



# BOARD MEETING

November 12, 2014 - 5:30 p.m.

Polk County Administration Bldg.  
111 Court Avenue, Room 120  
Des Moines, IA 50309

## AGENDA

### 1) Opening Items

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

### 2) Public Comments

### 3) 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 October 2014 bill list.
- b) **Travel and Expense Reimbursement Policy Revisions:** approve the PCC's Travel & Expense Reimbursement Policy as revised.
- c) **Land Acquisition:** ratify action approving and authorizing staff to work with the Iowa Natural Heritage Foundation to secure the Kal-Dens Farms parcel of land located near Chichaqua Bottoms Greenbelt and to work with Polk County Conservation Board partners to accept contributions and finalize ownership of the parcel of land in Polk County's name.

### 4) Public Records, Open Meetings & Competitive Bidding

### 5) Jester Park Conservation Center Update

### 6) Flood Debris Removal

### 7) Chichaqua Bottoms Greenbelt - State Recreational Trails Grant - Truss Bridge

### 8) Budget, FY 2015-16

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

*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)

The Polk County Conservation Board met in regular session on October 8, 2014. Minutes for the meeting are attached.

## 2) Public Comments

## 3) Consent Agenda Items

### a) Action on the Bill List

October 2014 expenditures have been e-mailed to the Board for review.

**STAFF RECOMMENDATION:** That the Board approve the PCCB October bill list.

### b) Travel & Expense Reimbursement Policy Revisions

The County recently revised their Travel & Expense Reimbursement Policy. The County's modifications included the following:

- Meal costs for overnight travel will continue to be based on Federal per diem rates. However, receipts will no longer be required for meals. This mirrors the process used by Federal employees and other large Iowa counties such as Linn and Scott. Also, meal per diems will be allocated to individual meals to facilitate partial travel days.
- Clarified provisions that expenditures for alcohol, snacks, and coffee/soft drinks that are not part of a meal are not eligible expenses for the daily meal per diems.
- Added provision for reimbursement for cost of providing coffee, bottled water, etc., for vendors or auditors performing work at County facilities.
- Clarified approval process for new employees moving expense for department heads or specialized positions moving to Polk County from out of state.
- Added provisions for semiannual office meal to recognize outstanding job performance and increased retirement honorarium to \$75 for cake, plaque, etc. for retirees with ten or more years of service.

Attached is the PCC's Travel & Expense Reimbursement Policy that parallel's the County's policy for the most part. The County's modifications and some minor language modifications are identified in the policy with red text. Strikethrough identifies language to be deleted from the Policy.

**STAFF RECOMMENDATION:** That the Board approve the PCC's Travel & Expense Reimbursement Policy as revised.

### c) Land Acquisition

Kal-Den Farms entered a parcel of land into the Wetland Reserve Program (WRP). This 154 acre property has a WRP easement in place, and the restrictions on the land are the same as many other properties owned by Polk County at Chichaqua Bottoms.

The property is within the former Swan Lake wetland basin, a historic drained wetland. The property is low and wet with a history of failed crop due to wetness and flooding.

Wetland restoration and native vegetation are part of the WRP easement to be done using Natural Resources Conservation Service (NRCS) funds. The NRCS has agreed to revisit the planned wetland restoration to determine if additional acres can be restored without impacting neighbors. They are willing to invest additional resources into the restoration knowing that a conservation organization will be managing the property.

Several Pheasants Forever Chapters have been contacted to ask for support. They have pledged a minimum of \$20,000 with the potential for more. The Department of Natural Resources has committed an additional \$20,000. With those commitments, the Iowa Natural Heritage Foundation (INHF) was able to negotiate for a "less than asking" price of \$138,600 (\$900 per acre). With reasonable carrying costs added for the INHF, the cost to PCC should be at \$100,000 or less.

Interim Director Leopold polled the Board to ask permission to proceed with the acquisition. Staff contacted the INHF and we have secured the land for the above price. A repurchase agreement was signed and financing is being arranged through our partners.

- Loren Lown, Parks & Natural Areas Plng Admin.

**STAFF RECOMMENDATION:** That the Board ratify action approving and authorizing staff to work with the Iowa Natural Heritage Foundation to secure the Kal-Dens Farms parcel of land located near Chichaqua Bottoms Greenbelt and to work with Polk County Conservation Board partners to accept contributions and finalize ownership of the parcel of land in Polk County's name.

### 4) Public Records, Open Meetings & Competitive Bidding

Candy Morgan, Asst. Polk County Attorney, will speak to the Board on each of these topics.

### 5) Jester Park Conservation Center Update

Discussion will occur on feasibility analysis, fund raising capacity and future planning.

