



BOARD MEETING

September 9, 2015

5:30 p.m.

Polk County Administration Bldg., Room 120
111 Court Ave., Des Moines

AGENDA

- 1) Roll Call
- 2) Public Comments
- 3) Fourmile Creek Watershed Plan Presentation
- 4) Easter Lake Park, Lodge - Preliminary Design Presentation
- 5) Financial Reports
- 6) Action on the Minutes of the Previous Meeting(s)

CONSENT AGENDA

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

- 7) Action on Bill List

ACTION ITEMS

- 8) **Easter Lake, Water Quality Restoration Projects:** Authorizing staff to proceed with construction design details for Easter Lake restoration and Easter Lake watershed improvements for an amount not to exceed \$19,070,000 and a commitment of \$3.2 million in Polk County Water & Land Legacy bonds.
- 9) **Procurement Policy Revisions:** Approving Procurement Policy for Polk County Conservation.

BOARD DISCUSSION

- 10) Director's Report
- 11) Board Chair and Member's Remarks

ADJOURNMENT

Upcoming Events

IACCB Fall Conference, September 17-19, 2015, Cedar Rapids
Great Outdoors Foundation Annual Celebration, September 18, 2015, Jester Park Lodge
Brown's Woods Grand Reopening, October 7, 4:30-6:30

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

2015-2016 Revenue Budget

- as of 08/31/15 (16.67% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 5,000	\$ -	\$ 5,000	0.0%
6006	Environmental Ed	\$ 56,000	\$ 1,961	\$ 54,039	3.5%
6009	Natural Resources	\$ 76,710	\$ 301	\$ 76,409	0.4%
6101	Administration	\$ 142,550	\$ 46,065	\$ 96,485	32.3%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 416,100	\$ 125,697	\$ 290,503	30.2%
6119	Construction/Maint.	\$ 1,000	\$ 102	\$ 898	0.0%
6124	Equestrian Center	\$ 300,000	\$ 43,267	\$ 256,733	14.4%
Sub-Total - General Fund 1		\$ 997,360	\$ 217,293	\$ 780,067	21.8%
REAP - Fund 26					
0211	Resource Enhancement	\$ 156,400	\$ 8	\$ 156,392	0.0%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,612,500	\$ 45,635	\$ 2,566,865	1.7%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 215,100	\$ 60,224	\$ 154,876	28.0%
6123	JP Cabins	\$ 52,750	\$ 11,610	\$ 41,140	22.0%
Sub-Total - Enterprises Fund 286		\$ 267,850	\$ 71,834	\$ 196,016	26.8%
Grand Total - Conservation		\$ 4,034,110	\$ 334,769	\$ 3,699,341	8.3%

2015-2016 Expense Budget

- as of 08/31/15 (16.67% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 158,500	\$ 55,192	\$ 103,308	34.8%
6006	Environmental Ed	\$ 392,322	\$ 84,197	\$ 308,125	21.5%
6009	Natural Resources	\$ 667,829	\$ 141,870	\$ 525,959	21.2%
6101	Administration	\$ 1,085,395	\$ 212,892	\$ 872,503	19.6%
6103	Community Outreach	\$ 219,708	\$ 37,407	\$ 182,301	17.0%
6104	Conservation Grants	\$ -	\$ -	\$ -	0.0%
6110	Parks Advocacy Unit	\$ 476,968	\$ 105,609	\$ 371,359	22.1%
6119	Construction/Maint.	\$ 1,123,966	\$ 256,329	\$ 867,637	22.8%
6124	Equestrian Center	\$ 424,376	\$ 126,999	\$ 297,377	29.9%
Sub-Total - General Fund 1		\$ 4,549,064	\$ 1,020,495	\$ 3,528,569	22.4%
General Supplemental - Fund 2					
All Units	Benefits (PERS/FICA/Ins, Etc.)	\$ 1,083,343	\$ 192,486	\$ 890,857	17.8%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 60,943	\$ 35,357	63.3%
REAP - Fund 26					
0211	Resource Enhancement	\$ 127,651	\$ 50,801	\$ 76,850	39.8%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ 520,000	\$ -	\$ 520,000	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 4,433,000	\$ 507,336	\$ 3,925,664	11.4%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 265,000	\$ 10,448	\$ 254,552	3.9%
6123	JP Cabins	\$ 59,412	\$ 10,985	\$ 48,417	18.5%
Sub-Total - Enterprises Fund 286		\$ 324,412	\$ 21,443	\$ 302,969	6.6%
Grand Total - Conservation		\$ 11,133,770	\$ 1,853,504	\$ 9,280,266	16.6%

PCWLL EXPENDITURES AS OF :

