

March 26, 2019

The Board of Supervisors met at 9:00 o'clock A.M. with Kyle Schultz, Chairman presiding. All members were present.

Minutes of the previous meeting were read and approved.

On motion, the Board recognized claims for the Public Health Department and approved claims for all other departments.

A motion was made by Vogt, seconded by Skoog to approve the letter to the Iowa DNR providing comments related to the confined animal feeding operation known as the Steve Hall Finisher Site proposed for construction in Section 31 Hayes Twp.

Motion was passed unanimously.

A motion was made by Blum, seconded by Muhlbauer to approve the position descriptions presented by Paul Assman, County Engineer.

Motion was passed unanimously.

A motion was made by Skoog, seconded by Blum to approve the Engineering Services Agreement with Calhoun Burns and Associates related to Fracture Critical Truss Bridge Inspections.

Motion was passed unanimously.

The Board met with Chris Nelson of Gronewald, Bell & Kyhnn & Co. P.C. to discuss the Audit for Fiscal Year 2017-2018.

The Board discussed the Agreement with Engie Assessments.

No action was taken at this time.

The Board met with Chris Whitaker, of Region XII Council of Governments and Greg Miller, Emergency Management Director to discuss HSEM requirements.

A motion was made by Blum, seconded by Vogt to approve the following resolution:

RESOLUTION 2019-13  
SEGREGATION OF DUTIES Policy

A RESOLUTION of Crawford County, Iowa Adopting a Segregation of Duties for Officers, Employees, and Agents.

INTRODUCTION

State and federal policies require that accounting transactions be authorized according to sound management practices. One of the most basic, yet most important principles of sound management is that of segregation of duties.

Segregation of duties is critical because it ensures separation of different functions and defines authority and responsibility over transactions. Segregation of duties is critical to effective internal control; it reduces the risk of both erroneous and inappropriate actions.

The fundamental premise of segregated duties is that an individual should not be in a position to initiate, approve, and review the same action. Also, the accounting/reconciling function, and the asset (e.g., money, inventory) custody function should be separated among employees. These are called incompatible duties when performed by the same individual.

POLICY STATEMENT

Responsible administrators must consider the principle of segregation of duties when designing and defining job duties. They must implement processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions.

Maintaining segregation of duties is especially challenging for units with small numbers of employees. When these functions cannot be separated, more reliance must be placed on administrative oversight. A detailed supervisory review of activities involving finances, inventory, and other assets is required as a compensating control activity.

Voting Aye: Blum, Muhlbauer, Schultz, Skoog and Vogt. Motion passed unanimously.

A motion was made by Muhlbauer, seconded by Vogt to approve the following resolution:

RESOLUTION 2019-14  
CRAWFORD COUNTY CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR; Part 200.112; 24CRR, and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of Crawford County engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of Crawford County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above;

has a financial or other interest in the firm selected for award.

Crawford County's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

#### REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the Crawford County's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

Voting Aye: Blum, Muhlbauer, Schultz, Skoog, and Vogt. Motion passed unanimously.

A motion was made by Skoog, seconded by Muhlbauer to approve the following resolution:

#### RESOLUTION 2019-15 CRAWFORD COUNTY REPORTING POLICY

##### **PURPOSE**

The purpose of this Reporting Policy is to ensure that Crawford County complies with Code of Federal Regulations, 2CFR; Part 200.113 that requires reporting of violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant.

##### **POLICY**

Crawford County departments and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award. This requirement applies to violations involving Crawford County, its employees, and any sub-recipients of a federal grant.

If a Crawford County department or employee learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the Crawford County Auditor (designated Crawford County contact). Reportable violations include not only those violations concerning Crawford County or its employees, but also include violations relating to sub-recipients of award monies.

The Crawford County Auditor is responsible for reporting the violation to the relevant federal agency in writing and in a timely manner.

Voting Aye: Blum, Muhlbauer, Schultz, Skoog and Vogt. Motion was passed unanimously.

A motion was made by Blum, seconded by Skoog to approve the following resolution:

#### RESOLUTION 2019-16 CRAWFORD COUNTY PROCUREMENT POLICY

##### **PURPOSE**

The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

##### **APPLICATION**

This policy applies to the procurement of all supplies, equipment, construction, and services of and for Crawford County that include any federal program funding, including but not limited to, those related to the implementation and administration of the Community Development Block Grant (CDBG), the Pre-Hazard Mitigation Grant or the Emergency Management Planning Grant (EMPG). In regard to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200.

