

Agenda Item: 11.

Chairperson's Report - Take from the Table and Consideration of Amendments to District Policies 4.3, 4.5, 5.6, 13.4, 14.1, 15.0, 16.5 and 16.9.

4.3 Board Meetings - Agenda. Except for items of an emergency nature, the agenda for regular meetings of the Board shall be finalized ~~32~~ 31 hours prior to the hour of the meeting.

[December 5, 1986; January 8, 2015]

4.5 Board Meetings - Conduct of Meetings.

A. For the sake of accuracy, a ~~tape~~-recording shall be made of Board meetings, with a secretary also present to record the minutes of the meeting.

B. Each member of the Board, including the Chairperson, shall have one vote upon each matter submitted to a vote at a meeting of the Board.

C. Voting on any motion or resolution before the Board shall be by roll call vote in open session. Roll calls of Directors shall be made in rotating alphabetical order. The record shall state how each Director voted, or if the Director was absent or not voting.

D. Pursuant to statute, a majority of the voting members of the Board shall constitute a quorum, and the concurrence of a majority of a quorum shall be sufficient to take action and make recommendations (Sec. 2-3219, R.R.S., 1943). Such provision is hereby construed as requiring the concurrence of a majority of the Directors present for the passage of a motion (if such majority is a quorum) and, therefore, Directors present but abstaining on a motion should be counted as voting and such votes regarded as having the same effect as negative votes.

[December 5, 1986; December 12, 2002; January 8, 2015]

5.6 Subcommittees - Minutes. All Subcommittee meetings shall be ~~tape~~-recorded and the recordings retained for 18 months.

[December 5, 1986; January 8, 2015]

13.4 District Staff - Compensation. (Governed by the provisions of the District's ~~Wage and Salary Administration Program Manual~~ Pay Program Administration Manual, Appendix C.)

[December 5, 1986; January 8, 2015]

14.1 Financial - Investments. The Treasurer of the District be, and is hereby authorized and directed to hold the funds of the District in the following manner:

A. The amount necessary for the immediate needs of the District shall be maintained on deposit in an FDIC-insured checking account at the Wells Fargo Bank Nebraska, N.A., or ~~Dakota~~

County F & M Bank, or their successors.

B. The remainder of the funds of the District shall be maintained in one or more of the following investment accounts, in such proportions or amounts as may be determined by the Treasurer, subject to the limitations hereinafter provided, to-wit:

1. In insured time certificates of deposit issued by any bank within the District.
2. In United States treasury notes or bonds, on the best terms as may be obtainable and in such multiples, amounts and maturities as may be available on the open market. The Treasurer is authorized to hold such notes or bonds until the maturity thereof, or sell the same when he or she shall determine that the proceeds thereof shall be necessary for the payment of District obligations or when a greater return to the District can be obtained by investing said proceeds in one or more other investments authorized by these rules and regulations.

C. No funds of the District cumulating an amount in excess of the applicable FDIC insurance coverage shall be maintained on deposit or in certificates of deposit of any bank unless the excess is secured in the same manner as provided by statute for the deposit of public funds.

D. The Treasurer and General Manager, jointly; the Treasurer and the Assistant General Manager, jointly; the Assistant Treasurer and the General Manager, jointly; or the Assistant Treasurer and the Assistant General Manager, jointly, are authorized to issue written orders for the transfer of District funds between District deposit and investments accounts, issue checks against the District deposit accounts without prior approval of this Board for the purchase of such U.S. Treasury notes or bonds or time certificates of deposit as may be made by the Treasurer of the District pursuant hereto; and, redeem such instruments, and endorse such instruments for deposit in District deposit accounts.

E. The District Accountant is authorized to transmit verbal or electronic orders for the transfer of District funds between District deposit and investment accounts and for the purchase, sale or redemption of U.S. Treasury notes or bonds or certificates of deposit pursuant hereto.

F. The Treasurer is authorized and directed to designate Wells Fargo Bank Nebraska N.A., or their successors as the Treasurer's agent for the safekeeping of any U.S. Treasury notes or bonds purchased pursuant to the authority granted herein.

G. The Administrative Coordinator may sign financial documents as described in subparagraphs B and D above if a vacancy exists in either the position of General Manager or the position of Assistant General Manager
[December 5, 1986; January 11, 1990; December 12, 2002; January 12, 2006; June 8, 2006; January 8, 2015]

15.0 Purchasing - Real Property. For authorized programs and projects:

A. Offers to purchase title to real property within the District may be issued by the General Manager, title to real property may be purchased or accepted, and instruments relating thereto (containing such covenants and conditions as Legal Counsel approves as to form) may be executed by the General Manager

1. with prior approval of the transaction by the Board; or,
2. if the Board has previously determined the necessity for the acquisition and the consideration offered or to be paid by the District does not exceed the appraised fair market value reflected in the written report of a real estate appraiser retained by the District.

