



BOARD MEETING

September 14, 2011 - 5:30 p.m.

Polk County Administration Bldg.
111 Court Avenue
Room 120
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 August 2011 expenditures.
- b) **Part-Time Accounting Clerk:** approve in accordance with the provisions specified in Article VII, Bylaws of the Polk County Conservation Board, the hiring of Ginny Malcomson for the position of part-time accounting clerk, Pay Grade 11, entry step, and benefits.
- c) **Thomas Mitchell Park, Elder Corporation Change Order & Watershed Improvement Review Board (WIRB) Grant Amendment:** approves the Change Order for \$21,658.70 with Elder Corporation in association with the Thomas Mitchell Pond Dredging project and the \$1,749 Amendment Request to WIRB.
- d) **Jester Park Equestrian Center, Trail Renovation Project:** approve directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held on October 12, 2011, at the Polk County Conservation Board meeting on the plans, specifications, cost estimate and form of contract for the Equestrian Trail Enhancement at Jester Park project.
- e) **Employee Salary Adjustment:** approve a salary adjustment not to exceed 5% of his current salary or the approved maximum salary for Dennis Crowley.
- f) **Jester Park Equestrian Center, Boarding Rates:** approve changing the indoor boarding rate to \$400.00 per month and the outdoor boarding rates to \$210.00 (hay only) and \$240.00 (hay and grain) at the Jester Park Equestrian Center, effective November 1, 2011 to allow for a 30 day notice to boarders.

- 3) **Do More Outdoors – A New Partnership To Promote A Healthy Community**
- 4) **PCCB Purchasing Policy**
- 5) **PCCB Employee Manual Revisions**
- 6) **Fort Des Moines Park Master Plan Consultant Selection**

Polk County Conservation Board Meeting – September 14, 2011



BOARD MEETING

- 7) Jester Park, Cabins Project Update
- 8) Budget Amendment Update FY2011-12

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 August 10, 2011. Minutes for the meeting are attached.

2) Consent Agenda Items

a) Action on the Bill List

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

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

b) Part-Time Accounting Clerk

The resignation of Nancy Simmons in July 2011 resulted in an opening of our part-time accounting clerk position. A job posting of the position was sent internally to PCCB staff. One application was received from Ginny Malcomson. Ginny has been working for the PCCB in a seasonal employee status for both the Administration and Environmental Education units for 15 years.

Ginny began her new position Monday, August 29, 2011, Grade 11, Entry Step, and benefits. According to the PCCB's Bylaws her employment is to have Board approval.

STAFF RECOMMENDATION: That the Board approve in accordance with the provisions specified in Article VII, Bylaws of the Polk County Conservation Board, the hiring of Ginny Malcomson for the position of part-time accounting clerk, Pay Grade 11, entry step, and benefits.

c) Thomas Mitchell Park: Elder Corporation Change Order & Watershed Improvement Review Board (WIRB) Grant Amendment

On August 24, 2011, the Polk County Conservation Board (PCCB) was polled, asking for their support to increase the contract with Elder Corporation for the dredging of the Thomas Mitchell pond associated with the WIRB grant. At that time it was not sure how much the increase would be. PCC hired Snyder & Associates to perform a before and after survey of the disposal site. This survey was used to determine actual quantities removed by the contractor. Based upon this survey and the silt remaining in the pond, additional cubic yards of silt had to be removed to complete the dredging of the pond.

PCC received a quote from Elder Corporation for the additional dredging (by a Change Order) in the amount of \$21,658.70. Elder Corporation's original bid was lower than the estimated amount in the WIRB grant. This resulted in only needing to request from WIRB an additional \$1,749 (75%). PCCB would need to provide \$583 (25%) in additional match funds, which would be funded from available Enterprise Funds.

STAFF RECOMMENDATION: The Board approves the Change Order for \$21,658.70 with Elder Corporation in association with the Thomas Mitchell Pond Dredging project and the \$1,749 Amendment Request to WIRB.

d) Jester Park Equestrian Center, Trail Enhancement Project

A public hearing on the proposed plans, specifications, cost estimate and form of contract for the Equestrian Trail Enhancement at Jester Park project is required and is proposed for 5:30 p.m. on October 12, 2011 at the regularly scheduled meeting of the Polk County Conservation Board.