### 6) Flood Debris Removal

As a result of the numerous high water events flood debris has continued to collect on the upstream side of both the Chichaqua Valley Trail bridge (Skunk River) and the High Trestle Trail Bridge (Beaver Creek). The accumulation of debris has surpassed previous levels (2008 and 2010 events) and staff is concerned with the structural integrity of the bridges. High water events in the spring of 2015 could be devastating to the bridges, and staff believe it is prudent to remove the debris this fall.

Staff sent out a Request for Proposal to 11 different companies. Three companies attended the pre-bid meeting: Elder Corporation, Underground Company and RW Excavating.

Representatives from Reilly Construction missed the formal pre-bid meeting but looked at the sites the same day just without PCC representation.

Of the four companies that looked at the site only RW Excavating and Reilly Construction submitted bids. The bid summary is shown below.

Company	Bid
RW Excavating	\$ 161,750
Reilly Construction	\$ 88,500

- Mark A. Dungan, Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board approve accepting Reilly Construction's bid of \$88,500 to cleanup flood debris on both the Chichaqua Valley Trail bridge and High Trestle Trail bridge. Payment will be per unit price as indicated on the attached Proposal Form. Payment for this work will be reimbursed to PCCB in the 3rd quarter amendment next spring as approved by Mark Wandro.

#### 7) Chichaqua Bottoms Greenbelt, State Recreational Trails Grant Application- Truss Bridge

The normal round of State Recreational Trail (SRT) grants went in already this calendar year. We received the \$782,000 grant for the acquisition of the Ankeny Connector.

There was a special \$1,000,000 category this year for historical bridges. The qualifications were restrictive enough that they had only one applicant, the Jackson Street Bridge in Des Moines. There is a limit of \$500,000 per grant, which the City of Des Moines received and there remains \$500,000 of unallocated funding in that grant category that is not yet dedicated toward any project.

The Department of Transportation (DOT) has reopened the grant application period and are asking for additional bridge applications which are due by December 1, 2014. PCC has one structure that meets the restrictions, the Warren "pony" truss bridge at Chichaqua. That structure was moved to Chichaqua from the Skunk River and is eligible for the National Historic Register (to be eligible for these funds, a bridge must be on the registry or have be designated as eligible). The structure is dated 1915 and PCC is responsible for the maintenance.

We have requested that our consulting engineer examine the bridge and make recommendations for repair of the structure and the approaches. There is the possibility that we might secure matching funds for the preservation of the structure through this one time grant opportunity.

SRT grants normally require a 20% match from the applicant but this "historic bridge" category requires a 50% match. Staff asks permission to apply for the SRT grant.

If awarded, PCC would be expected to provide the match monies to execute repairs. Finalized costs will be provided at this month's meeting.

- Loren Lown, Parks & Natural Areas Plng Admin.

**STAFF RECOMMENDATION:** That the Board approve staff applying for a State Recreational Trails grant to repair the historic truss bridge at Chichaqua Bottoms Greenbelt.

**8) Budget, FY 2015-16**

Carol Ann Carlson, Accountant, will bring the budget information to the meeting for your consideration and approval.

## PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, October 8, 2014. The meeting was called to order at 6:30 p.m.

### #1 – Roll Call

Members Present: Levis, Johnson, Cataldo, Smith, Kurovski

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

**MOTION:** Moved by Johnson to approve the meeting minutes as written.

VOTE YEA: Levis, Johnson, Cataldo, Smith

VOTE ABSTAIN: Kurovski

### #2 – Jester Park Equestrian Center – Final Report

Dr. Liz Weinstein did an overview of her process that led to the final report she presented. She then reviewed the final report with the Board. Dr. Weinstein thanked the Board for the opportunity to work with them.

Discussion occurred on possible follow-up survey in February 2015

Cataldo asked Leopold to work with recommendations and timelines identified in the Report and bring issues, if any, back to the Board.

The Board thanked Liz Weinstein for her work.

Lela Mullen, Equestrian Center Manager, also thanked Dr. Weinstein and reported on steps the equestrian center is taking to follow Dr. Weinstein's recommendations.

Shellie Carmoney, Equestrian Program Specialist, reported to the Board on current program activity at the equestrian center.

Liz Beatty, Barn Supervisor, spoke on barn operations at the equestrian center.

Board Member Smith would like to discuss the boarding of private horses at the equestrian center in the future. Leopold indicated that a strategic planning effort was taking place by staff that included discussions on boarding. This information would come to the Board in the future.

**MOTION:** Moved by Kurovski to accept Dr. Elizabeth's Jester Park Equestrian Center Final Report; and approved/authorized final payment to Dr. Weinstein for her work.

VOTE YEA: Kurovski, Johnson, Smith, Levis, Cataldo

### #3 – Public Comments

No comments.

