recreational Trail Grant Program:

- (1) The abandoned UP rail line between Bondurant and Des Moines as an extension of the Chichaqua Valley Trail
- (2) The first phase of the Easter Lake Trail.

We are also planning additional grant applications in the next few months. These grant applications will be for:

- (3) Regional Transportation Enhancement Grant for the UP rail line
- (4) State Recreational Trail Grant for the UP rail line (The current State Recreation Trail grant application (1) will not fully fund the purchase and we don't know if we will be awarded the TE grant)

- (5) REAP grant to fund the purchase of the property at Chichaqua currently owned by the Des Moines Airport Authority
- (6) WIRB grant for Easter Lake that would fund a portion of the proposed water/sediment control structures on the western arm of the lake.

The Board had previously listed its approval for the match monies required for the first two trail grants when previous unsuccessful grant applications were submitted.

Board approval for applying for these grants and committing the matching funds that may be required for each of the grants is required. We believe we either have the funds available now or will have at the time the projects are implemented in the future. Also, in some of the cases, the grant funds from one grant source can be used as the required match for the other grants for that project.

- Loren Lown
Natural Resources Specialist

STAFF RECOMMENDATION: That the Board supports these projects and approves the staff applying for these five grants and authorizing the Chair to sign any grant documents or letters of support required for these grants.

3) Do More Outdoors – A New Partnership To Promote A Healthy Community

Chris McCarthy, Iowa Health Systems – Des Moines, will be presenting on this item.

4) Easter Lake Park, Improvements Update

In 2007 Polk County Conservation (PCC) was directed by the Polk County Board of Supervisors (BOS) to start work on various improvements on the Easter Lake Master Plan. The funds made available to PCC totaled \$485,056. Various projects were outlined and budgeted accordingly. All projects have been completed except for finishing up the Nature Trail Improvements and the associated way finding and boundary signage that goes with the trail. The balance of the remaining funds total approximately \$104,000.

Recently the BOS Chairman authorized the PCC Director to expend the remaining funds on alternate projects. Previously PCC obtained input from the Easter Lake Neighborhood Association who was supportive of spending the remaining funds as proposed by PCC. The projects that were deemed the most necessary were work on the spillway and control gate that would cost approximately \$22,000 and the remaining \$82,000 will be used for parking lot improvements at the beach and spillway.

STAFF RECOMMENDATION: That the Board approves allocating the balance of the Easter Lake improvement dollars, estimated at \$104,000.00, to work on the spillway and control gate at an approximate cost of \$22,000 and parking lot improvements at the beach and spillway at an approximate cost of \$82,000.

5) Easter Lake Park, Spillway Repairs

The Polk County Conservation Board previously approved staff completing five FEMA Project Worksheets (PW) in the upcoming calendar year. One of those worksheets PCC-04-D was to

complete permanent repair work to water control facilities which includes the Easter Lake Spillway. Polk County Conservation is purposing to leverage funds from FEMA and utilize funds from the Easter Lake Improvement Dollars to enhance the spillway repair.

Staff believes by using Class D rip-rap instead of a vegetative cover along the spillway banks they can achieve a long term solution to the erosion problem that has plagued this area. In addition, this work will address and solve issues brought up in the 2007 Easter Lake Dam Report completed by the Iowa DNR.

Staff has solicited bids from at least three local contractors and bids will be compiled and presented at the July 13th Board Meeting

- Mark A. Dungan
Natural Resources Manager

6) PCCB Purchasing Policy

Attached is a "Draft" of the proposed Purchasing Policy for PCCB for your review. The policy has been developed to serve as a guide to employees when making purchases.

Staff has been working with Polk County Attorney's Office and Polk County General Services while developing this policy. The policy will be reviewed by supervisory staff on Monday, July 11. Any revisions will be identified at the meeting.

A recommendation will be presented at the meeting.

7) Jester Park Golf Course, Advisory Committee

Barry Vosler had served on the Golf Advisory Committee as liaison to the Board. The golf course management agreement states that at least one member designated by the PCCB will serve on the advisory committee as Board liaison.

The Board is asked to appoint a new member(s) to serve on the Golf Advisory Committee as Board liaison.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, June 8, 2011. The meeting was called to order at 5:31 p.m.

