

REQUEST FOR QUALIFICATION & PROPOSALS:
NORTH AND MIDDLE RIVERS
COMPREHENSIVE WATERSHED MANAGEMENT PLAN

Procurement Timeline:

RFP Publish Date: February 12, 2024

RFP Due Date: March 8, 2024

In-Person Presentations / Interviews: Week of March 25, 2024

Committee Approval: April 5, 2024

Project Initiation: May/June 2024

Project Deadline: June 30, 2026

REQUEST FOR PROPOSALS
North and Middle Rivers Comprehensive Watershed Management Plan

The North and Middle Rivers Watershed Management Authority (NMRWMA) is requesting a technical proposal from consulting and planning firms concerning their qualifications, experience, and availability to complete and develop a Comprehensive Watershed Management Plan for the North and Middle Rivers Watersheds. The selected contractor will work with the NMRWMA members, watershed partners, and local landowners and farmers to complete a watershed plan for the North and Middle Rivers Watersheds located within the Lake Red Rock HUC 8 watershed (0710008).

Background

The NMRWMA is composed of cities, counties, and soil & water conservation districts dedicated to reducing flooding and improving water quality. Initially formed in 2017, the group has laid the groundwork for plan development and implementation. In December 2023, the NMRWMA received a planning grant from the Iowa Department of Natural Resources (Iowa DNR) to complete a comprehensive watershed management plan for \$125,000 through the Comprehensive Water Quality Management Planning Grant solicitation. There is an additional \$7,250 in cash match for a total of \$132,250. The funding will be used to develop a comprehensive water quality management plan for the North and Middle Rivers Watersheds.

Request for Proposals

The NMRWMA seeks qualified professionals for consultant services to develop a comprehensive watershed plan to focus on the following resource concerns: Instream/Streambank and Riparian Areas, Plant and Animal Communities, Sediment, Nutrients, Stormwater, Public Access, Resiliency, Hazard Mitigation, and any others identified by local stakeholders. The consultant will develop a comprehensive assessment of the North and Middle Rivers Watersheds including, but not limited to, assessing the physical environment and contributors to flooding and poor water quality and develop strategic action steps to address the resource concerns. Respondents must be able to demonstrate experience with the type of project described herein.

Timeline

A summary of the procurement and planning process for this project is as follows:

- February 12, 2024..... RFP published
- March 8, 2024.....RFP due date
- Week of March 18, 2024 Proposals ranked by selection committee
- March 22, 2024..... Select consultants notified
- Week of March 25, 2024 In-person presentations / interviews of select consultants
- April 5, 2024 Committee approval and notice to proceed
- May / June 2024 Project initiation
- June 30, 2026..... Project completion

**All dates are subject to change*

Evaluation

Each proposal will be reviewed by an evaluation team, composed of NMRWMA representatives. Each proposal will be scored relative to all other proposals based on the evaluation criteria listed below. Consultants may be contacted during this process to clarify items in their proposals.

Experience	40 Points
Methodology	35 Points
Capacity	15 Points
Cost and Leveraged Resources	10 Points
Total.....	100 Points

Submission Requirements

Statements submitted in response to this request must address the categories below and be limited to 12 double-sided pages, single-spaced, with a font size of at least 11 and margins no less than 0.75 inch. Pages should be numbered consecutively. Any company promotional materials included will count toward the overall length restriction.

Electronic copies should be submitted as a PDF with the subject line, "North and Middle Rivers Water Quality Management Plan Development Proposal." Proposals must be submitted to Cynthia Farmer and Tim Palmer no later than **4:30 PM on Friday, March 8, 2024**, via email to cynthiaf@cfra.org and tim@regenerativeenvironmentalstrategies.com. If you have any questions concerning this request, please contact Tim Palmer, NMRWMA Chair, at 641-461-0078.

RFP Required Items

The NMRWMA reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of the NMRWMA and the planning process. This RFP does not oblige the NMRWMA to offer a contract to any firm, nor pay any cost incurred in the preparation of proposals submitted in response to this request. All information and material submitted in this request will become property of the NMRWMA Board of Directors.

The checklist of items required for proposal submission:

1. Company Contact Information and Project Team
2. Statement of Qualifications
3. Proposed Methodology to Complete Scope of Work
4. Plan Development Milestones and Timeline
5. Proposed Cost of Services and Leveraged Resources

The following outlines expectations for the development of a watershed management plan for the North and Middle Rivers Watersheds. Proposals should follow the outline presented here and respond to each of the items in Sections 1-5.

1. Company Contact Information and Project Team

List the company contact information. This should be an outline of the project team including the lead plus any key team members such as environmental experts, engineers, etc. who are critical for consideration by the evaluation team. Provide complete information that explains the relationship between team members and their respective roles in contributions to this project.

2. Statement of Qualifications

Summarize the lead planners' experience in complex, environmentally sensitive projects that require interaction with a broad range of stakeholders from urban and rural to public and private sectors. Additionally, describe the project team's experience within the most recent 5-years related to agricultural conservation, watershed, and regional scale planning, stormwater management planning, environmental restoration, and green infrastructure planning and implementation. Demonstrate experience in completing projects of the scale and complexity envisioned in this draft proposal on budget and schedule.

3. Proposed Methodology to Complete Scope of Work

Scope of Work Requested

The design team will develop and deliver a comprehensive planning document:

- Task 1: Development of a Stakeholder Process - a planning process driven by stakeholder involvement and an established open line of communication between keygroups. Assist stakeholders in developing watershed goals.
- Task 2: Current Conditions Report - Building on existing plans will garner quick buy-in from stakeholders, and expeditiously complete the watersheds' baselines.
- Task 3: Watershed Resource Inventory and Assessment of Issues - Conducting a watershed resource inventory will provide a deeper understanding of the watersheds and pollutant sources.
- Task 4: Watershed Action Plan - Utilizing completed assessments; this plan will encompass both short-term and long-term priorities to meet watershed needs and goals.
- Task 5: Education Plan - A successful education plan developed with watershed stakeholders will provide a diverse framework for future implementation efforts.
- Task 6: Final Plan - Prepare a document that outlines the planning process, summary of watershed assessment and data, and implementation guidance. The final plan will address the following resource concerns: Streambank and Riparian Areas, Plant and Animal Communities, Sediment, Nutrients, Stormwater, and Public Access.

Provide a proposed approach and methodology to meet the scope of work outlined by the NMRWMA in the required timeline and with the available funding. The respondent may also include additional services, tasks, etc. not identified in this request that they believe will improve the project, reduce costs and time, and meet the needs of the plan development.

4. Plan Development Milestones and Timeline

The development of this watershed management plan is expected to take between 18-24 months. Anticipated plan development milestones are listed as follows:

- Draft watershed plan is expected to be completed on or before December 1, 2025.
- Final watershed plan is expected to be completed on or before February 28, 2026.

The original grant application proposal that was submitted to the Iowa DNR is included as attachment A. Within the application document, a detailed work plan and timeline can be found.

5. Proposed Cost of Services and Leveraged Resources

Proposals submitted to the NMRWMA should include the cost to accomplish all scope of work for activities outlined above and **not exceed \$132,250**. Costs for preparation of the herein requested information will be the responsibility of those submitting proposals. Requests for payment for this information will not be entertained.

For more detailed information on the scope of work, goals, milestones, and reporting requirements, refer to **Attachment A**, which includes the Iowa DNR Comprehensive Water Quality Management Planning Grant application materials.

