



**NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS
(AUGUST 11, 2020) (WEEK 33 OF 2020)**

Live streaming at:
<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:
www.woodburycountyiowa.gov

Live telephonic access at: 712-224-6014

Rocky L. De Witt 253-0421 rdewitt@woodburycountyiowa.gov	Marty J. Pottebaum 251-1799 mpottebaum@woodburycountyiowa.gov	Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov	Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov	Justin Wright 899-9044 jwright@woodburycountyiowa.gov
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held August 11, 2020 at **4:30 p.m.** in the basement of the courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board.

1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, their address, and then their statement.
4. Everyone will have an opportunity to speak. Therefore, your remarks may be limited to three minutes on any one item.
5. At the beginning of the discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the first or final agenda item "Citizen Concerns."
7. For the benefit of all in attendance, please silence cell phones and other devices while in the Board Chambers.

AGENDA

4:30 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

- | | |
|---------------------------|-------------|
| 1. Citizen Concerns | Information |
| 2. Approval of the agenda | Action |

Consent Agenda

Items 3 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

3. Approval of the minutes of the August 4, 2020 meeting
4. Approval of claims
5. Board Administration – Karen James
 - a. Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension
 - b. Approval of resolution approving petition for suspension of taxes through the redemption process for A.D.

6. Human Resources – Melissa Thomas
Approval of Memorandum of Personnel Transactions

End Consent Agenda

7. Secondary Roads – Mark Nabra
 - a. Approval of contract for Pavement Markings – 2020 with Iowa Plains Signing for \$171,960 Action
 - b. Award quote for a new 36” culvert under County Route L 12 to Horizontal Boring and Tunneling Company for \$75,850 Action
 - c. Receive and consider bids for calcium chloride for FY 2021 Action
 - d. Receive and consider bids for propane for heating county buildings for FY 2021 Action
8. County Auditor – Patrick Gill
Approve and receive for signature and implementation the amended Grant Monitoring Policy/Procedure Action
9. Reports on Committee Meetings Information
10. Citizen Concerns Information
11. Board Concerns Information

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., AUG. 12 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- THU., AUG. 13 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:30 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- WED., AUG. 19 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- 10:00 a.m.** Siouxland Center for Active Generations Board of Directors Meeting, 313 Cook St.
- THU., AUG. 20 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- MON., AUG. 24 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., AUG. 25 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., AUG. 26 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- TUE., SEP. 1 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., SEP. 2 7:30 a.m.** SIMPCO Executive-Finance Committee, Location TBD
- 9:00 a.m.** Loess Hills Alliance Stewardship, Pisgah, Iowa
- 10:30 a.m.** Loess Hills Alliance Executive Meeting
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 1:00 p.m.** Loess Hills Alliance Full Board Meeting
- THU., SEP. 3 10:00 a.m.** COAD Meeting, The Security Institute
- FRI., SEP. 4 10:00 a.m.** Hungry Canyons Alliance Meeting, Atlantic, Iowa
- MON., SEP. 7 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., SEP. 9 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- 8:00 p.m.** County's Mayor Association Meeting, Public Safety Center, Climbing Hill
- THU., SEP. 10 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Snyder Bend Park

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

AUGUST 4, 2020, THIRTY-SECOND MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, August 4, 2020 at 4:30 p.m. Board members present were Pottebaum, Radig, De Witt, Ung, and Wright. Staff members present were Heather Satterwhite, Executive Secretary/Public Bidder, Joshua Widman, Board Counsel, and Patrick Gill, Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

- 1. There were no citizen concerns.
- 2. Motion by Ung second by Radig to approve the agenda for August 4, 2020, Carried 5-0. Copy Filed.

Motion by De Witt second by Radig to approve the following items by consent:

- 3. To approve minutes of the July 28, 2020 meeting. Copy filed.
- 4. To approve the claims totaling \$770,423.00. Copy filed.
- 5. To receive the Recorder’s Report of Fees Collected for the period of 04/01/20 through 06/30/20. Copy filed.
- 6. To approve and authorize the Chairperson to sign a Resolution approving abatement of taxes for Jay Eugene Hamm VIN #27835.

**WOODBURY COUNTY, IOWA
RESOLUTION #13,039
RESOLUTION APPROVING ABATEMENT OF TAXES**

WHEREAS, Jay Eugene Hamm is the titleholder of a mobile home VIN 27835 located in Woodbury County, Iowa and legally described as follows:

VIN# 27835 1971 Great Lakes

WHEREAS, the above-stated mobile home has taxes payable including special assessments and the mobile home is owned by Jay Eugene Hamm.

WHEREAS, these taxes are uncollectable or impractical to pursue collection through personal judgment or tax sale.

WHEREAS, the Board of Supervisors sees that good cause exists for the abatement of these taxes and;

NOW, THEREFORE, BE IT RESOLVED, that the Woodbury County Board of Supervisors hereby abates the taxes owing on the above parcel according to Code of Iowa, 445.16 for the taxes owed and hereby directs the Woodbury County Treasurer to abate these aforementioned taxes from the tax records.