August 31, 2015

SUB-LEDGER PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	CONSTRUCTION COSTS CONTRACTED	ENGINEERING & MISC. COSTS CONTRACTED	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING
C05-R003 GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN)	\$ 50,600	\$ -	\$ 787,580	\$ 254,644	\$ 760,105	\$ 77,032	\$ 175	\$ (787,462)	\$ 49,851	\$ 749
C06-6134 CBG SHAW ACQUISITION	\$ 430,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ (1,861)
C08-6142 JESTER PARK CABINS	\$ 687,894	\$ -	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 269
C11-6205 CVT CONNECTOR-BROADWAY TO BONDURANT	\$ 36,818	\$ 1,565,933	\$ 1,935,769	\$ 174,091	\$ 1,888,673	\$ 131,607	\$ 7,262	\$ (757,671)	\$ 1,269,872	\$ 332,879
C12-6213 CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ 71,746	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0
C12-6214 CBG OBSERVATION DECK	\$ 83,844	\$ -	\$ -	\$ 11,200	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (5,196)
C12-6218 JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 450,000	\$ 50,000	\$ -	\$ -	\$ 420,241	\$ -	\$ -	\$ -	\$ 420,241	\$ 79,759
C12-6219 EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ -	\$ 9,553	\$ 1,118	\$ -	\$ -	\$ 10,671	\$ 0
C12-6220 4-MILE CREEK BANK STABILIZATION	\$ 340,725	\$ 650,000	\$ -	\$ 22,500	\$ -	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ 970,416
C12-6221 JP CONSERVATION CENTER	\$ 2,404,200	\$ 1,595,800	\$ -	\$ 1,445,722	\$ -	\$ 757,804	\$ 4,614	\$ (412,760)	\$ 349,658	\$ 3,650,342
C12-6222 CBG MASTER PLAN	\$ 106,000	\$ -	\$ -	\$ 98,368	\$ -	\$ 89,534	\$ -	\$ -	\$ 89,534	\$ 16,466
C12-6223 ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,100,532	\$ -	\$ 903,781	\$ 176,108	\$ 903,781	\$ 176,108	\$ 3,762	\$ -	\$ 1,083,651	\$ 16,881
C12-6224 ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 141,013	\$ 227,871	\$ 1,043,238	\$ 205,658	\$ 1,023,853	\$ 218,505	\$ 12,494	\$ (532,000)	\$ 722,852	\$ (353,968)
C12-6225 ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ -	\$ 498,000	\$ -	\$ 159,534	\$ 11,238	\$ 50,034	\$ -	\$ -	\$ 61,272	\$ 436,728
C12-6226 FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 854,903	\$ -	\$ 723,989	\$ 132,209	\$ 769,399	\$ 136,036	\$ 22,659	\$ (200,000)	\$ 728,094	\$ 126,809
C12-6227 FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 81,179	\$ 1,332,169	\$ -	\$ 59,245	\$ -	\$ 120,972	\$ 3,865	\$ -	\$ 124,837	\$ 1,288,511
C12-6228 JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 410,000	\$ -	\$ 336,945	\$ 29,200	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ 27,089
C12-6229 HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ -	\$ -	\$ 9,800	\$ -	\$ 11,204	\$ -	\$ -	\$ 11,204	\$ (1,404)
C12-6230 TM CAMP CREEK STABILIZATION	\$ 1,097,465	\$ -	\$ 876,665	\$ 194,600	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ 31,658
C12-6231 TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 119,000	\$ 725,000	\$ -	\$ 57,630	\$ -	\$ 57,553	\$ 226	\$ (1,205)	\$ 56,574	\$ 787,426
C12-6232 YB PARK IMPROVEMENTS	\$ 87,000	\$ 290,000	\$ -	\$ 173,450	\$ 8,043	\$ 47,640	\$ 113	\$ -	\$ 55,797	\$ 321,203
C12-6233 TRAIL IMPROVEMENTS ALL AREAS	\$ 100,000	\$ 350,000	\$ -	\$ 12,000	\$ 11,225	\$ 12,000	\$ 3	\$ -	\$ 23,228	\$ 426,772
C12-6234 JP ENTRANCE RELOCATION	\$ 586,000	\$ 660,000	\$ 279,839	\$ 73,050	\$ 279,839	\$ 80,235	\$ 3,186	\$ -	\$ 363,260	\$ 882,740
C12-6235 CBG WOOSLEY PROPERTY-NO SALE	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ 2,200	\$ (1,000)
C12-6236 CBG MENDENHALL ACQUISITION	\$ 676,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ (4,900)
C12-6237 CXT VAULT TOILETS	\$ 75,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 64,133	\$ -	\$ 64,133	\$ 190,867
C12-6238 CBG WETLANDS/DRAINAGE RESTORATION	\$ 104,476	\$ 350,000	\$ -	\$ 86,476	\$ -	\$ 80,855	\$ -	\$ -	\$ 80,855	\$ 373,621
C12-6239 YB DAM REPAIRS	\$ 797,000	\$ -	\$ 775,964	\$ 112,525	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ (101,097)
C12-6240 BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0
C12-6242 ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,000	\$ 830,000	\$ -	\$ -	\$ 200,237	\$ -	\$ -	\$ -	\$ 200,237	\$ 829,763
C12-6243 CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,197	\$ -	\$ 342,197	\$ -
C12-6244 CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -
C12-6245 YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0
C12-6246 CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -
C12-6247 CBG AIRPORT 60 LAND ACQUISITION	\$ 238,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,087	\$ -	\$ 242,087	\$ (3,400)
C12-6248 CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -
C12-6249 BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 90,700	\$ -	\$ 48,320	\$ 5,000	\$ 88,066	\$ 5,225	\$ 12,208	\$ -	\$ 105,499	\$ (14,799)
C12-6250 YB PREIST PROPERTY ACQUISITION	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,640	\$ -	\$ 321,640	\$ (320,140)

PCWLL EXPENDITURES AS OF :