##### **POLICY**

##### **METHODS OF PROCUREMENT**

Procurement under grants shall be made by one of the following methods, as described herein: (a) micro-purchase procedures; (b) small purchase procedures; (c) sealed bids (formal advertising); (d) competitive proposals; and (3) noncompetitive proposals.

- A. Micro-purchase procedures are allowed for the purchase of supplies or services, costing in aggregate not more than \$3,000 (as set in Federal Acquisition Regulation at 2 CFR 200.67). To the extent practicable, micro-purchases must be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Crawford County considers the price to be reasonable. All micro-purchases greater than \$500 must have at least one price comparison.
- B. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies, or other property, costing in aggregate not more than \$100,000 (\$150,000 for federal programs). If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources.

- C. In sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction.
1. In order for sealed bidding to be feasible, appropriate conditions must be present, including, at minimum, the following:
    - a) A complete, adequate and realistic specification or purchase description is available.
    - b) Two or more responsible bidders are willing and able to compete effectively for the Crawford County's business; and
    - c) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.
  2. When sealed bids are used for a procurement under a grant, the following requirements apply:
    - a) A sufficient time prior to the date set for opening of bids, bids shall be solicited (publicly advertised) from an adequate number of known suppliers.
    - b) The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation for bids.
    - c) All bids shall be opened publicly at the time and place stated in the invitation for bids.
    - d) A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of Crawford County indicates that such discounts are generally taken.
    - e) Any or all bids may be rejected if there are sound documented business reasons in the best interest of the program.
- D. Procurement by competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If the competitive proposals method is used for a procurement under a grant, the following requirements apply:
1. Requests for Proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be considered to the maximum extent practical.
  2. Requests for Proposals shall be solicited from an adequate number of qualified sources.
  3. Crawford County shall have a written method for conducting evaluations of the proposals received and for selecting awardees.
  4. Awards will be made to the responsible offeror whose proposal will be most advantageous to Crawford County, with price (other than architectural/engineering) and other factors considered. Unsuccessful offerors will be promptly notified in writing.
  5. Crawford County may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of services (e.g., administration professional services) even though A/E firms are a potential source to perform the proposed effort.
- E. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to one or more of the following:
1. The items is available from only a single source.
  2. After solicitation of a number of sources, competition is determined inadequate.
  3. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation.
  4. The awarding agency authorizes noncompetitive proposals.
- F. Crawford County will take affirmative steps to assure, to the greatest extent possible, that contracts are awarded to qualified small and minority firms, women business enterprises, and labor surplus area firms whenever they are potential sources. These affirmative steps must include:
1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
  2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises.
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
  6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs F(1) through F(5).

#### **CONTRACT PRICING**

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.

B. Crawford County shall perform some form of cost/price analysis for every procurement action, including modifications, amendments or change orders.

C. Crawford County shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, Crawford County must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performances and the industry profit rates in the surrounding geographical area.

**PROCUREMENT RECORDS**

Crawford County shall maintain records sufficient to detail the significant history of procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

**AWARDED CONTRACTS**

A. Crawford County will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM).

B. Any contracts awarded shall comply with 2 CFR 200.326 and Appendix II to Part 200.

Voting Aye: Blum, Muhlbauer, Schultz, Skoog and Vogt. Motion passed unanimously.

On motion duly seconded the Board adjourned at 11:07 o'clock A.M.

Agendas for the next meeting are posted and available at the Courthouse on Friday at 4:30 o'clock P.M. preceding the next meeting.