### #4 - Consent Agenda

**MOTION:** Moved by Smith to approve consent agenda items a, b, and d and to defer c) Vision Ia CAT Grant Agreement - Jester Park Conservation Center until after discussion of item #6 - Jester Park Conservation Center Update:

- a) PCCB September 2014 bill list
- b) list of surplus items being sold at the Polk County Fall Auction on October 18, 2014;
- d) adopting the County's revised Donated Leave Policy and Donated Leave for Purpose of Organ Transplant Policy with the modification that donated leave requests must be submitted first to the PCC Director before submitting to the Human Resources Director.

VOTE YEA: Smith, Kurovski, Cataldo, Johnson, Levis

### #5 – Public Hearing

Chair opened public hearing on recommending to the Board of Supervisors that an easement to the City of West Des Moines be granted to install a sanitary sewer known as the Alluvion Sanitary Sewer Extension beneath the Great Western Trail. The easement will allow the installation and maintenance of the new sewer by West Des Moines and will serve the new Microsoft facility being built east of the Trail.

As there were no comments, public hearing was closed.

**MOTION:** Moved by Smith that the Board recommend to the Board of Supervisors that they grant an easement to the City of West Des Moines for the construction and permanent maintenance of the Alluvion Sanitary Sewer Extension beneath the Great Western Trail and that the Board further determine that the construction and maintenance of said sewer will not interfere with the use of the Trail for park purposes.

VOTE YEA: Johnson, Smith, Levis, Cataldo, Kurovski

#### #6 – Jester Park Conservation Center

Leopold spoke on the third party review of the Jester Park Conservation Center completed by Stecker-Harmsen, Inc. Third party review shows target of \$11M. PCC currently has \$6.25M.

Kami Rankin, Community Outreach Coordinator, distributed updated fund raising sheet and reviewed with the Board.

Wayne Johnson, Construction Manager, updated the Board on the proposed timeline.

Patrice Petersen-Keys, Environmental Education Coordinator, spoke on reevaluating of themes for the Center and indicated staff were working on Request for Proposal to see if there are other visions for the Center.

Following Board discussion, Leopold was asked to come back to the Board in November with a plan on how to move forward. He was asked to find out how postponing bidding the project would impact the Vision Iowa Grant and to find out if current donations would be lost if project postponed. The Board would like to see a time and cash flow analysis also.

Information only.

#### Item #4c – Vision Iowa CAT Grant Agreement – Jester Park Conservation Center

**MOTION:** Moved by Levis to authorize the Chair to sign the CAT Agreement 15-CAT-001-Jester Park Conservation Center and pass a resolution authorizing execution and delivery by PCCB of this Agreement and such other documents as the Vision Iowa Board or the Vision Iowa Board's legal counsel may reasonably request; and further identify the following as authorized officers to execute the agreement: Director, Deputy Director, and/or Accountant.

VOTE YEA: Levis, Cataldo, Kurovski, Johnson, Smith

#7 – Interim Director

**MOTION:** Moved by Johnson, Seconded by Smith to approve a 10% increase to Richard Leopold's salary while serving as Interim Director retroactive to August 21, 2014 and approves Leopold receiving Department Head benefits while serving as Interim Director.

VOTE YEA: Kurovski, Levis, Cataldo, Smith, Johnson

#8 – Personnel Item, Possible Closed Session

**MOTION:** Moved by Kurovski that the Board move into closed session pursuant to Iowa Code Section 21.5(1) to discuss an employee medical issue.

VOTE YEA: Kurovski, Johnson, Smith, Levis, Cataldo

**MOTION:** Moved by Johnson to approve six months of unpaid leave for employee Nicolas Gordon effective following the 10 days (80 hours) of unpaid leave authorized by Interim Director.

VOTE YEA: Kurovski, Johnson, Cataldo, Smith, Levis

#9 – Employees, Recent Hires

Information only.

Discussion & Remarks

Interim Director Leopold reported on the following:

- Bond planning – project management plans are being completed for each project
- Board meetings – will be bringing a couple projects to each future meeting
- Proposed aviation facility to the west of FDM Park and signing community support letter
- 160 acres of land near Chichaqua that is for sale

ADJOURNMENT

Meeting was adjourned at 8:34 p.m.

Prepared by: Cindy Lentz

Approved:

## **TRAVEL AND EXPENSE REIMBURSEMENT Policy Polk County Conservation Board**

\*THIS DOCUMENT IS ADOPTED FROM POLK COUNTY POLICY. OUR INTENT TO PARALLEL POLK COUNTY POLICY FOR POLK COUNTY CONSERVATION. WORDING SUBSTITUTIONS INCLUDE: POLK COUNTY CONSERVATION BOARD REPLACES BOARD OF SUPERVISORS, AS APPROPRIATE; DIRECTOR ~~OR UNIT MANAGER~~ REPLACES DEPARTMENT HEAD, AS APPROPRIATE; POLK COUNTY CONSERVATION (PCC) REPLACES POLK COUNTY, **AS APPROPRIATE AND POLK COUNTY CONSERVATION BOARD REPLACES ELECTED OFFICIALS, AS APPROPRIATE.**

### **GENERAL POLICY**

It is the policy of Polk County Conservation to pay reasonable amounts related to travel, meetings and expense reimbursement which are deemed to serve the public purpose of being necessary and/or beneficial to the operation of Polk County Conservation (PCC).

