

**Chariton Valley Planning & Development Council of Governments Board Meeting  
Wednesday, March 20, 2013 @ 12:30 p.m.  
Chariton Valley Planning & Development Office, Centerville, Iowa**

Agenda

(Agenda is subject to change at any time)

1. Roll Call
  - a. Present: Dean K, Denny R, Larry D, John H, Bill A, Nichole M, Julie P
  - b. Absent:
  - c. Visitors:
2. Approve agenda items
3. Approve meeting minutes
  - a. February 20, 2013 – (Chairman & Secretary signs)
4. Financials
  - a. Current Bank statement and balance
  - b. Loan
  - c. Bills/Payroll/Deposits (board signs)
  - d. Bank Reconciliation (Treasurer signs)
5. New Business –
  - a. Purchase of Building – update
    - i. Abstract
  - b. IDOT update
    - i. Cost Allocation Plan
    - ii. Program update for verification of payments
  - c. Project updates
    - i. City of Centerville- Davis-Bacon proposal & EDSA application
    - ii. City of Corydon – HSG application
    - iii. CVTPA – payment from 10-15 Transit
6. Other Business
  - a. FY12 Audit- update- letter requesting extension
  - b. FY13 Audit – Proposal from TD&T Financial
  - c. Board Discussion
  - d. Any other business
7. Closed Session- (if needed)
  - a. Per Iowa Code Section 21.5 (1)(a)
8. Next Meeting
9. Adjourn

DRAFT- Final board approval will be needed at next meeting.

## **Chariton Valley Planning and Development Council of Governments**

Meeting Minutes of February 20, 2013; at 12:30 PM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dennis Ryan, Dean Kaster, Bill Alley, John Hamilton, Larry Davis, Nichole Moore and Julie Pribyl

Absent: None

Guest: None

### ***Approval of Agenda:***

Ryan made motion to approve agenda, Hamilton seconded. All in favor

The agenda was approved unanimously as presented.

### ***Approval of Minutes:***

Ryan made motion to approve the minutes for January 16, 2013, as presented. Davis seconded. Roll

Call: Ryan-yes, Hamilton-yes, Alley – abstain, Davis-yes, Kaster-yes Motion passed.

### ***Review of Financial Reporting:***

Bank statement for January was presented with a balance of \$ 41,733.73. Ryan made motion to accept the balance as presented on statement. Hamilton seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 14,136.15. Hamilton made motion to approve bills/payroll as presented. Ryan seconded. All in favor.

Deposits were presented in the amount of \$ 3,164.82. Hamilton made motion to accept the deposits as presented. Ryan seconded. All in favor.

Line of Credit was shown with balances of \$ 71,885.71 for note ending 0531 and \$ 0.00 for note ending 1302. Hamilton made motion to accept the update on balances. Ryan seconded. All in favor.

The board also reviewed the bank reconciliation report as presented for January 2013, along with the Profit & Loss report for July through January 2013. Davis made motion to accept reports as presented. Hamilton seconded. All in favor.

Moore requested pay of comprehensive time for 80 hours. Alley made motion to approve request. Ryan seconded. All in favor.

**Summary of Meeting:**

New Business:

Alley made motion to keep officers at same position. Hamilton seconded. All in favor.

Dean Kaster, Chairperson

Larry Davis, Vice-Chairperson

Denny Ryan – Treasurer

Moore gave an update on the status of purchase of building. Abstract was sent to Centerville Abstract to be brought up to date. Once completed this will be sent to Attorney Shannon Woods for review and completion of Title Opinion. After that is completed, information will be sent to First Iowa State Bank in Albia for final review and acceptance for funding completion. Final purchase will need to be done by end of April when current lease agreement expires. Alley wanted on record as stating that Wayne County disapproves the purchase of building and the expense of this. They feel that the county should not own property or have an expense in another county.

Moore provided the board with an update on the status of COG assistance with IARC. She reported that the request was completed with an attachment letter from attorney status of conversions with IEDA about the situation. This request was given to IARC at last directors meeting for submission. No word on any further questions as this time.

Moore stated that she was waiting to finalize plans for NADO conference until after meeting with IDOT. This was done last week, and will make arrangements for travel.