Attachment A: NMRWMA – Iowa DNR 2023 WMA Planning Grant Application



**Iowa Department of Natural Resources Comprehensive Water Quality Management
Planning Grant Application**

Grant Project Title:

North and Middle Rivers Watershed Management Authority (WMA) Planning Grant

Submitted by:

North and Middle Rivers Watershed Management Authority

Fiscal Agent:

Adair County

November 29, 2023

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Attachments

1. Grant Application Certification Letter
2. Risk Assessment Questionnaire
3. Budget Template
4. 28E Agreement
5. Letters of Support & Financial Commitments
6. Adair County FY22 Audit Report (separate PDF)



Executive Summary

The North and Middle Rivers Watershed Management Authority (NMRWMA) was initially formed in 2017, with 11 jurisdictions within the watersheds; counties, cities, and soil and water conservation districts. NMRWMA now has 17 participating jurisdictions; 42.5% of eligible jurisdictions within the watersheds.

The NMRWMA aims to participate in the management and enhancement of the Watersheds and is seeking funding to develop a comprehensive watershed management plan that addresses the goals of our mission statement:

“Cooperatively seek resources to facilitate water quality improvement and flood damage reduction within the North River and Middle River Watersheds.”

This DNR funding request will allow the NMRWMA to complete our first and most important objective by securing an experienced watershed planning consultant to complete the comprehensive watershed management plan and further assess efforts regarding physical environmental inventory, conservation opportunities, and issues within the watersheds in accordance to the Smart Planning Principles and the Environmental Protection Agency’s ten points of planning.

During the development process of the comprehensive management plan, the board will actively pursue and complete outlined goals in preparation for implementing the plan. Such goals include: ongoing fundraising, outreach programs, increasing membership, seeking and maintaining partnerships with state and federal agencies, local jurisdictions, local organizations, citizens, and other affected entities.

Another fundamental objective of this planning process is to perform a case study on the priority areas identified within the comprehensive management plan having the greatest impact on flood damage reduction and water quality improvement. Determining potential solutions with maximum practicality and cost efficiency are at the forefront of ensuring success in the watersheds. This additional analysis will allow the WMA to initiate impactful projects as further funding is available.

The final objective for the board is to increase participation from municipalities, landowners, organizations, agricultural producers, and the general public in the NMRWMA. Through these avenues, we will recruit and appoint members of a technical advisory team to support the technical analysis and plan development as well as provide timely communication between the selected consultant and the board of directors. Working within the jurisdictions and alongside the landowners is important to create action plans for their needs and issues. Relaying relevant information from the plan to jurisdictions and stakeholders will be necessary to gain support and generate meaningful change in the watersheds.



Statement of Work

The NMRWMA's main objective through the IDNR Comprehensive Planning Grant is to secure and hire an experienced watershed-planning consultant to produce a North and Middle Rivers Comprehensive Watershed Management Plan. Once produced, the consultant will submit the comprehensive water quality management plan to the board of directors. Priority projects will commence upon board approval and funding.

During the process above, the board will facilitate collaboration between the NMRWMA, state agencies, and local partners to incorporate their knowledge, experience, collected data, and plans to enhance our comprehensive plan and goals. In addition, the NMRWMA will create subcommittees as needed to be prepared for priority project implementation, as well as continuing the pursuit of increasing watershed entities' membership and participation.

2023-24 Executive Committee

Tim Palmer, Madison SWCD, Chair

Mike White, Warren SWCD, Vice Chair

Anna Golightly, Iowa Department of Agriculture and Land Stewardship, Secretary

David Lester, City of Norwalk, At Large

2023-24 Board of Directors

John Twombly, Adair County

Diane Fitch, Madison County

Robert Rice, Polk County

Crystal McIntyre, Warren County

Daryl Nelson, Adair SWCD

Tim Palmer, Madison SWCD

Wade Hauser, Polk SWCD

Mike White, Warren SWCD

Deven Markley, City of Carlisle

Brent Highfill, City of Cumming

Curt Smejkal, City of Des Moines

Ben Reeves, City of Indianola

David Lester, City of Norwalk

Allan Adams, City of Van Meter

Isaac Svoboda, City of Des Moines

Drew Barden, City of Winterset



Technical Advisors

Kyle Ament, Iowa Department of Natural Resources, Watershed Basin Coordinator

Regional Coordinators (RC), Iowa Department of Agriculture and Land Stewardship:

Available for watershed planning and will serve as liaison to the Soil and Water

Conservation Districts, agency staff, and their partners in RC's respective areas.

Cynthia Farmer, Policy Associate, Center for Rural Affairs



Implementation Schedules and Milestones

IMPLEMENTATION SCHEDULES AND MILESTONES

		Y2023			Y2024			Y2025			Y2026																		
					Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8			
FUNCTION	MONTH	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
DIRECTORS MEETINGS		X			X			X			X			X			X			X			X			X			X
EXECUTIVE MEETINGS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
EXPAND WMA MEMBERSHIP		X			X			X			X			X			X			X			X			X			X
PREPARE DNR GRANT APPLICATION		X																											
SECURE FISCAL AGENT		X																											
CREATE TECHNICAL COMMITTEE					X	X		X																					
SUBMIT DNR CWMP APPLICATION		X																											
CREATE SUBCOMMITTEES					X	X		X																					
OUTREACH PLANS					X	X	X	X		X		X		X		X		X		X		X		X		X	X	X	
GOALS/ACTION PLAN					X		X		X		X		X		X		X		X		X		X		X		X	X	
DNR GRANT CONTRACT AWARDED			X	X																									
HIRE CONSULTANT/GRANT WRITER					X	X	X																						
ASSESSMENT OF ISSUES		X			X			X			X		X		X		X		X		X		X		X		X	X	
CWMP COMPLETED																											X	X	
IMPLEMENTATION STRATEGY																									X	X	X	X	
QUARTERLY DNR UPDATES									X			X			X			X			X			X			X	X	
GENERAL FUNDRAISING		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CWMP IMPLEMENTATION FUNDING						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ANNUAL MEETING/UPDATE					X												X											X	
FINAL DNR REPORT DATE																												X	

Table 1. Project Implementation Milestones

Obligation	Task Milestone Date
NMRWMA shall produce and deliver to the Iowa DNR a comprehensive watershed-based water quality plan that includes Smart Planning principles. The plan will include an Executive Summary and complete and thorough details involving Physical Environment Inventory, Assessment of Issues, Goals, Objectives, and Actions.	To be delivered 90 days before end of contract.
NMRWMA shall produce and provide the Iowa DNR with written quarterly status reports describing and updating grant implementation schedules, milestones and their completion, utilization of awarded funds, and any deviations and/or additions to the schedule.	Quarterly for the duration of the contract from commencement of the contract.
<p>NMRWMA shall produce and provide the Iowa DNR with a final narrative report outlining the process and activities used to create a water quality plan including successes and obstacles and their specific results. The final report shall include a final financial statement and fulfill requirements of Section 319 funding including,</p> <ul style="list-style-type: none"> • Total federal Section 319 funds expended by the project • Summary of other funds expended by the project • Summary of accomplishments and objectives established for the project in accordance with the work plan • Project objectives not met and why • All other reporting requirements as specified by Section 319 rules, regulations and guidance 	To be delivered 45 days before end of contract.