August 31, 2015

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C12-9999	MISC MINOR IMPROVEMENTS	\$ 78,633	\$ 150,000	\$ -	\$ -	\$ -	\$ 20,150	\$ 43	\$ -	\$ 20,193	\$ 208,440
C12-9999	CONSTRUCTION EQUIPMENT & SUPPLIES	\$ 291,367	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 319,299	\$ -	\$ 319,299	\$ 122,068
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 40,000	\$ -	\$ -	\$ 47,000	\$ -	\$ 43,095	\$ -	\$ -	\$ 43,095	\$ (3,095)
C13-6252	EL LODGE CONSTRUCTION	\$ 35,000	\$ 365,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 175,000	\$ -	\$ 90,357	\$ -	\$ 94,351	\$ -	\$ 70,987	\$ -	\$ 165,338	\$ 9,662
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ 74,257	\$ -
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ 400	\$ (400)
C13-6256	PCWLL PUBLIC AWARENESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ -	\$ 2,723	\$ (2,723)
C13-6258	NATURAL AREA RESTORATIONS	\$ 20,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ 8,481	\$ -	\$ 8,481	\$ 451,519
C13-6259	JP CAMP STORE	\$ -	\$ -	\$ -	\$ 4,250	\$ -	\$ 4,200	\$ -	\$ -	\$ 4,200	\$ (4,200)
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 28,566	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 19,981
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,895	\$ (92,209)	\$ 187,685	\$ (0)
C13-6263	MALLY'S CVT & GLW TRAIL CONNECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,786	\$ -	\$ -	\$ 11,886	\$ (11,886)
C13-6265	YB BANE PROPERTY	\$ 238,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (24,799)
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 25,000	\$ 1,400,000	\$ -	\$ 753,800	\$ -	\$ 440,050	\$ 21,265	\$ (220,440)	\$ 240,875	\$ 1,184,125
C14-6269	FDM OUTDOOR CLASSROOM	\$ 11,201	\$ 100,000	\$ -	\$ 7,908	\$ -	\$ -	\$ 12,873	\$ -	\$ 12,873	\$ 98,328
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 40,000	\$ -	\$ 57,220	\$ -	\$ 56,920	\$ -	\$ 5,794	\$ -	\$ 62,714	\$ (22,714)
C14-6271	CBG KAL-DEN FARMS PROPERTY	\$ 143,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,590	\$ (43,500)	\$ 100,090	\$ 43,860
C14-6272	EL RAIN GARDENS	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 15,709	\$ -	\$ 15,709	\$ 4,291
C14-6274	CONSERVATION CORPS	\$ -	\$ 201,600	\$ 201,600	\$ -	\$ -	\$ -	\$ 56,098	\$ -	\$ 56,098	\$ 145,502
C14-6275	GWT-BILL RILEY TRAIL/FEASIBILITY STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,650	\$ 22	\$ -	\$ 22,672	\$ (22,672)
C14-6276	CBG SMITH PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,425	\$ -	\$ 155,425	\$ (155,425)
	LAND ACQUISITIONS	\$ 73,807	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,073,807
	GLW TRAIL CONNECTION TO MALLY'S	\$ 33,800	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,800
	WATERSHED MANAGEMENT AUTHORITY	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
		\$ 13,969,680	\$ 15,971,373	\$ 8,133,012	\$ 4,305,968	\$ 9,343,339	\$ 2,967,866	\$ 7,620,302	\$ (5,471,106)	\$ 14,460,402	\$ 15,480,651

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met in regular session on Wednesday, August 12, 2015. The meeting was called to order at 5:40 p.m.

#15-0801 Roll Call

Members Present: Northway (Iowa Code 21, section 5) participated via phone, Johnson, Levis
Members Absent: Smith, Cataldo

#15-0802 Public Comments

The following appeared before the Board about the Great Western Trail:
Tim Lane, School Street, Windsor Heights
Greg Peterson, 58th Street, Des Moines,

#15-0803 Financial Reports
No comments.

#15-0804 **MOVED BY** Levis to approve the July 8, 2015 meeting minutes as written.
Vote Yea: Levis, Northway, Johnson

CONSENT AGENDA

MOVED BY Northway to approve the following Consent Agenda items:

#15-0805 Approving PCCB July 2015 bill list

#15-0806 Approving purchase of four (4) CXT vault toilets from L.B. Foster for \$78,393.23 and the associated costs of \$9,000 for a project cost not to exceed \$87,393.23 and authorize the Board Chair to sign the purchase agreements.

Vote yea: Northway, Johnson, Levis

ACTION ITEMS

Public Hearing on the Chichaqua Valley Trail to Mally's Park connection project. No one spoke for or against. Public Hearing closed.

- #15-0807 **MOVED BY** Levis to approve the plans, specifications, form of contract documents, engineers estimate of \$150,000 for the Chichaqua Valley Trail to Mally's Park Connections project; approve awarding the contract to RW Excavating & Dozing (13293 S. 88th Avenue W, Prairie City, Iowa 50228) as the low responsive bidder in the amount of \$84,854.48 for construction of the Chichaqua Valley Trail to Mally's Park Connection; and authorizing the Chair to execute the contract on behalf of the Board.
Vote yea: Johnson, Northway, Levis

Public Hearing on the Great Western Trail Extension project. No one spoke for or against. Public Hearing closed.