#1a – Roll Call

Board Present: Levis, Cataldo, McEnany, Smith

Board Absent: Hadden

#1b – Action on the Minutes of the Previous Meeting(s)

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE MAY 11, 2011 MEETING MINUTES AS WRITTEN.
VOTE YEA: LEVIS, CATALDO, MCENANY, SMITH**

#2 – Consent Agenda Item

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

- A) PCCB/ENTERPRISE FUND MAY 2011 EXPENDITURES;**
 - B) THE PRESENTED LIST OF INDIVIDUALS FOR SEASONAL EMPLOYMENT WITH POLK COUNTY CONSERVATION;**
 - C) SALARY INCREASE FOR FULL-TIME AND PERMANENT PART-TIME STAFF, PER ACTIONS TAKEN BY THE POLK COUNTY BOARD OF SUPERVISORS FOR FISCAL YEAR 2011-2012, EFFECTIVE JULY 1, 2011; AND FURTHER EXCLUDE THE DIRECTOR FROM RECEIVING THIS SALARY INCREASE;**
 - D) THE FY 2009-10 PCCB ANNUAL REPORT;**
 - E-1) PURCHASE OF A JOHN DEERE XUV 625i GATOR FROM VAN WALL GROUP FOR A PRICE NOT TO EXCEED \$12,617.28;**
 - E-2) PURCHASE OF A FORD F-350 CAB/CHASSIS TRUCK AND SERVICE BODY FROM CHARLES GABUS FORD NOT TO EXCEED THE PURCHASE PRICE OF \$35,764;**
 - E-3) PURCHASE OF A JOHN DEERE 5095M TRACTOR FROM VAN WALL GROUP NOT TO EXCEED THE PURCHASE PRICE OF \$47,206.68.**
- VOTE YEA: MCENANY, SMITH, CATALDO, LEVIS, MCENANY**

#6 – Insurance

Bob Cataldo, Polk County Risk Manager, appeared before the Board on the PCCB being included under the County's master insurance program.

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE CANCELLING PCCB'S CURRENT POLICY WITH JESTER INSURANCE SERVICES, INC. AND BEING INCLUDED UNDER THE COUNTY'S MASTER INSURANCE PROGRAM ADMINISTERED BY RISK MANAGEMENT AND REPROGRAM THE COST SAVINGS TO OTHER PRIORITY NEEDS.

VOTE YEA: CATALDO, MCENANY, SMITH, LEVIS

#3 – Advisory Committee Presentation

Kami Rankin, Community Outreach Supervisor, gave a presentation on PCCB Advisory Committees.

Tiffany Wilson, 2005 E 27th Street, Des Moines; (member of the PCCB Advisory Committee), appeared before the Board on the Advisory Committees.

#4 – Equipment Purchase: Utility Vehicle

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE PURCHASE OF A JOHN DEERE XUV 625i GATOR FROM THE VAN WALL GROUP FOR A PRICE NOT TO EXCEED \$11,906.28.

VOTE YEA: MCENANY, LEVIS, CATALDO, SMITH

#5 – Union Pacific Line: STP TE Grant

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE STAFF APPLYING FOR THE STP TE GRANT FOR PURCHASE OF THE ABANDONED UNION PACIFIC LINE BETWEEN BONDURANT AND THE NORTH SIDE OF DES MOINES; AND AUTHORIZES THE PCCB CHAIR TO SIGN THE ACCOMPANYING RESOLUTION REQUIRED FOR THAT GRANT.

VOTE YEA: LEVIS, SMITH, MCENANY, CATALDO

#7 – Public Hearings

a. Chichaqua Bottoms Greenbelt, Change of Park Rules on Designated Areas

Chair Smith declared the meeting to be a public hearing on the change of the park rule at Chichaqua Bottoms Greenbelt that prohibits dogs off-leash from March 15 through July 15 at the two sites at Chichaqua designated as dog trialing and training.

As there were no comments, Chair Smith closed the public hearing.

IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE SECTION 16 OF THE POLK COUNTY CONSERVATION BOARD RULES AND REGULATIONS NOT APPLYING TO THE TWO NEW AREAS DESIGNATED AS DOG TRIALING AND TRAINING AT THE CHICHAQUA BOTTOMS GREENBELT.

