



# BOARD MEETING

**November 14, 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 October 2012 expenditures.
- b) **Seasonal Employees:** approve the presented list of individuals for seasonal employment with Polk County Conservation.
- c) **Jester Park Equestrian Center, Added Service:** approve adding an "Exercising" service that would be available to Boarders at the Jester Park Equestrian Center at a cost of \$75/week that includes a minimum of exercising the horse three hours within a one week period and include care such as brushing the horse

- 3) Public Hearing: Yellow Banks Park, Mid American Energy Easement**
- 4) Budget, FY 2013-14 & FY 2014-15**
- 5) Polk County's Water and Land Legacy Bond Update**
- 6) Employee Introductions**

PUBLIC COMMENTS  
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 October 10, 2012. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

October 2012 expenditures have been e-mailed to the Board for review.

**STAFF RECOMMENDATION:** That the Board approve the PCCB/Enterprise Fund October 2012 expenditures.

### b) Seasonal Employees

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

| <u>Hire date</u> | <u>Name</u>    | <u>Position</u>    | <u>Area</u> | <u>Hourly rate</u> |
|------------------|----------------|--------------------|-------------|--------------------|
| 10/09/12         | Jayme Billings | Asst. Riding Inst. | JPEC        | \$11.33            |

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

### c) Jester Park Equestrian Center, Added Service

At times a Boarder is out of town or for some other reason cannot ride their horse for an extended period of time and has inquired about the equestrian center staff exercising their horse for them. For this reason, it is being proposed that a service for "exercising" a Boarder's horse during their absence be offered.

We propose charging \$75 for the "Exercising" service that would include: a minimum of exercising the horse three hours within a one week period; and include tender, loving, care (TLC) such as brushing the horse.

This rate would not be prorated for Boarders, meaning if a Boarder desires this service for less than a week, they still would be charged the \$75 fee; or if the

Boarder desires this service for more than a week, they would pay an additional \$75 for each week beyond the initial week.

**STAFF RECOMMENDATION:** That the Board approve adding an "Exercising" service that would be available to Boarders at the Jester Park Equestrian Center at a cost of \$75/week that includes a minimum of exercising the horse three hours within a one week period and include care such as brushing the horse.

### **3) Public Hearing: Yellow Banks Park, Mid American Energy Easement**

A public hearing will be held on the proposed easement conveyance to MidAmerican Energy Company for the purpose of installing a 10-foot by 1,835 foot underground electric line at the following described property:

Polk County Conservation-managed land known as Yellow Banks Park and property described as Lot 2 Battle Acres Plat 2, an Official Plat, now included in and forming a part of the city of Pleasant Hill, Polk County, Iowa, AND Southeast Quarter of the Northeast Quarter and Government Lots 1 and 2 found in Book 4501, Page 938 in Polk County Recorder's Office

**STAFF RECOMMENDATION:** That the Board determine that property described as Lot 2 Battle Acres Plat 2, an Official Plat, now included in and forming a part of the city of Pleasant Hill, Polk County, Iowa, AND Southeast Quarter of the Northeast Quarter and Government Lots 1 and 2 found in Book 4501, Page 938 in Polk County Recorder's Office is no longer necessary for park purposes or will not interfere with park purposes and forwarding the same on to the Polk County Board of Supervisors for the conveyance of easement to MidAmerican Energy Company for the purpose of installing a 10 foot by 1,835 foot underground electric line on PCCB managed property.

### **4) Budget, FY 2013-14 & FY 2014-15**

Attached is the proposed FY13/14 budget compared to the current FY12/13 budget. Additional information will be presented at the meeting for the proposed FY13/14 and FY14/15 budgets for discussion.

**STAFF RECOMMENDATION:** That the Board approves the submission of the proposed FY13/14 & FY14/15 budget requests to the County Board of Supervisors for consideration, and authorize the PCCB Director, with discretion, to adjust the budget if required.