Staff developed Invitation to Bid packets for this project and a notice to bidders has been published. Bids are due by 2:00 p.m., Thursday, October 6, 2011. Awarding of bid may take place following the public hearing at the October 12 Board meeting.

STAFF RECOMMENDATION: That the Board approve directing staff to publish notice of hearing pursuant to Iowa Code 331.305, that a Public Hearing will be held on October 12, 2011, at the Polk County Conservation Board meeting on the plans, specifications, cost estimate and form of contract for the Equestrian Trail Enhancement at Jester Park project.

e) Employee Salary Adjustment

According to the PCCB Employee Manual the Board is to approve salary adjustments for employees classified as management/supervisory. Salary adjustments shall not exceed 5% of the employee's current salary or the approved maximum salary. The following employee is due for their annual performance appraisal:

Dennis Crowley, Barn Supervisor (current salary - \$47,167.00)

STAFF RECOMMENDATION: That the Board approve a salary adjustment not to exceed 5% of his current salary or the approved maximum salary for Dennis Crowley.

f) Jester Park Equestrian Center, Boarding Rates

Due to the rise in cost of the feed, bedding and refuse disposal for the horses I would like approval to raise the rate of boarding a horse \$25.00 per horse. The cost of indoor boarding will increase from \$375.00 to \$400.00 per month. The outdoor boarding with hay and grain will increase from \$215.00 to \$240.00 and with just hay is \$185.00 to \$210.00.

We have not had an increase in boarding since July 1, 2009. Our new rate will be more comparable to the other facilities in our area.

STAFF RECOMMENDATION: That the Board approve changing the indoor boarding rate to \$400.00 per month and the outdoor boarding rates to \$210.00 (hay only) and \$240.00 (hay and grain) at the Jester Park Equestrian Center, effective November 1, 2011 to allow for a 30 day notice to boarders.

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) PCCB Purchasing Policy

The proposed Purchasing Policy for Polk County Conservation Board was presented to the Board at the August meeting. The Board asked staff to bring the Policy back to them at the September meeting to allow for additional time to review and to allow for feedback from Board Member McEnany who has a particular interest in this Policy and who was not able to attend the August meeting.

Attached is the final draft copy of the proposed Purchasing Policy. The two changes recommended at the August meeting by the Board are identified in red text.

STAFF RECOMMENDATION: That the Board approve the PCCB Purchasing Policy effective October 1, 2011.

5) PCCB Employee Manual Revisions

The following changes were made to the County's Excluded Manual, Management/ Supervisory Manual and Department Head Manual effective July 1, 2011. To maintain consistency with the County's manuals staff is proposing the Board approve these same changes to the PCCB Employee manual and to the Department Head Manual because the PCCB Director for benefit purposes is considered a "Department Head".

PCCB Employee Manual:

- Update years of service table: Sick Leave section, Payment of Sick Leave Upon Termination
- Removed Sickness and Accident Section and replaced with new Long-Term and Short-Term Disability program.
- Insurance benefits while on Unpaid Leave section: Added language to clarify types of leave.
- Increase deferred compensation employer match to \$60 (was \$55).

Department Head Manual:

- Addition of pay ranges (does not apply to PCCB Director)
- Changed disability section to reflect new Long-Term and Short-Term Disability program effective July 1, 2011
- Insurance benefits while on Unpaid Leave section: Added language to clarify types of leave.
- Addition of Outside Employment section

Copies of both manuals will be brought to the Board meeting. Any additional changes that staff would like to make to the manual may be presented at the meeting as well.

STAFF RECOMMENDATION: To be made at the meeting.

6) Fort Des Moines Park Master Plan Consultant Selection

The development of the master plan for Fort Des Moines Park is programmed in the FY11/12 budget for the Polk County Conservation Board (PCCB). The proposed project listing for FY11/12 has \$12,000 identified for completion of this master plan. RDG Planning and Design was chosen for this project based on their past experience with the Jester Park, Yellow Banks and Thomas

Mitchell Master Plans, their experience in working with larger parks in natural settings, and their familiarity with central Iowa recreation users. Additionally, RDG staff is very familiar with the issues and needs related to Fort Des Moines Park and have recently provided graphic support regarding the proposed expansion of Fort Des Moines Park onto adjacent school property.

