



# BOARD MEETING

**January 11, 2012 - 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 December 2011 expenditures;
- b) **PCCB Bylaws:** approve the PCCB Bylaws.

- 3) Public Hearing & Award of Bid: Equestrian Trail Enhancements at Jester Park**
- 4) Fort Des Moines Master Plan, Final Approval**
- 5) Tomorrow Plan Presentation**
- 6) Environmental Education, Presentation on Senior Programming**
- 7) Budget Update**

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 December 14, 2011. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

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

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

### b) PCCB Bylaws

PCCB governance documents provide that the Bylaws must be reviewed each year at the first regular Board meeting in January. Approval may be proposed at any regular meeting, but must again be considered at the next following regular Board meeting before adoption.

No changes have been recommended to the Bylaws. Copy of current Bylaws attached.

**STAFF RECOMMENDATION:** That the Board approve the PCCB Bylaws.

## 3) Public Hearing & Award of Bid: Equestrian Trail Enhancements at Jester Park

A public hearing will be held at the meeting on the Equestrian Trail Enhancements at Jester Park project.

Plans, specifications, cost estimate and form of contract for the project will be available for review at the meeting.

PCC received a Federal Recreation Trail grant in October of 2010, to improve the Equestrian Trail at Jester Park. The grant thru the Iowa Department of Transportation for \$137,343 includes a required match of \$34,336. All match dollars and additional funds to complete the project have been budgeted within PCC's reserve account.

Polk County Conservation (PCC) sent out "Invitation to Bid" (ITB) packets to 12 local companies and had a "Notice to Bidders" published in the Des Moines Register regarding trail work on the Equestrian Center Trails. As part of the ITB, PCC

encouraged attendance at a pre-bid meeting which was held on December 21, 2011.

PCC determined that in order to get competitive bids, contractors would benefit from a site tour. Our site tour included trail access points, trail locations and limitations, sites for material and equipment storage, culverts, and disposal areas. Three of the four bidders attended the contractor's pre-bid meeting.

PCC is very familiar with all of the contractors and have used them in the last two years to complete various projects across the organization. All of the contractors have done an outstanding job and have been easy to work with. Just recently, RW Excavating & Dozing have completed various FEMA projects, site completed preparation and grading work at CBG and was the successful bidder on the TM Sediment Basins.

The base bid includes clearing and grubbing, compaction of subgrade, earth shouldering, granular sub-base and granular surfacing for the Lakeshore Central Trail, Stagecoach Trail, Pine Field Trail, Rollercoaster Trail, Mile Long Bridge Trail and the River Bottom Trail. Added Option A includes finishing the Lakeshore Trail, Added Option B includes finishing the Cemetery Trail, Added Option C places rip-rap in five locations on the Lakeshore Trail and Added Options D includes seeding and mulch of all trails.

The Engineer's estimate and bid summary are shown in the tables below.

**Engineers Estimate**

Base Bid	Added Option A	Added Option B	Added Option C	Added Option D	Total
\$181,191.92	\$44,231.94	\$5,480.78	\$15,831.00	\$2,220.00	\$ 248,955.64

Bid Recap:

Vendor	Base Bid	Added Option A	Added Option B	Added Option C	Added Option D	Total
Bailey Excavating	\$218,602.41	\$22,830.00				\$241,432.41
<b>RW Excavating</b>	<b>\$180,214.04</b>	<b>\$44,804.16</b>	\$8,648.17	\$10,829.50	\$,1480	\$245,975.87
Elder Corp.	\$241,626.09	\$54,490.79	\$10,441.91	\$13,392.00	\$18,204	\$338,154.79
Brown's Dirt Work	\$230,969.65	\$19,025.00				\$249,994.65

Upon Board approval PCC expects the successful contractor to start work in March/April and have the work completed by the end of June. Work not authorized by Board action will be completed in the future.

Mark A. Dungan, Natural Resources Manager

**STAFF RECOMMENDATION:** That the Board approve the plans, specifications, cost estimate and form of contract for the Equestrian Trail Enhancement at Jester Park project.

