



Friday, April 13, 2018

**Request for Waiver on Contract Term**

The Iowa Department of Natural Resources (DNR) habitat management lease program was established to enhance habitat for wildlife in the state of Iowa to provide recreational opportunities to the public. Utilization of these habitat leases provides practices essential to successful wildlife habitat and vegetation management including reducing their associated operating expenses. Vendors are selected using the formal RFP process to provide the necessary services to successfully manage this program.

The program is managed by a Program Manager from our Land and Waters Bureau through the contracted Vendors. These contracts initial contract term were for five years and extended one year for a total of 6 years ending on June 30, 2017. The Program Manager resigned his employment with the agency in August 2017 and this position remained vacant until December 2017. During the transition, the DNR Land and Waters Bureau Chief Travis Baker became aware that two contracts had expired and immediately initiated a new RFP process with DNR Procurement. Proposals were advertised, received, evaluated and ultimately approved on December 14, 2017. The same vendors whose contracts had expired were ultimately awarded the new contracts through the formal competitive RFP process.

These two vendors continued to provide the necessary services during the transition and therefore the DNR is requesting a waiver to the 6 year contract term for contracts CRD8724TROZEN120015 and CRD83505ETRO120048 to extend them to December 13, 2017. The cost associated with extending these Contracts to December 13, 2017 is \$6,296.88 and \$11,512.19 for a total of \$17,809.07.

Vendor Name: **AGRI-VALLEY FARM MANAGEMENT, LLC**

Contract Number: **CRD8724TROZEN120015**

Contract Original Start Date: **July 1, 2011**

Contract Original End Date: **June 30, 2016**

Contract Cost during Initial Term: **\$61,750**

Contract Renewal Start Date: **June 30, 2016**

Contract Renewal End Date: **June 30, 2017**

Contract Cost during renewal term: **\$12,350**

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GAP in Contract Start Date: **July 1, 2017**

GAP in Contract End Date: **December 13, 2017**

GAP Cost during GAP period: **\$6,296.88**

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New Contract Number: **18CRDLWBSSIPE-102**

New Contract Original Start Date: **December 14, 2017**

New Contract Original End Date: **December 13, 2020**

New Contract Number of Annual Renewals remaining: **3**

Vendor Name: **AGRILAND, INC**  
Contract Number: **CRD83505ETRO120048**  
Contract Original Start Date: **October 1, 2011**  
Contract Original End Date: **September 30, 2016**  
Contract Cost during Initial Term: **\$141,562.50**  
Contract Renewal Start Date: **September 30, 2016**  
Contract Renewal End Date: **June 30, 2017**  
Contract Cost during renewal term: **\$21,234.38**

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GAP in Contract Start Date: **July 1, 2017**  
GAP in Contract End Date: **December 13, 2017**  
GAP Cost during GAP period: **\$11,512.19**  
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New Contract Number: **18CRDLWDSSIPE-101**  
New Contract Original Start Date: **December 14, 2017**  
New Contract Original End Date: **December 13, 2020**  
New Contract Number of Annual Renewals remaining: **3**

This information was presented to the Natural Resource Commission on April 12, 2018 and subsequently approved by the Natural Resource Commission on April 12, 2018 to extend the contract term for contracts CRD8724TROZEN120015 and CRD83505ETRO120048 to December 13, 2017 beyond the original 6 year contract term.

-----Request for Waiver Approved By-----

Chuck Gipp  
Director  
Department of Natural Resources

Chuck Gipp  
Chuck Gipp

4/13/2018  
Date

Janet E. Phipps  
Director  
Department of Administrative Services

/s/ Janet E. Phipps  
Janet Phipps

04/16/2018  
Date



Gulick, Michael &lt;michael.gulick@dnr.iowa.gov&gt;

## Fwd: NRC 04/12/18 Agenda/Items - after mtg status (all items approved)

1 message

Baker, Travis <travis.baker@dnr.iowa.gov>  
 To: "Gulick, Michael" <michael.gulick@dnr.iowa.gov>