STAFF RECOMMENDATION: The Board approves the Director to negotiate and approve a contract agreement with RDG Planning and Design for the development of a master plan for Fort Des Moines Park at an amount not to exceed \$12,000.

7) Jester Park, Cabins Update

The architectural plans are being completed for the Jester Park cabins and a cost estimate is being prepared. The utilities have been installed at the site. Staff's goal is to start construction of the cabins this fall to allow for work during the winter months.

Staff will be presenting additional information on this project at the meeting.

8) Budget Amendment Update FY2011-12

On August 9, 2011, the proposed budget amendment for the current fiscal year was forwarded to the Polk County Budget Staff for consideration by the Board of Supervisors. The amendment processes in August and April of each fiscal year give Polk County Conservation an opportunity to adjust revenues and expenses in the various funds based on more current financial data than when the initial budget for the fiscal year is prepared in November of the preceding year. The following is a recap of the 1st Quarter Amendment submitted for consideration:

CONSERVATION RESERVE FUND

No changes were made in expenditures. Revenues were increased by \$738,753 to assume prior year revenues to be received this fiscal year for the High Trestle Trail and the Trestle to Trestle Trail.

REAP FUND

The only changes made to the REAP fund were for minor Salary/Benefits adjustments in the amount of \$1,067.

RISK MANAGEMENT FUND (INSURANCE)

Expenses were reduced by \$104,300 for insurance since PCC has now been placed under Polk County's insurance umbrella. These savings were not allowed to be reallocated to PCC's General Fund by the Board of Supervisors.

GENERAL/SUPPLEMENTAL FUNDS

Revenues in the General Fund were increased by \$444,309. The majority of that figure is from grant revenues for the carry over on the Bison/Elk, WIRB, 2-Dam Pond, and TM Pond Fish Habitat grants in the amount of \$395,395. Chichaqua haying revenues were reduced by \$26,240 but land rents were increased by \$54,219. Natural Resources' mowing and deer survey fees were increased by \$5,200. CBG content losses due to the 2010 flood in the amount of \$8,335 were added. \$7,400 is the anticipated increase in firewood sales and permit fees at all our parks. Within the Environmental Education unit grants were decreased by \$10,000 since none were applied for but program fees were increased by \$10,000 for the addition of another camp.

Expenses in the General/Supplemental Funds were increased by \$595,755. Again the majority of that figure is from grant expenses for the carry over on the Bison/Elk, WIRB, 2-Dam Pond, and TM Pond Fish Habitat grants in the amount of \$499,017. There was a decrease of \$12,165 for salaries and benefits for employee turnover, benefit adjustments, etc. PCC was also able to carryover unspent salary

appropriation for FY10/11 salaries charged to FEMA in the amount of \$42,826. \$25,000 was put in for expenses associated with the CBG Haying operations to begin restoring wetlands and maintaining current operations. These are protected funds and the beginning balance as of 07/01/11 was \$58,635. The allocation for phone charges was increased by \$15,977 due to an error by downtown when the budget was originally submitted back in November of 2010. Trail and boundary signage was increased by \$7,800 and Equestrian Center fuel and animal costs were increased by \$5,200. Environmental Education extra help was increased by \$10,000 to implement the additional camp. There was also an increase of \$600 for radio and equipment for the new ranger at Jester Park, and \$1,500 for the increase in the IACCB dues.

Attached are the bullet points that were presented to the Board of Supervisors.

STAFF RECOMMENDATION: The Board approves the August 2011 proposed budget amendment as submitted.

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, August 10, 2011. The meeting was called to order at 5:55 p.m.

#1a – Roll Call

Board Present: Levis, Cataldo, Levis, Hadden
Board Absent: McEnany

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

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE JULY 13, 2011 MEETING MINUTES AS WRITTEN.
VOTE YEA: LEVIS, CATALDO, HADDEN, SMITH**