**STAFF RECOMMENDATION:** That the Board determine that RW Excavating & Dozing is the lowest responsible bidder in accordance with state law and approve hiring RW Excavating & Dozing to complete the Base Bid and Added Option A on the Equestrian Center Trail Enhancement at Jester Park project according to specifications outlined in **ITB#** NR 2011-007 Equestrian Trail Enhancement for a cost not to exceed \$225,018.20 and authorize the PCCB Chair to sign contract with the aforementioned Company.

#### **4) Fort Des Moines Master Plan**

**STAFF RECOMMENDATION:** That the Board officially approves the Fort Des Moines Park Master Plan.

#### **5) Tomorrow Plan Presentation**

Bethany Wilcoxon, MPO, will give update and presentation on the Tomorrow Plan.

#### **6) Environmental Education, Presentation on Senior Programming**

Lori Foresman-Kirpes, Naturalist, will give a presentation on environmental education's senior programming.

#### **7) Budget Update**

An update on the PCCB's FY 2012-13 budget will be presented.

## **PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD**

The Polk County Conservation Board met in regular session on Wednesday, December 14, 2011. The meeting was called to order at 5:32 p.m.

### **#1a – Roll Call**

Board Present: Levis, Smith, Cataldo  
Board Absent: Hadden, 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 NOVEMBER 9, 2011 MEETING MINUTES AS WRITTEN. VOTE YEA: LEVIS, SMITH, CATALDO**

### **#2 – Consent Agenda Item**

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS WITH AMENDMENT TO 2C:**

- A) PCCB/ENTERPRISE FUND NOVEMBER 2011 EXPENDITURES;**
- B) USER FEES FOR PARK SERVICES; FACILITY RENTALS; ENVIRONMENTAL EDUCATION PROGRAMS; JESTER PARK EQUESTRIAN CENTER AND JESTER PARK LODGE AS PRESENTED;**
- C) AUTHORIZING THE PCCB CHAIR TO SIGN THE STATE RECREATIONAL TRAIL GRANT AGREEMENT #2012-RT-005 IN THE AMOUNT OF \$753,750 WITH A LOCAL MATCH OF \$251,250 FOR THE PURCHASE OF THE UP RAIL LINE BETWEEN BONDURANT AND DES MOINES; AND AUTHORIZING THE PURCHASE WITH BALANCE OF FUNDS BEING PROVIDED BY INKIND EXPENDITURES IN THE ENTERPRISE FUND NOT TO EXCEED \$81,000;**
- D) PURCHASE OF A VERMEER BC 1200XL CHIPPER WITH OPTIONS AT A COST NOT TO EXCEED \$34,682;**
- E) INCREASING THE PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES NOT TO EXCEED AMOUNT TO \$110,000 FOR CONSULTING SERVICES FOR THE CHICHAQUA VALLEY TRAIL REPAIRS.**

**VOTE YEA: SMITH, LEVIS, CATALDO**

#3 – Appointment of PCCB Officers, 2012

Following is the slate of Officers for 2012: Tom Levis for Chair; Jim Cataldo for Vice-Chair; and Tina Hadden for Secretary

**IT WAS MOVED BY LEVIS THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE SLATE OF OFFICERS FOR 2012: TOM LEVIS FOR CHAIR; JIM CATALDO FOR VICE-CHAIR AND TINA HADDEN FOR SECRETARY. VOTE YEA: CATALDO, LEVIS, SMITH**

#4 – Fort Des Moines Master Plan

Director Parker distributed a draft copy of the Fort Des Moines Master Plan and briefly reviewed.

A final copy of the master plan will be distributed to you a week prior to the January 2012 meeting to allow time for your review prior to staff's requesting final approval of the Plan.

Mel Pins, 210 E. Bundy Avenue, Des Moines, President Somerset Development, appeared before the Board to thank them and staff for the process used to develop the master plan and indicated his support for the Plan.

#5 – Presentation on Volunteer Program

Pat Spain, PCCB's Community Relations Technician, gave a presentation on the PCCB's volunteer program

PUBLIC COMMENTS  
STAFF REPORTS  
FINANCIAL REPORTS  
DISCUSSION & REMARKS

- Director Parker reported on the equestrian trail enhancement grant rebid; status of FEMA; and 2012-13 budget meeting being held December 15.

ADJOURNMENT

The meeting was adjourned at 6:17 p.m.