Thu, Apr 12, 2018 at 3:23 PM

Mike  
 the contract extensions are item #15  
 thanks

----- Forwarded message -----

From: **Rasler, Kim** <kim.rasler@dnr.iowa.gov>  
 Date: Thu, Apr 12, 2018 at 3:21 PM  
 Subject: NRC 04/12/18 Agenda/Items - after mtg status (all items approved)  
 To: Dale Garner <dale.garner@dnr.iowa.gov>, Todd Coffelt <Todd.Coffelt@dnr.iowa.gov>, Jeffrey Swearngin <jeffrey.swearngin@dnr.iowa.gov>, Todd Bishop <todd.bishop@dnr.iowa.gov>, Travis Baker <travis.baker@dnr.iowa.gov>  
 Cc: "Fowler, Rhonda" <rhonda.fowler@dnr.iowa.gov>, "Place, Andrew" <andrew.place@dnr.iowa.gov>, Susan Stocker <susan.stocker@dnr.iowa.gov>, Orrin Jones <orrin.jones@dnr.iowa.gov>, "Evelsizer, Vince" <vince.evelsizer@dnr.iowa.gov>, Karen Kinkead <karen.kinkead@dnr.iowa.gov>, Joe Larscheid <joe.larscheid@dnr.iowa.gov>, "Goerndt, Jeff" <jeff.goerndt@dnr.iowa.gov>, "Delzell, Heath" <heath.delzell@dnr.iowa.gov>, Mick Klemesrud <mick.klemesrud@dnr.iowa.gov>, Christina Iiams <christina.iiams@dnr.iowa.gov>, Ed Tormey <ed.tormey@dnr.iowa.gov>, Alex Murphy <alex.murphy@dnr.iowa.gov>, Tammie Krausman <tammie.krausman@dnr.iowa.gov>, "Brees, Aaron" <aaron.brees@dnr.iowa.gov>, "Ensminger, Chris [DNR]" <Chris.Ensminger@dnr.iowa.gov>

Good afternoon,

This email is to let you know the outcome of your item presented to the NRC - **all items were approved as presented.**

Please remember to **save the attached agenda item as the final version**, which can also be used for future similar items.

If you have a **Notice or Final RULE**, contact [Christina.iiams@dnr.iowa.gov](mailto:Christina.iiams@dnr.iowa.gov) **ASAP** to coordinate the next step for filing the rule.

Thank you!  
 Kim

**KIM RASLER** | Conservation & Recreation Division, EO  
 NRC Board Administrator



**Iowa Department of Natural Resources**  
 Conservation and Recreation Division  
 P 515-725-8440 | [Kim.Rasler@dnr.iowa.gov](mailto:Kim.Rasler@dnr.iowa.gov)  
 502 E. 9th St., Wallace Bldg 4th Fl, Des Moines, IA 50319  
[www.iowadnr.gov](http://www.iowadnr.gov)  
*Leading Iowans in Caring for Our Natural Resources.*

----- Forwarded message -----

From: **Rasler, Kim** <kim.rasler@dnr.iowa.gov>  
 Date: Thu, Apr 5, 2018 at 1:52 PM  
 Subject: NRC 04/12/18 Agenda/Items to Staff  
 To: Dale Garner <dale.garner@dnr.iowa.gov>, Todd Coffelt <Todd.Coffelt@dnr.iowa.gov>, Jeffrey Swearngin <jeffrey.swearngin@dnr.iowa.gov>, Todd Bishop <todd.bishop@dnr.iowa.gov>, Travis Baker <travis.baker@dnr.iowa.gov>  
 Cc: "Fowler, Rhonda" <rhonda.fowler@dnr.iowa.gov>, "Place, Andrew" <andrew.place@dnr.iowa.gov>, Susan Stocker <susan.stocker@dnr.iowa.gov>, Orrin Jones <orrin.jones@dnr.iowa.gov>, "Evelsizer, Vince" <vince.evelsizer@dnr.iowa.gov>, Karen Kinkead <karen.kinkead@dnr.iowa.gov>, Joe Larscheid <joe.larscheid@dnr.iowa.gov>, "Goerndt, Jeff" <jeff.goerndt@dnr.iowa.gov>, "Delzell, Heath"

<heath.delzell@dnr.iowa.gov>, Mick Klemesrud <mick.klemesrud@dnr.iowa.gov>, Christina Iiams <christina.iiams@dnr.iowa.gov>, Ed Tormey <ed.tormey@dnr.iowa.gov>, Alex Murphy <alex.murphy@dnr.iowa.gov>, Tammie Krausman <tammie.krausman@dnr.iowa.gov>, "Brees, Aaron" <aaron.brees@dnr.iowa.gov>, "Ensminger, Chris [DNR]" <Chris.Ensminger@dnr.iowa.gov>

Good afternoon, all:

Attached are the items for the upcoming NRC meeting.

