

The Monroe County Board of Supervisors met pursuant to adjournment on December 19, 2017, with Board of Supervisor members Dennis Amoss (Chairman), Michael R. Beary and John Hughes present.

Minutes of December 12, 2017, read and signed for approval by Board of Supervisors.

Kevin Kness present for discussion concerning Honey Creek Resort State Park and Monroe County's ongoing financial obligations. Kness stated the revenues at Honey Creek are currently generating enough hotel/motel tax collections to meet the loan payments and are expected to remain consistent until pay off in 2018. No action taken.

Motion by Hughes and seconded by Beary to approve Inukshuk Technologies annual website maintenance agreement in the amount of \$2,161.50 (\$1800 maintenance plus \$361.50 in overage charge from previous agreement).

All voting aye. Motion carried.

Motion by Beary and seconded by Hughes to approve the credit card and e-check acceptance policy as presented by Treasurer Peggy VandenBerg. Policy as follows:

GENERAL POLICY

The establishment of control measures for credit card transactions is necessary to maintain proper security over credit card holder information. The purpose of this policy is to establish guidelines for processing charges/credits on credit cards to protect against exposure and possible theft of account and personal card holder information and to comply with the Payment Card Industry's Data Security Standards (PCI DSS) requirements for transferring, handling and storage of credit card information.

SCOPE

This policy is applicable to all offices and departments within Monroe County government.

PURPOSE

The County has adopted the following policy and departmental procedures for all types of credit card activity transacted in-person, over the phone, via fax, mail or Internet. Any department utilizing a web based storefront must use due diligence to choose a vendor that can provide a secure environment. Individual departments may determine if it is necessary or feasible to accept payments via credit/debit cards by considering the volume and frequency of payments received.

SPECIFIC POLICY PROVISIONS

Types of Cards Accepted

Departments may only accept merchant cards from credit card associations that have agreements with the vendor utilized by the County.

Transaction or convenience fees

Transaction fees (convenience fees) shall be charged to cover the cost of permitting a person to complete a transaction using a web application or other means of electronic access. The Conservation Board may enact rules or regulations related to the acceptance of credit cards for recreation transactions.

Any revenues from transaction fees and expenditures funded by the fee must be accounted for separately to provide an audit trail on the collection and use of the fees.

Business Functions

Employees accepting credit cards shall:

- 1) Credit card transaction shall only be performed by authorized staff.*
- 2) If the employee handles the credit card during a transaction, the signature must be verified with the signature on the card or a picture ID observed.*
- 3) For phone transactions (i.e. card not present) the security code or address verification shall be used and verified with the credit card processing service.*
- 4) An authorization approval code must be obtained from the merchant card processor, with real time authorization being the preferred method or telephone authorization as an alternative.*
- 5) If authorization is not received the card cannot be accepted and an alternative payment means of payment will be required.*
- 6) Refunds or credits are to be pre-approved by management. They are to be processed to the original credit card number charged. Any exceptions are to be made by the Department Head. Refunds and credits are allowed under a reasonable time period established in advance by the department.*
- 7) Departments may have more specific processes for accepting credit cards.*

Regular Process and Reports

Reconciliation shall be done by the department on a daily basis.

Chargebacks will be handled by the department responsible for the charge.

Confidentiality and Security of Account Information

In order to maintain confidentiality of data the following processes must be followed:

- 1) Any hardcopy containing cardholder information will be destroyed immediately after processing. Credit card information shall not be stored for future use such as periodic billing or partial payments.*
- 2) Only the last four digits of any credit card shall appear on a receipt or document where credit card information is displayed.*
- 3) Any electronic media containing cardholder information shall be securely collected and held as confidential. The County shall not store credit card account numbers.*
- 4) The three digit card validation code printed on the signature panel of a credit card is never to be stored in any form.*
- 5) Employee shall not obtain or transmit credit card information via e-mail.*
- 6) All transactions shall occur at workstations that have antivirus software installed and updated regularly.*
- 7) Terminals shall be located in secure area during and after work hours to prevent unauthorized access. Employees shall ensure logging off at the conclusion of the workday.*

Process for responding to a Security Breach

In the event of a security breach or suspected security breach the Department must do the following:

- 1) Contact IT to assure the preservation of any electronic evidence and remediation.*
- 2) Alert the merchant bank, payment card association and Sheriff's office.*
- 3) Within 48 hours of the breach the Department Head will provide the affected credit card association with proof of PCI compliance.*
- 4) Within 4 business days of the breach the Department Head will provide the affected credit card association with an incident report.*
- 5) At the request of the credit card association or depending on the level of risk and data elements compromised IT will arrange for a network system vulnerability scan.*

All voting aye. Motion carried.

Motion by Hughes and seconded by Beary to approve the inter-fund transfer resolution as follows:

RESOLUTION FOR INTER-FUND OPERATING TRANSFER

WHEREAS, it is desired to transfer monies from the Rural Services Fund to the Secondary Road Fund.

WHEREAS, said operating transfers are in accordance with section 331.432 Code of Iowa;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Monroe County, Iowa, as follows:

Section 1. The sum of \$276,120 is ordered to be transferred from the Rural Services Fund to the Secondary Road Fund effective December 19, 2017.

Section 2. The Auditor is directed to correct her books accordingly and to notify the Treasurer of the operating transfer, accompanying the notification with the copy of this resolution and that record of its adoption.