### **APPLICABILITY**

This policy applies to all persons, units and entities for which the Polk County Conservation Board (PCCB) is budgetarily responsible.

### **OVERNIGHT TRAVEL**

#### **Definition and Authorization:**

1. Overnight travel is defined as any travel while on PCC business requiring an employee **or PCCB Member** to stay away from home and out of the County overnight.
2. All requests for overnight travel shall be submitted by employees to their supervisor on the 'Polk County Travel Form'. Employee overnight travel shall have prior approval on this form from Director **or their designee.**

~~Conservation Director overnight travel shall have prior approval from the PCCB.~~

#### **Reimbursement Process:**

1. Claims (payment vouchers) for reimbursement of overnight travel expenses should be filed with the PCC ~~Accounts Payable representative~~ **Administration Office** after expenses have been incurred. Expenses shall be summarized on the 'Polk County Travel Form' and supported by receipts as described in other sections of this Policy.
2. Prepayment of registration fees, lodging and transportation (excluding mileage) can be obtained at the discretion of the Director with the prior approval of the unit manager. Requests for prepayment should be filed with the PCC ~~Accounts Payable representative~~ **Administration Office** at least ten days before the prepayment check is desired.

**Registration Fees:**

1. Registration fees are reimbursable, if prior approval has been obtained from an unit manager. Claims for reimbursement shall be accompanied by receipts.
2. Registration fees for separate social events, tours, excursions, etc. associated with a meeting or conference are not reimbursable.

**Transportation:**

1. Air travel will be reimbursed at 'coach' rates, Receipts showing point of departure, intermediate and final destinations are required. Alternate air travel arrangements (i.e. depart from other than Des Moines, stay over on a Saturday night, etc.) will be reimbursed if cost savings to the PCC can be documented.
2. Reasonable costs for transportation to/from the airport and/or parking will be reimbursed.
3. Claims for other forms of commercial carrier transportation, i.e. rail, bus, etc. are allowable if rate does not exceed coach air fare, and receipts are provided.
4. When a personal car is used for overnight travel, reimbursement will be based on the cost of coach class air travel, or actual mileage, whichever is the lesser amount. En route meals and lodging expenses will be reimbursed to the extent they would have been incurred had travel been via air. The use of a personal car for overnight travel is also subject to the following provisions:
  - a. When using a privately owned vehicle for overnight travel, mileage shall be figured at the prevailing rate per mile, as set by the Board of Supervisors.
  - b. If two or more County employees are transported in the same vehicle, mileage will be paid the driver only.
  - c. Persons driving a PCC -owned vehicle for overnight travel may not apply for mileage reimbursement.
5. Local Transportation:
  - a. Local transportation costs, including such costs as ~~limousine~~ and taxi fare, may be reimbursed. When possible, receipts are to be obtained.
  - b. Individuals are permitted to rent cars in those cases where estimated local transportation will exceed the cost of car rental. Claims for reimbursement for car rental shall be accompanied by receipts. Car rental contract collision damage insurance and comprehensive coverage should be accepted or utilized.
6. Parking shall be reimbursed based on the fee charged to park. When possible, receipts are to be obtained.

**Lodging:**

1. The hotel and type of room selected should be reasonable. For example, luxury hotels and/or suites are not considered to be reasonable unless lodging is pre-assigned by the organization hosting the conference.
2. PCC will only reimburse the single room rate per employee unless two or

more PCC employees share the same room.

3. When reserving lodging, inquiries should be made to determine if a discounted government or corporate rate is available.
4. Lodging includes the cost of the room and related taxes. Expenses incurred for items such as in-room movies and use of health club facilities are not considered 'lodging' and will not be reimbursed. **Gratuities for hotel luggage services or housekeeping are considered to be personal expenses not subject to reimbursement.**
5. Requests for reimbursement of lodging expense must include the original hotel bill detailing all charges.