The attached agenda provides meeting information. The recommended consent items are pending NRC approval at the meeting.

Please...

...save the attached brief so you have the most up-to-date template for future items.

...coordinate the appropriate person(s) for presenting your item. (If needed, the Division Administrator may be able to present your item if you are unable to attend.)

Call or email if you have questions.

Thank you!

Kim

**KIM RASLER** | Conservation & Recreation Division, EO  
NRC Board Administrator



**Iowa Department of Natural Resources**  
Conservation and Recreation Division  
P 515-725-8440 | Kim.Rasler@dnr.iowa.gov  
502 E. 9th St., Wallace Bldg 4th Fl, Des Moines, IA 50319  
[www.iowadnr.gov](http://www.iowadnr.gov)  
*Leading Iowans in Caring for Our Natural Resources.*



**Travis Baker** | Bureau Chief  
Iowa Department of Natural Resources  
P 515-725-8457 | 502 E. 9th St., Des Moines, IA 50319  
[www.iowadnr.gov](http://www.iowadnr.gov)

#### 14 attachments



7 NRC 041218 Amendment 2 w Becky Rose 032718rfkr.docx  
16K



8 NRC 041218 Chap 16 Docks & Other Structures on Public Waters FINAL 040318abkrab.docx  
20K



9 NRC 041218 Chap 45 Boat Motor Regs, Chap 51 Game Mgmt Areas, Chap 52 Wildlife Refuges FINAL 040318ojkrab.docx  
26K



10 NRC 041218 Chap 91 Waterfowl & Coot Hunting Seasons FINAL 040318ojcekrab.docx  
32K




11 NRC 041218 Chap 101 Falcon Regs FINAL 040418kkcekrab.docx  
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12 NRC 041218 Chap 108 Furbearers FINAL 040418vecekrab.docx


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 **13 NRC 041218 Eng Large Projects 040418tbhdkr.docx**  
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 **14 NRC 041218 Eng Small Projects 032718tbkr.docx**  
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 **15 NRC 041218 Public Land Mgmnt 040218tbkrlik.docx**  
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 **16 NRC 041218 Public Land Acq Projs 032918tbkr.docx**  
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 **17 NRC 041218 Contract with ISU 040218cekr.docx**  
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 **18 NRC 041218 Chap 40, Boating Speed Distance Zoning- Petition SCEBC 040518.docx**  
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 **0 NRC 041218 Agenda 040518.doc**  
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 **6 NRC 041218 Donations 040318kr.docx**  
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**IOWA DEPARTMENT OF NATURAL RESOURCES  
NATURAL RESOURCE COMMISSION**

**NRC Business Meeting – Thursday, April 12, 2018**

Meeting Location: Iowa DNR, 502 E 9<sup>th</sup> St, 4<sup>th</sup> Floor Conference Rm, Des Moines, IA

Meeting convenes at 9:30 am

Public Participation begins at approximately 10:00 am

Lunchtime/Informational Presentation: CRD Highlighted Bureaus (Fisheries and Wildlife)