- #15-0808 **MOVED BY** Levis to approve the plans, specifications, form of contract documents, engineers estimate of \$154,000; approve awarding the contract to RW Excavating & Dozing (13293 S. 88th Avenue W, Prairie City, Iowa 50228) as the low responsive bidder in the amount of \$128,527.46 for construction of the Great Western Trail extension; and authorizing the Chair to execute the contract on behalf of the Board.
Vote Yea: Northway, Levis, Johnson

- #15-0809 **Moved by** Northway to approve recommending to Polk County Board of Supervisors for their action and conveyance of an electrical easement to MidAmerican Easement at Fort Des Moines Park.
Vote yea: Levis, Northway, Johnson

- #15-0810 **Moved by** Levis to approve the prairie hay harvesting from selected areas at Chichaqua Bottoms Greenbelt to the highest responsive bidder Paul Overturff for an estimated revenue amount of \$31,847 and authorizing the Director or his designee to finalize the agreement for said services.
Vote yea: Johnson, Northway, Levis

- #15-0811 **Moved by** Levis to approve Amendment #4 of the Jester Park Improvement design contract with RDG Planning and Design for an amount not to exceed \$350,000 and authorizing the Chair to execute said contract on behalf of the Board.
Vote yea: Northway, Johnson, Levis

BOARD DISCUSSION

- #15-0812 Internship Program Presentation
Clarke Johnson, Parks Superintendent, indicated policies and procedures for internship program for PCC was being developed. This would be a year-round program.

- #15-0813 Director reported on the following:
- Conservation Corps of Conservation Minnesota/Iowa – Letter of Interest
 - Four Mile Creek Watershed Management Authority, won Governors award for overall environmental excellence
 - Great Western Trail update
 - Mally's Connection update
 - Director's Report will be coming soon to the Board
- #15-0814 Board Chair and Member's Remarks
- Chair Johnson reported she would be sending survey monkey to Board Members to conduct the Director's Evaluation. Survey Monkey will collate responses for her. Hope to have back in time for review at the October Board meeting. Board Members were asked to email her with any questions they would like asked.
 - Northway asked about engaging high school individuals as a part of the Internship Program Johnson discussed earlier. Johnson said yes he will be reaching out to high school individuals.
- #15-0815 **Moved by** Levis to go into closed session pursuant to Iowa Code Section 21.5(j) for the purpose of discussing the purchase of particular real estate where premature discussion could reasonably increase the price of the property.
Vote Yea: Levis, Johnson, Northway
- #15-0816 Meeting adjourned at 6:41 p.m.

	Date	September 9, 2015
	Agenda Item No. Roll Call No. Submitted by:	8 ACTION 15-0908 Douglas C. Romig Deputy Director

AGENDA HEADING:

Authorizing staff to proceed with construction design details for Easter Lake restoration and Easter Lake watershed improvements for an amount not to exceed \$19,070,000 and a commitment of \$3.2 million in Polk County Water & Land Legacy bonds.

SYNOPSIS:

Authorizing Polk County Conservation staff to proceed with contract bid documents for Easter Lake water quality improvements (Easter Lake restoration and Easter Lake watershed restoration) including but not limited to: fish rearing pond and spillway; dredging, grade control and drainage; dikes, jetties, fish habitat, shoreline restoration and outlet structure rehabilitation.

FISCAL IMPACT:

<u>Amount:</u>	Estimated Cost -	<u>\$19,070,000</u>
	Easter Lake Restoration estimate:	\$12,045,000
	Easter Lake Watershed Restoration estimate:	\$ 7,025,000

Funding Source: \$ 3.2 million; Polk County Water and Land Legacy
\$15.87 million; Other

ADDITIONAL INFORMATION:

One of the major elements of the Polk County Water & Land Legacy bond is improving water quality. Within the initial bond planning documents, \$1.7 million has been identified to leverage and support implementation of the Easter Lake master plan which includes improving water quality and reducing erosion within the lake in addition to reducing sediment deposits from up-stream. To date approximately \$300,000 has been expended on Easter Lake improvements leaving an available balance of \$1.4 million for the planned water quality work. In order to complete the basic elements of these plans an additional \$2.2 million is needed from the bond proceeds.

The current request before the Polk County Conservation Board (PCCB) is for authorization to proceed with the development and publication of construction plans and specifications for Easter Lake restoration (dredging, shoreline, fish habitat, etc.) and watershed restoration work along the streams feeding into the lake. Extensive work has been completed in development of the conceptual plans that includes identifying shoreline restoration work; dredging areas, improving habitat conditions and establishing a fish rearing pond. Upon Board approval, staff will work with our consultant and engineer to prepare bid documents and identify potential savings as it is expected to take two years under four separate contracts to complete all phases of this plan.

Polk County Conservation staff have been working with Mike McGhee, consultant (former Lake Restoration Coordinator with the Iowa Department of Natural Resources) and Snyder Engineering to generate the initial conceptual plans and are now seeking authorization to develop bid specifications for public letting.

The above referenced projects will be broken down into four separate construction contracts that do not include architectural and engineering fees which are noted in a lump sum under each major project category below:

Contract I includes: Fish rearing pond, gate value control, spillway, shoreline and erosion control improvements - \$561,000

Contract II includes: Water control structure, ditch checks and excavation work - \$376,000

Contract III includes: Dredge piping, dredging, debris removal, erosion control - \$6,465,000

Contract IV includes: Shoreline restoration, jetties and in-lake fish habitat. - \$2,610,000

The construction contract breakdown will allow Polk County Conservation to seek local bids, expedite renovation work and coordinate overall logistics related to the complete scope of work need to implement the water quality improvement projects.