SO RESOLVED this 4th day of August, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 7a. To approve lifting of tax suspension for Denene (Nutt) Nibbelink, 1806 S. Palmetto, parcel #884705136002 Copy filed.
- 7b. To approve lifting of tax suspension for Evelyn Mitchell, 1825 S Cedar, parcel #884705136016. Copy filed.
- 7c. To receive for signatures a Resolution naming depositories for Conservation department.

**RESOLUTION NAMING DEPOSITORIES
RESOLUTION #13,040**

BE IT RESOLVED by the Woodbury County Board of Supervisors in Woodbury County, Iowa: That we do hereby designate the following named banks to be depositories of the Woodbury County funds in amounts not to exceed the amount named opposite each of said designated depositories and Dan Heissel, Woodbury County Conservation is hereby authorized to deposit the Woodbury County funds in amounts not to exceed in the aggregate the amounts named for said banks as follows, to wit:

NAME OF DEPOSITORY	LOCATION	MAXIMUM DEPOSIT	MAXIMUM DEPOSIT
		In the effect Prior resolution	under the resolution
First National Bank	Correctionville, Iowa	\$15,000	\$75,000
Midstates Bank	Sergeant Bluff, Iowa	\$ -----	\$75,000

SO RESOLVED this 4th day of August, 2020
 WOODBURY COUNTY BOARD OF SUPERVISORS
 Copy filed.

- 8a. To approve the promotion of April Gardner, Case Manager, Juvenile Detention Dept., effective 08-03-20, \$58,000/year, 1.1%=\$5,904.40/yr. Promotion from Youth Worker to Case Manager.; the separation of Adam Uhl, Motor Grader Operator, Secondary Roads Dept., effective 08-18-20. Resignation; and the reclassification of Tyler Milton, Sheriff Deputy, County Sheriff Dept., effective 08-20-20, \$34.22/hour, 9.8%=\$3.08/hour. Per CWA Deputy Sheriff Contract agreement, from Senior to Master Deputy. Copy filed.
- 8b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Case Manager, Juvenile Detention Dept. AFSCME Juvenile Detention: \$58,000/year.; for F/T Youth Worker, Juvenile Detention Dept. AFSCME Juvenile Detention: \$19.83/hour.; for P/T Youth Worker, Juvenile Detention Dept. AFSCME Juvenile Detention: \$19.83/hour.; and for Motor Grader Operator, Secondary Roads Dept. CWA: \$24.31/hour. Copy filed.
- 8c. To approve and authorize the Chairperson to sign deauthorization position Wage Plan Case Manager, Juvenile Detention Dept. Copy filed.
- 8d. To approve to provide wellness screenings and continued quarterly individual health coaching to eligible Woodbury County employees. Copy filed.
- 8e. To approve to provide flu shots to Woodbury County employees. Copy filed.

Carried 5-0.

- 9. Motion by Radig second by Pottebaum to approve the 2020 Inter-Local Agreement between the City of Sioux City, Iowa and Woodbury County, Iowa for the Local Edward Bryne Memorial Justice Assistance Grant Program award. Carried 5-0. Copy filed.
- 10a. Motion by Ung second by Radig to receive the Zoning Commission's recommendation from their 7/29/20 meeting to approve the final plat. Carried 5-0. Copy filed.
- 10b. Motion by Pottebaum second by Ung to approve and authorize the Chairperson to sign a Resolution approving the A & B Addition Minor Subdivision. Carried 5-0.

**BOARD OF SUPERVISORS RESOLUTION
 RESOLUTION #13,041
 ACCEPTING AND APPROVING A & B ADDITION, WOODBURY COUNTY, IOWA**

RESOLUTION ACCEPTING AND APPROVING A & B ADDITION, WOODBURY COUNTY, IOWA.

WHEREAS, THE OWNERS AND PROPRIETORS DID ON THE 29TH DAY OF JULY 2020, FILE WITH THE WOODBURY COUNTY ZONING COMMISSION A CERTAIN PLAT DESIGNATED AS A & B ADDITION, WOODBURY COUNTY, IOWA; AND

WHEREAS, IT APPEARS THAT SAID PLAT CONFORMS WITH ALL OF THE PROVISIONS OF THE CODE OF THE STATE OF IOWA AND ORDINANCES OF WOODBURY COUNTY, IOWA, WITH REFERENCE TO THE FILING OF SAME; AND

WHEREAS, THE ZONING COMMISSION OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT; AND

WHEREAS, THE COUNTY ENGINEER OF WOODBURY COUNTY, IOWA HAS RECOMMENDED THE ACCEPTANCE AND APPROVAL OF SAID PLAT.

NOW THEREFORE, BE, AND IT IS HEREBY RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, THAT THE PLAT OF A & B ADDITION, WOODBURY COUNTY, IOWA BE, AND THE SAME IS HEREBY ACCEPTED AND APPROVED, AND THE CHAIRMAN AND SECRETARY OF THE WOODBURY COUNTY BOARD OF SUPERVISORS, WOODBURY COUNTY, STATE OF IOWA, ARE HEREBY DIRECTED TO FURNISH TO THE OWNERS AND PROPRIETORS A CERTIFIED COPY OF THIS RESOLUTION AS REQUIRED BY LAW.

