

Chariton Valley Planning and Development Council of Governments

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

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dennis Ryan, Dean Kaster, Bill Alley, Nichole Moore and Julie Pribyl

Absent: Larry Davis, John Hamilton

Guest: None

Approval of Agenda:

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

The agenda was approved unanimously as presented.

Approval of Minutes:

Alley made motion to approve the minutes for February 20, 2013, as presented. Ryan seconded. All in favor.

Review of Financial Reporting:

Bank statement for February was presented with a balance of \$ 30,138.62. Alley made motion to accept the balance as presented on statement. Ryan seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 13,259.29. Ryan made motion to approve bills/payroll as presented. Alley seconded. All in favor.

Deposits were presented in the amount of \$ 52.23. Ryan made motion to accept the deposits as presented. Alley seconded. All in favor.

Line of Credit was shown with balances of \$ 71,262.64 for note ending 0531 and \$ 0.00 for note ending 1302. Ryan made motion to accept the update on balances. Alley seconded. All in favor.

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

Summary of Meeting:

New Business:

Moore gave update on the status of the building purchase and loan. Abstract has been brought up and sent to attorney for title opinion to be completed. Once this is done title opinion and information will be forwarded to First Iowa State Bank for processing on new building loan and closeout documentation. Should be able to close on property next month if all completed.

Moore stated that she is still working with IDOT on the completion and approval of the cost allocation plan. It is close to being completed and hopes to have this within the next week. It is important that this be done ASAP to get payment reimbursements back for planning services. Once approved Moore will complete the 4th qtr request for FY12 planning and the 1st, 2nd, & 3rd qtrs for FY13 planning for CVTPA.

Program updates were also given by Moore and Pribyl on what they have completed and sent back to IDOT per their request to finalize the 3 programs that were being audited. No more word on what the status of this is at this point. They are hoping to get the amount questioned down significantly. Then the next item will be the letter that was just received regarding the planning elements for CVTPA for FY07-12. Moore and Pribyl have been asked to collect as much documentation from files to forward to IDOT for review and acceptance. This documentation will support what was previous requested for payments. Updates will be given if there are additional items or concerns.

Moore gave updates on projects. Submitted a proposal to City of Centerville for possible work on Davis-Bacon project, and work on the new EDSA application that is being submitted for new business Shark Fin Shears in Centerville. Moore also stated that they City of Corydon contacted CVPD with possible assistance in writing new housing grant next deadline. 10-15 Transit also approved payment for outstanding and current regional match for transportation planning. City of Ottumwa sent check. Moore will give update to RPA-17 on good news.

Update on the FY12 audit was presented. Moore stated that she received word that an extension was needed in order to complete our audit. Moore sent request up to State of Iowa Auditor's office and was granted this request. It is expected that audit will be completed and ready for filing in April. Moore also provided proposal from TD&T Financial on completion and submission of FY13 audit. Ryan made motion requesting that she follow-up with other independent auditors for same work. Alley seconded. All in favor. This will be done asking for information before next meeting.

No other board discussion or closed session needed.

The next meeting was set for Wednesday, April 17, 2013 at 12:30 pm. Location will be at the CVPD office.

Alley made motion to adjourn, Kaster seconded. All in favor.

Respectfully submitted,

Nichole L. Moore, Executive Director