#2 – Consent Agenda Items

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

- A) PCCB/ENTERPRISE FUND JUNE 2011 & JULY 2011 EXPENDITURES;**
- B) PRESENTED LIST OF INDIVIDUALS FOR SEASONAL EMPLOYMENT FOR POLK COUNTY CONSERVATION;**
- C) RESTATING SUPPORT FOR TWO STATE RECREATIONAL GRANTS THAT WERE RECENTLY SUBMITTED TO A DIFFERENT FUNDING SOURCE FOR THE FOLLOWING PROJECTS: 1) ABANDONED UP RAIL LINE BETWEEN BONDURANT AND DES MONIES AND 2) FIRST PHASE OF THE EASTER LAKE TRAIL; APPROVAL FOR STAFF SENDING A LETTER OF INTENT FOR APPLICATION OF A REGIONAL TRANSPORTATION ENHANCEMENT GRANT FOR THE UP LINE BETWEEN BONDURANT AND DES MOINES; STATES SUPPORT AND COMMITMENT TO STAFF APPLYING FOR REGIONAL TRANSPORTATION ENHANCEMENT GRANT FOR THE UP LINE BETWEEN BONDURANT AND DES MOINES, A STATE RECREATIONAL TRAIL GRANT FOR THE UP LINE AND A REAP GRANT TO FUND THE PURCHASE OF PROPERTY AT CHICHAQUA BOTTOMS GREENBELT CURRENTLY OWNED BY THE DES MOINES AIRPORT AUTHORITY; AND THAT THE BOARD FURTHER AUTHORIZES THE CHAIR TO SIGN DOCUMENTS STATING THE BOARD'S SUPPORT AS REQUIRED IN THE GRANT APPLICATIONS;**

- D) PCCB DIRECTOR TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH GLOBAL SPECTRUM AND THE MONEY FROM THIS MOU BE USED TO SUPPLEMENT THE NATURAL RESOURCES UNIT WITH ADDITIONAL SEASONAL STAFF AND SUPPLIES;**
- E) A SALARY ADJUSTMENT NOT TO EXCEED 5% OF HER CURRENT SALARY OR THE APPROVED MAXIMUM SALARY FOR CARRIE SPAIN.**
- VOTE YEA: HADDEN, CATALDO, SMITH, LEVIS**

#3 – Swearing in of PCCB Rangers

Because the process of swearing in of ranger staff had been overlooked, the following PCCB ranger staff was sworn into duty by Chair Smith: Mark Hurm, James Dotzler, Charlie Finch, Dean Bruscher, Brian Herrstrom, Chris Clingan.

#4 – Easter Lake Park, Improvements Update

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE ALLOCATING THE BALANCE OF THE EASTER LAKE IMPROVEMENT DOLLARS, ESTIMATED AT \$104,000 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.

VOTE YEA: LEVIS, CATALDO, HADDEN, SMITH

#5 – Easter Lake Park, Spillway Repairs

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE HIRING RW EXCAVATING AND DOZING TO COMPLETE THE WORK AT EASTER LAKE AT A COST OF \$4,330 AND AUTHORIZES THE DIRECTOR TO WORK WITH RW EXCAVATING TO NEGOTIATE A PRICE IF ADDITIONAL WORK IS NEEDED.

VOTE YEA: CATALDO, SMITH, HADDEN, LEVIS

#6 – PCCB Purchasing Policy

The Board requested additional time to review the proposed PCCB Purchasing Policy; therefore, they requested this item be placed on their September 2011 meeting agenda for approval.

#7 – Jester Park Golf Course, Advisory Committee

Chair Smith appointed Board Member Cataldo to the Golf Advisory Committee.

#8 – Other Power Driven Mobility Devices Used on PCCB Managed Lands

IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE OTHER POWER DRIVEN MOBILITY DEVICES USED ON PCCB MANAGED LANDS POLICY BASED ON STAFF ASSESSMENT AND DIRECT STAFF TO IMPLEMENT THE POLICY.

VOTE YEA: LEVIS, SMITH, CATALDO

VOTE ABSTAIN: HADDEN

#9 – Jester Park, Cabins

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE USE OF FUNDS ALLOCATED FOR THE JESTER PARK CABINS PROJECT AND IF ADDITIONAL FUNDING IS FOUND TO BE NEEDED, THAT THE ITEM BE BROUGHT BACK TO THE BOARD FOR APPROVAL.