The Watersheds

The North and Middle Rivers Watersheds are located within the Lake Red Rock HUC8 watershed (HUC 0710008) in southern Iowa. The NMRWMA planning area is limited to the North River and the Middle River. It is in the interest of the NMRWMA to fully evaluate the watersheds' management by producing a watershed plan for its planning area specific to the WMA.

Water quality and flood reduction are the main environmental issues of concern in the North River and the Middle River Watersheds. As shown by the letters of support and financial commitment, there is valuable interest from stakeholders in the area. Developing a plan for these watersheds is imperative for the management of the critical resource we all use on a daily basis.

The North River and Middle River Watersheds encompass 611,070 acres. When divided, there are 256,809 acres within the North River and 354,261 acres within the Middle River.

If broken out, the North River and Middle River include 6 HUC10 watersheds. They are:

- Clanton Creek (HUC10 - 0710000805) [103,960.15 acres]
- Middle River (HUC10 - 0710000807) [66,351.53 acres]
- North Branch North River (HUC10 - 0710000802) [48,337.05 acres]
- North River (HUC10 - 0710000804) [126,675.71 acres]
- Plunger Creek - North River (HUC10 - 0710000803) [81,796.13 acres]
- South Fork Middle River - Middle River (HUC10 - 0710000806) [183,949.24 acres]

All or part of the cities and towns below fall within the watersheds. See below for their respective percentage within the North and Middle Rivers Watersheds.

- Adair [45.3%]
- Bevington [100%]
- Carlisle [73.4%]
- Casey [100%]
- Cumming [96%]
- Des Moines [13.8%]
- Dexter [59.8%]
- Earlham [0.4%]
- East Peru [100%]
- Hartford [70%]
- Indianola [46.4%]
- Macksburg [56.2%]
- Martensdale [100%]
- Menlo [41.2%]
- Norwalk [100%]

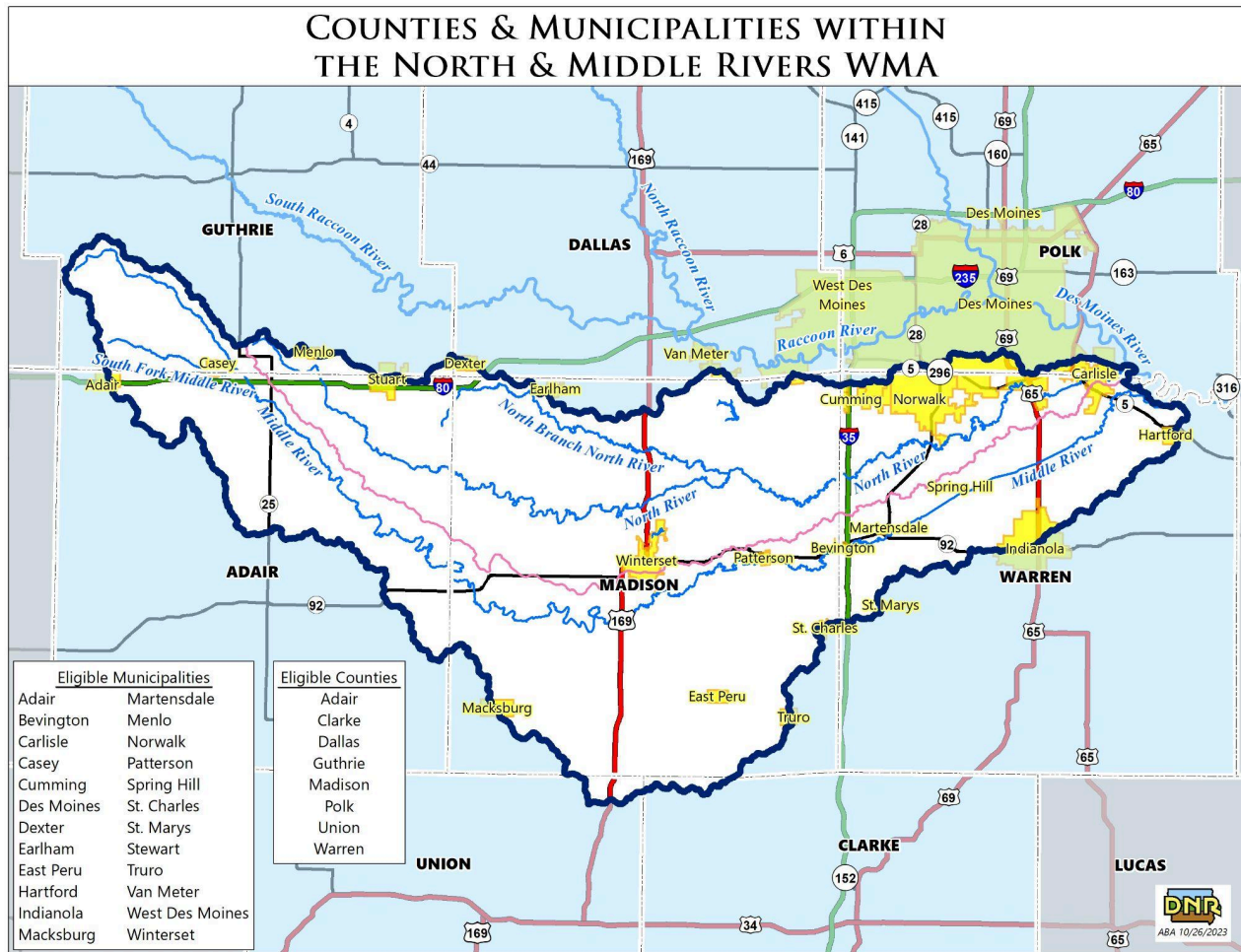


- Patterson [100%]
- Spring Hill [100%]
- St. Charles [34.4%]
- St. Marys [9.2%]
- Stuart [55.3%]
- Truro [52.7%]
- Van Meter [19.3%]
- West Des Moines [4.5%]
- Winterset [100%]

Portions of eight counties fall within the watersheds, none of them entirely. See below for the counties and their respective acreage within the watersheds.

- Adair County [117,327 acres]
- Clarke County [2,237 acres]
- Dallas County [1,603 acres]
- Guthrie County [40,833 acres]
- Madison County [311,433 acres]
- Polk County [6,459 acres]
- Union County [3,280 acres]
- Warren County [127,902 acres]

Figure 1. The North and Middle Rivers Watershed Management Authority and Eligible Jurisdictions. *Courtesy of Iowa Department of Natural Resources.*



Goals, Outputs, and Measures of Success

GOAL AND OBJECTIVE 1: Assess water and environmental conditions within the entire North and Middle Rivers Watersheds.

Activities (Outputs)

Secure a comprehensive plan writer and produce a comprehensive watershed management plan, including information on flood mitigation, sediment loss, county and urban drainage and municipal wastewater quality, natural resources and habitat restoration, conservation opportunities, and recreational use enhancement.

The planning process will follow the Environmental Protection Agency's ten elements for watershed planning and incorporate Smart Planning Principles. The comprehensive watershed management planning process will be structured to produce objectives and action steps that are sustainable for at least 20 years.

Development activities include:

- Assess options for potential consultants, including soliciting proposals from multiple firms and comparing plans produced for other WMAs.
- Hire a consultant.
- Review existing data.
- Develop an action plan.
- Develop an education plan.
- Develop a final watershed plan.
- Publicize the comprehensive watershed management plan through local media, press, and on NMRWMA platforms and share with local jurisdictions and local stakeholders.