IDOT meeting was held on February 14, 2013 in Ames with IDOT members along with Dean Kaster, Denny Ryan, Nichole Moore and Julie Pribyl to go over program funding and reimbursement requirements with them. Moore explained that there were 3 previous programs under former director that there were some concerns and that CVPD is working on compiling supporting documentation to submit to IDOT/FHWA to support the reimbursement requests. There is a possibility of a repayment amount but at this time this is undetermined. Moore will work with attorney to get final information compiled to complete a request to accept a portion of former director's expenses and time. Moore also explained that the cost allocation is almost ready for approval. She has been working with both IDOT and CRI to get information compiled. Once this is approved IDOT will release planning reimbursement requests for payment.

Board reviewed a Per Diem policy as presented by director. Davis made motion to accept policy as presented. Hamilton seconded. All in favor.

Board reviewed a Write-Off policy as presented by director. Davis made motion to accept policy as presented. Hamilton seconded. All in favor.

DRAFT- Final board approval will be needed at next meeting.

Current project updates were given.

Moore gave update that FY12 audit has been completed and exit interviewed done. Final report is expected to be released by end of March from State Auditor's office. Moore also said that she is working on getting information ready for FY13 audit.

Board discussion was held on board minutes. Alley stated that he has requested previous minutes on meetings that he has not been present. He would like to have board minutes as soon as possible so that the Wayne County BOS can be provided an update of our organization. Moore will need to send out DRAFT minutes to members. Official minutes will not be sent out until after board reviews and approves at next meeting.

The next meeting was set for Wednesday, March 20, 2013 at 12:30 pm. Location will be at the CVPD office.

Davis made motion to adjourn, Hamilton seconded. All in favor.

Respectfully submitted,

Nichole L. Moore, Executive Director





Previous Statement Transactions on REGULAR CHECKING XX1347 \$29,034.66 as of March 05, 2013

Date	Check Number	Description	Debit	Credit	Balance
02/01/2013		IA REV PAY IA DEPT OF REV TXP*0450563445001*205*20121231*R*0000090400*30140052	904.00		40,829.73
02/01/2013	7356	CHECK	68.58		40,761.15
02/04/2013	7353	CHECK	1,125.25		39,635.90
02/04/2013	7355	CHECK	500.00		39,135.90
02/05/2013	7343	CHECK	48.84		39,087.06
02/05/2013	7358	CHECK	139.95		38,947.11
02/05/2013	7361	CHECK	160.35		38,786.76
02/06/2013	7357	CHECK	425.00		38,361.76
02/11/2013		00050055 INTERNET PAYMENT TO 7270810531 ON 2/11/13 AT 10:36	875.65		37,486.11
02/13/2013		DEPOSIT		52.23	37,538.34
02/13/2013		IPERS PAYROLL 00352	879.22		36,659.12
02/13/2013	7359	CHECK	248.09		36,411.03
02/14/2013	7363	CHECK	1,143.49		35,267.54
02/15/2013		IRS USATAXPYMT 270344643910564	1,421.92		33,845.62
02/15/2013	7362	CHECK	1,125.23		32,720.39
02/15/2013	7364	CHECK	387.94		32,332.45
02/15/2013	7365	CHECK	442.17		31,890.28
02/15/2013	7366	CHECK	500.00		31,390.28
02/15/2013	7370	CHECK	153.47		31,236.81
02/19/2013	7369	CHECK	202.16		31,034.65
02/19/2013	7374	CHECK	221.00		30,813.65
02/20/2013	7367	CHECK	500.00		30,313.65
02/20/2013	7371	CHECK	48.29		30,265.36
02/26/2013	7373	CHECK	117.11		30,148.25
02/28/2013	7368	CHECK	9.63		30,138.62