VOTE YEA: HADDEN, CATALDO, SMITH, LEVIS

#10 – FEMA Expenditures

IT WAS MOVED BY HADDEN THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE GRANTING THE PCCB DIRECTOR THE AUTHORITY TO APPROVE THE CONTRACTS AND PURCHASES REQUIRED TO COMPLETE THE FEMA RELATED PROJECTS SUBJECT TO THE FUNDS AVAILABLE THROUGH FEMA OR PROVIDED BY POLK COUNTY; IF ADDITIONAL FUNDS ARE REQUIRED, PRIOR APPROVAL WILL BE OBTAINED FROM THE PCCB.

VOTE YEA: CATALDO, SMITH, LEVIS, HADDEN

#11 – Chichaqua Bottoms Greenbelt, Haying

IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD DIRECT STAFF TO ENTER A CONTRACT WITH PAUL OVERTURFF FOR UNITS 1 AND 3 AND WITH BRUCE CARNEY FOR UNIT 2 FOR THE HARVEST OF HAY FROM SELECTED AREAS OF CHICHAQUA BOTTOMS GREENBELT AND THAT THE BOARD FURTHER INSTRUCTS STAFF TO REQUEST THE PROPER INSURANCE DOCUMENTS AND NOTIFY THE TWO PARTIES THAT THEY MAY BEGIN HARVEST ONCE THOSE DOCUMENTS ARE RECEIVED.

VOTE YEA: LEVIS, HADDEN, SMITH, CATALDO

PUBLIC COMMENTS

STAFF REPORTS

FINANCIAL REPORTS

DISCUSSIONS & REMARKS

- Director Parker inquired if Board Member was available to attend IACCB Conference, Sept. 16-17
- Board was reminded of Friends Celebration Event, Sept. 16 at Lodge

Adjournment

Meeting adjourned at 7:00 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 (PCCB) 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 consumable goods purchased to maintain operations on an annual basis.

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 and submit with ATSF.
- 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 & LOCAL 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 PCCB, 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, COUNTY AND MUNICIPAL 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.

TAX EXEMPT

When making any purchase, vendors shall be notified that PCCB is a tax exempt entity. Sales Tax Exemption Certificates may be obtained from the Administration office.

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 PCCB of any emergency spending as soon as possible.

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

DISPOSAL OF COUNTY PROPERTY

Items considered for disposal shall be turned into the unit manager of the unit. Unit manager 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. Unit manager 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 PCCB approval required)
 - b. Donation (Director and PCCB approval required)
 - c. Discarded if no value to Conservation (Accountant or Director approval required)
2. Notify Administrative Supervisor of item to be disposed so that item can be removed from inventory and method of disposal recorded.

SUPPLIES

Amount Levels	Process #	Prior Approval Requirements			
		Unit Manager	Accountant or Administrative Supervisor	Director	PCCB
\$1,000 or Less	S-1	X			
\$1,001 - \$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

The following are guidelines for the purchase of supplies:

#S-1: \$1,000 OR LESS

- No bidding procedure is required; however, compare prices as a careful consumer.
- Purchase order shall be obtained prior to making purchase.
- It is the employee's responsibility to get unit manager's approval prior to obtaining purchase order along with the proper expense coding.
- No approval is required by the Director or PCCB.

Examples: printer cartridges; general office supplies; hardware; filters; items for cameras; radios; tires; bulk orders for cleaning supplies; ballast

#S-2: \$1,001 - \$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 day prior to purchase.
- Accountant or Administrative Supervisor will complete an Authorization To Spend Funds Form (ATSF) and verify unit manager's approval if unit manager is not employee making the request. (Sample ATSF form attached)
- Accountant or Administrative Supervisor shall generate a purchase order number (PO #) for item and notify employee of the PO #. PO # shall be recorded on ATSF and a copy of ATSF shall be provided to unit manager.
- No approval is required by the Director or PCCB.

Examples: ballast, tires, picnic table boards

#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 so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one week prior to purchase since Director's approval is required. Unit manager shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- No approval is required by PCCB.

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 so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of two weeks prior to purchase since Director and PCCB approval are required. Unit manager shall submit an ATSF when making a request.
- If Director approves, purchase will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet at least one week prior to the date of the PCCB meeting.
- Upon approval by the PCCB, Accountant or Administrative Supervisor will generate a PO # for the purchase and record PO # on ATSF. A copy of ATSF shall be provided to requesting unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.