Projected Environmental Improvement (Outcome)

NMRWMA members and community members are informed with data and action items to propel future project planning and implementation. Water quality concerns and priorities are identified in the planning process. Water quality and flood mitigation projects are enhanced through the implementation of action items identified in the comprehensive management plan and action plan.

Established Baseline for Measurement

There is not yet a comprehensive analysis of the conditions within the North and Middle Rivers Watersheds or opportunities identified within it that build on the work completed in the Badger Creek and Cedar Lake watersheds. With a plan on file, we hope to collaborate with communities within the watersheds and beyond to be actively engaged in environmental and water quality projects.

GOAL AND OBJECTIVE 2: Perform a case study on the priority areas identified within the comprehensive plan that have the greatest impact on flooding and water quality within the North and Middle Rivers Watersheds.

Activities (Outputs)

The comprehensive management plan writer will also perform a case study on the priority areas of need. Research is necessary to identify potential short-term and long-term solutions that are cost-effective, constructive, and practical.

Assemble information on how flooding is affecting bridges and access points, what ways jurisdictions can better manage flooding to save money and resources, and what needs there are for in-city water management. Develop a tiered approach on where the projects should be focused within the watersheds.

Case study activities should include:

- Interviews of county engineers, city engineers, and city managers.
- Research and assess runoff from developments in cities affecting water flow.
- Develop at least one informational handout to share with local jurisdictions and local stakeholders.
- Allow at least one opportunity for community input, ie. a public open house
- Publicize the results of the case study through local media, press, and on the NMRWMA platforms.

Projected Environmental Improvement (Outcome)

NMRWMA members and community members will better understand the flooding implications on water quality, resources, and infrastructure in the watersheds.

Observations and solutions from the study will provide insight for decision-makers moving forward. With the additional research and analysis complete, priority areas will be identified and, if funding is available, projects should hit the ground running.

Established Baseline for Measurement

Without a comprehensive plan, there have not been any case studies completed in the North and Middle Rivers Watersheds. The current baseline is measured by not having any detailed research in the area or on file. Reaching this goal would allow the collaboration between jurisdictions and communities to incorporate priority practices positively impacting flooding and water quality.

GOAL AND OBJECTIVE 3: Increase participation from municipalities, landowners, organizations, agricultural producers, and the general public in the NMRWMA.



Activities (Outputs)

The NMRWMA currently has members from 17 of 40 eligible jurisdictions within the watershed. While these members and their strong participation in the Authority signal strong local support, we see the 23 non-member jurisdictions as an opportunity for improvement. The NMRWMA has an expressed interest in growing membership to a total of 25 jurisdictions; adding at least 8 by the end of the grant period.

- Recruit members of a technical team to support the WMA, including local leaders and experts with relevant experience.
- Formalize a technical team by a full vote of the NMRWMA and appoint members by vote.
- Release information about the NMRWMA to the media to increase public support.
- Attend city council meetings to share about the NMRWMA and its goals, in an effort to recruit new members.
- Relay relevant information from the watershed management plan to specific cities, jurisdictions, and local stakeholders.
- Work with cities and jurisdictions to create action plans relevant to their needs and issues.
- Educate absent and local landowners, agricultural tenants and owner producers, and homeowners to the cause of effect of their land use practices.

Projected Environmental Improvement (Outcome)

Although NMRWMA has a good start on participation, increased participation by non-member municipalities and the general public would increase partnering members and provide better communication with city councils in the watersheds.

With future outreach from current membership, eligible jurisdictions, local leaders, landowners, producers, and homeowners will better be able to understand, evaluate, and acknowledge their responsibility towards the North and Middle Rivers Watersheds and their specific environmental influences.

Established Baseline for Measurement

Our baseline for NMRWMA membership is currently 17 member jurisdictions, which we hope to increase to at least 25. By increasing jurisdiction and municipality participation, NMRWMA would have the opportunity to enhance action plan involvement and streamline communication with watershed municipalities and their specific environmental responsibilities. In conjunction, NMRWMA can encourage and enhance landowner, homeowner, and agricultural producer participation through education programs.



Financial Assistance Request - Budget Template

Narrative: To execute a high-quality comprehensive planning process, we recognize that contractual expenses will be the highest cost of this project. To hire a contractor, we anticipate spending \$130,000; \$125,000 requested from DNR and \$5,000 of our collected cash match. Member organizations and partners are prepared to offer \$25,000 of in-kind match, which will cover work time on behalf of coalition members and collaborators. We anticipate this \$25,000 to be spread out over various meetings and steps in the process; hiring and collaborating with the plan writer. \$3,000 of the cash catch is earmarked for indirect costs, supplies, publication, distribution, and other media costs associated with project strategy meetings and outreach efforts as described in project goals #2 and #3.

Please see Attachment 3 for the budget template.

Watershed Management Authority Status

A 28E Agreement was initially filed with the Iowa Secretary of State's Office on December 6, 2017, at 10:02 AM. The filing number was M510560, and the contact listed was Todd Ashby, Executive Director for the Des Moines Area Metropolitan Planning Organization.

Additional jurisdictions have joined since the initial filing. An updated 28E Agreement was filed on August 10, 2023, at 1:55 PM. The filing number was M516294, and the contact listed was Cynthia Farmer, Policy Associate for the Center for Rural Affairs. A copy of the agreement with updated bylaws is attached as Attachment 4.

Signature pages were included from:

- Adair County
- Polk County
- Madison County
- Warren County
- City of Carlisle
- City of Cumming
- City of Des Moines
- City of Indianola
- City of Norwalk
- City of Van Meter
- City of West Des Moines
- City of Winterset
- Adair Soil and Water Conservation District
- Dallas Soil and Water Conservation District
- Madison Soil and Water Conservation District
- Polk Soil and Water Conservation District
- Warren Soil and Water Conservation District



Alignment with Iowa's Nonpoint Source Management Plan

The NMRWMA's goals expressed in this proposal align with Iowa's Nonpoint Source Management Plan as detailed below.

Nonpoint Source Management Plan Goal	Relevant Objectives	NMRWMA Proposal Alignment
Build Partnerships to Enhance a Collaborative Watershed Approach to Nonpoint Source Water Pollution	<p>Objective 1.2: Encourage SWCDs to cooperate within watershed boundaries.</p> <p>Objective 1.4: Implement Smart Planning principles, as provided by Code of Iowa at watershed level.</p>	<p>1.2: NMRWMA's very nature as an Authority requires the cooperation of SWCDs within watershed boundaries, in addition to other jurisdictions within the watershed.</p> <p>1.4: Compliance with Smart Planning Principles is detailed elsewhere in this narrative but applies to all parts of this project proposal.</p>
Improve Technical Assistance, Outreach, and Education to Facilitate NPS Assessment, Planning and Implementation	<p>Objective 2.1: Build local and mutual accountability through community-based watershed and other groups to set expectations for conservation behavior.</p> <p>Objective 2.3: Develop a consistent, understandable message about conservation set for delivery by multiple groups.</p>	<p>2.1: By working with partners in the North and Middle Rivers Watersheds and with others in a technical advisory team, this project will build local and mutual accountability through community-based watershed projects and analysis.</p> <p>2.3: As part of the planning process with a contractor, NMRWMA also intends to put together an action plan and an education plan to develop consistent messaging about conservation and water efforts within the watersheds.</p>