Breakdown of the two major projects (Lake Restoration and Watershed Restoration)

Lake Restoration

Amount: **\$12,045,000**
 \$ 9,100,000 Construction
 \$ 1,765,000 Architectural, Engineering & Permits
 \$ 280,000 J.C. White Land Acquisition
 \$ 900,000 Contingency (10%)

Funding Source: **\$12,045,000**
 \$ 3,120,000 PCWLL bond
 \$ 8,925,000 Iowa DNR Lake Restoration Grants

Leverage impact: 26% PCCB and 74% IDNR

Watershed Restoration

Amount: **\$7,025,000**
 \$ 5,746,500 Construction
 \$ 500,000 Architectural, Engineering & Permits
 \$ 778,500 Contract Management and Monitoring

Funding Source: **\$7,025,000**
 \$ 469,000 PCWLL bond
 \$ 974,190 Iowa DNR Lake Restoration Grants
 \$ 2,275,310 EPA/DNR 319 Funding
 \$ 2,159,300 Local Government
 \$ 302,000 Iowa Department of Agriculture and Land Stewardship
 \$ 443,000 Natural Resources Conservation Service
 \$ 402,200 Landowners

Leverage Impact: 7% PCCB and 93% Other

Implementation of the complete Easter Lake Master Plan is estimated to cost approximately \$32.0 million. To date the following projects have been completed:

➤ Phase I and II of the Ackelson trail	\$2,350,000
➤ Covered Bridge restoration has been	\$ 62,714
➤ J.C. White property has been acquired for the lake dredging spoils	\$ 279,894
➤ Water quality improvement with installation of 1 of the 3 rain gardens	<u>\$ 50,000</u>
Total	\$2,742,608

Future work includes the following:

➤ Phase III of the Ackelson trail	\$ 2,100,000
➤ Watershed and lake quality improvements	\$19,069,000
➤ Easter Lake Lodge	<u>\$ 8,000,000</u>
Total	\$29,169,000

As staff prepares construction bid documents we will work with our consultant and engineering firm to value engineer and prioritize work elements within each contract to maximize the environmental benefits to Easter Lake.

PREVIOUS BOARD ACTION(S):

Date: October 10, 2012

Roll Call Number: N/A

Action: Authorizing staff to commit the necessary funds toward the partnership grant application (319 funding) related to the Easter Lake watershed project. **3 - Yeas / 2 Absent**

Date: May 14, 2003

Roll Call Number: N/A

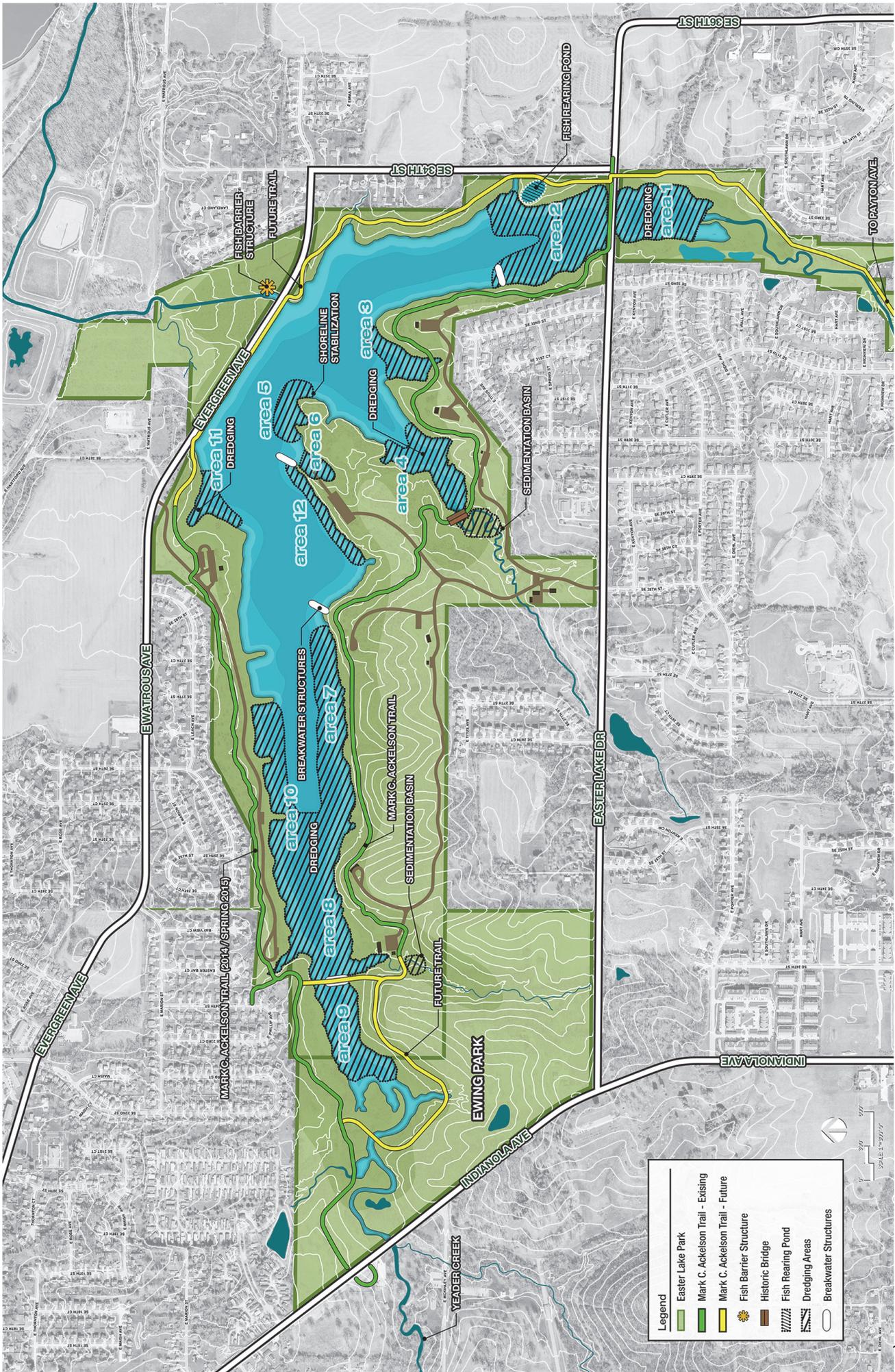
Action: Approved Easter Lake master plan and directed staff to bring back to the board within 60-days a 10 year implementation plan. **5 - Yeas / 0 Nay's**