B. Leasehold interests in real property, in favor of the District, may be purchased or accepted, and instruments relating thereto (containing such covenants and conditions as Legal Counsel approves as to form) may be executed by the General Manager, with the prior approval of the transaction by the Board.

C. Leases of District real property to others may be granted, and instruments relating thereto (containing such covenants and condition as Legal Counsel approved as to form) may be executed by the General Manager;

~~1.~~ with the prior approval of the transaction by the Board;

~~2.~~ if such lease is for an annual cash rental cropping lease.

D. Real property easements, permits and licenses for nominal consideration in favor of the District may be acquired, and instruments relating thereto (containing such covenants and conditions as Legal Counsel approves as to form) may be executed by the General Manager, without prior approval of the transaction by the Board.

E. Offers to purchase easements, permits and licenses over real property within the District for more than nominal consideration may be issued by the General Manager, real property easements, permits and licenses for more than nominal consideration in favor of the District may be acquired, and instruments relating thereto (containing such covenants and conditions as Legal Counsel approves as to form) may be executed by the General Manager

1. with prior approval of the transaction by the Board; or,
2. if the Board has previously determined the necessity for the acquisition and the consideration offered or to be paid by the District for the acquisition does not exceed the appraised damages reflected in the written report of a real estate appraiser retained by the District.

[December 5, 1986; June 13, 1991; November 9, 1993; September 14, 1995; January 8, 2015]

16.5 District Property - Use of Natural Resources Center Meeting Rooms. In scheduling the use of Natural Resources Center (NRC) meeting rooms, programs sponsored by the Papio-Missouri River NRD will receive first consideration. If not reserved for NRD purposes, the meeting rooms are available to governmental agencies, civic groups, schools, businesses, individuals, etc. The fact that a group is permitted to meet in the NRC meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs. Upon adequate notice, and for adequate reasons, the Papio-Missouri River NRD reserves the right to revoke the permission to use meeting rooms.

A. REGULATIONS:

1. A user's fee is required for use of any of the NRC meeting rooms. This user's fee is waived for other governmental agencies and non-profit groups.

PROFIT ORGANIZATION MEETING ROOM FEE SCHEDULE	
Number of Attendees	Room Charge
25	\$ 75.00
26-50	\$ 100.00
51-75	\$ 125.00
76-100	\$ 150.00
* Non-profit senior citizen group(s) requesting room set up would follow the fee schedule for Profit Organizations.	

Fee schedule is proportionate with the wear and tear on building.

2. Application form and user's fee, if applicable, must be provided to the District before the function will be scheduled.

3. Responsibility for damage to rooms or their contents rests with the user.

4. Neither the Papio-Missouri River NRD nor its employees will assume responsibility for any property of the user.

5. Normal building hours available for public group use are:

1998 2015 NRC MEETING ROOM SCHEDULE		
DAY OF WEEK	DAY TIME PROGRAM	EVENING PROGRAM
Monday	8:30 a.m. - 4:30 p.m.	6:30 p.m. - 9:00 p.m. Closed*
Tuesday***	8:30 a.m. - 4:30 p.m.	6:30 p.m. - 9:00 p.m.

Wednesday	8:30 a.m. - 4:30 p.m.	6:30 p.m. - 9:00 p.m.
Thursday ***	8:30 a.m. - 4:00 p.m.	6:30 p.m. - 9:00 p.m.
Friday	8:30 a.m. - 4:00 p.m.	Closed *
Saturday**	12:00 noon - 4:00 p.m. Closed	Closed *
Sunday**	12:00 noon - 4:00 p.m. Closed	Closed *

Evening programs available only by pre-approval of NRD staff.

* Times for “special use permits” may be varied only with approval of ~~Park Superintendent~~ NRD staff. All stated times include set up time.

** Weekend hours are only available April – October unless approved by ~~Park Superintendent~~ NRD staff.

*** Second Tuesday and Thursday of each month reserved for P-MRNRD use only.

6. At the end of the meeting, the NRC clean up check list will be used to ensure all personal property is removed and the meeting room and/or NRD equipment is left neat and clean for succeeding users.

7. Room setup will be the responsibility of each user except as outlined in paragraph 1. Tables, chairs, ~~television, video recorder, overhead projectors, 35mm projectors,~~ easels, and coffee pots, ~~and ice chests~~ will be provided pending prior notification. Decorations are not to be attached to any furnishings or walls by tape, glue or tacks. Displays and other District material may not be moved unless prior approval is granted.

8. Alcoholic beverages are PROHIBITED.

9. Catered meals are permitted. No food or beverages may be prepared within the NRC except coffee. Coffee, condiments, cups or napkins will NOT be supplied by the NRD. Serving trays, coffee pots, and other items stored in the Board Room Cabinets are property of the NRD and are NOT for public use.