VOTE YEA: CATALDO, MCENANY, SMITH, LEVIS

b. Beaver Creek Greenbelt, Change to Area Use Rules

Chair Smith declared the meeting to be a public hearing on changing the rule at the Beaver Creek Greenbelt that restricts public access during nesting season to protect herons.

As there were no comments, Chair Smith closed the public hearing.

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THAT THERE IS NO LONGER A NEED TO RESTRICT PUBLIC ACCESS FOR THE PURPOSE OF PROTECTING THE HERONRY AT THE BEAVER CREEK GREENBELT AND THE BOARD FURTHER INSTRUCTS STAFF TO SIGN THE AREA AS OPEN ON A YEARLONG BASIS UNTIL SUCH TIME AS A HERONRY IS REESTABLISHED.

VOTE YEA: SMITH, LEVIS, CATALDO, MCENANY

c. Easter Lake Park, Sewer Easement

Chair Smith declared the meeting to be a public hearing on granting a sewer easement to Wastewater Reclamation Authority at the PCCB's Easter Lake Park as requested by Polk County Public Works.

As there were no comments, Chair Smith closed the public hearing.

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THAT PROPERTY AS DESIGNATED WITHIN EASTER LAKE PARK IS NO LONGER NECESSARY FOR PARK PURPOSES OR WILL NOT INTERFERE WITH PARK PURPOSES AND FORWARDING THE SAME ON TO THE BOARD OF SUPERVISORS FOR THE CONVEYANCE OF EASEMENT TO

**WASTEWATER RECLAMATION FOR THE PURPOSE OF INSTALLING A SEWER
LINE ON PCCB MANAGED PROPERTY.
VOTE YEA: LEVIS, SMITH, MCENANY, CATALDO**

Discussion

- Parker reported that presentation given to BOS that morning on the Jester Park Golf Course.
- July Meeting: held at Fort Des Moines Park
- Parker updated the Board on the Yeader Creek study taking place.

ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

Prepared by: Cindy Lentz

**PURCHASING POLICY
POLK COUNTY CONSERVATION BOARD**

PURPOSE

The purpose of this directive is to outline guidelines for employees for purchasing supplies, services, equipment, and for public improvements.

APPLICABILITY

This directive is applicable to any employee who is authorized to purchase supplies, services, equipment and public improvements for Polk County Conservation Board (Board) and complies with or exceeds requirements of State Code Statutes.

DEFINITIONS

Authorization To Spend Funds (ATSF) Form: Form identifies purchase; budget coding; how purchase fits within existing PCCB plans; and documents approvals.

Supplies: Supplies are goods purchased to maintain operations.

Services/Contracts/Agreements: Services are work done or duty performed by outside source and Contracts/Agreements are the written documents that describe the terms for supplying services.

Equipment Purchases: Goods purchased for some purpose; i.e., to do repair or maintenance work, transportation, etc.)

Public Improvements: means a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any other public or private agency, emergency work or repair or maintenance work performed by employees of a governmental entity.

Notice to Bidders: Notice of time and place for filing sealed proposal; time and place for opening and consideration; general nature of the public improvement; general timeframe for start and completion; bid bond requirements; and any other information deemed pertinent (insurance requirements, pre-bid conference, etc.)

Invitation to Bid (ITB): Invitation to vendors, through a bidding process, to submit a proposal on a specific project to be realized or product or service to be furnished.

Request for Proposal (RFP): Document that is posted to bring out bids from potential vendors for a product or service. An RFP is part of an organization's procurement process, which begins with an assessment of needs and ends with delivery and/or support of the finished product or service. RFP is typically used when competitive bidding is either not practicable or not advantageous to PCCB.

Request for Qualification (RFQ): RFQ is issued when exploring or seeking to retain the services of an architect, engineer, or other professional. These fees are not statutorily part of the competitive bid/quote process, however, may be used.

DOCUMENTATION REQUIREMENTS

- Copies of quotes/bids shall be scanned and maintained for three years. This information shall be submitted to the Administration office for scanning.
- Documentation of rationale used for selections
- Grant application to Accountant
- Grant Approval Notices (Letters of Award) to Accountant

GRANTS

When working with grants all of the requirements identified in this policy apply unless the conditions outlined in the grant are more stringent in which case those conditions shall apply.