PASSED AND APPROVED THIS 4TH DAY AUGUST, 2020.
WOODBURY COUNTY BOARD OF SUPERVISORS
Copy filed.

11. The Board heard reports on committee meetings.
12. There were no citizen concerns.
13. Board concerns were heard.

The Board adjourned the regular meeting until August 11, 2020.

Meeting sign in sheet. Copy filed.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 8/5/2020 Weekly Agenda Date: 8/11/2020

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Karen James, Administrative Assistant

WORDING FOR AGENDA ITEM:

Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Annually, the Board of Supervisors requires those receiving tax suspensions to re-certify their income. Those petitioners who fail to re-certify their income by the deadline or if their income does not qualify for continued tax suspension, will be turned over to the Board of Supervisors for action on lifting the tax suspension.

BACKGROUND:

FINANCIAL IMPACT:

None

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

To lift the tax suspension of the petitioners that are listed on the attachment.

ACTION REQUIRED / PROPOSED MOTION:

Approval of lifting tax suspensions for petitioners who failed to re-certify their income or income does not qualify for continued tax suspension.



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010
E-MAIL: ddrew@woodburycountyiowa.gov
FAX: 712.279.6522

04 Aug 2020

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to hire Robert Grimm, effective Thursday, August 13, 2020, as a Courthouse Security Officer. Robert Grimm is a state certified Woodbury County Reserve Deputy since January of 2017. We request this hire be placed on the agenda for the Tuesday, August 11, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "David Drew".

Dave Drew, Sheriff

Cc: file

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#7a

Date: 8/6/2020 Weekly Agenda Date: 8/11/2020

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark J. Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Approve contract for county pavement markings for 2020

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input checked="" type="checkbox"/> |

EXECUTIVE SUMMARY:

The county engineer has reviewed bids for the application of pavement markings on various paved roads. The project was awarded and the contract for the work has been returned for approval.

BACKGROUND:

Annually the county reapplies paint to 33-50% of its paved road system. The proposed project will be completed during the 2020 construction season. Prices were read higher than normal this year. We have checked the market and found that area wide, pavement marking prices are higher than last year. This is attributed to higher labor costs and fewer contractors in the market.

FINANCIAL IMPACT:

The project is paid for with local Woodbury County secondary road funds. Next year we are going to try some new letting tactics to help lower our prices, such as giving a longer completion window for completing the project.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

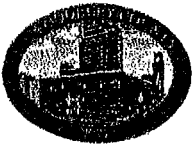
Yes No

RECOMMENDATION:

I recommend that the Board approve the contract for Pavement Markings - 2020 with Iowa Plains Signing for \$171,960.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the contract for Pavement Markings - 2020 with Iowa Plains Signing for \$171,960.



WOODBURY COUNTY, IOWA

CONTRACT

Kind of Work Pavement Marking

Project No. Pavement Marking 2020 County Woodbury

THIS AGREEMENT made and entered by and between Woodbury County, Iowa, by its Board of Supervisors consisting of the following members: Matthew Ung, Marty Pottebaum, Keith Radig, Rocky De Witt and Justin Wright Contracting Authority, and Iowa Plains Signing of Slater, Iowa, Contractor.

WITNESSETH: That the Contractor, for and in consideration of One Hundred Seventy One Thousand Nine Hundred Sixty and 00/100 (\$171,960.00) payable as set forth in the specifications constituting a part of this contract, hereby agrees to construct in accordance with the plans and specifications therefore, and in the locations designated in the notice to bidders, the various items of work as follows:

Item No.	Item	Quantity	Unit Price	Amount
Project: Pavement Marking 2019				
Group 1				
1.	Centerline Yellow	2,900 Gal	23.00	66,700.00
2.	Edge line Solid White	4,000 Gal	23.00	92,000.00
3.	Stop Bars	66 Each	65.00	5,760.00
4.	Special Marking Old Lake Port & K45	1 LS	2,500.00	3,750.00
5.	Special Marking Project 255 th	1 LS	2,500.00	3,750.00
TOTAL BID				171,960.00

Said specifications and plans are hereby made part of and the basis of this agreement and a true copy of said plans and specifications are now on file in the office of the County Engineer under the date of June 19 2020

That in consideration of the foregoing, the Contracting Authority hereby agrees to pay the Contractor, promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications.

That it is mutually understood and agreed by the parties hereto that the notice to bidders, the proposal, the specifications for Project No. Pavement Marking 2020 in Woodbury County, Iowa, the within contract, the contractor's bond, and the general and detailed plans are and constitute the basis of contract between the parties hereto.

That it is further understood and agreed by the parties of this contract that the above work shall be commenced and completed on or before:

Approximate Starting Date	Specified Starting Date	Late Start Date	Number of Working Days
		August 17, 2020	25

That time is the essence of this contract and that said contract contains all of the terms and conditions agreed upon by the parties hereto.

It is further understood that the Contractor consents to the jurisdiction of the courts of Iowa to hear, determine, and render judgment as to any controversy arising hereunder.