### **5) Polk County's Water and Land Legacy Bond Update**

An update on Polk County's Water and Land Legacy Bond will be presented at the meeting and include the next steps in the process following the successful passage of the Bond in the general election November 6, 2012.

### **6) Employee Introductions**

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

The Polk County Conservation Board met in regular session on Wednesday, October 10, 2012. The meeting was called to order at 5:30 p.m.

### #1a – Roll Call

Board Present: Levis, Smith, McEnany  
Board Absent: Cataldo, Kurovski

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

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE SEPTEMBER 12, 2012 MEETING MINUTES AS WRITTEN. VOTE YEA: SMITH, LEVIS, MCENANY**

### #2 – Consent Agenda Item

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

- A) PCCB/ENTERPRISE FUND SEPTEMBER 2012 EXPENDITURES;**
- B) PRESENTED LIST OF INDIVIDUALS FOR SEASONAL EMPLOYMENT WITH POLK COUNTY CONSERVATION;**
- C) PRESENTED LIST OF PCCB ITEMS TO BE SOLD AT THE POLK COUNTY AUCTION ON OCTOBER 27, 2012;**
- D) SALARY ADJUSTMENT NOT TO EXCEED 4% OF HIS CURRENT SALARY OR THE APPROVED MAXIMUM SALARY FOR DENNIS CROWLEY;**
- E) PRESENTED REVISIONS TO THE HOLIDAY, HOURS OF WORK, AND POSITION STATUS DEFINITIONS SECTIONS OF THE PCCB EMPLOYEE MANUAL;**
- F) RESOLVING THAT THE BOARD APPROVES OF THE ADDITION OF ANY POLK COUNTY COMMUNITY THAT WISHES TO HAVE REPRESENTATION ON THE TRAILS AND GREENWAYS COMMITTEE (TAG) TO HAVE THAT OPPORTUNITY;**
- G) STAFF PUBLISHING NOTICE OF PUBLIC HEARING BEING HELD AT THE PCCB'S NOVEMBER 14, 2012 MEETING ON THE CONVEYANCE OF LAND AT**

**YELLOW BANKS PARK LOCATED NEAR THE BALL FIELDS FOR EASEMENT  
TO MIDAMERICAN ENERGY COMPANY.  
VOTE YEA: MCENANY, SMITH, LEVIS**

#3 – Four Mile Creek Watershed

Mark Land, Snyder and Associates, presented to the Board on the Four Mile Creek Watershed Study and the Watershed Management Authority.

#4 – Easter Lake Watershed

Director Parker gave a presentation on the Easter Lake Water Quality Management Plan.

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE AUTHORIZING STAFF TO COMMIT THE NECESSARY FUNDS TOWARD THE PARTNERSHIP GRANT APPLICATION (319 FUNDING) RELATED TO THE EASTER LAKE WATERSHED PROJECT AND IF THE GRANT IS SUCCESSFUL, APPROVE PARTICIPATION IN THE PROJECT AT A THREE YEAR COMMITMENT EQUAL TO APPROXIMATELY \$33,262.50 PER YEAR (5.4% OF GRANT TOTAL).  
VOTE YEA: LEVIS, MCENANY, SMITH**

#5 – Grant Update

Information was presented on two grants:

- 1) Water Trails Site Planning and Work Crew Assistance Grant - to get assistance from the Iowa DNR to design an approach to the siltation problems at the Yellow Banks boat ramp
- 2) Iowa Wildlife Diversity Grant – improve herptile habitat at the Sand Hill Unit of Chichaqua Bottoms Greenbelt

Information only.

#6 – Budget Update

David Jones, County Administrator, spoke on the County's budget process for FY 2013-2014.

Carol Ann Carlson, PCCB Accountant, spoke on status of PCCB's FY 2013-2014 budget process.

Information only.