RECOMMENDATION:

Authorizing Polk County Conservation Director or his designee to issue competitive bids for Easter Lake improvements and Easter Lake watershed improvements in an amount not to exceed \$19,070,000 and authorization to commit up to \$3.2 million of Agency funds towards said improvements.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at pccb_info@polkcountyiowa.gov or request to receive meeting notices and agendas by email by calling the office or sending their request via email to cynthia.lentz@polkcountyiowa.gov.

EASTER LAKE RESTORATION Master Plan



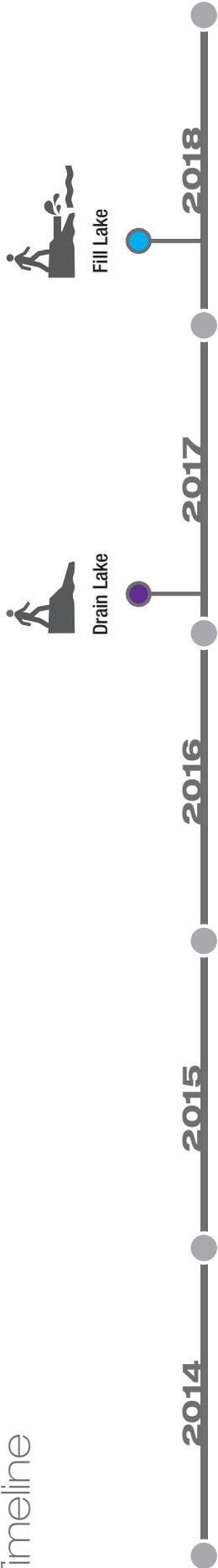
Legend

- Easter Lake Park
- Mark C. Ackelson Trail - Existing
- Mark C. Ackelson Trail - Future
- Fish Barrier Structure
- Historic Bridge
- Fish Rearing Pond
- Dredging Areas
- Breakwater Structures





RESTORATION Timeline



Spillway & Fish Rearing
Pond Drain Structure

Hydraulic Dredging

Construct Dredge Piping

DNR Fish Rehabilitation

Fish Restock

Shoreline Stabilization / Fish Habitat / Forebay Dikes

Yeader Creek Stabilization Project

Rainscape / Urban Construction

Woodland Restoration



	Date	September 9, 2015
	Agenda Item No. Roll Call No. Submitted by:	9 ACTION 15-0909 Douglas C. Romig Deputy Director

AGENDA HEADING:

Approving Procurement Policy for Polk County Conservation.

SYNOPSIS:

Approval of the revised Procurement Policy for Polk County Conservation employees identifying purchase limits and procurement authority.

FISCAL IMPACT: N/A

Amount:

Funding Source:

ADDITIONAL INFORMATION:

Polk County Conservation staff are going through our Administrative Manual and reviewing each Board Policy for relevance, clarity and functionality. Additionally, staff is developing internal procedures to aid current and new employees in understanding what is expected of them regarding implementation of Board adopted policies.

It is the staff recommendation that the Board adopts the Procurement Policy attached to this communication which establishes the purchasing threshold limits, identifies various processes based on type of procurement; authorizes key employees various procurement rights based on the cost of products or services; and establishes the Agency's disposition of used equipment and furnishings.

The Board Policy being requested for adoption is the first page of the packet. The following pages with the heading PROCUREMENT PROCESS is the procedure to further explain and provide examples for staff but is not a part of the policy being requested for Board approval.

PREVIOUS BOARD ACTION(S):

Date: March 13, 2013

Roll Call Number: N/A

Action: Approved Revisions to the 2011 approved policy.

RECOMMENDATION:

Approval of Polk County Conservation Procurement Policy effective immediately.

For more information on this and other agenda items, please Polk County Conservation Office at 515-323-5300 or visit the office (11407 NW Jester Drive, Granger, Iowa). Polk County Conservation Board agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at pccb_info@polkcountyiowa.gov or request to receive meeting notices and agendas by email by calling the office or sending their request via email to cynthia.lentz@polkcountyiowa.gov.

PROCUREMENT POLICY

PCC Approval 09/09/15

Dollar Amount	Process	Authority
\$0.01-\$100.00	Petty Cash	Field staff approved by Unit Manager and Unit Managers
\$100-\$5,000	Direct Pay (Charge accounts), No Quotes Required	Field staff approved by Unit Manager and Unit Managers
\$5,000-\$10,000	Written or fax quotes -- three recommended (two are required)	Unit Manager with budget approval by Accountant
\$10,000 +	Informal Competitive Quotes for equipment, supplies and services Three formal quotes recommended (two are required)	Unit Manager approved by Deputy Director/Director and PCCB approval.
Public Improvements		
\$10,000 - \$93,000	Informal Competitive Quotes Three formal quotes recommended (two are required)	Unit Manager approved by Deputy Director/Director and PCCB approval.
\$93,001 - \$135,000	Formal Competitive Quotes (Sealed Bids) Three formal quotes recommended two are required)	Unit Manager approved by Deputy Director/Director and PCCB approval.
Over \$135,000	Formal Competitive Quotes (Sealed Bids) Three formal quotes recommended (two are required) May require bid bond Official Publication published 4 - 45 days from date of bid opening and placed on PCC website Award of bid date shall be published and placed on PCCB agenda 4 - 20 days prior to the Board meeting date.	Unit Manager approved by Deputy Director/Director and PCCB approval.

