

MEMORANDUM

TO: Programs, Projects & Operations Subcommittee

FROM: Amanda Grint, Assistant General Manager

SUBJECT: Papio NRD Policy Manual Revisions

DATE: April 3, 2024

District staff and legal counsel have reviewed and updated the District Policy Manual. Please note that any approved revisions to Policies 1.0 – 16.9 will be held over for final approval at the May Board meeting and Policies 17.0 – 22.4, including appendices, if approved, would take effect upon Board approval. The following revisions are presented for consideration:

Purchasing (Policies 15.0 – 15.9)

- Remove Policy 15.3 Purchasing – Personal Property
 - Personal property is addressed in Policy 15.6
- Remove 15.5 Purchasing – Repair Services
 - Utilize Policy 15.6 to address repair purchases

- Policy 15.6 C.2. remove requirement for bid opening to be at least one week prior to next Subcommittee

District Programs (Policies 17.0 – 17.45)

- Increase District cost sharing assistance limit for Celebrate Trees to a maximum award of \$3000 and a maximum per tree of \$300.

Appendix E – Manual of Standard Forms

- Standard Forms referenced in the Policy Manual are listed and provided on the website in link format to fillable pdf files. References throughout Policy Manual updated.

Appendix J – Safety Manual

- Increase safety boot allowance from \$200 to \$250.
- Add use of a back brace for back support in certain situations.
- Updated to include MSDS app for storing hazardous materials information.
- Added potential safety training following an accident involving District staff.

Staff recommends that the Subcommittee recommend to the Board of Directors that the proposed revisions to the Papio-Missouri River Natural Resources District Directors Policy Manual be adopted and Policies 1 through 16.9 be held over until the May Board meeting for final approval and that Policies 17.0 through 21.2 be incorporated into the District Policy Manual.

PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT DIRECTORS POLICY MANUAL INDEX

- 1.0 Policy Manual - Index (this paragraph)
- 1.1 Policy Manual - Definitions
- 1.2 Policy Manual - Authority
- 1.3 Policy Manual - Effect of Policies
- 1.4 Policy Manual - Construction of Policies
- 1.5 Policy Manual - Amendment

- 2.0 Directors - Attendance
- 2.1 Directors - Vacancies
- 2.2 Directors - Malpractice Indemnity
- 2.3 Directors - Compensation and Expenses
- 2.4 Directors - Indemnification
- 2.5 Directors - Code of Conduct for NRD Board of Directors
- 2.6 Directors - Handling Inappropriate Behavior
- 2.7 Directors – Terms of Directors

- 3.0 Officers - Appointment
- 3.1 Officers - Term
- 3.2 Officers - Duties
- 3.3 Officers - NARD Director and Alternate Director

- 4.0 Board Meetings - Regular Monthly Meetings
- 4.1 Board Meetings - Special Meetings
- 4.2 Board Meetings - Emergency Meetings
- 4.3 Board Meetings - Agenda
- 4.4 Board Meetings - Notices of Meetings and Expenditures
- 4.5 Board Meetings - Conduct of Meetings
- 4.6 Board Meetings - Rules of Order
- 4.7 Board Meetings - Minutes
- 4.8 Board Meetings - Right to Speak
- 4.9 Board Meetings - Meeting Materials Distribution
- 4.10 Board Meetings - Agenda Distribution

- 5.0 Subcommittees - Appointment
- 5.1 Subcommittees - Term
- 5.2 Subcommittees - Officers
- 5.3 Subcommittees - Notice of Meetings
- 5.4 Subcommittees - Conduct of Meetings
- 5.5 Subcommittees - Rules of Order
- 5.6 Subcommittees - Minutes

- 5.7 Subcommittees - Bad Weather Postponement of Meetings
- 5.8 Subcommittees - Authority
- 5.9 Subcommittees - Meeting Materials Distribution

- 6.0 Executive Subcommittee - Appointment
- 6.1 Executive Subcommittee - Term
- 6.2 Executive Subcommittee - Officers
- 6.3 Executive Subcommittee - Emergency Jurisdiction
- 6.4 Executive Subcommittee - Meetings
- 6.5 Executive Subcommittee – General Manager Jurisdiction