#7 – Polk County’s Water and Land Legacy Bond Update

Director Parker gave brief update on the Bond Referendum.

#8 – Employee Introductions

PCCB employees Melissa Ritter, Accounting Clerk, and Dennis Crowley, Barn Manager, introduced and told a little about themselves to the Board.

PUBLIC COMMENTS  
FINANCIAL REPORTS  
DISCUSSION & REMARKS

ADJOURNNMENT

The meeting was adjourned at 7:05 p.m.

Prepared by: Cindy Lentz

**PROPOSED FY13/14 BUDGET COMPARED TO CURRENT FY12/13 BUDGET**

|                               | CURRENT<br>FY12/13 | PROPOSED<br>FY13/14 | EXPLANATION                                    |
|-------------------------------|--------------------|---------------------|--|
| <b>BUDGETED REVENUES</b>      |                    |                     |  |
| OPERATIONS (FUND 1)           | \$1,489,135        | \$971,400           | FY12/13 Grants \$768,285 no Grants in FY13/14  |
| REAP (FUND 26)                | \$103,000          | \$103,200           |  |
| ENTERPRISE (FUND 50)          | \$2,129,300        | \$501,000           | Trail Grants Revenue                           |
| GOLF COURSE (FUND 286)        | \$195,400          | \$204,400           |  |
| <b>TOTAL REVENUE BUDGET</b>   | <b>\$3,916,835</b> | <b>\$1,780,000</b>  |  |
| <b>BUDGETED EXPENSES</b>      |                    |                     |  |
| OPERATIONS (FUND 1)           | \$4,692,213        | \$4,235,693         | FY12/13 Grants \$500,993 no Grants in FY13/14  |
| BENEFITS (FUND 2)             | \$938,826          | \$969,871           |  |
| INSURANCE, ETC. (FUND 3)      | \$96,300           | \$96,300            |  |
| <b>SUB-TOTAL TARGET</b>       | <b>\$5,727,339</b> | <b>\$5,301,864</b>  | Tax support dollars                            |
| REAP (FUND 26)                | \$102,167          | \$170,275           |  |
| ENTERPRISE (FUND 50)          | \$2,763,200        | \$1,730,000         | \$230,000-Projects Exp. \$1,500,000-Trail Exp. |
| GOLF COURSE (FUND 286)        | \$7,500            | \$6,500             |  |
| <b>SUB-TOTAL</b>              | <b>\$2,872,867</b> | <b>\$1,906,775</b>  | Other Funding Sources                          |
| <b>TOTAL EXPENSE BUDGET</b>   | <b>\$8,600,206</b> | <b>\$7,208,639</b>  |  |
| <b>DECISION PACKAGE</b>       |                    |                     |  |
| OPERATIONS (FUND 1)           | \$0                | \$159,202           |  |
| BENEFITS (FUND 2)             | \$0                | \$56,521            |  |
| REAP (FUND 26)                | \$0                | (\$33,597)          |  |
| <b>TOTAL DECISION PACKAGE</b> | <b>\$0</b>         | <b>\$182,126</b>    |  |

