

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

Meeting Minutes of June 26, 2013; at 12:00 PM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

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

Absent: Bill Alley

Guest: None

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

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

The agenda was approved unanimously as presented.

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

Hamilton made motion to approve the minutes for May 29, 2013, as presented. Davis seconded. All in favor.

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

Bank statement for May was presented with a balance of \$ 35,696.21. Davis 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 \$ 39,681.86. Ryan made motion to approve bills/payroll as presented. Hamilton seconded. All in favor.

Deposits were presented in the amount of \$ 49,943.00. Ryan made motion to accept the deposits as presented. Davis seconded. All in favor.

Commercial Loan ending #0531 was shown with balances of \$ 54,893.66 and \$ 0.00 for note ending 1302. Davis made motion to accept the update on balances. Ryan seconded. All in favor.

Mortgage Loan was shown with a balance of \$ 25,166.36. Davis made motion to accept the update on balances. Ryan seconded. All in favor.

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

Review of Final FY14 Budget. Board discussed salaries for both Nichole Moore and Julie Pribyl for fiscal year 2014. Davis made motion to set Nichole Moore, Executive Director Salary at \$ 43,000 and Julie Pribyl, Program Support Specialist at \$ 40,530. Hamilton seconded motion. All in favor. Rest of budget will remain same.

***Summary of Meeting:***

**New Business:**

Board and staff reviewed the updated Employee Handbook. Hamilton made motion to approve update and have signed. Ryan seconded. All in favor. Both Nichole and Julie signed along with all board members present the updated handbook.

Moore provided an update on the IDOT programming and planning balances. She explained that she and Julie sat down with DOT representative on June 19<sup>th</sup> to review our organization and the planning elements required by them. Also discussed what was happening with the outstanding balance concerns with FHWA and FTA. The informational letter that provided to CVPD from IDOT requesting funding to be paid back was compiled and submitted to the insurance company and attorney for review and possible payment on this. Additional information may be needed; Moore will present that to those authorities that need this to approve the request. She is working with Shannon Woods, Attorney to get this completed for CVPD. Moore also explained DOT is working with CVPD to make this sure that this return payment doesn't cause financial concerns for CVPD. Total amount request from DOT is \$ 530,434.77 for both planning and programming concerns. This amount is now down to \$303,000 due to the information that staff has provided to verify work completed. This amount along with CVPD invoice for additional expenses was submitted to the insurance company. More information will be provided to the board once received.

Project updates were given for organization. At this time staff is working on numerous projects including Allerton and Seymour Housing Rehabilitation, Seymour and Moulton Sanitary Sewer Improvements, assisting on the purchase of the Cincinnati and Mystic School Buildings to the communities. City of Lovilia Emergency Plan and work with ADLM Emergency Management Coordinator Mike Lamb and Wayne County Bill Burns on other communities that may need this same plan. Moore also assisted the City of Centerville in the interview process of the new city administrator, CVTPA update on planning elements that include APNC, Lucas Co. Trails meeting and other trails meetings.

Other business included start of the FY13 audit with TD&T. This will start Monday, July 15 and go to July 17<sup>th</sup>. Also, Shannon Woods, Attorney at Law sent letter to CVPD letting us know that she is relocating her office to Indianola. She requested that the board decide if they would like to stay with her or find other counsel. Board discussed and decided to stay with Woods as legal counsel. Davis made motion to stay with Shannon Woods, Attorney. Hamilton seconded. All in favor.

No other board discussion or closed session needed.

The next meeting was set for Wednesday, July 31, 2013 at 12:00 pm. Location will be at the CVPD office. Ryan made motion to adjourn, Hamilton seconded. All in favor.

Respectfully submitted, Nichole L. Moore, Executive Director