Science-Based Performance Measures	<p>Objective 3.2: Develop local natural resource goals with targeted solutions to meet watershed needs.</p> <p>Objective 3.6: Adopt system-based implementation and monitoring strategies versus practice-based approaches.</p>	<p>3.2: By getting a plan on file specific to the North and Middle Rivers Watersheds, NMRWMA hopes to lay the groundwork for setting natural resource goals with targeted solutions to meet watershed needs.</p> <p>3.6: In essence, analysis will be the first step, and a management plan with action items will be a roadmap for future efforts. Within that process, we are committed to adopting system-based implementation and monitoring strategies, which will also be highlighted in the comprehensive watershed management plan.</p>
Funding	<p>Objective 4.1: Coordinate existing public programs that provide financial assistance programs.</p>	<p>4.1: By partnering with local leaders, the Authority hopes to identify existing public programs that provide financial assistance to tackle the needs of our watersheds and complement future NMRWMA projects and programs.</p>

Affirmation of Smart Planning Principles

As described in Iowa Code chapter 18B, the NMRWMA Comprehensive Watershed Management Plan shall incorporate Smart Planning Principles including but not limited to:

1. Collaboration that encourages public involvement, access, and education through outreach programs for resource availability and Smart Planning Principles through involvement in the planning process.
2. Foster efficiency, consistency, and transparency to use and promote the use of development practices, planning documents, and the planning process while making available reports of successes and areas of improvement.
3. Encourage efficient, renewable, and sustainable building practices in environmental projects including homes and businesses within the watersheds.
4. Encourage increased diverse support in participation and decision-making with and from local community members, businesses, and other jurisdictions in the watersheds.
5. Promote and encourage preservation in building and land reuse with emphasis on historic community centers and historic buildings and land sites.
6. Promote reduced environmental impact while sustaining quality living and recreational use of the watersheds.
7. Further community access to the watersheds' resources through local businesses and agriculture participation with cultural and historic themes in mind.
8. Encourage community involvement and planning for natural resources with future protection from negative impacts from conversion and agricultural degrading practices.
9. Encourage communities to use Smart Planning Principles in their urban structuring to establish sustainable development practices.
10. Mitigate risks for all jurisdictions by considering the local hazard mitigation plan approved by the federal emergency management agency.
11. Work with federal, state, and local officials to encourage and promote water quality and environmentally friendly planning in transportation projects.

Iowa Department of Natural Resources
Comprehensive Water Quality Management Planning Grant Application Solicitation
Applications due by 4:30 PM, November 30, 2023
Send Application and Attachments Electronically to: steven.konrady@dnr.iowa.gov

1. PROJECT	
Project Title:	North and Middle Rivers Watershed Management Authority (WMA) Planning Grant
Project Watershed:	North and Middle Rivers Watersheds, within the Lake Red Rock Watershed

2. APPLICANT STATUS INFORMATION			
Lead Entity:	North and Middle Rivers WMA	28E Agreement Filing #:	M516294
Watershed HUC 8 #:	07100008	Date Filed:	August 10, 2023

3. APPLICANT CONTACT INFORMATION			
Fiscal Agent:	Adair County	Mailing Address:	400 Public Square Ste. 5
Contact Person:	Mandy Berg	City, State, ZIP:	Greenfield, Iowa 50849
Email:	auditor@adaircountyiowa.org	County:	Adair
Telephone #:	(641) 743-2546	Federal UEI #:	JRA2HEYK57K7

4. DESCRIPTION & COSTS			
Project Description: (Maximum of 100 words summarizing the project and use of funds)			
The North and Middle Rivers Watershed Management Authority’s objective is to develop a comprehensive watershed management plan to assess water and environmental conditions in the watershed. Conditions of interest are, but not limited to, flooding risk, water quantity, water quality, environmental appearance, recreational use, and habitat. This plan will provide groundwork and guidance for future project implementation. The Authority seeks to complete this project with three tenants: a comprehensive assessment of the watershed, a case study on identified areas having the greatest impacts on flooding and water quality, and increasing local participation within the North and Middle Rivers Watersheds.			
<u>Summary of Project Costs (Including Required 25% Match):</u>			
DNR Water Quality Management Planning Funds Requested (max \$125,000):		\$	\$125,000
<u>Local Share (minimum 25% of DNR request):</u>			
Cash Match:	(minimum 5% of DNR request)	\$	\$8,000
In-Kind Match:	(minimum 25% of request when added to cash match)	\$	\$25,000
Total Project Cost:		\$	\$158,000
Example: WMA is requesting \$100,000 from DNR; \$5000 local cash match required, \$20,000 in-kind required; total match provided is \$25,000 or 25% of \$100,000 (minimum match values represented)			

5. GRANT SOLICITATION TIMELINE	
Event	Date
Grant Solicitation announced for eligible Applicants	September 28, 2023
Grant Application due date	November 30, 2023
Grant Application evaluation by Iowa DNR and selection of the Successful Applicant(s)	December 1, 2023 to December 15, 2023
Notification of Successful Applicant and all Applicants of intent to award	No later than December 21, 2023
Drafting of Contract, Environmental Protection Commission review, and execution of Contract (start of Contract)	No later than March 1, 2024
Term of Contract with the Successful Applicant (end of Contract)	End no later than June 30, 2026

**ATTACHMENT 1:
GRANT APPLICATION CERTIFICATION LETTER**

Date: 11/27/2023

STEVEN KONRADY, ISSUING OFFICER

Department of Natural Resources
Wallace State Office Building
502 E. 9th St.
Des Moines, IA 50319-0034

Re: Grant Application: Water Quality Management Planning Grant 2023
GRANT APPLICATION CERTIFICATION

Dear **STEVEN KONRADY**:

I certify that the contents of the Application submitted on behalf of North And Middle Rivers WMA (Applicant) in response to the **Department of Natural Resources** Grant Application Solicitation for the creation of a watershed-based water quality management plan for a Watershed Management Authority are true and accurate. I also certify that the Applicant has not knowingly made any false statements in its Application.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Applicant nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal or State Agency; (b) have within a three year period preceding this Application been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Application had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Iowa DNR has relied upon when this transaction was entered into. If it is later determined that Applicant knowingly rendered an erroneous certification, in addition to other remedies available, the Iowa DNR may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2009)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Applicants to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting an Application in response to the grant offering, the Applicant certifies the following: (check the applicable box)

- ☐ Applicant is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 432*; or
- ☒ Applicant is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(42) and (43)*.

Applicant also acknowledges that the Iowa DNR may declare their Application or resulting contract void if the above certification is false. The Applicant also understands that fraudulent certification may result in the Iowa DNR or its representative filing for damages for breach of contract in addition to other remedies available to Iowa DNR.

Certification Regarding Federal Rules and Regulations

8. The Applicant certifies that the Application and any resulting contract will adhere to all federal rules and regulations, specifically as it pertains to Section 319 funding. This includes, but is not limited to, rules as it relates to using a subcontractor.

Fiscal Agent Designation

9. The Iowa DNR understands that Eligible Applicants sometimes rely on other organizations to perform financial management or serve as fiscal agent for the Eligible Applicants, defined as:

“Fiscal Agent” means any legal entity under Iowa law that is subject to an annual independent third-party audit and is accounted for consistent with Government Auditing Standards.