**Originated 11/01/2012**

| Budget FY 13/14   | Total   | General           | REAP           | Enterprise     |
|---|---------|-------------------|----------------|----------------|
| <b>Beginning Balances 07-01-13</b>  |         | <b>Fund</b>       | <b>58,275</b>  | <b>461,000</b> |
| <b>Anticipated FY13/14 Income</b>   |         | <b>Operations</b> | <b>112,000</b> | <b>195,000</b> |
| <b>Funds Available for FY13/14</b>  |         | <b>357,022</b>    | <b>170,275</b> | <b>656,000</b> |
| <b>High Trestle Trail Legacy Fund (\$5,000/yr)</b><br>28E Agreement will start in FY12/13 for 5 years | 5,000   |                   | 5,000          |                |
| <b>EL/Yeader Creek Watershed (\$33,200/yr)</b><br>Match dollars will start in FY13/14 for 3 years     | 33,200  |                   | 33,200         |                |
| <b>40% of Naturalist salary</b><br>Joe Boyles Salary  | 33,597  |                   | 33,597         |                |
| <b>PCC Vehicles</b><br>Replace 3 vehicles   | 86,000  | 86,000            |                |                |
| <b>PCC Equipment</b><br>Trailer, mule, 2 mowers, ATV  | 72,500  | 72,500            |                |                |
| <b>Signage</b><br>All parks priority basis  | 12,000  |                   | 12,000         |                |
| <b>Hard Surface Road Repairs</b><br>All Parks   | 20,000  |                   |                | 20,000         |
| <b>Brown's Woods Trailhead</b><br>Proposed Match  | 105,000 | 105,000           |                |                |
| <b>CBG Observation Deck</b><br>Parking Lot, Trail, etc.   | 75,000  | 63,522            | 11,478         |                |
| <b>Yellow Banks Sewer Replacement</b><br>Residence, Shop & Dump Station                               | 30,000  | 30,000            |                |                |
| <b>CBG Freeland Property</b><br>Purchase  | 210,000 |                   |                | 210,000        |
| <b>Thomas Mitchell Park Campground</b><br>Replace Sewer Lagoon  | 75,000  |                   | 75,000         |                |
|   | 0       |                   |                |                |
|   | 0       |                   |                |                |
|   | 0       |                   |                |                |
|   | 0       |                   |                |                |

|                           |                |                |                |                |
|---------------------------|----------------|----------------|----------------|----------------|
| <b>EXPENDITURE TOTALS</b> | <b>757,297</b> | <b>357,022</b> | <b>170,275</b> | <b>230,000</b> |
|---------------------------|----------------|----------------|----------------|----------------|

Projected June 30, 2014 Balances

|          |          |                |
|----------|----------|----------------|
| <b>0</b> | <b>0</b> | <b>426,000</b> |
|----------|----------|----------------|

REVISED AFTER 10-15 Crew Meeting

### PRIORITIZED VEHICLES

| Priority | Vehicle                  | Miles   | Price  | Running<br>Total | Area  | Dr. Ref. |
|----------|--------------------------|---------|--------|------------------|-------|----------|
| 1        | 2000 GMC 2500 4X4        | 143,000 | 29,000 | 29,000           | NR/TM | Al       |
| 2        | 1998 GMC Sonoma          | 144,000 | 27,000 | 56,000           | EM    | George   |
| 3        | 2006 Ford F-150          | 123,000 | 30,000 | 86,000           | CMO   | Wayne    |
| 4        | 2000 Ford F-350 4X4      | 125,000 | 34,000 | 120,000          | FOR   | NR Fleet |
| 5        | 1998 GMC Jimmy           | 126,000 | 29,000 | 149,000          | CMO   | Fleet    |
| 6        | 1998 Dodge 1 Ton sr. trk | 113,000 | 37,000 | 186,000          | EM    | EM Fleet |
| 7        | 1998 Ford F-250 4X4      | 134,000 | 29,000 | 215,000          | NR/EL | NR Fleet |

- 1 will go to EC and replace 1996 Dodge 1500, 149,000 miles
- 2 will go to County auction
- 3 will go to CMO Fleet and replace the 1998 GMC Jimmy, Jimmy goes to auction
- 4 will go to County auction possible horse trailer pulling truck for EC
- 5 will go to County auction
- 6 will go to County auction
- 7 will go to EM and replace 1994 Ford Ranger loaner truck, 141,000 miles