IN WITNESS WHEREOF the parties hereto have set their hands for the purposes herein expressed to this and three other instruments of like tenor, as the

_____ day of _____, 20_____

Approved:

By [Signature]
Contractor: Iowa Plains Signing

By _____
Contracting Authority: Woodbury County Board Chairperson

Date August 5, 2020

Date _____

IOWADOT

CONTRACTOR'S PERFORMANCE BOND

Bond Number: IAC590765
Contract I.D.: Pavement Marking 2020
County: Woodbury

KNOW ALL PERSONS BY THESE PRESENTS: That we,
Iowa Plains Signing, Inc.

of P. O. Box 654, Slater, IA 50244

(hereinafter called the Principal) and
Merchants Bonding Company (Mutual)

of P.O. Box 14498 , Des Moines, IA 50306 - 3498

(hereinafter called the Surety) are held and firmly bound unto the
Woodbury County
(Iowa DOT, County, or City name, etc.)

(hereinafter called the Contracting Authority) Iowa, in the sum of
One Hundred Seventy One Thousand Nine Hundred Sixty Dollars and 00/100 dollars
(\$ 171,960.00),

lawful money of the United States, to the payment of which sum, well and truly to be made, we bind ourselves, our executors, administrators, successors, and assigns jointly and severally by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT whereas the above bounden Principal did enter into a written contract with the Contracting Authority to perform Pavement Marking

Copy of which contract, together with all of its terms, covenants, conditions, and stipulations, is incorporated herein and made a part hereof as fully and completely as if said contract were recited at length; and whereas, the principal and sureties on this bond hereby agree to pay all persons, firms, or corporations having contracts directly with the principal or with subcontractors, all just claims due them for labor performed or materials furnished, in the performance of the contract on account of which this bond is given, when the same are not satisfied out of the portion of the contract price which the public corporation is required to retain until completion of the public improvements, but the principal and sureties shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law.

Now, if the principal shall in all respects fulfill his said contract according to the terms and tenor thereof, and shall satisfy all claims and demands incurred for the same, and shall fully indemnify and save harmless the Contracting Authority from all costs and damages which it may suffer by reason of failure to do so and shall fully reimburse and repay the Contracting Authority all outlays and expense which it may incur in making good any such default, then the obligation is to be void and of no effect; otherwise to remain in full force and effect. Every surety on this bond shall be deemed and held, any contract to the contrary notwithstanding, to consent without notice:

1. To any extension of time to the contractor in which to perform the contract.
2. That the bond shall remain in full force and effect until the contract is completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage is being charged against the contractor.
3. To any change in the plans, specifications, or contract, when such change does not involve an increase of more than 20 percent of the total contract price, and shall then be released only as to such excess increase.
4. That no provision of this bond or of any other contract shall be valid which limits to less than five years from the completion of the contract the right to sue on this bond for defects in work quality or material not discovered or known to the Contracting Authority at the time such work is accepted.

This bond is to be considered a performance bond and secures the Contracting Authority the right to recover from the contractor on account of material or labor entered into the work or work performed not in accordance with the contract, specifications, or plans. The contractor does not by this obligation guarantee to maintain the work for five years.

IOWADOT

CONTRACTOR'S PERFORMANCE BOND

Bond Number: IAC590765

Contract I.D.: Pavement Marking 2020

County: Woodbury

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 29th day of July, 2020

Iowa Plains Signing, Inc.

Merchants Bonding Company (Mutual)

By: [Signature] Principal
Corp Secretary Title

By: [Signature] Surety
Abigail R. Mohr, Attorney-in-Fact Title

Address: P.O. Box 14498, Des Moines, IA 50306 - 3498



By: _____ Principal
_____ Title

By: _____ Surety
_____ Title

Address: _____

By: _____ Principal
_____ Title

By: _____ Surety
_____ Title

Address: _____

For contracts where a County Board of Supervisors is the Contracting Authority:

This bond approved by the Board of Supervisors of _____ County, this _____ day of _____, _____

Signature Title

For contracts where neither the DOT nor a County Board of Supervisors is the Contracting Authority:

This bond approved by the _____ (Contracting Authority), this _____ day of _____, _____

Signature Title

DISCLOSURE STATEMENT FOR CONTRACTOR'S PERFORMANCE BONDS
The information requested will be used by the Iowa Department of Transportation to determine if a contractor/vendor is bonded in accord with the requirements established by the contracting authority. This secures the IDOT and/or the State of Iowa the right to recover from the contractor/vendor if material or labor entered into the work performed is not in accord with the contract, specifications, or plans. Persons outside the Department may occasionally request this information. Failure to provide all required information will result in denial of the award of the contract.

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Abigail R. Mohr

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(les) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written Instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

Surety Bond #: IAC590765
 Principal: Iowa Plains Signng, Inc.
 Oblgee: Woodbury County

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

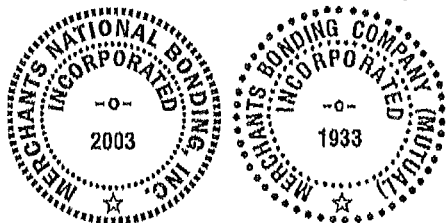
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this Instrument to be signed and sealed this 29th day of July, 2020.