The Grant Application shall identify the fiscal agent or financial administrator that will be utilized to manage any funds that may be awarded pursuant to this Grant. If the Eligible Applicant will not perform that function, the following conditions shall be met:

- (1) Such fiscal agent or financial administrator
 - a. must be a legal entity under Iowa law and
 - b. must acknowledge in writing any agreement between the DNR and a successful applicant under this Grant, and
- (2) All funds administered or managed by such fiscal agent or financial administrator pursuant to this relationship:
 - a. shall be subject to an annual independent third-party audit and
 - b. shall be accounted for consistent with Government Auditing Standards.

Sincerely,

Tim Palmer

Date: 11/28/2023

Name: Tim Palmer

Title: Board Chairperson

Fiscal Agent

Entity: Adair County

Phone Number: (641) 743-2546

Street Address: 400 Public Square Ste. 5

Email Address: auditor@adaircountyiowa.org

City/State/Zip: Greenfield, Iowa 50849

WMA

Represented: North and Middle Rivers WMA

ATTACHMENT 2:

RISK ASSESSMENT QUESTIONNAIRE

Federal regulation 2 CFR 200.331 requires pass-through entities to conduct a risk assessment of each sub-recipient. Please complete and return the questionnaire as part of your grant application. If questions arise while completing the questionnaire please contact Jen Kopp, Iowa Department of Natural Resources, at 515.204.5902 or jen.kopp@dnr.iowa.gov.

Grant Applicant Risk Assessment Questionnaire

A. Was an audit performed in the prior fiscal year? If **yes**, please provide a copy of your audit report.

☒ Yes ☐ No

B. If **no**, please answer the following questions. If the answer to any individual question is **no**, please provide a brief explanation of your entity's process related to that question.

1. Are the accounting records maintained on a current basis?

☐ Yes ☐ No: Click here to enter text.

2. Are bank accounts reconciled by an employee who does not sign checks, handle or record cash?

☐ Yes ☐ No: Click here to enter text.

3. Are reconciliations reviewed and approved by a person who is not responsible for receipts and disbursements?

☐ Yes ☐ No: Click here to enter text.

4. Are inventory counts verified by persons independent of those in charge of the inventory records?

☐ Yes ☐ No: Click here to enter text.

5. Are capital assets tested periodically by an individual having no responsibility for the assets?

☐ Yes ☐ No: Click here to enter text.

6. Are capital expenditures authorized by appropriate officials and the governing body?

☐ Yes ☐ No: Click here to enter text.

7. Is a physical inventory taken periodically (at least annually) and reconciled to detailed capital asset records?

☐ Yes ☐ No: Click here to enter text.

8. Is a list of receipts prepared by the mail opener?

☐ Yes ☐ No: Click here to enter text.

9. Is an independent reconciliation of recorded receipts to the initial listing performed?

☐ Yes ☐ No: Click here to enter text.

10. Is a restrictive endorsement placed on each incoming check upon receipt?

☐ Yes ☐ No: Click here to enter text.

11. Are responsibilities for the disbursement/expenditure approval function segregated from those for the voucher preparation and purchasing functions?

☐ Yes ☐ No: Click here to enter text.

12. Are responsibilities for reconciling disbursements/ expenditures with the check/warrant register segregated from those preparing the vouchers?

☐ Yes ☐ No: Click here to enter text.

13. Is final approval for payment made by a different individual than the check/warrant signer?

☐ Yes ☐ No: Click here to enter text.

14. Are all disbursements/expenditures required to be supported by invoices or other documentation?

☐ Yes ☐ No: Click here to enter text.

15. Does the person reviewing the claims have sufficient knowledge of federal and state grant requirements, laws and regulations to determine cost allowability?
☒ Yes ☐ No: Click here to enter text.
16. Are supporting documents for claims effectively canceled at the time of approving the payment to prevent their reuse?
☒ Yes ☐ No: Click here to enter text.
17. Are controls maintained over the supply of unused and voided checks/warrants?
☒ Yes ☐ No: Click here to enter text.
18. Are salaries approved by the governing body for full-time and part-time employees?
☒ Yes ☐ No: Click here to enter text.
19. Are time sheets used and approved by appropriate personnel?
☒ Yes ☐ No: Click here to enter text.
20. Are financial reports reviewed and approved at appropriate levels of management?
☒ Yes ☐ No: Click here to enter text.
21. Is management committed to providing proper stewardship for property acquired with federal awards?
☒ Yes ☐ No: Click here to enter text.
22. Are accurate records maintained for all acquisitions and dispositions of property acquired with federal awards?
☒ Yes ☐ No: Click here to enter text.
23. Is a physical inventory of equipment periodically taken and compared to property records?
☒ Yes ☐ No: Click here to enter text.
24. Are procedures established to ensure the federal awarding agency is appropriately reimbursed for dispositions of property acquired with federal awards?
☒ Yes ☐ No: Click here to enter text.
25. If requested, could a certification from the donor be obtained or other procedures be performed to identify whether matching contributions are from non-federal sources?
☒ Yes ☐ No: Click here to enter text.
26. Have procedures been established to verify vendors providing goods and services under the award have not been suspended or debarred by the federal government?
☒ Yes ☐ No: Click here to enter text.

Signature: _____

Mandy Berg

Date: 11/27/2023

Completed By: Mandy Berg

Title: Auditor

Phone Number: (641) 743-2546

Email: auditor@adaircountyiowa.org

**ATTACHMENT 3:
BUDGET TEMPLATE**

A budget must be included with your application. Include a narrative of how the DNR funds will be used, and sources and type of match for the entire project. Use the table below along with your narrative, or include your own budget sheet.

Narrative:

To execute a high-quality comprehensive planning process, we recognize that contractual expenses will be the highest cost of this project. To hire a contractor, we anticipate spending \$130,000; \$125,000 requested from DNR and \$5,000 of our collected cash match. Member organizations and partners are prepared to offer \$25,000 of in-kind match, which will cover work time on behalf of coalition members and collaborators. We anticipate this \$25,000 to be spread out over various meetings and steps in the process; hiring and collaborating with the plan writer. \$3,000 of the cash catch is earmarked for indirect costs, supplies, publication, distribution, and other media costs associated with project strategy meetings and outreach efforts as described in project goals #2 and #3.

Budget Year(s):	2024-2025		Match Information		
Budget Category	Total Cost/Item	DNR Request	In-Kind Match ¹	Cash Match ²	Total Match ³
Salary & Benefits:	25,000.00	0	25,000.00	0	25,000.00
Indirect Costs:	1,500.00	0	0	1,500.00	1,500.00
Travel/Training:	0	0	0	0	0
Supplies:	500.00	0	0	500.00	500.00
Publication, distribution, or other media costs:	1,000.00	0	0	1,000.00	1,000.00
Contractual:	130,000.00	125,000.00	0	5,000.00	5,000.00
Equipment (single items greater than \$5,000 each):	0	0	0	0	0
Other:	0	0	0	0	0
Totals:	158,000.00	125,000.000	25,000.00	8,000.00	33,000.00
Total FTEs (If supporting salary with DNR funds):	Click here to enter text.	Total Project Cost:		158,000.00	

Notes:

1. In-Kind Match: Value of local contributions to planned campaign by all partners not provided as cash
2. Cash Match: Total must be at least 5% of DNR request
3. Total Match: Total of in-kind and cash must be at least 25% of DNR request

Example: Max request \$125,000; Total Match required = 25% or \$31,250; Minimum Cash Match required 5% of \$125,000 or \$6250; remaining \$25,000 match required can be provided as a combination of in-kind or cash

If using DNR grant funds for salary, please provide FTE estimates for reporting purposes.