### PRIORITIZED EQUIPMENT

| Priority | Equipment              | Hours | Price   | Running<br>Total   | Area |           |
|----------|------------------------|-------|---------|--------------------|------|-----------|
| 1        | 1984 Trailking Trailer | NA    | 25,000  | 25,000             | FOR  |           |
| 2        | 1999 Kawasaki Mule     | 2,300 | 15,000  | 40,000             | CH   |           |
| 3        | 2000 Toro Mower        | 4,250 | 12,000  | 52,000             | NR   |           |
| 4        | 1997 Toro Mower        | 3,120 | 12,000  | 64,000             | NR   |           |
| 5        | 1994 Honda 4-Trax      | 8,000 | 8,500   | 72,500             | PAU  |           |
| 6        | 1985 Kubota Gen. A5000 | NA    | 3,200   | 75,700             | NR   | wish list |
| 7        | 1999 Starlite Trailer  | NA    | 2,500   | 78,200             | PAU  | wish list |
| 8        | 2006 ASV Skidloader    | 2,900 | 95,000  | 173,200            | FOR  |           |
| 9        | new equipment purchase | NA    | 50/145K | 223,200 to 318,200 |      |           |

- 1 rusted, safety issue, needs to go!
- 2 Kaw. Mule rough shape, housed at Chichaqua
- 3 we have to get going on phasing these mowers out, lots of hours and high maint. costs
- 4 we have to get going on phasing these mowers out, lots of hours and high maint. costs
- 5 used from Army Corp. on a drug seizure, needs replaced
- 6 alot of engine parts are now obsolete on this generator, needs to go
- 7 axle bent, age, rusty, safety issue
- 8 ASV takes a beating, (not intentional) extremely important machine, hrs. high, down time increasing

Notes:

- #3 & 4 With the costs of the Toro's mowers going up; we are looking at lower cost z-mowers and the fact that they're very cost effective maintenance wise. We can practically buy 2 to 1.  
We demoed one at EL this week, looks promising, maint. history on ExMmark mowers are good.
- #8 On ASV purchase, the price of a new ASV could vary tremendously; based on trade value a year from now, also where government pricing will be; could be \$75,000 with trade.
- #9 Wayne needs a single axle dumptruck w/edge rudder \$70,000, a skidloader (new) \$48,000, skidloader trailer \$8,000, mini-excavator \$52,000.  
Mark D. needs a dedicated Forestry mower \$145,000, a skidloader stumper \$10,000,  
Depending on \$ available, #9 has to be decided on Mark D. and Wayne's priority's

# 2012- 2013 Revenue Budget

- as of 10/31/12 (33.33% of budget year expired)

| UNIT #                            | UNIT                     | Revenue Budget      | Total Revenues Received | Balance Due         | %            |
|-----------------------------------|--------------------------|---------------------|-------------------------|---------------------|--------------|
| <b>General - Fund 1</b>           |                          |                     |                         |                     |              |
| 0213                              | Equipment                | \$ 3,000            | \$ -                    | \$ 3,000            | 0.0%         |
| 6006                              | Environmental Ed         | \$ 55,800           | \$ 6,678                | \$ 49,122           | 12.0%        |
| 6009                              | Natural Resources        | \$ 109,922          | \$ 24,311               | \$ 85,611           | 22.1%        |
| 6101                              | Administration           | \$ 99,820           | \$ 44,978               | \$ 54,842           | 45.1%        |
| 6103                              | Community Outreach       | \$ -                | \$ -                    | \$ -                | 0.0%         |
| 6104                              | Conservation Grants      | \$ 500,993          | \$ 119,638              | \$ 381,355          | 23.9%        |
| 6110                              | Parks Advocacy Unit      | \$ 383,100          | \$ 171,294              | \$ 211,806          | 44.7%        |
| 6119                              | Construction/Maint.      | \$ 5,000            | \$ -                    | \$ 5,000            | 0.0%         |
| 6124                              | Equestrian Center        | \$ 325,500          | \$ 97,834               | \$ 227,666          | 30.1%        |
| <b>Sub-Total - General Fund 1</b> |                          | <b>\$ 1,483,135</b> | <b>\$ 464,733</b>       | <b>\$ 1,018,402</b> | <b>31.3%</b> |
| <b>REAP - Fund 26</b>             |                          |                     |                         |                     |              |
| 0211                              | Resource Enhancement     | \$ 103,000          | \$ 7,056                | \$ 95,944           | 6.9%         |
| <b>Reserve - Fund 50</b>          |                          |                     |                         |                     |              |
| 0210-0214                         | Trails, Special Projects | \$ 2,129,300        | \$ 207,980              | \$ 1,921,320        | 9.8%         |
| <b>Grand Total - Conservation</b> |                          | <b>\$ 3,715,435</b> | <b>\$ 679,769</b>       | <b>\$ 3,035,666</b> | <b>18.3%</b> |