Prepared by: Cindy Lentz

BYLAWS  
AS AMENDED, FEBRUARY 9, 2011  
GOVERNING THE ADMINISTRATION, THE DEVELOPMENT,  
THE OPERATION AND MANAGEMENT OF THE  
POLK COUNTY CONSERVATION BOARD  
AND ITS FACILITIES

TO WHOM IT MAY CONCERN:

WHEREAS, the Bylaws as originally adopted on the 8th day of January, 1958, and as amended at the beginning of each year thereafter by the Polk County Conservation Board for the administration, the development, and the operation and management of its areas, its facilities, and its employees, needs to be corrected and again updated, and

WHEREAS, to expand, to clarify, and to make more effective certain portions of the Bylaws, amendments were proposed and considered and adopted as amended at the regular meeting of the Board on February 9, 2011.

NOW THEREFORE, We, the undersigned members of the Conservation Board, as duly appointed by the Polk County Board of Supervisors, and as authorized by Chapter 350, Code of Iowa, do so decree as follows:

ARTICLE I. That all the covenants and provisions of former Bylaws as amended and adopted by the Polk County Conservation Board prior to this date are here and now annulled, canceled, revoked, and of no consequence for effect in the administration, development or operation and management of its areas, its facilities, nor its employees.

ARTICLE II. That Chapter 350, Code of Iowa, is recognized as, and declared to be, the governing authority; and that the purpose, and the power and duties, as defined and set forth in said Chapter shall control the functions of the Conservation Board, its employees, and/or its facilities.

ARTICLE III. That there shall be selected preceding the first regular meeting of each calendar year, from its members, by its members, a chairperson, a vice-chairperson and a secretary, who shall serve as officers of the Board for the calendar year and/or until their successors are selected and qualify. In the event that the chairperson is absent, the vice-chair shall serve as the pro-tem chairperson. In the event that both the chairperson and vice-chairperson are absent, the secretary shall serve as the pro-tem chairperson and, if necessary, a temporary secretary shall be appointed. The pro-tem chair shall be authorized to conduct the meeting and to sign any documents requiring signatures when said documents were the result of any action by the Board at the particular meeting.

ARTICLE IV. That this Board shall generally meet on the second Wednesday of each month at such time and place as may be designated by the chairperson, and said meeting shall be known as the regular meeting of the Board. That Board Members shall be expected to make all reasonable

efforts to attend all regularly scheduled meetings; absences in excess of 1/3 of the regularly scheduled meetings in a six-month period will subject the Board Member's appointment to review by the Board. Special meetings may be called by the chairperson, or a majority of the members, when necessary for specific purposes requiring Board action. A closed session may be held by affirmative vote of two-thirds of the members present in accordance with Chapter 21A, Code of Iowa.

ARTICLE V. That an executive officer shall be employed and shall be known as the Director. S/He shall be responsible to serve at the pleasure of the Conservation Board and the Board shall evaluate his/her performance annually by the month of December.

ARTICLE VI. That the principal duties of the Director shall include:

- a. The preparation of the agenda for each regular monthly meeting and to assist the chairperson in the functions of the meeting as required.
- b. To annually outline and recommend to the Board a budget that includes a program of administration, development, maintenance and operation, for each budgetary year, including an estimated cost, which shall be presented to the Conservation Board prior to submission to the Board of Supervisors. To present and explain amendments and modifications to the annual budget that may occur during the year to the Board prior to submission to the budget staff of the Board of Supervisors.
- c. The budget, or periodic budget amendments, as approved by the Conservation Board, shall be presented and explained by the director to the Board of Supervisors at each annual budget hearing or at periodic budget amendment hearings.
- d. S/He shall keep well informed on the current trends, functions, procedures, and philosophies in outdoor recreation and environmental education; on the design of park facilities and development; and in the preservation and rehabilitation of conservation areas; and shall periodically report to the Conservation Board the results of his/her research and investigation in these fields.
- e. S/He is authorized to deposit in his/her name as the director for the Polk County Conservation Board, at a local bank as selected and approved by the Conservation Board, miscellaneous monies collected from the operations of all revenue-producing facilities; and to draw from said deposit, over his/her signature as the director, or his/her duly appointed representatives of the Conservation Board, funds payable to the Polk County Treasurer for allocation to the General Fund of the County for the benefit of Polk County Conservation Board.
- f. S/He shall review and approve all expenditures and is authorized to requisition warrants from the County Auditors Office for the payment of duly acknowledged claims. S/He shall submit to the Board monthly financial statements on the status of the conservation budget.

