

## **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.

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