Examples: playground softfall material

SERVICES/CONTRACTS-AGREEMENTS (INCLUDES PROFESSIONAL CONSULTING SERVICES)

Services

For services that don't fall within service contracts and professional consulting services 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 one week prior to purchase since Director's approval is required. Unit manager shall submit an ATSF to the Accountant or Administrative Supervisor when making a request.
- Document rationale for selection and include with ATSF.
- Upon approval, Accountant shall retain ATSF to include with signed contract. A copy of ATSF shall be provided to unit manager.
- No Request For Qualifications required.
- Written contract required with Director's signature.
- Original signed contract shall be submitted to Accountant.

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 PCCB approval are required. Unit manager 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 and include with ATSF.
- If Director approves, purchase will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week prior to the date of the PCCB meeting.
- Upon approval by the PCCB, Accountant shall retain ATSF to include with signed contract. A copy of the ATSF shall be provided to unit manager.
- Written contract required with PCCB Chair signature.
- Original signed contract shall be submitted to Accountant.

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			
		Unit Manager	Accountant or Administrative Supervisor	Director	PCCB
\$1,000 or Less	E-1	X			
\$1,001 - \$10,000	E-2	X	X	X	
Greater than \$10,000	E-3	X	X	X	X

#E-1: \$1,000 OR LESS

- No bidding procedure is required; however, compare prices as a careful consumer.
- Purchase order shall be obtained prior to making purchase.
- It is the employee's responsibility to get unit manager's approval prior to obtaining purchase order and to obtain 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 PCCB.

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

#E-2: \$1,001 - \$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 so bid request information needs to be specific.
- Request for purchase shall be made to the Accountant or Administrative Supervisor a minimum of one week prior to purchase since Director's approval is required. Unit managers shall submit an ATSF when making a request.
- Upon approval, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- Inventory sheet shall be completed by unit manager. Inventory sheet shall be submitted to Administrative Supervisor immediately after purchase.
- No approval required by PCCB.

Examples: some trailers; ATVs; 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 PCCB approval are also required. Unit manager shall submit an ATSF when making a request.
- If Director approves, purchase will be placed on agenda of PCCB's next monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week prior to the date of the appropriate PCCB 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 so bid request information needs to be specific.
- Upon approval by the PCCB, Accountant or Administrative Supervisor shall generate a PO # and record PO # on ATSF. A copy of ATSF shall be provided to requesting unit manager.
- Quotes/bids shall be submitted to Administration office for scanning.
- Inventory sheet shall be completed by unit manager. 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			
		Unit Manager	Accountant or Administrative Supervisor	Director	PCCB
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. Unit manager 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 so bid request information needs to be specific.
- Quotes/bids shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchases associated with project.
- No approval required by PCCB.

#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 PCCB approval are required. Unit manager 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 so bid request information needs to be specific.
- 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 PCCB's monthly meeting. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week prior to the date of the PCCB meeting.
- Accountant shall retain ATSF and include with budget information. A copy of the ATSF shall be provided to unit manager.
- Bid information shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchase 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 PCCB approval are also required. Unit manager 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 PCCB's monthly meeting for PCCB approval. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week prior to the date of the PCCB 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 PCCB 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 PCCB to hold a public hearing is brought to a meeting for approval. The PCCB motion should include the date of the meeting the public hearing will be held.

* Public Hearing is then held at the designated PCCB meeting.

* Public Hearing notice shall be published not less than 4 nor more than 20 days from the date of the PCCB meeting the public hearing shall 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 nor more than forty-five (45) days from date bids are due. Unit manager or designee will prepare written information for the monthly PCCB meeting packet one week prior to the date of the PCCB meeting.
- Projects looking to be completed "in house" over \$50,000 shall be priced and are to compete against other quotes when using general obligation funds.
- 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 PCCB approval are required. Complete ATSF Form to Accountant, if Director and PCCB approve.
- Bid information shall be submitted to Administration office for scanning.
- Purchase order(s) shall be obtained prior to making any purchase associated with project.