#### **Meal and Miscellaneous Expense:**

1. Reimbursement of meal costs (including tips and ~~gratuities not exceeding 20% of the cost of a meal~~) shall not exceed the current federal daily per diem rate based on the city/county of the traveler's destination. Cities and /or counties not specifically listed on the federal daily per diem rates will be reimbursed at the current standard overall per diem rate. ~~Meal or tip costs exceeding the maximum limit by \$1.00 or less will be reimbursed to minimize administrative costs of processing travel claims.~~ Current federal per diem rates are available at [www.gsa.gov](http://www.gsa.gov)

**The daily per diem rate shall be allocated to individual meals as follows:**

Breakfast	20%
Lunch	30%
Dinner	50%

**For example, the above percentage applied to a \$50 daily per diem would result in meal amounts of \$10.00 for breakfast, \$15 for lunch and \$25 for dinner.**

2. Receipts for meal costs are not required ~~for meal costs of \$10.00 or less per meal but should be obtained when possible. Receipts are required for meal costs in excess of \$10.00 per meal. Meal receipts should include a detailed itemized bill listing food and beverages purchased.~~ Reimbursement for alcoholic beverages is prohibited **However, the amount of per diem allowed for each meal cannot exceed the amounts calculated in conformity with Section 1 above. In addition, meal per diem cannot be claimed for meals provided by the conference or event as part of the overall registration fee. The use of per diem amounts for alcoholic beverages is prohibited.**
3. Snacks and incidental beverages are not reimbursable unless they are claimed as a substitute for regular meals of breakfast, lunch or dinner.
4. ~~It is recognized that employees may incur miscellaneous personal expenses that would not have been incurred if the employee were not away from home overnight. Thus, the PCC will reimburse miscellaneous expenses such as a personal safe arrival telephone call. In addition, for extended trips, the PCC will reimburse laundry expenses, additional personal calls home, etc. Personal phone calls should be limited to 10-15 minutes~~

~~per day.~~

~~Business calls incurred during overnight travel will also be reimbursed as miscellaneous expenses. Brief explanatory notes (i.e. call to office, call to vendor, etc.) should be written by business call charges.~~

**Other Provisions:**

1. Overnight travel expenses paid by private interests are prohibited.
2. The following expenses will not be reimbursed:
  - a. Entertainment
  - b. Alcoholic beverages
  - c. Lodging and meals before the beginning or after the ending of a conference unless business purpose or monetary savings can be documented.
  - d. Travel expenses for employee's spouse, other family member and/or acquaintance that accompany the employee on PCC -related travel.
  - e. **Snacks or items of a similar nature.**
  - f. **Coffee or soft drinks unless part of a meal.**

**EXPENSE REIMBURSEMENT**

Definition:

Expense reimbursement is defined as direct payment or reimbursing PCC employees **or PCCB Members** for expenses incurred while on PCC business (other than expenses associated with overnight travel). Examples of reimbursable expenses include mileage, registration costs at local seminars, food for in-house meetings, etc.

**Reimbursement Process:**

1. Claims (payment vouchers) for expense reimbursement should be filed with the PCC ~~Accounts Payable representative~~ **Administration Office** after the expenses have been incurred. However, prepayment of local seminar registration fees can be obtained at the discretion of the Director. All claims (payment vouchers) for expense reimbursement should be approved by the ~~unit manager~~ **Director or their designee.**
2. Claims for mileage reimbursement must be supported by a Polk County Conservation Mileage Reimbursement Form. Other claims for expense reimbursement shall be supported by invoices, paid receipts or other documentation at the discretion of the Director.

**Mileage Expense and Allowances:**

1. When using a privately owned vehicle on PCC business mileage shall be figured at the prevailing rate per mile, as set by the Board of Supervisors.
2. An employee forfeits mileage reimbursement if their personal vehicle is used strictly for convenience only.
3. If two or more PCC employees are transported in the same vehicle, mileage will be paid the driver only.

4. Mileage shall be summarized on a Polk County Conservation Mileage Reimbursement Form. The following items are required on the form:

- Date
- Point of Departure
- Intermediate Destinations
- Final Destination
- Total Miles Driven (rounded to the nearest whole mile)
- Date and Reason for Not Using PCC Vehicle
- Employee Signature
- Supervisor's Signature

Special mileage situations such as leaving from home instead of from work site will be addressed in mileage reimbursement procedures set forth by Central Accounting.

5. Polk County Conservation Board :

Board members may receive mileage reimbursement for actual miles driven or a mileage allowance, both as authorized by Code of Iowa Sections 350.2 and 70A.9. ~~331.215(2) and 70A.9. The aggregate maximum reimbursement set forth in Code of Iowa Section 331.215(2) shall be divided equally among the members of the Polk County Conservation Board. All mileage allowances are subject to tax withholding and will be included on the Board member's annual W-2 form. Mileage allowances will be paid as part of payroll on the first two paydays of each month.~~