Iowa Secretary of State
321 East 12th Street
Des Moines, IA 50319
sos.iowa.gov



FILED

Filing Date: **08/10/2023 01:55 PM**
Filing Number: **M516294**

28E Agreement

Participants

	Full Legal Name	Organization Type	County
Party 1	Adair County	County	Adair
Party 2	Polk County	County	Polk
Party 3	Warren County	County	Warren
Party 4	Carlisle	City	Warren
Party 5	Cumming	City	Warren
Party 6	Norwalk	City	Warren
Party 7	Van Meter	City	Dallas
Party 8	West Des Moines	City	Polk
Party 9	Dallas Soil and Water Conservation District	Regional or District	Dallas
Party 10	Madison Soil and Water Conservation District	Regional or District	Madison
Party 11	Polk Soil and Water Conservation District	Regional or District	Polk
Party 12	Des Moines	City	Polk
Party 13	Madison County	County	Madison
Party 14	Indianola	City	Warren
Party 15	Winterset	City	Madison
Party 16	Adair Soil and Water Conservation District	Regional or District	Adair
Party 17	Warren Soil and Water Conservation District	Regional or District	Warren

Participants

310 - Water System

Service Type

North and Middle Rivers Watershed Management Authority Agreement

Purpose

Indefinite

Duration

M516294

28E Agreement File Number is

Contact Person: (Optional)

Cynthia

Contact First Name

Farmer

Contact Last Name

Policy Associate

Job Title

Center for Rural Affairs

Department

402-687-2100

Phone Number

**Bylaws governing the administration, development, operation, and management of the
North and Middle Rivers Watershed Management Authority**

PREAMBLE

The North and Middle Rivers Watershed Management Authority is a Watershed Management Authority as defined in *Code of Iowa* Chapter 466B. *Code of Iowa* Section 466B.22 provides that two or more political subdivisions (defined as including cities, counties, soil and water conservation districts, and benefited recreational lake districts located within the same United States Geological Survey Hydrologic Unit Code 8 watershed 07100006), may create by Chapter 28E agreement, pursuant to *Code of Iowa* Chapter 466B, Subchapter II, a Watershed Management Authority. The purpose of such authorities is to enable cooperation in supporting watershed planning and improvements for the mutual advantage of the political subdivisions involved.

These Bylaws are intended to create an organized structure to ensure a system to manage the activities of the North and Middle Rivers Watershed Management Authority and to serve as a communications link with participating political subdivisions.

ARTICLE I – AUTHORITY

- A. The North and Middle Rivers Watershed Management Authority is a Watershed Management Authority (WMA) pursuant to *Code of Iowa* Chapter 466B.
- B. The North and Middle Rivers WMA is established pursuant to the intergovernmental cooperation clause as set forth in Chapter 28E of the *Code of Iowa*.
- C. Membership in the North and Middle Rivers WMA is limited to cities, counties, soil and water conservation districts, and benefited recreational lake districts located within the North and Middle Rivers Watersheds.
- D. The North and Middle Rivers WMA shall not make policy that would require a Member to change policies as set by its governing body or require a Member to contribute funds without official action of approval by that Member's governing body.
- E. No Member may be required to contribute funds to the WMA and no action to contribute funds by a Director appointed by the Member is binding on the Member without approval by the governing board of the Member.

ARTICLE II – DEFINITIONS

- A. **BOARD OF DIRECTORS** – Comprised of the authorized representatives of the participating political subdivisions.

- B. MEMBER – A political subdivision participating in the 28E Agreement that forms the North and Middle Rivers WMA.
- C. DIRECTOR/Alternate Director – Authorized representative of a participating political subdivision (Member).
- D. INTERGOVERNMENTAL AGREEMENT – Legal document (Iowa 28E) signed by each participating subdivision to form a legal entity.
- E. QUORUM – As provided for in the Intergovernmental Agreement, 1/3 of the members present shall constitute a quorum of the Board for the purpose of holding a meeting of the Board. For committees of the Board, a majority of the members of a committee shall constitute a quorum of said committee for the purpose of holding a meeting of the committee.
- F. EXECUTIVE COMMITTEE – Comprised of the officers of the Board of Directors.

ARTICLE III – NAME AND PURPOSE

- A. The name of the organization shall be North and Middle Rivers Watershed Management Authority.
- B. The purpose of the organization shall be to enable cooperation in supporting watershed planning and improvements in the North and Middle Rivers Watersheds for the mutual advantage of the Members. As outlined in the *Code of Iowa* Section 466B.23, a Watershed Management Authority may perform all of the following:
 - 1. Assess the flood risks in the watershed.
 - 2. Assess the water quality in the watershed.
 - 3. Assess options for reducing flood risk and improving water quality in the watershed.
 - 4. Monitor federal flood risk planning and activities.
 - 5. Educate residents of the watershed area regarding water quality and flood risks.
 - 6. Allocate moneys made available to the authority for purposes of water quality and flood mitigation.
 - 7. Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the authority. A watershed management authority shall not acquire property by eminent domain or have a taxing authority.

ARTICLE IV – GOVERNANCE

- A. The affairs of the North and Middle Rivers WMA shall be conducted by the Board of Directors. Each member shall appoint one representative to serve as a Director, and all Directors comprise the Board of Directors. Members may provide contact information for alternate Director(s) to the Secretary. In the absence of the Director, an alternate Director can act in the Director's voting capacity as laid out within these Bylaws.
- B. If a Director is removed, a successor shall be appointed by the Member for the duration of the unexpired term of the removed Director.

- C. Each Director has one vote. A designated proxy may vote in the Director's absence. The Director shall notify the board chair and secretary, in writing, prior to the meeting of their proxy. No pre-approval from the Board is required prior to the proxy voting. Every proxy shall be revocable by the respective Member at any time. Additionally, Directors may participate in meetings of the Board or its committees by electronic means, subject to the limitations provided for in Article VII of these Bylaws and Iowa Code Chapter 21, Section 8.
- D. A Member may remove an appointed Director for misfeasance, nonfeasance, or malfeasance in office.

ARTICLE V – COMMITTEES

A. Executive Committee

1. Officers

- a. The Chair, Vice Chair, Secretary, Treasurer, and an At-Large Director shall serve on the Executive Committee.
- b. The Board shall elect one Director as Chair and one Director as Vice Chair, each for a two-year term.
- c. The Board shall appoint a Secretary, who need not be a Director, for a two-year term.
- d. The Board shall appoint a Treasurer, who need not be a Director, for a two-year term.

2. Eligibility for office

- a. Any Board member in good standing may serve as Chair or Vice Chair.

3. Election of Officers and Terms of office

- a. An initial slate of officers shall be elected/appointed at the initial organizational meeting of the Board. In subsequent odd-numbered years, the election/appointment of officers shall be held in January at the annual meeting as provided for in Article VII of these Bylaws.
- b. Successful candidates shall be elected by a majority of the quorum. They may be re-elected at the pleasure of the Board.
- c. The term of office of the Officers shall be for two (2) years and shall run from January 1 of the first year through December 31 of the second year, except that the initial slate of officers elected/appointed at the initial organizing meeting of the Board shall serve from the date of said meeting until December 31 of the second year.

4. Duties

- a. The Chair shall preside at all meetings of the Board and Executive Committee, and prepare an agenda in consultation with others. The Chair shall also provide an annual report to the Members as provided for in Section 11 of the Intergovernmental Agreement. There may be other duties as determined.
- b. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in fulfilling his/her duties, and attend the Board and Executive Committee meetings.