- 7.0 Finance, Expenditures and Legal Subcommittee - Appointment
- 7.1 Finance, Expenditures and Legal Subcommittee - Term
- 7.2 Finance, Expenditures and Legal Subcommittee - Officers
- 7.3 Finance, Expenditures and Legal Subcommittee - Jurisdiction
- 7.4 Finance, Expenditures and Legal Subcommittee - Meetings
- 7.5 Finance, Expenditures and Legal Subcommittee - Budgetary Oversight

- 8.0 Personnel, Legislative and Public Affairs Subcommittee - Appointment
- 8.1 Personnel, Legislative and Public Affairs Subcommittee - Term
- 8.2 Personnel, Legislative and Public Affairs Subcommittee - Officers
- 8.3 Personnel, Legislative and Public Affairs Subcommittee - Jurisdiction
- 8.4 Personnel, Legislative and Public Affairs Subcommittee - Meetings

- 9.0 Programs, Projects and Operations Subcommittee - Appointment
- 9.1 Programs, Projects and Operations Subcommittee - Term
- 9.2 Programs, Projects and Operations Subcommittee - Officers
- 9.3 Programs, Projects and Operations Subcommittee - Jurisdiction
- 9.4 Programs, Projects and Operations Subcommittee - Meetings

10.0 Conflict of Interest

- 11.0 Ad Hoc Subcommittees - Appointment
- 11.1 Ad Hoc Subcommittees - Term
- 11.2 Ad Hoc Subcommittees - Officers
- 11.3 Ad Hoc Subcommittees - Duties
- 11.4 Ad Hoc Subcommittees - Meetings

- 12.0 General Manager - Employment
- 12.1 General Manager - Term
- 12.2 General Manager - Duties
- 12.3 General Manager - Authority

- 12.4 General Manager - Delegation of Authority
- 12.5 General Manager - Performance Review
- 12.6 General Manager - Assistant General Manager
- 12.7 General Manager - Monthly Report

- 13.0 District Staff - Employment
- 13.1 District Staff - Duties
- 13.2 District Staff - Discharge
- 13.3 District Staff - Promotion
- 13.4 District Staff - Compensation
- 13.5 District Staff - Grievances
- 13.6 District Staff - Insurance
- 13.7 District Staff - Retirement
- 13.8 District Staff - Malpractice Indemnity
- 13.9 District Staff - Safety Program

- 14.0 Financial - Depositories
- 14.1 Financial - Investments
- 14.2 Financial - Disbursements
- 14.3 Financial - Accounting
- 14.4 Financial - Reports
- 14.5 Financial - Fidelity Bonds
- 14.6 Financial - Recognition Dinners
- 14.7 Financial - Beverages and Meals Provided at Public Meetings
- 14.8 Financial - Awards

- 15.0 Purchasing - Real Property and Management Authority for Annual Cropping Leases
- 15.1 Purchasing - Construction Services
- 15.2 Purchasing - Professional Services
- 15.3 Purchasing - [\[Reserved\]](#) ~~Personal Property~~
- 15.4 Purchasing - Emergency Purchasing Authority
- 15.5 Purchasing - [\[Reserved\]](#) ~~Repair Services~~
- 15.6 Purchasing - Competitive Bidding
- 15.7 Purchasing - Bid Bonds
- 15.8 Purchasing - Performance Bonds
- 15.9 Purchasing - Cost-Shared Projects

- 16.0 District Property - Construction and Maintenance Equipment
- 16.1 District Property - Insurance
- 16.2 District Property - Surplus Personal Property
- 16.3 District Property - Repair and Maintenance
- 16.4 District Property - Nebraska Clean Air Act Designations
- 16.5 District Property - Use of NRC Meetings Rooms
- 16.6 District Property - Sales and Grants of District Real Property
- 16.7 District Property - Donation Recognition
- 16.8 District Property - Vehicle Replacement Schedule