Petty Cash:

Purchases using PCC cash on hand or personal funds with original receipt.

Direct Pay/No Quotes:

Supplies and materials less than \$5,000 purchased with PCC credit card or established charge account with original receipt.

Informal Competitive Quotes:

Use of Bid tabulation form detailing bid specifications, list of bidders and tabulation of returned bids with staff recommendation to Accountant.

Formal Competitive Quotes:

Sealed Bids/RFP's with deadline date and time; public bid opening and tabulation. May require architect/engineer specifications and bid bond. Published Notice and Public Hearing required for public improvements.

Threshold Adjustment:

Threshold limits shall be adjusted annually based on the Iowa Department of Transportation's *Bid and Quote Thresholds for Iowa Counties*.

Disposition of Real Property:

Disposal of real property shall be managed by Polk County Conservation employees following Polk County guidelines and reported to the Board on an as needed basis when disposition occurs.

PROCUREMENT PROCESS

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

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 project name; agency name; project ID number; date, time and location Bids can be picked up; contact information for bid packets; date/time sealed bids are due; public letting of bid responses indicating that the bids will be read aloud; and date of public hearing by the PCCB Board for bid award. Additionally, PCC shall post all bid projects in excess of \$50,000 on its website.

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

- Quotes/bids shall be submitted to the Accountant. Quotes/bids shall be scanned and maintained for three years.
- Documentation of rationale used for selections shall be submitted 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. Accountant shall be notified of all grant activity (application, approval notices, etc.)

IOWA & LOCAL PREFERENCE -

By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa. To qualify businesses with headquarters, or headquarters of its parent or holding company must reside within the corporate limits of Polk County, 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 \$25,000 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 \$25,000 shall be reviewed by PCCB Accountant.

DISPOSAL OF COUNTY PROPERTY -

Unit Managers shall work with Equipment Maintenance Superintendent on equipment disposals. The Equipment Superintendent shall maintain a list of equipment that goes to County auction and shall submit the list of equipment to the Administrative Supervisor to update PCC's inventory.

Disposal of property other than equipment shall be coordinated between the Unit Manager and Deputy Director.

THRESHOLD LIMITS ESTABLISHMENT

The procurement threshold limits shall automatically adjust annually upon the published Bid and Quote Thresholds for Counties by the Iowa Department of Transportation.

SUPPLIES/EQUIPMENT

Amount Levels	Process #	Prior Approval Requirements			
		Unit Manager	Accountant	Deputy / Director	PCCB
\$5,000 or Less	S&E-1	X			
\$5,000 - 10,000	S&E-2	X	X	X	
Greater than \$10,000	S&E-3	X	X	X	X

The following are guidelines for the purchase of supplies:

#S&E-1: \$5,000 OR LESS

- No quotes required; however compare prices as a careful consumer.
- Employee's responsibility to get unit manager's approval prior to purchase.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase; employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment

Examples: hand tools; cameras; chainsaws; outdoor power products; general office supplies; ladder; binoculars; tires; filters

#S&E-2: \$5,000 - \$10,000

- Obtaining three quotes recommended, two are required
- Bid requests shall be in written form (company letterhead/email/fax) Information about supply/equipment needs to be specific as it is the vendor's responsibility to quote accordingly.
- Request for purchase shall be made to the Accountant minimum of one week in advance of when purchase is made and shall include quote information
- Accountant shall present purchase request to Deputy Director/Director for approval and shall notify employee of action.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase; employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment
-

Examples: seed; chemicals; rock; some trailers; ATVs; snow blades

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

- To get a particular quality or feature(s) for a product, use an Invitation to Bid (ITB). ITB's are not required but is recommended. Deputy Director shall make the determination.
- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax) Information about supply/equipment needs to be specific as it is the vendor's responsibility to quote accordingly.
- Request for purchase shall be made to the Accountant minimum of two weeks in advance of when purchase would like to be made and shall include quote information.
- Accountant shall present purchase request to Deputy Director/Director for approval and shall notify employee of action.
- Upon Deputy Director/Director approval, item will be placed on PCCB's next monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Upon PCCB approval, Unit Manager or their designee shall obtain purchase order (PO) if invoice is not obtainable at time of purchase.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.
- For equipment purchases, Unit Manager or their designee shall complete inventory sheet along with copy of invoice to Administrative Supervisor immediately following purchase.

Examples: playground softfall material; vehicles; tractors; trail maintenance equipment; chippers

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

Service Contracts

An Invitation to Bidders may 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. Deputy Director shall make the determination. Examples of services that might go through the bid process: haying ground; refuse disposal; cleaning services.

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>

Contracts-Agreements (Includes Professional Consulting Services)

Less than \$10,000

- Request for professional consulting services shall be made to the Accountant a minimum of one week in advance of when services are needed along with documentation explaining rationale for selection.
- No Request For Qualifications or required.
- Accountant shall present request to Deputy Director/Director for approval and shall notify employee of action.
- Written contract required with Director's or their designee's signature.
- Original signed contract shall be submitted to Accountant.
- Invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting invoices promptly to Administration office for payment.