- c. The Secretary shall keep minutes and distribute copies of minutes and is responsible for any other correspondence of the group. The Secretary shall attend all Executive Committee meetings and Board meetings. The Secretary shall ensure compliance with the Iowa Open Meeting Law (Iowa Code Chapter 21) and the Iowa Open Records Law (Iowa Code Chapter 22). The Secretary shall maintain a current list of all Directors and alternate Directors with valid contact information.
 - d. The Treasurer shall make a report at each Board meeting. The Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the members and the public, and shall attend all Executive Committee and Board meetings.
 - e. The immediate Past Chair shall assist the Chair in fulfilling his/her duties and attend Board and Executive Committee meetings. The immediate Past Chair will assist in the nomination of the Executive Committee members.
 - f. In the event that both the Chair and Vice Chair are absent, the Treasurer shall serve as the pro-tem chairperson. The pro-tem chair shall be authorized to conduct the meetings and to sign any documents requiring signatures when said documents were the result of any action by the Board at the particular meeting.
5. Failure To Perform Duties
- a. If an officer is unable or unwilling to perform his or her duties as outlined in Article V, Section 4, the Board will hold a special election to elect a replacement officer.
- B. Technical Advisory Committee
- 1. A Technical Advisory Committee may be created to assist and advise the Board. Members shall be appointed by a simple majority of the Board. The Board may appoint a member of the Board as Committee Chairman.
- C. Stakeholders Advisory Committee
- 1. A Stakeholders Advisory Committee may be created to provide input on plans developed by the Board. Members shall be appointed by a simple majority of the Board. The Board may appoint a member of the Board as Committee Chairperson.
- D. Other Committees
- 1. The Board may create other committees as needed.

ARTICLE VI – FINANCE

- A. A plan shall be adopted at the annual meeting for the fiscal year from July 1 to June 30.
- B. The Board may solicit, accept and receive grants, donations, endowments, gifts, reimbursements, and such other funds as are necessary to support work pursuant to this Agreement.
 - 1. The Board will review each opportunity for funding. After a review of the opportunity, a fiscal agent will be nominated. The fiscal agent must be a Member or other organization, as selected by the board, meeting the fiscal agent standards outlined in Article VI – Finance Section C. Should no Member or other organization accept the nomination of a fiscal agent for the opportunity, the opportunity will not be considered.

2. No action to contribute funds by a Director of the WMA is binding on the Member that he/she represents without official approval by the governing board of the Member. No Member may be required to contribute funds to the WMA, except to fulfill any obligations previously made by official action by the governing body of the Member.
3. All funds received for use by the WMA shall be held in a special fund by the fiscal agent designated by the Board of Directors of the North and Middle Rivers WMA. When funds are provided as a grant or loan directed to a Member of the WMA for a project administered by that Member, the funds shall be retained and administered by that Member.

C. Fiscal Agent Standards

1. The responsibility of a fiscal agent is to promote the mission or purpose of the account entrusted to it, safeguard the assets of the account, and assure the propriety of all expenditures of funds and disposition of account assets. This includes:
 - a. Entering into a Fiscal Agent Agreement between the Fiscal Agent and the WMA for all opportunities. This document shall clearly identify the responsibilities of both the Fiscal Agent and the WMA. This document shall identify conditions where the agreement would be terminated.
 - b. The Fiscal Agent is responsible for recording all funding receipts and disbursements. The Fiscal Agent shall establish a separate project account for each funded project. All applicable project receipts and disbursements shall be recorded in this account.
 - c. The Fiscal Agent is responsible for submitting all required reports to the funding organization. Reporting responsibilities are to be detailed in the Fiscal Agent Agreement.
 - d. The Fiscal Agent will make all disbursements for the project. All transactions will be recorded in the project account established by the Fiscal Agent. Sufficient documentation must be maintained by the Fiscal Agent to allow the Fiscal Agent's external auditor to perform the fiscal and compliance audit of the funding.
 - e. The Fiscal Agent is responsible for maintaining records for any items as required by the funding agreement. Verification of assets according to the Fiscal Agent's periodic inventory procedures should include those assets acquired as the Fiscal Agent.

ARTICLE VII – MEETINGS

- A. Officers shall be elected at an organizational meeting. In subsequent years the annual meeting and installation of officers will be held in December. The Chair shall designate the day, time, and place of the annual meeting.
- B. The Board shall generally meet quarterly at such time and place as may be designated by the Chair and said meeting shall be known as the regular meeting of the Board.
 - a. Directors and/or their proxies are expected to attend meetings whenever possible.
 - b. Absences in excess of three consecutive, regularly scheduled meetings will result in notification to the Member that they may wish to consider a reappointment.

- c. A closed session may be held by an affirmative vote of two-thirds of the members present in accordance with the *Code of Iowa* Chapter 21A.
- C. A special meeting may be called by the Chair or by petition of three (3) or more Directors or Members, when necessary for specific purposes requiring Board action.
- D. All meetings shall be in compliance with the Iowa Open Meetings Law (*Code of Iowa* Chapter 21A). All documents will be available to the public in compliance with the Iowa Public Records Law (*Code of Iowa* Chapter 22) and may be copied at cost, on demand.
- E. Electronic Meetings: Directors may participate in board or committee meetings by electronic means, however, Section 21.8 of the Iowa Code, addressing Electronic Meetings, requires the following when a majority of the Directors participating in a meeting are participating by telephone or conference call:

Section 21.8 of the Iowa Code

A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:

1. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
2. The governmental body complies with section 21.4 of the Iowa Code. For the purposes of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
3. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.
4. A meeting conducted in compliance with this section shall not be considered in violation of this chapter.
5. A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in section 21.5 of the Iowa Code.

ARTICLE VIII – VOTING

- A. Elections shall be by ballot or in such manner as the Executive Committee determines.
- B. Unless otherwise specified by the Intergovernmental Agreement or these Bylaws, a simple majority of the Board present at the meeting shall suffice to pass a measure submitted for a vote at a regular meeting.

ARTICLE IX – CONTRACTS AND OBLIGATIONS

The Board of the North and Middle Rivers WMA shall not acquire or dispose of its assets; merge; consolidate; or enter into contracts without the approval of a majority of the Members.

ARTICLE X – ENFORCEMENT PROCEDURES

A. Disputes

1. Any disputes that arise concerning violations of policies and guidelines or concerning the terms of the Intergovernmental Agreement shall be heard by the Board of Directors.

ARTICLE XI – WITHDRAWAL FROM MEMBERSHIP

Any member may withdraw from the WMA by the action of its governing board, unless the WMA then has unpaid debts of legal obligations, in which case the consent of the governing boards of the remaining Members to the withdrawal is required.

A. Obligations upon withdrawal from membership

1. A participating political subdivision terminating its participation in the North and Middle Rivers WMA shall continue to be fully obligated for all payments and other duties owed by such subdivision at the time of termination.

B. Rights upon withdrawal membership

1. A participating political subdivision may request a copy of records pertaining to the participant.

ARTICLE XII – PARLIAMENTARY AUTHORITY

All meetings of all committees, including the Board of Director meetings and Committee meetings, shall be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE XIII – AMENDMENT OF BYLAWS

These Bylaws can be amended at any regular meeting of the Board of Directors by a positive two-thirds vote of the Members, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted this 2 day of August, 2023.

Jim Palmer
Chair

Anna Golightly
Secretary