IOWA PREFERENCE

By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa.

At the discretion of the Polk County Conservation Board, preference may be given to Polk County vendors who produce goods or maintain an office in Polk County. Notification of this preference will be included in quote/bid solicitation.

Further, it shall be policy to actively solicit and seek out local vendors of goods and services and to encourage local vendors to stock and supply Iowa-made products.

FEDERAL, STATE, AND COUNTY CONTRACTS

Existing contracts available through current Federal, State or County government agencies may be considered, if competitive.

SPLIT PURCHASING (IOWA CODE, CHAPTER 26)

Purchases are not to be broken into smaller quantities to avoid following purchasing guidelines.

SOLE SOURCE PURCHASE

A purchase may be awarded without competition when the Director determines after a good faith review of available sources that there is only one source for the required goods or services. The basis of the determination shall be documented and maintained on file.

EMERGENCIES

In emergency situations (defined as immediate public health and welfare) the Director may spend up to \$20,000 as necessary to meet the needs of the emergency within 48 hours and inform the Conservation Board of any emergency spending as soon as possible.

Emergency expenses of \$5,000 to \$20,000 shall be reviewed by Accountant.

DISPOSAL OF COUNTY PROPERTY

Items considered for disposal shall be turned into the Supervisor of the unit. Supervisor shall work with appropriate staff to determine if item shall be disposed. If it is determined the item shall be disposed of two things shall occur:

1. Supervisor shall work with appropriate staff to determine which method of disposal shall be used to dispose of the item. Methods of disposal are:
 - a. County Auction (Director and Board approval required)
 - b. Donation (Director and Board approval required)
 - c. Discarded if no value to Conservation (Accountant or Director approval required)
2. Notify Administrative Supervisor of item disposed so that item can be removed from inventory and method of disposal recorded.

SUPPLIES

Amount Levels	Process #	Prior Approval Requirements			
		Supervisor	Accountant or Administrative Supervisor	Director	Board
\$500 or Less	S-1	X			
\$501 - \$4,999	S-2	X	X		
\$5,000 - 10,000	S-3	X	X	X	
Greater than \$10,000	S-4	X	X	X	X

#S-1: \$500 OR LESS

- No bidding procedure is required.
- Purchase order shall be obtained prior to making purchase.
- It is the employee's responsibility to get Supervisor's approval prior to obtaining purchase order along with the proper expense coding.
- No approval is required by the Director or the Board.

Examples: printer cartridges; general office supplies; hardware; filters; items for cameras, radios

#S-2: \$501 - \$4,999

- No formal bidding procedure is required; however, compare prices as a careful consumer.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one week prior to purchase.
- Accountant or Administrative Supervisor will complete an Authorization To Spend Funds Form (ATSF) and submit to accounts payable representative (sample attached). Supervisor's approval will be verified by Accountant or Administrative Supervisor prior to authorization to purchase.
- Purchase order shall be obtained by employee prior to making purchase.
- No approval is required by the Director or the Board.

Examples: tires; bulk orders for cleaning supplies for parks; ballast

#S-3: \$5,000 - \$10,000

- Three quotes are required, and when possible and reasonable they should be written quotes. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director's approval is also required. Supervisor's shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor.
- Purchase order shall be obtained by the Supervisor or designee prior to making purchase.

Examples: seed; chemicals; rock

#S-4: Greater than \$10,000

- To get a particular quality or feature(s) for a product, use an Invitation to Bid. This is not required but is recommended. Director shall make the determination.
- Obtaining three written quotes is required. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director and Board approval are also required. Supervisor shall submit an ATSF when making a request.

- If Director approves, purchase will be placed on agenda of Board's next monthly meeting. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.
- Upon approval by the Board, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor
- Purchase order shall be obtained by the Supervisor or designee prior to making purchase.

Examples: playground softfall material

SERVICES/CONTRACTS-AGREEMENTS (INCLUDES PROFESSIONAL CONSULTING SERVICES)

Services

For services that don't fall within service contracts and contracts-agreements below, follow the same amount guidelines as identified for supplies.

Examples: public speakers; pest control; repairs to equipment/buildings & grounds by outside sources

Service Contracts

An Invitation to Bidders shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the purchase.