Greater than \$10,000

- Request for professional consulting services shall be made to the Accountant a minimum of two weeks in advance of when services are needed.
- Request For Qualifications (RFQ) may be issued - Deputy 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 is considered to be of special interest to vendors or the public - Deputy Director shall make the determination.
- Document rationale for selection and submit to Accountant.
- Upon Deputy Director/Director approval, item will be placed on PCCB's next monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting. Contract or agreement should be included if available.

- Unit Manager shall provide Accountant with contract/agreement prior to Board meeting when possible.
- PCCB Chair shall sign contracts or agreements unless Board authorizes designee through Board action.
- 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>

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

Procurement thresholds shall be updated annually and shall be based on the published Iowa Department of Transportation Bid and Quote Thresholds for Iowa Counties.

2015 Thresholds		Prior Approval Requirements			
Amount Levels	Process #	Unit Manager	Accountant	Deputy / Director	PCCB
Less than \$10,000	PI-1	X	X	X	
\$10,000 - \$93,000	PI-2	X	X	X	X
\$93,001 - \$135,000	PI-3	X	X	X	X
Greater than \$135,000	PI-4	X	X	X	X

#PI-1: LESS THAN \$10,000 (Informal Competitive Quotes)

- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax). Information about public improvement needs to be specific as it is the contractor's responsibility to quote accordingly.
- Request for use of funds for public improvement(s) shall be made to the Accountant minimum of two weeks in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.
- Obtain purchase order (PO) if invoice is not obtainable at time of purchase(s); employee's responsibility to get PO.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.
-

Examples: interpretive/informational signs; utility hookups; reroofing

#PI-2: \$10,000 - \$93,000 (Informal Competitive Quotes)

- Obtaining three quotes recommended, two are required.
- Bid requests shall be in written form (company letterhead/email/fax). Information about public improvement needs to be specific as it is the contractor's responsibility to quote accordingly.
- Request for use of funds for public improvement(s) shall be made to the Accountant minimum of one month in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.

- Upon Deputy Director/Director approval, project will be placed on PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Performance bond and payment bond necessary for projects over \$25,000.
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

Examples: picnic shelters; vault toilets; campground electrification

#PI-3: \$93,001 – \$135,000 (Formal Competitive Quotes - Sealed Bid)

- Obtaining three formal quotes recommended, two are required.
- Contractor's shall provide quotes based on description of work to be performed provided by PCCB, including the plans and specifications prepared by a licensed architect, landscape architect, or engineer, if applicable.
- Designate the time, place, and manner for filing quote.
- All bid projects in excess of \$50,000 shall be posted on the PCC's website.
- Projects proposed to be completed "in house" over #67,000 should be competitively bid.
- Request for use of funds for public improvement(s) shall be made to the Accountant a minimum of two months in advance of start of project and shall include quote information.
- Accountant shall present improvement request to Deputy Director/Director for approval and shall notify employee of action.
- Upon Deputy Director/Director approval, project will be placed on PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Performance bond and payment bond necessary for projects over \$25,000
- Retainage up to 5% of 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.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

Examples: larger shelters; shower buildings; trail bridge

#PI-4: Greater than \$135,000 (Formal Competitive Quotes - Sealed Bid)

- Licensed engineer, landscape architect or architect shall prepare plans, specs, and establish the estimated cost of the project.
- A Request for Qualifications (RFQ) may be issued when seeking these services, but is not required. Deputy Director shall make this determination.
- These fees are not statutorily part of the competitive bid/quote. Rationale for making selection shall be documented and submitted to Accountant.
- Deputy Director/Director approval of licensed engineer, landscape architect, or architect required. If approved, selection will be placed on the PCCB's monthly meeting agenda. Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Upon completion of the plans and specifications an Official Publication shall be published for the Request for Proposal (RFP) or ITB not less than 4 days nor more than 45 days from date sealed bids are due. Notification of intent to procure deliverables shall also be placed on the

PCC website and when possible direct delivered to potential responders via U.S. Postal Service or email.

- Awarding of bid date and date of public hearing shall be placed in the Official Publication.
- Contract award shall be held through a Public Hearing at a PCCB meeting. The Board will approve plans, specifications, form of contract documents and the engineer/architect's estimate and designating lowest responsible bidder.
- Notice of Public Hearing shall be published 4 to 20 days prior to the date of Board meeting.
- Public hearing and award of bid will be placed on the PCCB's monthly meeting agenda.
- Unit manager or their designee will prepare written information for the PCCB's meeting packet at least one week in advance of the date of the PCCB meeting.
- Performance bond and payment bond necessary for projects over \$25,000 for amount of project.
- Retainage of 5% of work completed governed by Chapter 573. Early release of retainage based on substantial completion.
- Minimum of 5% Bid Bond is required (not to exceed 10%)
- Consult with Polk County's Risk Management Department on Insurance Requirements for each project.
- Pack slip(s) and/or invoice(s) must be submitted to Unit Manager or their designee for approval and for proper expense coding.
- Unit Manager or their designee responsible for submitting pack slip(s) and/or invoices promptly to Administration office for payment.

Examples: administration buildings; bridges; trails; lake/river stabilization

Summary: State law, County and administrative policies combine and interact to create a sometimes, complex procurement system. Divisions are not expected to completely know or understand that system, and should rely on the PCC Accountant or Deputy Director for help. Feel free to contact Carol Ann at (515) 323-5368 or Doug Romig at (515) 323-5355.