- 16.9 District Property - NRD Historical Remains Discovery Policy
- 17.0 District Programs – Urban Conservation Assistance Program
- 17.1 District Programs - Urban Conservation Program
- 17.2 District Programs - [Reserved]
- 17.3 District Programs - Conservation Assistance Program
- 17.4 District Programs - Nebraska Soil and Water Conservation Program
- 17.5 District Programs - Information and Education Program
- 17.6 District Programs - Flood Plain Management Program
- 17.7 District Programs - [Reserved]
- 17.8 District Programs - [Reserved]
- 17.9 District Programs - Equipment Rental and Sales Program
- 17.10 District Programs - [Reserved]
- 17.11 District Programs - Emergency Dike Protection, Fortification, Repair Assistance Program
- 17.12 District Programs - Lands for Conservation Program
- 17.13 District Programs - P.L. 46 Assistance Program
- 17.14 District Programs - Stream Crossing Grade Control Program
- 17.15 District Programs - Erosion and Sediment Control Act Program
- 17.16 District Programs - Urban Stormwater Management Program
- 17.17 District Programs - Urban Drainageway Program
- 17.18 District Programs - Emergency Floodwarning Program
- 17.19 District Programs - Stream Staff Gauge Program
- 17.20 District Programs - Rain Gauge Program
- 17.21 District Programs - Groundwater Management Program
- 17.22 District Programs - Chemigation Certification Program
- 17.23 District Programs - Celebrate Trees Program
- 17.24 District Programs - [Reserved]
- 17.25 District Programs - Project Operation and Maintenance Assistance Program
- 17.26 District Programs - [Reserved]
- 17.27 District Programs - Recreation Area Development Program
- 17.28 District Programs - [Reserved]
- 17.29 District Programs - [Reserved]
- 17.30 District Programs - Floodplain Purchase Program
- 17.31 District Programs - Ice Jam Removal
- 17.32 District Programs - Well Abandonment Program
- 17.33 District Programs - Solid Waste/Recycling
- 17.34 District Programs - [Reserved]
- 17.35 District Programs - Wetlands and Stream Mitigation Banking
- 17.36 District Programs - Lower Platte River Corridor Alliance
- 17.37 District Programs - Small Flood Control and Water Quality Structure Program
- 17.38 District Programs - Conservation Easement Program
- 17.39 District Programs - Flood Mitigation Planning and Mapping Assistance Program
- 17.40 District Programs - Trails Assistance Program
- 17.41 District Programs - Stormwater Best Management Practice Program
- 17.42 District Programs - Lake Dredging Program
- 17.43 District Programs - Rural Acreage Wildlife Habitat Improvement Program
- 17.44 District Programs - Flood Mitigation Assistance Program
- 17.45 District Programs - Private/Public Levee Repair Assistance Program

- 18.0 District Projects - Papio Creek Watershed P.L. 566 Project
- 18.1 District Projects - Turtle Creek Watershed P.L. 566 Project
- 18.2 District Projects - [Reserved]
- 18.3 District Projects - [Reserved]
- 18.4 District Projects - Buffalo Creek Watershed Project
- 18.5 District Projects - Papio Creek and Tributaries Project
- 18.6 District Projects - Chalco Hills Recreation Area
- 18.7 District Projects - Papio Channel Maintenance Project
- 18.8 District Projects - R-613 Levee Project
- 18.9 District Projects - R-616 Levee Project
- 18.10 District Projects - Union Dike Project
- 18.11 District Projects - Platte River Landing Recreation Area
- 18.12 District Projects - No Name Dike Project
- 18.13 District Projects - Missouri River Corridor Project
- 18.14 District Projects - Tekamah/Mud Creek Watershed P.L. 566 Project
- 18.15 District Projects - [Reserved]
- 18.16 District Projects - [Reserved]
- 18.17 District Projects - Elkhorn Crossing Recreation Area
- 18.18 District Projects - Papio Trails System
- 18.19 District Projects - Walnut Creek Lake and Recreation Area
- 18.20 District Projects - Heron Haven Wetland
- 18.21 District Projects - Rumsey Station Wetland
- 18.22 District Projects - Papio Dam Site 6/Newport Landing Project
- 18.23 District Projects - Silver Creek Watershed Project
- 18.24 District Projects - Little Papio Channel Project
- 18.25 District Projects - Western Sarpy Dike Project
- 18.26 District Projects - Prairie View Recreation Area
- 18.27 District Projects - Dam Site 13/Youngman Lake
- 18.28 District Projects - Shadow Lake/Midland Lake Project
- 18.29 District Projects - Dam Site WP-5/Prairie Queen Recreation Area Project
- 18.30 District Projects - Pigeon/Jones Site 15/Danish Alps Recreation Area – Kramper Lake
- 18.31 District Projects - West Maple Elkhorn River Access Area
- 18.32 District Projects - Elkhorn River Access at Graske Crossing
- 18.33 District Projects - Waterford Recreation Area
- 18.34 District Project - Wehrspann Wetland
- 18.35 District Project - Zorinsky Basin 3
- 18.36 District Project - Zorinsky Basin 1
- 18.37 District Project - Pigeon/Jones Creek Watershed Project
- 18.38 District Project - Papio Dam Site 15A/Flanagan Lake
- 18.39 District Project - Glacier Creek Project
- 18.40 District Project - Whitted Creek Rehabilitation Project
- 18.41 District Project - [Reserved]
- 18.42 District Project - WP-6/Portal Recreation Area
- 18.43 District Project - WP-7/Big Elk Lake
- 18.44 District Project - Zorinsky Basin 2
- 18.45 District Project - WP-1 Project
- 18.46 District Project - WP-2 Project
- 18.47 District Project - WP-4 Project