A Public Notice in the newspaper is not required but may be done, if it is considered to be of special interest to vendors or the public. Director shall make the determination.

List of services that shall be handled through the bidding process include: haying ground; cleaning services; refuse disposal services; chemical toilet rental; septic tank/vault toilet/grease trap pumping services; clearing of Shaw property at Chichaqua Bottoms Greenbelt; soft drink supplier.

This list shall be reviewed annually and updated accordingly.

Contracts-Agreements (Includes Professional Consulting Services)

Less than \$10,000

- Request for professional consulting services shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director's approval is also required. Supervisor shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Document rationale for selection.
- Upon approval, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor.
- No Request For Qualifications required.
- Written contract required with Director signature.

Greater than \$10,000

- Request for professional consulting services shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director and Board approval are also required. Supervisor shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Request For Qualifications (RFQ) may be issued. Director shall make the determination.
- Individuals with known qualifications may be sent a copy of the RFQ or notified in some other manner.

- Public Notice in the newspaper is not required but may be done, if it considered to be of special interest to vendors or the public. Director shall make this determination.
- Document rationale for selection.
- If Director approves, purchase will be placed on agenda of Board's next monthly meeting. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.
- Upon approval by the Board, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor.
- Written contract required with PCCB Chair signature.

Examples of Contracts/Agreements include: project design work; FEMA consulting; master planning

Contracts (Code of Iowa, 573.2)

Make sure truly independent contract. Be sure to not make the person(s) an employee(s). As an aid to determining whether an individual is an employee under the common law rules, 20 factors or elements have been identified as indicating whether sufficient control is present to establish an employer-employee relationship. Go to <http://www.mdc.edu/hr/Operations/AFS/IRSFactorTest.pdf>

EQUIPMENT PURCHASING

Amount Levels	Process #	Prior Approval Requirements			
		Supervisor	Accountant or Administrative Supervisor	Director	Board
\$500 or Less	E-1	X			
\$501 - \$10,000	E-2	X	X	X	
Greater than \$10,000	E-3	X	X	X	X

#E-1: \$500 OR LESS

- No bidding procedure is required.
- It is the employee's responsibility to get Supervisor's approval prior to obtaining purchase order along with the proper expense coding.
- Equipment costing \$200 or more is to have inventory sheet completed by purchaser. Inventory sheet to be turned into Administrative Supervisor immediately after purchase.
- No approval required by the Director or the Board.

Examples: hand tools; cameras; chain saws; outdoor power products; battery chargers; ladders

#E-2: \$501 - \$10,000

- Three quotes are required, and when possible and reasonable they should be written quotes. Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director's approval is also required. Supervisor's shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor.
- Purchase order shall be obtained by the Supervisor or designee prior to making purchase.
- Inventory sheet shall be completed by Supervisor. Inventory sheet to be turned into Administrative Supervisor immediately after purchase.

Examples: some trailers; ATVs; binoculars; some mowers; snow blades; some utility vehicles;

#E-3: Greater than \$10,000

- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director and Board approval are also required. Supervisor shall submit an ATSF when making a request.
- If Director approves, purchase will be placed on agenda of Board’s next monthly meeting. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.
- To get a particular quality or feature(s) for a product, use an Invitation to Bid. This is not required but is recommended. Director shall make the determination.
- Obtaining three written quotes is required. Bid requests shall be in written form, either by letter or email, and it is the bidder’s responsibility to quote according to the request.
- Upon approval by the Board, Accountant or Administrative Supervisor will forward ATSF to accounts payable representatives and a copy will be provided to requesting Supervisor
- Purchase order shall be obtained by the Supervisor or designee prior to making purchase.
- Inventory sheet shall be completed by Supervisor. Inventory sheet to be turned into Administrative Supervisor immediately after purchase.

Examples: vehicles; tractors; trail maint. equipment; chippers; some mowers; some utility vehicles; some trailers; stumper

PUBLIC IMPROVEMENTS (Chapter 26 and Chapter 573, Code of Iowa)

Amount Levels	Process #	Prior Approval Requirements			
		Supervisor	Accountant or Administrative Supervisor	Director	Board
Less than \$10,000	PI-1	X	X	X	
\$10,000 - \$50,000	PI-2	X	X	X	X
Greater than \$50,000	PI-3	X	X	X	X

Examples of Public Improvements: new shelter houses; road work/repairs; playscape; trail construction

#PI-1: LESS THAN \$10,000.