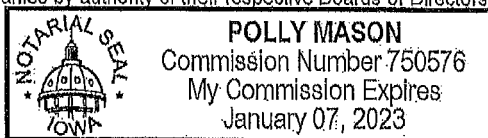


MERCHANTS BONDING COMPANY (MUTUAL)
 MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
 President

STATE OF IOWA
 COUNTY OF DALLAS ss.

On this 29th day of July, 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing Instrument are the Corporate Seals of the Companies; and that the said Instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



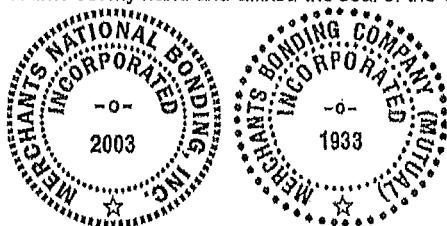
Polly Mason

Notary Public

(Expiration of notary's commission does not invalidate this Instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 29th day of July, 2020.



William Warner Jr.

Secretary

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#7b

Date: 8/6/2020 Weekly Agenda Date: 8/11/2020

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark J. Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Consider award recommendation for 36" culvert replacement under county route L12

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county received a quotation for boring a new culvert under county route L12 to drain an area south of Lee Avenue. The county engineer is recommending award.

BACKGROUND:

Years of soil and feed lot runoff from upstream property filled the ditch on the west side of L12 south of Smithland. Attempts to find and clean out the cross road culvert have failed. The best alternative for replacement is to longitudinally bore a culvert across the road. This is less costly and disruptive to the road than open cutting the road embankment.

FINANCIAL IMPACT:

The project is paid for with local Woodbury County secondary road funds.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

I recommend that the Board award quote for a new 36" culvert under County Route L12 to Horizontal Boring and Tunneling Company for \$75,850.

ACTION REQUIRED / PROPOSED MOTION:

Motion to award quote for a new 36" culvert under County Route L12 to Horizontal Boring and Tunneling Company for \$75,850.

HORIZONTAL BORING & TUNNELING CO.

505 S RIVER AVENUE
P.O. BOX 429
EXETER, NE 68351-0429
PHONE: 402-266-5347
FAX: 402-266-5377
PROJ. MGMT FAX: 402-266-5591
www.hbttrenchless.com

*** QUOTE ***

DATE: July 29, 2020

PROJECT: Woodbury County, IA - Bore 36" SSP Culvert Under County Road L12

ITEM	DESCRIPTION	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL AMOUNT
1.00	Mobilization / Demobilization	1 Lump Sum	----	\$ 7,500.00
2.00	Furnish & Bore 36" Smooth Steel Pipe Culvert	140 L.F.	\$ 470.00 /LF	\$ 65,800.00
3.00	Regrade Work Site and Ditch Work	1 Lump Sum	----	\$ 2,500.00
4.00	Place Riprap at Culvert Outlet (Supply by Woodbury County)	1 Lump Sum	----	\$ 50.00

Notes:

- Horizontal will install up to 140 LF of smooth steel pipe culvert
- Horizontal will grade the work site with their excavator and other equipment, Others to re-seed if needed.
- Horizontal to utilize bore spoils as suitable backfill material around the new culverts. If any specialized pipe bedding material is required Woodbury County to provide.
- Woodbury County to perform any Clear & Grubbing of trees required for Horizontal to complete the culvert bore.
- Woodbury County to provide Traffic Control and furnish any barriers if any are needed.
- Woodbury County to provide any Rip Rap, as required, for placement by Horizontal, at the quoted \$/TON, as long as we are still on site.

Woodbury County to:

- Handle any relocating, re-routing of existing utilities in conflict with proposed crossings or pit areas. Relocations can be completed by Horizontal on a T&M basis.
- Permit the use of County Road L12 ROW as needed for Horizontal's utilization to complete the work.
- Handle all dewatering and pumping down of any surface water, as needed. Horizontal will furnish up to two 2-inch pumps for pumping of nuisance water if needed.
- Handle all staking required (At a minimum, provide Horizontal field personnel with start and end of bore, along with desired elevations of the new culvert)
- Handle all SWPPP items.
- Handle all replacements, reseeding and final restoration (Horizontal will roughgrade site with their excavator/loader).
- Haul off and dispose of any excess material (spoil, pipe, debris etc). Horizontal to reuse as much spoil, from trenchless operations, on site as feasible.
- Provide and maintain traffic control, including barricades, flashers, flagmen, as needed.
- Handle all testing required.