6. Persons driving a PCC owned vehicle may not apply for mileage reimbursement. However, they may apply for reimbursement for gasoline, oil or repairs in the event that the securing of these items becomes necessary while traveling on PCC business outside of Polk County. All requests for reimbursement shall be accompanied by receipts.
7. Mileage for travel between the official domicile (home) and work site shall be paid only when the employee **is not in an "on-call status" and/or not subject to "call time" provisions** and is required to make a special trip (not contiguous with regular scheduled work hours) to the work site on official PCC business.
8. Mileage should only be claimed from the work site to the destination and then back to the work site. Mileage relating to any intermediate personal destination should be subtracted when computing total mileage.
9. Mileage claims are required to be submitted for reimbursement within ~~six~~ **three** months after mileage has been driven.
10. PCCB authorizes the PCC Director to grant consistent exceptions to mileage expenses and allowances. PCC Director signature is required on mileage reimbursement form when an exception has been granted.

#### Local Meetings:

1. Meal expenses and registration fees at conferences, seminars, etc. which are directly related to the effective performance of an employee's official duties shall

be reimbursed by the PCC, if prior approval has been obtained from Director **or their designee**.

2. Meal expenses for PCC employees **or PCCB Members** at meetings such as Advisory Boards, Citizen Boards, etc. will be reimbursed if the meetings are directly related to official PCC duties. Reasonable meal expenses for limited departmental or office planning retreats, budget retreats, etc. may be reimbursed. Claims for reimbursement of local meeting meal expenses shall list purpose of the meeting and summarize who was in attendance, i.e., external board, department head, program manager, etc. Director signature **or their designee** on such meal claims for employees will denote that the employees were required to attend the meeting.

Mileage paid for attendance at approved local seminars/conferences and meetings shall be calculated to and from the place of employment and the meeting place; however, mileage will be paid from the official domicile provided the meeting is conducted outside of the established working hours or is in the best interest of PCC.

#### **In-House Meetings:**

1. Food and beverage expenses (as defined below) for PCC -wide training sessions will be reimbursed.
2. Food and beverage expenses (as defined below) for in-house meetings with the public, vendors or other local government officials are considered customary and reasonable and will be reimbursed. Claims for reimbursement of such expenses should list purpose of the meeting and summarize who was in attendance.
3. Allowable food and beverage expenses for the above in-house meetings consist of coffee, soft drinks, doughnuts, cookies, and items of a similar nature. In addition, reasonable meal expenses for in-house meetings conducted over the lunch hour are also allowable.
4. The purchase of food and beverages strictly for the use of PCC employees (i.e. for regular office use, regular staff meetings, etc.) is prohibited, other than meals allowed under item #3 of Other Food and Beverage Expenditures below.
5. **Reasonable amounts of coffee, related supplies and bottled water may be purchased and made available for vendors, auditors, grantors, etc., while performing work at County/PCC facilities.**

#### **Other Food and Beverage Expenditures:**

1. Reasonable business meal expenses for an employee and an external contact will be reimbursed when purpose of the business meal is to gather or provide specific information from or to an external contact in furtherance of the interest of Polk County Conservation. Business meals should normally be restricted to management level employees and shall be approved by a Director. Claims for reimbursement of business meal expenses shall summarize who was in attendance and note the nature of the business discussed.
2. The PCCB may authorize limited reasonable public receptions for purposes such as open houses for office facilities, honoring new or departing elected officials, department head, PCCB members, visiting dignitaries, ~~volunteer appreciations~~, etc.

As is the case with all PCC expenditures however, any such receptions must be for the public benefit and not simply be 'employee parties' as discussed in an April 25, 1979 Iowa Attorney General's opinion. All claims for reimbursement of such expenses shall summarize the public purpose of the event (i.e. a public reception to honor departing public official Jane Doe).

3. The Director may authorize limited and reasonable meals to be provided on PCC premises for the convenience of the employee when employees are required to take a minimal meal break and remain on PCC premises to resume work as soon as possible. The use of this provision should be restricted to times of peak workload when work schedule flexibility, etc. is not feasible.
4. Employees scheduled for a work assignment outside Polk County boundaries may be reimbursed for meal costs **if employee is out of the County at a normal meal time.**

#### **Motivational and Goodwill Expenditures:**

1. Reasonable expenditures for plaques or items of a similar nature recognizing employee achievement or special merit may be reimbursed upon the request of Director.
2. **Annual or semi-annual departmental or office meal to recognize outstanding job performance by a specific department, division or individual may also be reimbursed.**
3. A retirement honorarium of up to ~~\$50.00~~ \$75.00 will be allowed from departmental budgets to reimburse the cost of a plaque, cake, etc. honoring a retiring PCC employee who has completed a minimum of ten years of service with the County.
4. A floral remembrance on behalf of PCC upon the death of a current PCC employee will be reimbursed from ~~the We Care committee~~ **departmental** budgets. All other floral items or items of a similar goodwill nature for ill employees, other local governmental officials, etc. are considered to be personal expenditures.