**Transaction Search Results for COMMERCIAL XXXXXX0531 \$71,262.64 as of March 05, 2013**

Date	Description	Amount	Principal	Interest	Balance
07/02/2007	ADDITIONAL ADVANCE				
08/09/2007	ADDITIONAL ADVANCE	70,000.00	70,000.00		70,000.00
10/15/2007	ADDITIONAL ADVANCE	36,000.00	36,000.00		106,000.00
11/15/2007	ADDITIONAL ADVANCE	40,000.00	40,000.00		146,000.00
12/21/2007	ADDITIONAL ADVANCE	54,000.00	54,000.00		200,000.00
01/25/2008	MANUAL EXTENSION FEE				200,000.00
02/29/2008	REGULAR PAYMENT	4,144.59		4,144.59	200,000.00
03/05/2008	PRINCIPAL ONLY PAYMENT	50,000.00	50,000.00		150,000.00
03/13/2008	PRINCIPAL ONLY PAYMENT	40,000.00	40,000.00		110,000.00
04/24/2008	LOAN EXTENSION	72,455.97	69,953.46	2,502.51	40,046.54
10/30/2008	LOAN EXTENSION	1,524.01	46.54	1,477.47	40,000.00
12/31/2008	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				40,000.00
12/31/2008	MANUAL EXTENSION FEE				40,000.00
01/14/2009	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				40,000.00
01/14/2009	LOAN EXTENSION	484.10			40,000.00
03/04/2009	PRINCIPAL ONLY PAYMENT	10,000.00	10,000.00		30,000.00
03/26/2009	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				30,000.00
03/26/2009	CHANGE IN TERMS				30,000.00
04/02/2009	PRINCIPAL ONLY PAYMENT	644.18	644.18		29,355.82
05/12/2009	ADDITIONAL ADVANCE	7,000.00	7,000.00		36,355.82
05/14/2009	ADDITIONAL ADVANCE	11,500.00	11,500.00		47,855.82
05/26/2009	ADDITIONAL ADVANCE	12,000.00	12,000.00		59,855.82
07/21/2009	ADDITIONAL ADVANCE	13,000.00	13,000.00		72,855.82
08/04/2009	ADDITIONAL ADVANCE	9,000.00	9,000.00		81,855.82
08/19/2009	ADDITIONAL ADVANCE	5,000.00	5,000.00		86,855.82
10/01/2009	LOAN EXTENSION	2,852.11	12.74	2,839.37	86,843.08
10/13/2009	ADDITIONAL ADVANCE	10,000.00	10,000.00		96,843.08
12/07/2009	ADDITIONAL ADVANCE	16,000.00	16,000.00		112,843.08
01/19/2010	ADDITIONAL ADVANCE	20,000.00	20,000.00		132,843.08
02/02/2010	ADDITIONAL ADVANCE	25,000.00	25,000.00		157,843.08
03/29/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		167,843.08
03/31/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				167,843.08
03/31/2010	LOAN EXTENSION	4,309.64			167,843.08
04/15/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		177,843.08
04/30/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		187,843.08
05/25/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		197,843.08
06/07/2010	ADDITIONAL ADVANCE	2,156.92	2,156.92		200,000.00
08/20/2010	REGULAR PAYMENT	11,666.11	6,342.24	5,323.87	193,657.76
09/29/2010	LOAN EXTENSION	1,512.12			193,657.76
09/30/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				193,657.76
03/08/2011	REGULAR PAYMENT	10,000.00	3,951.52	6,048.48	189,706.24
03/30/2011	INTEREST ONLY PAYMENT	851.72			189,706.24
08/11/2011	REGULAR PAYMENT	19,171.00	14,245.79	4,925.21	175,460.45
08/17/2011	REGULAR PAYMENT	9,585.50	9,380.00	205.50	166,080.45
09/27/2011	REGULAR PAYMENT	19,171.00	17,841.79	1,329.21	148,238.66
10/21/2011	00622268 INTERNET PAYMENT FROM 781347 ON 10/21/11 AT 12:00	29,585.50	28,891.02	694.48	119,347.64
12/16/2011	00638298 INTERNET PAYMENT FROM 781347 ON 12/16/11 AT 10:49	9,585.50	8,280.86	1,304.64	111,066.78
03/02/2012	00722530 INTERNET PAYMENT FROM 781347 ON 3/02/12 AT 10:56	13,736.20	12,066.78	1,669.42	99,000.00
04/09/2012	00085762 INTERNET PAYMENT FROM 781347 ON 4/09/12 AT 13:32	8,318.55	7,584.19	734.36	91,415.81
05/16/2012	00339919 INTERNET PAYMENT FROM 781347 ON 5/16/12 AT 13:42	1,772.70	1,112.44	660.26	90,303.37
07/16/2012	00045694 INTERNET PAYMENT FROM 781347 ON 7/16/12 AT 10:37	12,000.00	10,924.71	1,075.29	79,378.66