Horizontal Boring & Tunneling Co. shall:

- Excavate their bores pits sloped, as needed for safety, and provide rock base for pits. If boxes are needed, Horizontal will furnish and install.
- Furnish and install 36" x 0.465" (min) coated steel pipe for the culvert crossing.
- Furnish/install/remove Silt Fence, as required, for Erosion Control.
- Handle all pot-holing, verification and exposing of all properly marked existing utilities and existing work.
- Not be responsible for any obstructions encountered which are unable to be brought back by the auger or which require boring or jacking operations to stop.
- Furnish payment and performance bonds, if requested, at an additional cost of \$19.00/\$1000 to the Contractor.
- All applicable taxes on Horizontal's materials are included. Contractor to provide applicable exemption certificates.

Prices exclude rock, shale, rubble or obstructions.

If you have any questions, please contact Lucas Dietterle at (402) 266-5347.

HORIZONTAL BORING & TUNNELING CO.
Lucas Dietterle, P.E., Sr. Estimator/Project Manager

Trenchless Construction Specialist



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#7C

Date: 8/6/2020 Weekly Agenda Date: 8/11/2020

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark J. Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Receive and consider bids for calcium chloride for FY 2021

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county annually receives bids for calcium chloride for snow removal.

BACKGROUND:

The county took bids for approximately 154 tons of calcium chloride this year. This is roughly 44 tons each for three districts and 22 tons each for the other district.

FINANCIAL IMPACT:

Calcium chloride is an annual budget item for the county road department.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Recommend that the board receive the bids and consider award.

ACTION REQUIRED / PROPOSED MOTION:

Motion that the board receive the bids and consider award to the low bidder.

TABULATION OF BIDS

LETTING: TUES. 8/11/20 CALCIUM CHLORIDE LETTING
2020-2021 SEASON
WOODBURY COUNTY, IOWA

NOTE: IN CASE OF MATHEMATICAL ERROR, UNIT PRICE SHALL GOVERN

PROPOSAL GUARANTY									
	**	**	*		*	*	*	*	*
	**	**	*	UNIT PRICE	: AMOUNT	UNIT PRICE	: AMOUNT	UNIT PRICE	: AMOUNT
CALCIUM CHLORIDE	**	**	*	:		*	:	*	:
44 TONS AT MOVILLE	**	44	**	\$: \$	* \$: \$	* \$: \$
44 TONS AT CORRECTIONVILLE	**	44	**	\$: \$	* \$: \$	* \$: \$
22 TONS AT OTO	**	22	**	\$: \$	* \$: \$	* \$: \$
44 TONS AT HORNICK	**	44	**	\$: \$	* \$: \$	* \$: \$
TOTAL WOODBURY COUNTY 154 TON	**	154	**	\$: \$	* \$: \$	* \$: \$
PROPOSAL GUARANTY									
	**	**	*		*	*	*	*	*
	**	**	*	UNIT PRICE	: AMOUNT	UNIT PRICE	: AMOUNT	UNIT PRICE	: AMOUNT
CALCIUM CHLORIDE	**	**	*	:		*	:	*	:
44 TONS AT MOVILLE	**	44	**	\$: \$	* \$: \$	* \$: \$
44 TONS AT CORRECTIONVILLE	**	44	**	\$: \$	* \$: \$	* \$: \$
22 TONS AT OTO	**	22	**	\$: \$	* \$: \$	* \$: \$
44 TONS AT HORNICK	**	44	**	\$: \$	* \$: \$	* \$: \$
TOTAL WOODBURY COUNTY 154 TON	**	154	**	\$: \$	* \$: \$	* \$: \$

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#7d

Date: 8/6/2020 Weekly Agenda Date: 8/11/2020

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Mark J. Nahra, County Engineer

WORDING FOR AGENDA ITEM:

Receive and consider bids for Propane for heating county buildings for FY 2021

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The county annually receives bids for propane supplied for heating for the Secondary Road Department, Emergency Services, Conservation and the Little Courthouse at Anthon.

BACKGROUND:

The county takes bids for approximately 50,200 gallons of propane each year.

FINANCIAL IMPACT:

Propane is an annual budget item for the county departments.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Recommend that the board receive the bids and consider award.

ACTION REQUIRED / PROPOSED MOTION:

Motion that the board receive the bids and consider award to the low bidder.

TABULATION OF BIDS

LETTING: TUESDAY, AUGUST 11, 2020

PROPANE LETTING
2020-21 SEASON
WOODBURY COUNTY, IOWA

NOTE: IN CASE OF MATHEMATICAL ERROR, UNIT PRICE SHALL GOVERN

PROPOSAL GUARANTY			
** QUANTITIES **	UNIT PRICE	: AMOUNT	
**	**	:	:
**	**	:	:
**	**	:	:
**	**	:	:
**	**	:	:
**	50,700 **	:	:
**	**	\$/GAL. :	:

1. PROPANE FUEL FOR PERIOD FROM
SEPTEMBER 1, 2020 THROUGH AND INCLUDING
AUGUST 31, 2021

APPROXIMATELY 50,700 GALLONS FURNISH AND
DELIVER @ \$/GAL.

PROPOSAL GUARANTY			
** QUANTITIES **	UNIT PRICE	: AMOUNT	
**	**	:	:
**	**	:	:
**	**	:	:
**	**	:	:
**	**	:	:
**	50,700 **	:	:
**	**	\$/GAL. :	:

1. PROPANE FUEL FOR PERIOD FROM
SEPTEMBER 1, 2020 THROUGH AND INCLUDING
AUGUST 31, 2021

APPROXIMATELY 50,700 GALLONS FURNISH AND
DELIVER @ \$/GAL.