#### **Interview and Moving Expenditures:**

Interview expenses for candidates not from Polk County, or adjoining counties will be reimbursed for Director or other specialized positions. Allowable interview expenditures for candidates include the following:

- Mileage and meals for candidates from the State of Iowa who are not from the counties specified.
- Transportation, meals and lodging for candidates from outside the State of Iowa.

Interview expenses will be charged to the respective unit budget and are limited to the initial interview. All interview expenses must be in compliance with the Polk County Conservation Travel Policy. Exceptions to interview expenses must be approved by the ~~Polk County Conservation Board~~ **Director.**

Limited moving expenses for individuals moving to Polk County from outside the State of Iowa may be reimbursed for Director position or other specialized positions. All moving expense reimbursement offers must be approved by ~~PCCB~~ **Director.**

### Prohibited Expenditures

The following types of expenses will not be reimbursed:

- a. Entertainment
- b. Alcoholic beverages
- c. Retirement parties and gifts
- d. Charitable contributions
- e. Common courtesy expenditures such as flowers or cards for ill PCC employees or PCCB Members
- f. Expenses for employee's spouse, other family members or acquaintance

Revised by PCCB: 07/09/2008

**POLK COUNTY CONSERVATION  
REQUEST FOR QUOTATION - #2014-006  
FLOOD DEBRIS REMOVAL**

**PROPOSAL FORM**

Reilly Construction Co., INC.  
FIRM NAME

110 E. MAIN ST. PO BOX 99  
ADDRESS

OSSIAN                      IOWA                      52161  
CITY                                      STATE                                      ZIP CODE

<b>FLOOD DEBRIS REMOVAL</b>					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	Debris Removal & Disposal Chichaqua Valley Trail	LS	1	30,000 <sup>00</sup>	30,000 <sup>00</sup>
2	Debris Removal & Disposal Trestle to Trestle Trail	Ton	100	300 <sup>00</sup>	30,000 <sup>00</sup>
3	Traffic Control	LS	1	3,500 <sup>00</sup>	3,500 <sup>00</sup>
4	Site Restoration	LS	1	10,000 <sup>00</sup>	10,000 <sup>00</sup>
5	Mobilization	LS	1	15,000 <sup>00</sup>	15,000 <sup>00</sup>
<b>TOTAL BID</b>					<b>88,500<sup>00</sup></b>

I further acknowledge receipt of Addenda # 1 through 1.

Name (Please Print) JUSTIN LECHTENBERG Title VICE PRESIDENT

Authorized Signature  Date 11/5/14

Phone (563) 532-9211 Fax (563) 532-9759

**REMINDER:** Proposal form needs to be filled out COMPLETELY or is subject to rejection. Refer to section 1.4 Filing of Quotations.

# 2014- 2015 Revenue Budget

- as of 10/31/14 (33.33% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
<b>General - Fund 1</b>					
0212	Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Equipment	\$ 5,000	\$ 13,108	\$ (8,108)	262.2%
6006	Environmental Ed	\$ 62,500	\$ 5,416	\$ 57,084	8.7%
6009	Natural Resources	\$ 81,710	\$ 4,863	\$ 76,847	6.0%
6101	Administration	\$ 180,600	\$ 60,925	\$ 119,675	33.7%
6103	Community Outreach	\$ 250	\$ 250	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 410,800	\$ 223,123	\$ 187,677	54.3%
6119	Construction/Maint.	\$ -	\$ 99	\$ (99)	0.0%
6124	Equestrian Center	\$ 315,000	\$ 91,719	\$ 223,281	29.1%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,055,860</b>	<b>\$ 399,502</b>	<b>\$ 656,358</b>	<b>37.8%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 156,400	\$ 171,661	\$ (15,261)	109.8%
<b>Reserve - Fund 50</b>					
0210-0214	Special Projects	\$ -	\$ -	\$ -	#DIV/0!
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 2,812,300	\$ 221,811	\$ 2,590,489	0.0%
<b>Grand Total - Conservation</b>		<b>\$ 4,024,560</b>	<b>\$ 792,974</b>	<b>\$ 3,231,586</b>	<b>19.7%</b>