- Request for funds for public improvement(s) shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to start of project since Director approval is required. Supervisor shall submit an ATSF to Accountant or Administrative Supervisor when making a request.
- Bidding procedure may be used in which written requests for bids are submitted to at least three prospective bidders when possible and reasonable. Director shall make the determination.
- Bid requests shall be in written form, either by letter or email, and it is the bidder’s responsibility to quote according to the request.
- Purchase order(s) shall be obtained prior to making purchases associated with project.

#PI-2: \$10,000 - \$50,000

- Request for funds for public improvement(s) shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to start of project since Director and Board approval are also required. Supervisor shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- A Notice to Bidders shall be published.

- Bid requests shall be in written form, either by letter or email, and it is the bidder's responsibility to quote according to the request.
- A performance bond and payment bond are necessary for all projects over \$25,000 for amount of project.
- Retainage up to 5% of the work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Place item on agenda of Board's monthly meeting. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.
- Accountant will forward ATSF form to accounts payable representatives following Board approval.
- Purchase order(s) shall be obtained prior to making purchases associated with project.

#PI-3: Greater than \$50,000

- Request for funds for public improvement(s) shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to selection of engineer or architect since Director and Board approval are also required. Supervisor shall submit an ATSF to Accountant or Administrative Supervisor when making a request.

First Step:

- An engineer or architect shall prepare plans, specs and establish the estimated cost. A Request for Qualification (RFQ) may be issued when seeking these services, but is not required. Director shall make this determination. These fees are not statutorily part of the competitive bid/quote. Rationale for making selection shall be documented.
- Director approval of engineer or architect required. If approved, selection will be placed on agenda of Board's next monthly meeting for Board approval. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.

Second Step:

- Once engineer or architect selected, they prepare plans, specifications, and establish the estimated cost for the project.
- A public hearing shall be held at a Board meeting on the plans and specifications, form of contract documents and the engineer/architect's established estimated cost of the project.
Public Hearing process:
 - * Request for Board to hold a public hearing is brought to a meeting for approval. The Board motion should include the date of the meeting the public hearing will be held.
 - * Public Hearing is then held at the designated meeting.
 - * Public Hearing notice shall be published not less than 4 nor more than 20 days from date of Board meeting public hearing will be held.
- Awarding of the contract/bid may occur at the same meeting the public hearing is held.
- An Official Publication shall be published for the Request for Proposal (RFP) or ITB not less than 4 days from date of Board meeting that bids will be presented and bid awarded. Supervisor or designee will prepare written information for the monthly Board packet one week prior to the date of the appropriate Board meeting.
- Projects looking to be completed "in house" over \$50,000 have to be priced and are to compete against other quotes.
- A performance bond and payment bond are necessary for all projects over \$25,000 for amount of project.
- Retainage up to 5% of the work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- A 5% Bid Bond is required.
- Director and Board approval are required.
- Purchase order(s) shall be obtained prior to making purchases associated with project.

SAMPLE

POLK COUNTY CONSERVATION BOARD

Authorization To Spend Funds

Item Name and Description:

Contact Individual:

Fiscal Note:

Fiscal Year	Budget-ed? (Y/N)	Anticipated Expense	Anticipated Revenue	Expense Account Code	Revenue Account Code	Sub Ledger Code (if applicable)	Amendment Required? (Y/N)

The following requirements apply:

Part of Strategic Plan

Consistent with Capital Improvements Plan or Equipment Replacement Plan

Commercial Grade (Quality Standards)

If Non-Budgeted Item, Provide Justification for Purchase:

Supervisor Approval: Yes _____ No _____ Date: _____

Accountant or Administrative Supervisor Approval: Yes _____ No _____ Date: _____

Director's Approval: _____ **Date:** _____

If Board Approval Required, Indicate PCCB Meeting Date Approval Granted:

_____, 20____.

Date submitted to accounts payable representative: _____, 20____.