Passed and approved this 19th day of December 2017.

All voting aye. Motion carried.

Motion by Hughes and seconded by Beary to approve tax sale certificate assignments 2014-14015 and 2014-14016 to Kenny Williams for the amount of the 2013/2014 tax due (\$24 tax plus \$60 tax sale certificate fees) as presented by Treasurer Peggy VandenBerg. All prior year taxes and special assessments were abated per Iowa code 445.16.

All voting aye. Motion carried.

Discussion regarding LUCA liaison appointment for 2020 Census moved to a later date. No action taken.

Motion by Hughes and seconded by Beary to approve appointment of Supervisor Compensation Board Members Dean Stocker and Stacy De Tar for the four year term from July 1, 2017- June 30, 2021.

All voting aye. Motion carried.

At 10 am Engineer Jeremiah Selby opened two bids received for the Monroe County Secondary Road Department diesel fuel bid letting for the time period from January 1, 2018, through December 31, 2018. Bids were received from Agriland FS, Inc., 421 N. 10th Street, Winterset,

Iowa and Elliott Oil Co., 207 West St, Ottumwa, Iowa. Also present at the bid letting were Engineer Jeremiah Selby, Road Superintendent Scott Schippers, Auditor Amanda Harlan, Treasurer Peggy VandenBerg, Sheriff Dan Johnson and Recorder Tracy Casady.

Agriland FS, Inc.'s bid was seven cents per gallon over rack and Elliott Oil Co.'s bid was seven and a half cents over rack. Both companies indicated that a firm price per gallon was available upon phone request. Supervisor Hughes requested the firm price for review, so Selby called Elliott Oil, Co. Schippers called Agriland FS, Inc., simultaneously. Agriland FS, Inc. gave a firm price per gallon of \$2.057 for 70,000 gallons and Elliott Oil Co. gave a firm price per gallon of \$2.06 for 70,000 gallons.

Motion by Hughes and seconded by Beary to accept the low firm price of \$2.057 per gallon for 70,000 gallons of fuel from Agriland FS, Inc., for diesel fuel for the Monroe County Secondary Road Department for the calendar year 2018.

All voting aye. Motion carried.

The Board of Supervisors examined and allowed claims – check numbers 2561-2619 included.

Meeting adjourned.

(Dennis Amoss)
Dennis Amoss, Chairman

ATTEST: (Amanda R. Harlan)
Amanda R. Harlan, Monroe County Auditor

Date - 12/20/17 Monroe County
Claim Publishing List by Fund & Vendor

General Basic Fund

Albia Municipal Waterworks, Water...77.30
Alliant Energy, Gas Nov/Dec1889.31
C-D Supply LLC, Supplies.....126.79
Card Services, Renew, Hotel455.20
Tracy Casady, Mileage.....22.05
Chariton Valley REC, Robnett Elec.126.63
Dana Cockrell, Mileage10.78
Digital Business Solutions, Maint ..1705.00
Devon Garden, Meals for jail school..30.39
Goff & Nash Windshield Fluid.....175.04
Christine Golston, Mileage405.97
Mary P Graham, Mileage.....100.45
Jennifer Grinstead, Mileage.....27.44
Amanda Harlan, Mileage22.05
Kathy Harrington, Meals jail school ...74.38
Robin Haselhuhn, Services300.00
Hickory Grove Cemetery, Vet graves54.00
Jodi Howard, Meals for jail school.....29.94
Kim Hugen, Mileage91.14
Hy-Vee Pharmacy, Inmate Meds.....321.63
Hy-Vee Food Store, Trees.....49.98
Hy-Vee Inc, Inmate Meals5825.00
I.S.C.I.A., Sex Crimes School.....150.00
IA Law Enforcement Acad, Recert ..300.00
IA State Sheriff & Deputies, Dues ...175.00
Infomax, Copy Machine Lease576.14
Daniel Johnson, Meals for school.....14.78
Theresa Jones, Mileage10.29
Lynda Kosman, Mileage21.56
Mediacom, Phone Bill.....207.28
Messerschmidt Ice Service, Ice.....50.00
Mick's Furniture, Mattresses.....5819.40
Monroe Co Sec Rds, Oil Filter12.00
Netsmart Technologies, Fees.....229.73
Office Center, Scotch tape50.90
Professional Law Enforce, Class.....418.00
Solutions, Mike's travel expenses ...250.00
Tom's Tree Service, Chain Oil.....177.80
Peggy VandenBerg, Reimburse53.28
Emilie Wendel, Mileage187.42

General Supplemental Fund

Monroe Co News, Sample Ballots...675.75

MHDS Services Fund

Poweshiek County Sheriff, Service .195.25

Rural Services Basic Fund

A.D.L.M. Counties, 2nd half pmt..22500.00

City of Chariton, Landfill fees.....1061.25

Secondary Roads Fund

Alliant Energy, Utility Expense.....590.94

Douds Stone LLC, Rock9621.81

Gateway Hotel, Lodging636.16

L and W Quarries Inc, Rock4947.82

Martin Marietta Aggregates, Rock.4654.03

Mediacom, Landline/Internet298.17

Pete Farms Performance, Repair ..4339.00

Rathbun Regional Water, Utility64.00

Solutions, Misc.....1603.00

Vogel Traffic Services, Markings.25681.25

Grand Total.....97492.48