* Sapp Bros Petroleum Inc.**				* New Cooperative Inc.				* Rodney Propane			
* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT				
*	:	*	:	*	:	*	:				
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* Central Valley Ag Coop				* Ferrelgas				* Overland Park, KS 66210			
* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT	* UNIT PRICE	: AMOUNT				
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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#8

Date: 08/06/20

Weekly Agenda Date: 08/11/20

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Auditor Pat Gill

WORDING FOR AGENDA ITEM:

Approve and receive for signature and implementation the amended Grant Monitoring Policy/Procedure

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Due to audit findings related to our grants, the Department of Justice has requested additional edits to our grant policy/procedure.

BACKGROUND:

On 04/12/2018, the Board approved edits to the Grant Monitoring Policy/Procedure that was reviewed by the policy committee on 03/08/18. These edits were reviewed by the Department of Justice and they have requested additional edits to satisfy their grant audit. On 07/22/20, the Budget and Finance Director, County Attorney, Auditor, Deputy Auditor and Sheriff's Office administrative personnel spoke with a program representative from the Dept. of Justice who provided some recommendations, these recommendations have been used to create the changes in the grant policy with a goal of eliminating the high risk status with the Department of Justice.

FINANCIAL IMPACT:

n/a

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve and receive for signature the attached Grant Monitoring Policy/Procedure with implementation date the same as the date of approval.

ACTION REQUIRED / PROPOSED MOTION:

Approve and receive for signature the attached Grant Monitoring Policy/Procedure with implementation date the same as the date of approval.

GRANT MONITORING POLICY/PROCEDURE

Policy

It is the policy of Woodbury County to have a comprehensive Grant Monitoring Policy/Procedure. The purpose of this standardized procedure is to provide transparency of all Woodbury County grant details to the Board of Supervisors, citizens, County Auditor and independent auditor and to ensure Woodbury County maintains accurate and reconciled financial reports for all grants.

Scope

All grants and agreements with monetary rewards involving Woodbury County and their designated component units shall be included in this Policy. All Offices or Departments that receive federal awards must follow and comply with Uniform Guidance 2 CFR 200. This includes federal awards that are passed through state or local entities.

County Departments governed by the Board of Supervisors should follow these procedures in its entirety.

County Offices and Departments other than those governed by the Woodbury County Board of Supervisors must follow their appropriate policies and procedures for grant approval. Upon the approved monetary award from a grant or agreement, these County Offices and Departments should provide the Grant Monitor with the grant details to begin the monitoring process necessary for inclusion in the Schedule of Expenditures of Federal Awards (SEFA).

Procedure

Board Process for County Departments

The Grant Administrator should provide the Board with the grant title or the entities party to an agreement to be included on the Board Agenda for presentation by the recipient Department.

The Grant Administrator presents the grant application or agreement to the Board of Supervisors to approve and authorize the Chairman to sign the documents. The request for approval to apply should include all available information such as match requirements and other fiscal concerns.

Grant Application Submission

The Department or Office requesting the grant submits the grant application to the grantor agency.

Upon submission, the Grant Administrator will provide a complete copy or screen prints of the application to the Grant Monitor.

Notification of acceptance or denial of award

A copy of the grant award letter or notification of denial should be sent to the Board of Supervisors Office for the inclusion in the Board Packet.

A copy should also be sent to the Grant Monitor in the Auditor's Office.

The Grant Monitor should prepare an updated Grant Monitoring Inventory (GMI) worksheet including all introductory information and budget documentation.

If a grant application is denied it should be marked as denied by the Grant Monitor and removed from the quarterly grant summary at the end of the fiscal year.

Grant Financial Accounting

Upon notification of the acceptance of the award, the Budget and Financial Analyst will issue Fund-Department-Division accounting codes and unique expense and revenue codes if required.

A request will be made by the Grant Administrator to the County Treasurer for a separate grant checking account if it is determined that a grant has a trust fund account requirement. This request will also be shared with the Grant Monitor so the appropriate Fund-Department-Division accounting codes can be created.

Approval of invoices for payment should be completed by the Grant Administrator and forwarded to the Auditor's Office for payment. This approval should include the proper Fund-Department-Division code to ensure proper coding of the disbursement. The payments will be made in synch with the routine accounts payable deadlines and procedures.

The Grant Administrator is responsible for contacting the Human Resources Department to initiate the hiring process for any new or reassigned employees funded by the grant. This should only be done when a grant application has been approved.

During the term of the grant, the Grant Administrator is responsible for submitting monthly grant status reports to the Grant Monitor by submitting copies of expenses and

supporting documentation. Supporting Documentation includes invoices, reimbursement requests, payroll distribution reports, and salary and benefits worksheets to support all requested expenses. If there was no activity during the month, the Grant Administrator should notify the Grant Monitor via email that there was no activity. Reports should be submitted within 30 calendar days of the reporting period's month end.