POLK COUNTY CONSERVATION BOARD

Authorization To Spend Funds

PO# _____

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)

If Non-Budgeted Item, Provide Justification for Purchase:

The following requirements apply:

___ Consistent with Capital Improvements Plan or Equipment Replacement Plan

Unit Manager Approval: Yes ___ No ___ Date: _____

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

Director's Approval: _____ Date: _____

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

_____, 20____.

**FY 11/12 - 1st Quarter Amendment
Conservation**

	Fund 1 General Basic	Fund 2 General Supp	Fund 3 Risk Mngmt	Fund 11 Rural Basic	Fund 12 Rural Supp	Fund 16 Conserv. Trust	Fund 26 REAP	Total
REVENUE								
FY 11/12 Budget - Certified	\$1,522,675	\$0	\$0	\$0	\$0	\$2,187,900	\$131,000	\$3,841,575
+Memo of Budget Action	0	0	0	0	0	0	0	0
=FY 11/12 Budget - Current	1,522,675	0	0	0	0	2,187,900	131,000	\$3,841,575
1. No Environmental Education grants applied for at this time	(10,000)	0	0	0	0	0	0	(10,000)
2. New grants & carry over-Bison/Elk, WIRB, 2-Dam Pond, TM Pond; additional revenues to be transferred in from Conservation Acquisition Trust fund to fully offset increased cost	395,395	0	0	0	0	0	0	395,395
3. Environmental Education camps added	10,000	0	0	0	0	0	0	10,000
4. Chichaqua haying operations - reduced land rental revenue as land begins being restored to wetland	(26,240)	0	0	0	0	0	0	(26,240)
5. Increase Natural Resources' fees for mowing & deer surveys	5,200	0	0	0	0	0	0	5,200
6. Increase Natural Resources land rent at Chichaqua	54,219	0	0	0	0	0	0	54,219
7. Chichaqua insurance recovery for content losses due to 2010 flood	8,335	0	0	0	0	0	0	8,335
8. Increase firewood sales & permit fees at parks	7,400	0	0	0	0	0	0	7,400
9. Assume prior year revenues received for High Trestle and Trestle to Trestle trail	0	0	0	0	0	738,753	0	738,753
FY 11/12 Amended Revenue Request	1,966,984	0	0	0	0	2,926,653	131,000	5,024,637
<i>Increase/(decrease) compared to current budget</i>	444,309	0	0	0	0	738,753	0	1,183,062

**FY 11/12 - 1st Quarter Amendment
Conservation**

EXPENSE	Fund 1 General Basic	Fund 2 General Supp	Fund 3 Risk Mngmt	Fund 11 Rural Basic	Fund 12 Rural Supp	Fund 16 Conserv. Trust	Fund 26 REAP	Total
FY 11/12 Budget - Certified	\$4,501,152	\$932,219	\$199,300	\$0	\$0	\$2,608,025	\$262,423	\$8,503,119
+Memo of Budget Action	0	0	0	0	0	0	0	0
=FY 11/12 Budget - Current	4,501,152	932,219	199,300	0	0	2,608,025	262,423	\$8,503,119
1. Personal services - employee turnover, benefit adjustments, etc.	2,052	(14,217)	0	0	0	0	1,067	(11,098)
2. Personal Services - carryover unspent salary appropriation for FY 10/11 salaries charged to FEMA	42,826	0	0	0	0	0	0	42,826
3. New grants & carry over-Bison/Elk, WIRB, 2-Dam Pond, TM Pond	499,017	0	0	0	0	0	0	499,017
4. Extra help to administer additional Environmental Education camps	10,000	0	0	0	0	0	0	10,000
5. Chichaqua haying operations - begin restoring to wetlands; expense paid from prior year rental income	25,000	0	0	0	0	0	0	25,000
6. Original Central Acctg. figures for the phone bills were incorrect	15,977	0	0	0	0	0	0	15,977
7. Increase in IACCB dues	1,500	0	0	0	0	0	0	1,500
8. Increase in trail & boundary signage	7,800	0	0	0	0	0	0	7,800
9. Radio & equipment for new ranger	600	0	0	0	0	0	0	600
10. Increase in Equestrian Center fuel and animal care costs	5,200	0	0	0	0	0	0	5,200
11. Insurance savings realized by going under Polk County umbrella policy	104,300	0	(104,300)	0	0	0	0	0
A. Deny request to allocate insurance savings to Gen Basic fund	(104,300)	0	0	0	0	0	0	(104,300)
FY 11/12 Amended Expense Request	5,111,124	918,002	95,000	0	0	2,608,025	263,490	8,995,641
<i>Increase/(decrease) compared to current budget</i>	<i>609,972</i>	<i>(14,217)</i>	<i>(104,300)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1,067</i>	<i>492,522</i>
-FY 11/12 Budgeted Tax/Balance Utilization	2,978,477	932,219	199,300	0	0	420,125	131,423	4,661,544
+FY 11/12 Amended Tax/Balance Utilization	3,144,140	918,002	95,000	0	0	(318,628)	132,490	3,971,004
=Increase/(Decrease) In Tax/Balance Utilization	165,663	(14,217)	(104,300)	0	0	(738,753)	1,067	(690,540)