**NRC BUSINESS MEETING AGENDA**

|     |   |             |                |
|-----|---|-------------|----------------|
| 1.  | Approval of Agenda<br>Consent Agenda ( <i>*within agenda indicates proposed consent agenda item</i> )<br>*7. Contract Amendment-2 with Becky Rose<br>*15.1 Chapter 18 Lease Renewal — Mississippi River – Scott County<br>*15.2 Chapter 18 Lease – Mississippi River – Muscatine County | Decision    | Commission     |
| 2.  | Approve Minutes of 03/08/18 NRC Public Meeting  | Decision    | Commission     |
| 3.  | Approve Minutes of 03/13/18 NRC Public Meeting  | Decision    | Commission     |
| 4.  | Director's Remarks  | Information | Chuck Gipp     |
| 5.  | Division Administrator's Remarks  | Information | Dale Garner    |
| 6.  | Donations   | Decision    | Dale Garner    |
| *7. | Contract Amendment-2 with Becky Rose  | Decision    | Todd Coffelt   |
| 8.  | Chapter 16, Docks and Other Structures on Public Waters—Final Rule  | Decision    | Jeff Swearngin |
| 9.  | Chapter 45, Boat Motor Regulations; Chapter 51, Game Management Areas; Chapter 52, Wildlife Refuges – Final Rule  | Decision    | Todd Bishop    |
| 10. | Chapter 91, Waterfowl and Coot Hunting Seasons – Final Rule   | Decision    | Todd Bishop    |
| 11. | Chapter 101, Falconry Regulations - Final Rule  | Decision    | Todd Bishop    |
| 12. | Chapter 108, Mink, Muskrat, Raccoon, Badger, Opossum, Weasel, Striped Skunk, Fox (Red and Gray), Beaver, Coyote, River Otter, Bobcat, Gray (Timber) Wolf and Spotted Skunk Seasons- Final Rule  | Decision    | Todd Bishop    |
| 13. | Construction Projects   |             |                |
|     | 13.1 Black Hawk State Park– Fishing Pier– Sac County  | Decision    | Travis Baker   |
|     | 13.2 Ledges State Park– Road Repair– Boone County   | Decision    | Travis Baker   |
|     | 13.3 Lake Sugema Wildlife Management Area– Boat Ramp Parking Lots– Van Buren County   | Decision    | Travis Baker   |
|     | 13.4 Beaver Lake– Shoreline Armoring- Dallas County   | Decision    | Travis Baker   |
|     | 13.5 Rathbun Fish Hatchery – Roof Replacement – Appanoose County  | Decision    | Travis Baker   |
| 14. | Construction - Small Projects   | Information | Travis Baker   |
| 15. | Public Land Management Projects   |             |                |
|     | *15.1 Chapter 18 Lease Renewal — Mississippi River – Scott County   | Decision    | Travis Baker   |
|     | *15.2 Chapter 18 Lease – Mississippi River – Muscatine County   | Decision    | Travis Baker   |
|     | 15.3 Farm Management Contract Amendments  | Decision    | Travis Baker   |
|     | a) Farm Management Contract Amendment-2 with Agriland Farm Management & Realty (NW Wildlife District)   |             |                |
|     | b) Farm Management Contract Amendment-2 with Mid States Farm Management & Realty (Stephens State Forest)  |             |                |

For details on the NRC meeting schedule, visit:

<http://www.iowadnr.gov/InsideDNR/BoardsCommissions/NaturalResourceCommission.aspx>

Comments during the public participation period regarding proposed rules or notices of intended action are not included in the official comments for that rule package unless they are submitted as required in the Notice of Intended Action.

Any person attending the public meeting and has special requirements such as those related to mobility or hearing impairments should contact the DNR or ADA Coordinator at 515-725-8200, Relay Iowa TTY Service 800-735-7942, or [Webmaster@dnr.iowa.gov](mailto:Webmaster@dnr.iowa.gov), and advise of specific needs.

|  |  |          |                |
|--|--|----------|----------------|
|  | c) Farm Management Contract Amendment-2 with Hertz Farm Management, Inc. (Yellow River State Forest)   |          |                |
|  | d) Farm Management Contract Amendment-2 with Agri-Valley Farm Management, LLC (Loess Hills State Forest)   |          |                |
| 16.  | Public Land Acquisition Projects   |          |                |
| 16.1   | North Raccoon River Wildlife Management Area, Greene County – Iowa Natural Heritage Foundation   | Decision | Travis Baker   |
| 16.2   | North Raccoon River Wildlife Management Area, Greene County – Iowa Natural Heritage Foundation   | Decision | Travis Baker   |
| 16.3   | Soap Creek Wildlife Management Area, Davis County – Iowa Natural Heritage Foundation   | Decision | Travis Baker   |
| 16.4   | Buffalo Creek Wildlife Management Area, Delaware County – Pheasants Forever  |          |                |
| 17.  | Contract with Iowa State University  | Decision | Todd Bishop    |
| 18.  | Chapter 40, Boating Speed and Distance Zoning - Petition for Rulemaking (Scenic City Empress Boat Club-Iowa Falls) and Notice of Intended Action | Decision | Jeff Swearngin |
| 19.  | General Discussion <ul style="list-style-type: none"><li>• REAP Congress</li></ul>   |          |                |
| Upcoming NRC Meeting Dates:  |  |          |                |
| <ul style="list-style-type: none"><li>• Thu, 05/10/18: 9:30a Business Meeting; IA DNR, 502 E 9th St, Des Moines, IA</li><li>• Wed, 05/16/18: 7:30a Business Meeting (Teleconference): IA DNR, 502 E 9th St, Des Moines, IA</li><li>• Wed, 06/13/18, 11:00 am, Field Tour: (Winneshek County)</li><li>• Thu, 06/14/18, 8:30 am, Business Meeting: (Winneshek County)</li><li>• Thu, 07/12/18, 9:30 am, Business Meeting: State Forest Nursery, 2404 S Duff Ave, Ames, IA</li><li>• Thu, 08/09/18, 9:30 am, Business Meeting: IA DNR, 502 E 9th St, Des Moines, IA</li></ul> |  |          |                |