The Grant Monitor is responsible for recording the expenses and revenue on the Grant Monitor Inventory Sheet and verifying the accuracy by comparing the Department Administrator submissions with the account activity and detail reports for the Fund-Department-Division(s) involved.

The Grant Monitor is responsible for preparing quarterly reports to present to the Board of Supervisors to show a compilation of all grant funding including beginning balance, quarterly expenses, revenue, and ending balance. Reporting Periods follow the County's fiscal year of July 1 thru June 30 and periods are defined as July-Sept, Oct-Dec, January-March, April- June. Reports are due to the Board within 60 days of the previous quarter's end date.

All financial and accounting transactions, including year-end adjustments, will be recorded in the County's general ledger accounting system in accordance with generally accepted accounting principles. These entries will be adequately supported and reviewed and approved by management, so that year-end financial statements can be accurately prepared in accordance with generally accepted accounting principles.

Expenses are entered by the Grant Administrator after services or goods have been delivered and invoices have been received. Within 5 working days of invoice receipt, an entry will be entered for payment and invoice is scanned by the Grant Administrator due to the Auditor's Office on a weekly basis by Wednesday at noon to be approved by the Board of Supervisors at the following Tuesday's Board meeting. Prior to approval, an Auditor Clerk will review the invoice and check the entry for accuracy. Claims are paid and posted to the general ledger on the Board approval date.

Revenue received as an electronic funds transfer (EFT) is deposited in the Treasurer's checking account. Upon receipt of funds, the Treasurer's Bookkeeper notifies the Grant Administrator of the receipt of funds and requests a Cash Deposit Receipt with a revenue description. This Cash Receipt directs the Bookkeeper where to record the revenue in the general ledger account. The Bookkeeper monitors ETF revenue daily and posts it to the general ledger within 10 business days.

Revenue in the form of a check is received by the Grant Administer. Within 10 business days of receipt of the check, the Grant Administer sends the Treasurer's Cashier the check with a cash receipt that specifies a revenue description. The Cashier deposits the

check and records the revenue in the general ledger with 5 business days of receipt of the deposit.

Upon completion of the annual financial audit, adjusting journal entries are provided by the external auditor and are recorded to the general ledger within 10 business days of receipt from the auditor.

Grant Financial Reporting

All grant financial reports should be completed using the Cash Basis of accounting (June 30th of the fiscal year).

Following the grant guidelines, the Grant Administrator prepares all grant financial reports and submits the same to the Grantor Agency for quarter, annual, and other report requirements.

Prior to submission the Grant Administrator is responsible for submitting the financial reports to the Grant Monitor to ensure the reconciliation of the financial reports to the general ledger. Any discrepancies noted by the Grant Administrator should be included in the pre-filing reports submitted to the Grant Monitor and reconciliation reports completed to document the variances.

Each financial report must be reconciled to the general ledger prior to submission to the Grantor Agency.

The Grant Monitor will notify the Grant Administrator when the financial reconciliation has been reviewed for accuracy and the financial report can be submitted. This must be done prior to the due date of any financial report.

Audit Preparations

The Grant Monitor is responsible for maintaining a comprehensive grant summary. The quarterly county-wide summaries presented to the Board of Supervisors is used by the Grant Monitor to prepare the Schedule of Expenditures of Federal Awards (SEFA) on an annual basis to be submitted to the external auditor as required by Uniform Guidance 2 CFR 200.501.

All expenditures of Federal funds must be accounted for in the annual SEFA whether funds are received directly from a Federal agency or indirectly from a pass-through entity. To ensure that Federal funds are properly included in the SEFA report and spent in accordance with Federal requirements at Woodbury County, this Grant Policy helps to mitigate the risk of inaccurate reporting and helps to promote compliance with Federal laws, regulations and provisions of agreements related to Federal programs.

The Grant Monitor will include the following on the SEFA:

- The name of the Federal grantor agency or organization;
- The official program title of the Federal award;
- The applicable CFDA (Catalog of Federal Domestic Assistance) number for each award;
- The contract or grant numbers assigned by Federal or state agencies;
- Current year expenditures;
- Footnote disclosures

After review by an external auditor, the Budget and Finance Director will submit the single audit reporting packages and data collections forms to the Federal Audit Clearinghouse either within 30 calendar days after receipt of the auditor's report, OR 9 months after the fiscal year end, which would be March 30, whichever is earliest.

- Budget and Finance Director = Board of Supervisor's Office
- Grant Monitor = County Auditor's Office
- Auditor Clerk – Auditor's Office
- Bookkeeper = Treasurer's Office
- Cashier = Treasurer's Office
- Grant Administrator = Department

Approved and Adopted Date

Signature of Board of Supervisor Chairperson

Attestor

Effective Date _____

Notification to Grant Admin Date _____

Revision History

October 2018 - Updated references to the Uniform Guidance, financial accounting adjustments, and single audit reporting submission

August 2020 – added more specific time frames for grant financial accounting and required documents; revised timeline to report single audit to the federal clearing house. Added role of Treasurer in revenue receipt. Added effective date and notification date fields.