07/17/2012	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				79,378.66
07/17/2012	LOAN EXTENSION	4,378.66	4,378.66		75,000.00
08/14/2012	00151684 INTERNET PAYMENT FROM 781347 ON 8/14/12 AT 8:47	875.65	450.22	425.43	74,549.78
09/10/2012	00056006 INTERNET PAYMENT FROM 781347 ON 9/10/12 AT 11:59	875.60	482.69	392.91	74,067.09
10/04/2012	00482722 INTERNET PAYMENT FROM 781347 ON 10/04/12 AT 12:19	875.65	528.66	346.99	73,538.43
11/15/2012	00465350 INTERNET PAYMENT FROM 781347 ON 11/15/12 AT 15:02	875.65	272.74	602.91	73,265.69
12/03/2012	00031694 INTERNET PAYMENT FROM 781347 ON 12/03/12 AT 8:56	875.65	618.22	257.43	72,647.47
01/04/2013	00669719 INTERNET PAYMENT FROM 781347 ON 1/04/13 AT 16:24	875.65	421.86	453.79	72,225.61
02/11/2013	00050055 INTERNET PAYMENT FROM 781347 ON 2/11/13 AT 10:36	875.65	339.90	535.75	71,885.71
03/01/2013	Loan payment	875.65	623.07	252.58	71,262.64



Chariton Valley Planning & Development Council – Bills/Payroll

February 28, 2013

Bill/Payment To	General Ledger	Job Type	Amount	Check
Payroll – Nichole Moore	4010	Split	\$ 1,143.49	7363
Payroll- Julie Pribyl	4020	Split	\$ 1,125.23	7362
Payroll – Nichole Moore	4010	Split-	\$ 1,143.49	7376
Payroll – Nichole Moore	4010	Split- comp hours	\$ 1,143.51	7377
Payroll- Julie Pribyl	4020	Split	\$ 1,125.23	7375
Nichole Moore-Reimb.		201	\$ 117.11	7373
Julie Pribyl – Reimb.		104	\$ 48.29	7371
Julie Pribyl-Reimb.		101,102,103,104,105,106	\$ 134.31	7381
Nichole Moore – Reimb.		101,102,103,104,105,106,201	\$ 141.98	7383
Nichole Moore-Health	4430		\$ 500.00	7367
Julie Pribyl – Health	4430		\$ 500.00	7366
Commercial Resources	4510	Monthly invoice	\$ 425.00	7379
Mediacom	4830	Monthly invoice	\$ 139.95	7382
Alliant Energy	4910	Monthly invoice	\$ 387.94	7364
Card Services	5120	104,106,201	\$ 153.47	7370
Bill Henderson	6040	Building maintenance	\$ 60.00	7378
Windstream	4810	Monthly invoice	\$ 202.16	7369
Shannon J. Woods, attny	4530		\$ 221.00	7374
Wash-Éclair	6040	Building maintenance	\$ 9.63	7368
National Assoc. of Dev.		101,102,103,104,105,106	\$ 500.00	7372
Ad-Express/Daily lowegn		201	\$ 30.10	7380
Bailey Office Equipment	4730		\$ 442.17	7365
US Cellular	4820	Monthly invoice- February	\$ 160.35	7385
Staples	5010	Supplies	\$ 228.31	7384
First IA State Bank	7010,7020	Loan Payment	\$ 875.65	EFT
IPERS			\$ 879.00	EFT
IRS payment-941			\$ 1,421.92	EFT
<b>Total Bills/Payroll</b>			<b>\$ 13,259.29</b>	

Approved Date: \_\_\_\_\_

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Dean Kaster, Chairperson

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Larry Davis, Vice-Chair

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Dennis Ryan, Treasurer

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Billy Joe Alley, Director

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John Hamilton, Director

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Nichole L. Moore, Executive Director



Chariton Valley Planning & Development Council - Deposits

February 28, 2013

Deposit From	Ledger	Job Type	Services For	Date	Amount
John Hamilton	3090		Holiday Party	02/11/2013	\$ 52.23
<b>Total Deposit</b>					<b>\$ 52.23</b>

Approved Date: \_\_\_\_\_

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Dean Kaster, Chairperson

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Larry Davis, Vice-Chair

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Dennis Ryan, Treasurer

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Billy Joe Alley, Director

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John Hamilton, Director

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Nichole L. Moore, Executive Director