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Wiencek, Tami &lt;tami.wiencek@iowa.gov&gt;

**Re: New Iowa Open Records Request - IOWA P-Card Program [FGI 18-56622]**

1 message

Holm-Smith, Jacquie &lt;jacquie.holm-smith@iowa.gov&gt;

Fri, Apr 13, 2018 at 5:35 PM

To: Tami Wiencek &lt;tami.wiencek@iowa.gov&gt;

Cc: "Kelly Green [DAS]" &lt;kelly.green@iowa.gov&gt;

Sorry - it locked up & I had to do over ... here's the PDF. You know, it's bigger as a PDF? If too big I can try to compress it ...

**Jacquie Holm-Smith, CPM, CPCP**

State Procurement Card Program Manager

Iowa Department of Administrative Services – Central Procurement and Fleet Services Enterprise

Hoover Building, 3rd Fl; 1305 E. Walnut, Des Moines, IA 50319

Jacquie.Holm-Smith@iowa.gov

Pcard@iowa.gov (Pcard Team)

State of Iowa Pcard Program

Office: 515-725-2892

Mobile: 515-446-1405

On Fri, Apr 13, 2018 at 3:14 PM, Holm-Smith, Jacquie &lt;jacquie.holm-smith@iowa.gov&gt; wrote:

Tami - Of the information requested, our standard transaction reports include the following:

- A) Cardholder Name, Agency (Managing Account)
- B) MCC, Transaction Date, Transaction Amount
- C) Merchant Name, City, State

Please let me know if you have any questions.

Thank you,

**Jacquie Holm-Smith, CPCP, CPM**

State Procurement Card Program Manager

Iowa Department of Administrative Services – Central Procurement and Fleet Services Enterprise

Hoover Building, 3rd Fl; 1305 E. Walnut, Des Moines, IA 50319

Jacquie.Holm-Smith@iowa.gov

Pcard@iowa.gov (Pcard Team)

State of Iowa Pcard Program

Office: 515-725-2892

Mobile: 515-446-1405

----- Forwarded message -----

From: **FOIA GROUP** <foia@foia.com>

Date: Fri, Mar 16, 2018 at 8:19 AM

Subject: RE: New Iowa Open Records Request - IOWA P-Card Program [FGI 18-56622]

To: "Jacquie.Holm-Smith@iowa.gov" &lt;Jacquie.Holm-Smith@iowa.gov&gt;, "Barbara.Sullivan@iowa.gov"

&lt;Barbara.Sullivan@iowa.gov&gt;

Cc: "Kelly.Green@iowa.gov" &lt;Kelly.Green@iowa.gov&gt;

Good morning, under the provisions of the IOWA Open Records Law, I hereby request a copy of the following information data fields for the most recent one-year period (calendar year), relevant to the State of Iowa Employee Credit Card Purchase Program (P-Card), specifically we seek:

1. All credit card holder (names, address, tel #, email) & their respective transaction data for the last "FY" year in the format as previously provided. To include - (A) Cardholder employee name (Last, MI. First), Department or Agency, Bureau, Office/Division, agency address (complete mailing), CITY, STATE, ZIP,



PHONE, CH PHONE\_EXT; (B) MCC Code, Transaction Date, Transaction Amount; and (C) MERCHANT NAME, ADDRESS, CITY, STATE, ZIP, PHONE.

2. Delivery Format: The ideal format is excel but only if the file is small enough. If the file is large then have it formatted as a COMMA DELIMITED TEXT FILE or a TAB DELIMITED TEXT FILE.

If you have any questions please contact me to discuss the scope of this request. I agree to pay reasonable processing fees, however, please notify me if these fees exceed \$55.00. Thanks! Rose Santos c/o FOIA Group, Inc., P.O. Box 368, Depew, New York, 14043 (716) 608-0800, ext 502.

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 **FY17-IOWA Pcard Travel Card Posted 7116-63017.pdf**  
24573K