2010- 2011 Revenue Budget

- as of 06/30/11 (100% of budget year expired)

UNIT #	UNIT	Revenue Appropriations	Total Revenues Received	Total Revenues to be Rec'd	% Budget Rec'd
General - Fund 1					
0213	Infrastructure	\$ 9,200	\$ 9,156	\$ 44	99.5%
6006	Environmental Ed	\$ 73,800	\$ 82,271	\$ (8,471)	111.5%
6009	Natural Resources	\$ 135,795	\$ 125,143	\$ 10,652	92.2%
6101	Administration	\$ 364,842	\$ 398,274	\$ (33,432)	109.2%
6103	Community Outreach	\$ 5,455	\$ 5,109	\$ 346	93.7%
6110	Parks Advocacy Unit	\$ 408,225	\$ 388,749	\$ 19,476	95.2%
6119	Construction/Maint.	\$ 23,400	\$ 24,209	\$ (809)	103.5%
6124	Equestrian Center	\$ 309,500	\$ 306,695	\$ 2,805	99.1%
Sub-Total - General Fund 1		\$ 1,330,217	\$ 1,339,605	\$ (9,388)	100.7%
Reserve - Fund 16					
0210		\$ 1,800,600	\$ 2,143,179	\$ (342,579)	119.0%
REAP - Fund 26					
0211		\$ 142,750	\$ 140,779	\$ 1,971	98.6%
Grand Total - Conservation		\$ 3,273,567	\$ 3,623,563	\$ (349,996)	110.7%

These figures are on a cash basis. When the audit is complete I will present the audited accrual figures. This will more than likely be in December 2011.

2010 - 2011 Expense Budget

- as of 06/30/11 (100% of budget year expired)

UNIT #	UNIT	Expenses Appropriated	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Capital's Infrastructure	\$ 27,500	\$ 27,500	\$ -	100.0%
0213	Capital's Equipment	\$ 110,200	\$ 110,190	\$ 10	100.0%
6006	Environmental Ed. Salaries	\$ 305,941	\$ 303,810	\$ 2,131	99.3%
	Environmental Ed. Operations	\$ 74,300	\$ 77,966	\$ (3,666)	104.9%
6009	Natural Resources Salaries	\$ 611,794	\$ 610,232	\$ 1,562	99.7%
	Natural Resources Operations	\$ 257,790	\$ 284,867	\$ (27,077)	110.5%
6101	Administration Salaries	\$ 349,180	\$ 349,513	\$ (333)	100.1%
	Administration Operations	\$ 758,357	\$ 704,202	\$ 54,155	92.9%
6103	Community Outreach Salaries	\$ 130,139	\$ 131,427	\$ (1,288)	101.0%
	Community Outreach Operations	\$ 60,900	\$ 59,600	\$ 1,300	97.9%
6110	Parks Advocacy Salaries	\$ 413,279	\$ 398,247	\$ 15,032	96.4%
	Parks Advocacy Operations	\$ 62,030	\$ 66,016	\$ (3,986)	106.4%
6119	Construction/Maint. Salaries	\$ 652,464	\$ 660,104	\$ (7,640)	101.2%
	Construction/Maint. Operations	\$ 187,300	\$ 205,573	\$ (18,273)	109.8%
6124	Equestrian Center Salaries	\$ 251,370	\$ 247,472	\$ 3,898	98.4%
	Equestrian Center Operations	\$ 175,685	\$ 174,858	\$ 827	99.5%
Sub-Total - General Fund 1		\$ 4,428,229	\$ 4,411,575	\$ 16,654	99.6%
General Supplemental - Fund 2					
All Units	Benefits	\$ 893,897	\$ 841,238	\$ 52,659	94.1%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 189,900	\$ 213,547	\$ (23,647)	112.5%
Reserve - Fund 16					
0210	Trails, Special Projects	\$ 3,241,163	\$ 3,221,319	\$ 19,844	99.4%
REAP - Fund 26					
0211	Resource Enhancement	\$ 255,448	\$ 143,231	\$ 112,217	56.1%
Grand Total - Conservation		\$ 9,008,637	\$ 8,830,910	\$ 177,728	98.0%

These figures are on a cash basis. When the audit is complete I will present the audited accrual figures. This will more than likely be in December 2011.