Effective 10/01/12 the CGB Haying Operations that were in Unit 6011 have been transferred to fund 301 (Donations) which is protected and carries over each month and at fiscal year end. It will no longer show up on the Revenue and Expense reports.

# 2012- 2013 Expense Budget

- as of 10/31/12 (33.33% of budget year expired)

| UNIT #                               | UNIT                            | Expense Budget      | Total Expended      | Balance Remaining   | % Expended   |
|--------------------------------------|---------------------------------|---------------------|---------------------|---------------------|--------------|
| <b>General - Fund 1</b>              |                                 |                     |                     |                     |              |
| 0213                                 | Equipment                       | \$ 97,800           | \$ 63,197           | \$ 34,603           | 64.6%        |
| 6006                                 | Environmental Ed                | \$ 360,707          | \$ 130,708          | \$ 229,999          | 36.2%        |
| 6009                                 | Natural Resources               | \$ 688,628          | \$ 259,272          | \$ 429,356          | 37.7%        |
| 6101                                 | Administration                  | \$ 758,867          | \$ 304,074          | \$ 454,793          | 40.1%        |
| 6103                                 | Community Outreach              | \$ 198,621          | \$ 65,475           | \$ 133,146          | 33.0%        |
| 6104                                 | Conservation Grants             | \$ 768,285          | \$ 614,275          | \$ 154,010          | 80.0%        |
| 6110                                 | Parks Advocacy Unit             | \$ 453,343          | \$ 168,495          | \$ 284,848          | 37.2%        |
| 6119                                 | Construction/Maint.             | \$ 958,813          | \$ 387,484          | \$ 571,329          | 40.4%        |
| 6124                                 | Equestrian Center               | \$ 382,149          | \$ 148,084          | \$ 234,065          | 38.8%        |
| <b>Sub-Total - General Fund 1</b>    |                                 | <b>\$ 4,667,213</b> | <b>\$ 2,141,063</b> | <b>\$ 2,526,150</b> | <b>45.9%</b> |
| <b>General Supplemental - Fund 2</b> |                                 |                     |                     |                     |              |
| All Units                            | Benefits (IPERS/FICA/Ins, Etc.) | \$ 938,826          | \$ 319,509          | \$ 619,317          | 34.0%        |
| <b>Risk Management - Fund 3</b>      |                                 |                     |                     |                     |              |
| 6100                                 | Insurance,Med., Work. Comp.     | \$ 96,300           | \$ 76,084           | \$ 20,216           | 79.0%        |
| <b>REAP - Fund 26</b>                |                                 |                     |                     |                     |              |
| 0211                                 | Resource Enhancement            | \$ 102,167          | \$ 61,999           | \$ 40,168           | 60.7%        |
| <b>Reserve - Fund 50</b>             |                                 |                     |                     |                     |              |
| 0210-0214                            | Trails, Special Projects        | \$ 2,763,200        | \$ 333,057          | \$ 2,430,143        | 12.1%        |
| <b>Grand Total - Conservation</b>    |                                 | <b>\$ 8,567,706</b> | <b>\$ 2,931,712</b> | <b>\$ 5,635,994</b> | <b>34.2%</b> |