- g. As required by statute, s/he shall prepare an annual report covering each fiscal year as terminated and include, therein, his/her recommendations for future expansion and development.
- h. S/He will develop and maintain long range strategic plans as approved by the Conservation Board to provide guidance in the planning and implementation of programs and projects.

ARTICLE VII. That the director, with the approval of the Conservation Board, is authorized to employ and fix the compensation of such assistants and employees as may be necessary for proper and efficient administration, for development of, and for the maintenance and operation for such property and facilities as may be acquired by the Conservation Board, and/or responsibilities assumed within the framework of statutory authority. The Director is authorized to employ seasonal/ intermittent employees as set forth in the Conservation Board's budget.

ARTICLE VIII. That the compensation for the director, his/her assistants and employees, shall be determined by the Conservation Board and shall be comparable and commensurate with the annual salaries, or hourly wages as established by the Board of Supervisors for similar duties and responsibilities as other county officers and employees, when such salaries and rates are not in conflict with statutory limitations. Vacations, sick leaves, holidays and other employee benefits shall be in conformity with the regulation as established for other Polk County officers and employees.

ARTICLE IX. That the director, and any employees as s/he may designate, may be appointed peace officers as authorized by Section 350, and within the purview of Section 80B of the Code of Iowa.

ARTICLE X. That any single expenditure, or contract to expend for the purchase of equipment or material supplies, or to enter into rental agreements of construction contracts, shall conform to the following procedures:

- a. For the purchase of minor items and to provide for "change", a petty cash fund and change funds may be established not to exceed \$50 when authorized by the Director. Claims for reimbursement to the petty cash fund shall be submitted to the County Auditor as required and based on receipted amounts of each expenditure.
- b. Items of expenditure of \$5,000 or more shall, when possible and reasonable, be selected from at least three (3) quotations from qualified vendors and approved by the Director.
- c. Items of expenditures up to \$10,000 shall require only approval of the Director. 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.
- d. Items of expenditures above \$10,000 shall be selected from at least three (3) quotations from qualified firms or supplies when applicable and the approval of at least three (3) Board

Members before purchase. Members may be polled for approval. All quotations received shall be retained in the files for at least three (3) years.

- e. Contracts or purchases for public improvements as defined by Section 73A.1 (Chapter 73A, Code of Iowa and acts of the 69th General Assembly - Public Contracts and Bonds) shall conform to the requirements of said Chapter 73A.
- f. The Director, or his/her duly appointed representative is authorized and empowered to act for the Board in receiving, opening, and recording bids. A public hearing, as set forth in Chapter 73A, Code of Iowa, must be held at a regular or special meeting of the Board for action on said bids.
- g. The acquisition of land (including easements) is excluded from the above requirements, but Land Purchase Options must be considered by the Conservation Board at a regular or special meeting and approved by at least three (3) Board Members for acceptance. Procedures for land acquisition shall conform to statutory requirements.
- h. The Director is authorized to apply for grants that fit within the mission of the Board. Final acceptance of grants awarded to Polk County Conservation will receive approval of the Board.
- i. The Director is authorized to negotiate mutual and cooperative agreements with final approval of agreements receiving approval of the Board.

ARTICLE XI. That these Bylaws shall be reviewed by the Conservation Board each year at the first regular Board meeting in January. Approval or amendment may be proposed at any regular meeting but must be again considered at the next following regular meeting before adoption. Amendments shall require approval of at least three (3) Board Members.

MOTION BY Hadden, that these Bylaws as amended, be adopted this February 9, 2011 by the Polk County Conservation Board.