County Auditor	Claims Paid 03/26/2019	Chairman
Vendor	Description	Paid
Allergan USA Inc	FP Clinic Supplies	100.00
Anastasi, Jared	Reimbursement	110.01
Assman, Paul J	Reimbursement Fee	105.28
Black Hills Energy	Natural Gas Service	588.65
Bomgaars	Shop Supplies	47.81
Bradley, Rod	Service	60.00
Brookes Publishing	ASQ Training Of Trainers	1,990.00
Cass County Memorial Hospital	PHN Agencies/FP Fee for Service	304.20
Children's Square Usa	Shelter Care	500.22
CJ Electronics	Radios	159.98
Clarinda Academy	Shelter	1,306.20
Computer Concepts of Iowa	Service	283.75
Computer Md	Tower/ 2 Monitors/Software & Installation	1,491.00
Counsel Office & Document	Copier Charges	292.74
County Binders Inc	Restoration of Transfer Books	2,524.50
Crawford County Home Health Agency	PHN Agencies/MH Fee for Service	613.86
Crawford County Memorial Hospital	Hospice Inpatient	4,288.99
Crawford County Sheriff	Service	73.00
Crawford County Treasurer	Property Taxes	2,268.00
Cura Script Sd	FP Clinic Supplies	3,128.16
Denison Bulletin Review	Advertising	662.66
Denison Do It Best Hardware	Paint	723.83
Denison Municipal Utilities	Utilities	248.32
Disaster Service Fund	Diaster Appropriation	85,000.00
Douglas County Sheriffs Dept	Service	50.00
Erlbacher Bros Inc	Hauling	2,184.92
First National Bank Of Omaha	Postage/School Expense	717.07
Frontier	Telephone	3,166.32
Frontier Communications of IA-911	E911 Telephone	752.83
Government Forms and Supplies	Double Window Envelopes	345.04
Grainger	Parts	22.52
Hallett Materials	Ice Control Sand	3,332.21
Hansen, Lloyd	DHS Rent	700.00
Harrison County Home Health Agency	PHN Agencies/FP Fee for Service	232.36
Harrison County REC	Utilities	711.99
Hawkeye Truck Equipment	Parts & Safety Devices	3,256.00
Healthcarefirst, Inc	CAHPS Service	104.74
Hoffmeier, James	Reimbursement	7.97
Hy-Vee	Prisoner Meals	1,650.00
Iowa Law Enforcement Academy	Jail School	800.00
Iowa Office of the State Medical Examiner	Autopsy	2,024.00
Iowa Prison Industries	Signs	4,268.95
Iowa State Association of County Auditors	ISACA Membership Dues	625.00
Joe's Welding	Equipment Supplies	814.73
Johnson County Sheriff	Service	41.13
Kasperbauer Cleaners Inc	Custodial Service	95.74
Manilla Times Llc	Board Proceedings	237.87
McKesson Medical Surgical	FP Clinic Supplies	27.55
Meeves, Denise	Reimbursement	249.36

Meigs County Sheriff Department	Service	27.60
Midamerican Energy	Electric Service	209.01
Muhlbauer, Dave	Reimbursement	237.69
Myrtue Memorial Hospital	PHN Agencies/MH Fee for Service	996.75
Neddermeyer, Sheri	Reimbursement	803.08
Netsys+	Software	27.50
NW Iowa Youth Emergency Serv Ctr	Detention	10,172.00
Obrien County Sheriff's Office	Service	52.00
Observer, The	Board Proceedings	159.74
Office Depot	Office Chair	215.99
Office Elements	Office Supplies	58.88
Optum Hospice Pharmacy Services	Hospice Medications & Medication Review	628.42
Paragard Direct	FP Clinic Supplies	476.26
Patty's Stitches	Uniforms	360.00
Quality Truck Service Llc	Auto Service/Repair	39.50
R & J Lincoln Way Farm	Parking Lot Rent	125.00
R & R Septic Services Llc	Portabale RR	110.00
R & S Northeast Llc	FP Clinic Supplies	46.86
Racom Corporation	Labor	657.43
Reedsburg Hardware Co	Tire Chains	2,723.33
RFG Logistics Inc	Road Salt	843.98
Rice Trailer Co	Parts	762.50
Safety-Kleen Corp	Shop Supplies	675.81
Scales Sales & Service Llc	Scale Inspection	425.00
Secure Shred Solutions Llc	Shredding Service	40.00
Sidwell Company, The	Annual Map Maintenance	17,945.00
Smilemakers	Health Promotions	134.99
Star Energy	G-Ride Fuel	127.19
Steve's West End Repair	Battery	135.86
Team Ford Lincoln	Auto Service/Repair	847.24
Temporary Aid Program	Monthly Allocation	40.00
Thrifty White Stores	Prisoner Meds	110.48
Verizon Wireless	Cell Phone/Internet Service	681.74
Wal-Mart	Custodial Supplies	32.82
Wellmark BC/BS of SD	Claims Paid	33,288.40
Woodward Youth Corporation	Shelter	1,306.20
Youth Emergency Services & Shelter of Iowa	Shelter	1,306.20
Zenk Jr, Eugene Duane	Consultant E911	1,931.32
Fund Totals		
0001 General Basic		50,112.69
0002 General Supplemental		659.20
0011 Rural Basic		11.46
0020 Secondary Road		18,617.74
0025 Boat Fund		136.04
0037 Tower Maintenance		85,598.43
4010 E911		2,621.41
4100 Assessor		18,085.66
7900 Sanitary Disposal - Landfill		2,920.20
8500 Self-Insurance Internal Serv Fnd		33,288.40
		<b>212,051.23</b>