- 18.48 District Project - Papio Dam Site 7
- 18.49 District Project - Papio Dam Site 12
- 18.50 District Project - Papio Dam Site 19

- 19.0 Improvement Projects - Washington County Rural Water System #1 & #2
- 19.1 Improvement Projects - Elkhorn River Project
- 19.2 Improvement Projects - [Reserved]
- 19.3 Improvement Projects - Dakota County Rural Water System
- 19.4 Improvement Projects - Thurston County Rural Water System
- 19.5 Improvement Projects - Elk/Pigeon Creek Drainage Program
- 19.6 Improvement Projects - Elkhorn River Breakout Project
- 19.7 Improvement Projects - Western Sarpy Drainage Project
- 19.8 Improvement Projects - [Reserved]

- 20.0 Public Hearings - Procedure

- 21.0 [Reserved]

- 22.0 Miscellaneous - Dissemination of Confidential Material
- 22.1 Miscellaneous - Papio-Missouri River NRD Paperless Project
- 22.2 Miscellaneous - Public Record Availability
- 22.3 Miscellaneous - District Grant Acknowledgement
- 22.4 Miscellaneous - Public Agency Coordination Policy

Appendices

Updated: [April 11, 2024](#) ~~January 11, 2024~~

MANUAL OF STANDARDS FORMS INDEX – APPENDIX E

[14.3.B. Expense Claim Form](#)
[16.5.A. NRC Meeting Room Application](#)
[16.5.B. Group Shelter Application](#)
[17.0.A. Urban Conservation Assistance Program Application Form](#)
[17.0.C. Urban Conservation Assistance Program Special Operation and Maintenance Agreement](#)
[17.3.A. Conservation Assistance Application](#)
[17.4.A. Nebraska Soil and Water Conservation Program Application](#)
[17.5.A. Mini Classroom Grant Application](#)
[17.5.B. Outdoor Classroom Grant Application](#)
[17.5.C. Teacher Scholarship Application](#)
[17.14. Stream Crossing Grade Control Program Application Form](#)
[17.15.H. Nebraska Erosion and Sediment Control Act Complaint Form](#)
[17.17.A. Urban Drainageway Program Application Form](#)
[17.17.B. Urban Drainageway Program Special Operation and Maintenance Agreement](#)
[17.21-1. Application for Certification of Irrigated Acres](#)
[17.21-2. Application for a Variance to Expand Irrigated Acres](#)
[17.21-3. Complaint of Violation Form](#)
[17.21-4. Application for Groundwater Management Program Financial Assistance](#)
[17.22. Chemigation Certification Permit](#)
[17.23. Celebrate Trees Grant Application Form](#)
[17.27.A. Recreation Area Development Program Application Form](#)
[17.27.B. Recreation Area Development Program Special Operation and Maintenance Agreement](#)
[17.32. Well Abandonment Program Application Form](#)
[17.35. Wetland and Stream Mitigation Banking Application for Credit](#)
[17.37.A. Small Flood Control and Water Quality Structure Program Application for Assistance](#)
[17.37.B. Small Flood Control and Water Quality Structure Program Land Treatment Determination Form](#)
[17.39.A. Flood Mitigation Planning and Mapping Assistance Program Application Form](#)
[17.40.A. Trails Assistance Program Application Form](#)
[17.40.B. Trails Assistance Program Special Operation and Maintenance Agreement](#)
[17.41. Stormwater BMP Program Application Form](#)
[17.42.A. Lake Dredging Program Application Form](#)
[17.42.B. Lake Dredging Program Special Operation and Maintenance Agreement](#)
[17.43. Wildlife Habitat Application](#)
[17.44. Flood Mitigation Assistance Program Application Form](#)
[17.45. Private/Public Levee Repair Assistance Program Application Form](#)