Michael H Smith  
Chair

Thomas J Lewis  
Vice-Chair

Michelle M  
Secretary

Quinn Hadden

# 2011- 2012 Revenue Budget

- as of 12/31/11 (50% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
<b>General - Fund 1</b>					
0213	Infrastructure	\$ 3,000	\$ 846	\$ 2,154	28.2%
6006	Environmental Ed	\$ 170,300	\$ 14,785	\$ 155,516	8.7%
6009	Natural Resources	\$ 322,249	\$ 279,734	\$ 42,515	86.8%
6011	Haying Operation-CBG	\$ 7,260	\$ 7,135	\$ 125	98.3%
6101	Administration	\$ 642,010	\$ 70,645	\$ 571,365	11.0%
6103	Community Outreach	\$ -	\$ 1,104	\$ (1,104)	0.0%
6110	Parks Advocacy Unit	\$ 514,765	\$ 197,278	\$ 317,487	38.3%
6119	Construction/Maint.	\$ 400	\$ 128	\$ 272	32.0%
6124	Equestrian Center	\$ 307,000	\$ 166,966	\$ 140,034	54.4%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,966,984</b>	<b>\$ 738,620</b>	<b>\$ 1,228,364</b>	<b>37.6%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 131,000	\$ 102,791	\$ 28,209	78.5%
<b>Reserve - Fund 50</b>					
0210	Trails, Special Projects	\$ 2,926,653	\$ 666,000	\$ 2,260,653	22.8%
<b>Grand Total - Conservation</b>		<b>\$ 5,024,637</b>	<b>\$ 1,507,410</b>	<b>\$ 3,517,227</b>	<b>30.0%</b>

# 2011 - 2012 Expense Budget

- as of 12/31/11 (50% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
<b>General - Fund 1</b>					
0212	Capital's Infrastructure	\$ -	\$ -	\$ -	0.0%
0213	Capital's Equipment	\$ 64,700	\$ 41,586	\$ 23,114	64.3%
6006	Environmental Ed. Salaries	\$ 314,488	\$ 156,729	\$ 157,759	49.8%
	Environmental Ed. Operations	\$ 175,950	\$ 80,218	\$ 95,732	45.6%
6009	Natural Resources Salaries	\$ 634,112	\$ 342,166	\$ 291,946	54.0%
	Natural Resources Operations	\$ 425,390	\$ 306,870	\$ 118,520	72.1%
6011	Haying Operations-CBG	\$ 25,000	\$ 16,846	\$ 8,154	67.4%
6101	Administration Salaries	\$ 352,850	\$ 177,271	\$ 175,579	50.2%
	Administration Operations	\$ 1,035,980	\$ 285,870	\$ 750,110	27.6%
6103	Community Outreach Salaries	\$ 129,526	\$ 68,202	\$ 61,324	52.7%
	Community Outreach Operations	\$ 58,950	\$ 18,390	\$ 40,560	31.2%
6110	Parks Advocacy Salaries	\$ 405,185	\$ 214,087	\$ 191,098	52.8%
	Parks Advocacy Operations	\$ 194,007	\$ 35,157	\$ 158,850	18.1%
6119	Construction/Maint. Salaries	\$ 693,450	\$ 373,462	\$ 319,989	53.9%
	Construction/Maint. Operations	\$ 181,825	\$ 108,507	\$ 73,318	59.7%
6124	Equestrian Center Salaries	\$ 255,483	\$ 152,563	\$ 102,920	59.7%
	Equestrian Center Operations	\$ 164,130	\$ 97,542	\$ 66,588	59.4%
<b>Sub-Total - General Fund 1</b>		<b>\$ 5,111,026</b>	<b>\$ 2,475,466</b>	<b>\$ 2,635,560</b>	<b>48.4%</b>
<b>General Supplemental - Fund 2</b>					
<b>All Units</b>	<b>Benefits (IPERS/FICA/Ins, Etc.)</b>	<b>\$ 918,001</b>	<b>\$ 457,868</b>	<b>\$ 460,133</b>	<b>49.9%</b>
<b>Risk Management - Fund 3</b>					
6100	Insurance, Med., Work. Comp.	\$ 95,000	\$ 60,419	\$ 34,581	63.6%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 263,490	\$ 122,674	\$ 140,816	46.6%
<b>Reserve - Fund 50</b>					
0210	Trails, Special Projects	\$ 2,608,025	\$ 1,035,909	\$ 1,572,116	39.7%
<b>Grand Total - Conservation</b>		<b>\$ 8,995,542</b>	<b>\$ 4,152,336</b>	<b>\$ 4,843,206</b>	<b>46.2%</b>