# 2014- 2015 Expense Budget

- as of 10/31/14 (33.33% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
<b>General - Fund 1</b>					
0212	Infrastructure	\$ -	\$ -	\$ -	#DIV/0!
0213	Equipment	\$ 158,500	\$ 63,670	\$ 94,830	40.2%
6006	Environmental Ed	\$ 383,905	\$ 143,146	\$ 240,759	37.3%
6009	Natural Resources	\$ 666,102	\$ 275,232	\$ 390,870	41.3%
6101	Administration	\$ 1,069,439	\$ 414,877	\$ 654,562	38.8%
6103	Community Outreach	\$ 215,955	\$ 66,533	\$ 149,422	30.8%
6104	Conservation Grants	\$ -	\$ 40,335	\$ (40,335)	#DIV/0!
6110	Parks Advocacy Unit	\$ 465,610	\$ 152,545	\$ 313,065	32.8%
6119	Construction/Maint.	\$ 1,118,674	\$ 418,359	\$ 700,315	37.4%
6124	Equestrian Center	\$ 416,851	\$ 233,570	\$ 183,281	56.0%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,495,036</b>	<b>\$ 1,808,267</b>	<b>\$ 2,686,769</b>	<b>40.2%</b>
<b>General Supplemental - Fund 2</b>					
<b>All Units</b>	<b>Benefits (IPERS/FICA/Ins, Etc.)</b>	<b>\$ 1,019,911</b>	<b>\$ 332,905</b>	<b>\$ 687,006</b>	<b>32.6%</b>
<b>Risk Management - Fund 3</b>					
6100	Insurance,Med., Work. Comp.	\$ 96,300	\$ 53,985	\$ 42,315	56.1%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 147,856	\$ 103,331	\$ 44,525	69.9%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 490,000	\$ 24,606	\$ 465,394	5.0%
<b>Bond - Fund 51</b>					
0210	Water & Land Dev & Trails	\$ 4,110,678	\$ 2,736,389	\$ 1,374,289	66.6%
<b>Grand Total - Conservation</b>		<b>\$ 10,359,781</b>	<b>\$ 5,059,484</b>	<b>\$ 5,300,297</b>	<b>48.8%</b>



PCWLL EXPENDITURES AS OF :

October 31, 2014

SUB-LEDGER	Emily's Project Numbers	PROJECT	BOND ISSUANCE CY2013 & 2014		CONSTRUCTION COSTS		ENGINEERING COSTS		ACTUAL CONSTRUCTION EXPENDITURES		ACTUAL ENGINEERING EXPENDITURES		ACTUAL MISCELLANEOUS EXPENDITURES		GRANT REVENUES AND DONATIONS		ACTUAL COSTS TO DATE		ACTUAL BALANCE REMAINING		ANTICIPATED REVENUES & DONATIONS		ANTICIPATED EXPENDITURES THRU JUNE 2015		
C13-6254	ALL-11	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6255		MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6256		PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6258	ALL-04	NATURAL AREA RESTORATIONS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6259		JP CAMP STORE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6262		EL J.C. WHITE PROPERTY	\$ 187,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6263		MALLY'S CVT & GLW TRAIL CONNECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C13-6265		YB BANE PROPERTY	\$ 238,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C14-6268	EL-07	EL DIKES/DREDGING/WATER QUALITY	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C14-6269	FDM-01	FDM OUTDOOR CLASSROOM	\$ 11,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EL-06		EL COVERED BRIDGE IMPROVEMENTS	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EL-10		EL RAIN GARDENS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ALL-12		LAND ACQUISITIONS	\$ 246,323	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HT-01		UP ANKENY-HTT CONNECTOR-ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GLW-02		GLW TRAIL CONNECTION TO MALLY'S	\$ 33,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DECEMBER 2013 BOND ISSUANCE</b>			<b>\$ 13,969,680</b>	<b>\$ 7,725,206</b>	<b>\$ 3,427,448</b>	<b>\$ 7,749,262</b>	<b>\$ 2,244,664</b>	<b>\$ 2,244,664</b>	<b>\$ 3,748,083</b>	<b>\$ 12,146,502</b>	<b>\$ 1,823,178</b>	<b>\$ 2,616,814</b>	<b>\$ 4,608,239</b>	<b>\$ 16,754,741</b>	<b>\$ 1,300,000</b>	<b>\$ 21,201</b>	<b>\$ 3,144,379</b>	<b>\$ 13,025,301</b>	<b>\$ 6,009,382</b>	<b>\$ 2,978,008</b>	<b>\$ 878,799</b>	<b>\$ 1,300,000</b>	<b>\$ 2,616,814</b>	<b>\$ 4,608,239</b>	

C13-6261		ANKENY HTT EXTENSION TO DSM	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C11-6205	CVT-01	CVT CONNECTOR-BROADWAY TO BONDURANT	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>\$ 16,169,680</b>	<b>\$ 7,725,206</b>	<b>\$ 3,427,448</b>	<b>\$ 7,749,262</b>	<b>\$ 2,244,664</b>	<b>\$ 6,009,382</b>	<b>\$ 2,978,008</b>	<b>\$ 878,799</b>	<b>\$ 1,300,000</b>	<b>\$ 2,616,814</b>	<b>\$ 4,608,239</b>	<b>\$ 16,754,741</b>											