2011- 2012 Revenue Budget

- as of 08/31/11 (16.67% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	%
General - Fund 1					
0213	Infrastructure	\$ 3,000	\$ -	\$ 3,000	0.0%
6006	Environmental Ed	\$ 170,300	\$ 7,711	\$ 162,589	4.5%
6009	Natural Resources	\$ 322,249	\$ 23,942	\$ 298,307	7.4%
6011	Haying Operation-CBG	\$ 7,260	\$ -	\$ 7,260	0.0%
6101	Administration	\$ 642,010	\$ 19,892	\$ 622,118	3.1%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 514,765	\$ 96,568	\$ 418,197	18.8%
6119	Construction/Maint.	\$ 400	\$ -	\$ 400	0.0%
6124	Equestrian Center	\$ 307,000	\$ 59,523	\$ 247,477	19.4%
Sub-Total - General Fund 1		\$ 1,966,984	\$ 207,637	\$ 1,759,348	10.6%
REAP - Fund 26					
0211	Resource Enhancement	\$ 131,000	\$ -	\$ 131,000	0.0%
Reserve - Fund 50					
0210	Trails, Special Projects	\$ 2,926,653	\$ -	\$ 2,926,653	0.0%
Grand Total - Conservation		\$ 5,024,637	\$ 207,637	\$ 4,817,001	4.1%

2011 - 2012 Expense Budget

- as of 08/31/11 (16.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0212	Capital's Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Capital's Equipment	\$ 64,700	\$ 4,700	\$ 60,000	7.3%
6006	Environmental Ed. Salaries	\$ 314,488	\$ 54,844	\$ 259,644	17.4%
	Environmental Ed. Operations	\$ 175,950	\$ 37,712	\$ 138,238	21.4%
6009	Natural Resources Salaries	\$ 634,112	\$ 121,573	\$ 512,539	19.2%
	Natural Resources Operations	\$ 425,390	\$ 168,356	\$ 257,034	39.6%
6011	Haying Operations-CBG	\$ 25,000	\$ 7,854	\$ 17,146	31.4%
6101	Administration Salaries	\$ 352,850	\$ 58,276	\$ 294,574	16.5%
	Administration Operations	\$ 1,036,079	\$ 120,437	\$ 915,642	11.6%
6103	Community Outreach Salaries	\$ 129,526	\$ 21,613	\$ 107,913	16.7%
	Community Outreach Operations	\$ 58,950	\$ 8,836	\$ 50,114	15.0%
6110	Parks Advocacy Salaries	\$ 405,185	\$ 71,168	\$ 334,017	17.6%
	Parks Advocacy Operations	\$ 194,007	\$ 8,987	\$ 185,020	4.6%
6119	Construction/Maint. Salaries	\$ 693,450	\$ 126,165	\$ 567,285	18.2%
	Construction/Maint. Operations	\$ 181,825	\$ 43,598	\$ 138,227	24.0%
6124	Equestrian Center Salaries	\$ 255,483	\$ 54,140	\$ 201,343	21.2%
	Equestrian Center Operations	\$ 164,130	\$ 33,453	\$ 130,677	20.4%
Sub-Total - General Fund 1		\$ 5,111,125	\$ 941,713	\$ 4,169,412	18.4%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 918,001	\$ 151,108	\$ 766,893	16.5%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 95,000	\$ 47,100	\$ 47,900	49.6%
REAP - Fund 26					
0211	Resource Enhancement	\$ 263,490	\$ 26,789	\$ 236,701	10.2%
Reserve - Fund 50					
0210	Trails, Special Projects	\$ 2,608,025	\$ 182,682	\$ 2,425,343	7.0%
Grand Total - Conservation		\$ 8,995,641	\$ 1,349,391	\$ 7,646,250	15.0%