10. Trash containers must be emptied at the end of the program and garbage placed in the dumpster on the west side of the building.

11. Kitchen facilities ~~and vending machines~~ are not available ~~for public use.~~

~~12. Vending machines are not available for public use.~~

~~13~~ 12. Weddings or wedding receptions are NOT permitted ~~at~~ in the NRC or park.

~~14-13~~. Meeting rooms and park facilities are not available to anyone for commercial use who sells trades, or vends goods, products, or commodities.

~~15~~14. Organized Runs/Walks are welcomed and can be arranged through ~~the Park Superintendent~~ NRD staff.

[December 10, 1987; June 11, 1992; December 8, 1994; December 10, 1998; April 11, 2002; January 8, 2015]

16.9 District Property – Reserved Geocaching Regulations on All Properties Open for Public Use and Operated by P-MRNRD:

I. TERMS DEFINED:

- a) ~~*GEOCACHING* means an adventure game for users of GPS devices whereby individuals and organizations set up geocaches and share the locations of these geocaches on the internet. Other users of GPS devices then use such location coordinates to find the geocaches. Once found, a geocache may provide the finder with a variety of rewards. The finder often is asked leave something for the geocache.~~
- b) ~~*GPS DEVICE* means an electronic device that can determine an approximate location on the planet using the federal satellite Global Positioning System.~~

II. GEOCACHE PERMITS:

- a) ~~Placement of a geocache on District property must be preceded by the securing of a Special Use Permit. District property allowing the permitted placement of geocaches includes: Park and Recreation Areas, Management Areas, Conservation Corridors and Wildlife Management Areas. Permits may be obtained by contacting the District's office at (402) 444-6222, on line at www.papionrd.org or in person at 8901 S. 154th Street, Omaha, Nebraska 68138.~~
- b) ~~The applicant for a permit must provide a valid address, telephone number, e-mail address, vehicle license number, driver's license number, and the web site address(es) on which the geocache location will be posted.~~
- c) ~~The location of the geocache must be pre-approved by the General Manager or Park Superintendent, whose main concerns will be public safety and the prevention of undesirable impacts to natural and cultural resources. The General Manager or Park Superintendent will advise of any off-limits areas, other permitted geocaches and possible prescribed burn areas for the calendar year.~~
- d) ~~Once a geocache is placed, the applicant must return to the District office to record the exact geocache location, including GPS coordinates, which then will be endorsed on the permit.~~
- e) ~~All permits will be in effect for a calendar year. A new permit will need to be applied for and authorized each calendar year. If during the effective period of a permit, a permit holder wants to change the location of a geocache, a new permit must be issued and the effective permit cancelled.~~
- f) ~~Upon the expiration of a permit, the permit holder is responsible for removing the geocache and for deleting the geocache location from all web sites and any other information sources. If the permit holder fails to remove the geocache, it will be removed by District staff and held for ten (10) days after which staff will dispose of the geocache and its contents. Confiscation and disposal by staff will be recorded and filed.~~

~~III. GEOCACHE CONTAINERS AND CONTENTS:~~

- ~~a) Geocache containers must be approved by the District.~~
- ~~b) Geocache containers must be non-breakable, waterproof and have some form of latch or other closing mechanism to prohibit content exposure to wildlife.~~
- ~~c) Geocache containers must be marked "Geocache Container" on the outside of the container.~~
- ~~d) Geocache may not contain inappropriate or dangerous items, such as food, medications, personal/hygiene products, pornography, or weapons of any type. Log books are encouraged in lieu of exchange items.~~
- ~~e) All geocaches are subject to random inspection by District staff, which may immediately remove any item held in a geocache deemed unacceptable.~~
- ~~f) Non-permitted geocaches will be removed by District staff and held for 30 days. An attempt will be made to locate the geocache owner. If the geocache is not claimed in 30 days, staff will dispose of the geocache container and contents.~~

~~IV. GEOCACHE LOCATIONS:~~

- ~~a) The location of a geocache must be pre-approved by the General Manager, or Park Superintendent.~~
- ~~b) Physical geocaches are prohibited inside, or attached to, any District facility or structure.~~
- ~~c) Geocaches may not be placed in locations that may lead to the creation of spur trails.~~
- ~~d) Geocaches may not be placed in dangerous, inappropriate, or protected areas and habitats, on cliffs, underground or underwater.~~
- ~~e) No digging is permitted. Geocaches cannot be buried, nor may soil, vegetation or stones be disturbed to place a geocache.~~
- ~~f) It's up to the geocache owner to periodically inspect the cache and the area to ensure that its impact on the area is minimal, if not nonexistent.~~

~~V. COMPLIANCE~~

- ~~a) The use of metal detectors in geocache searches is expressly prohibited.~~
- ~~b) If geocaching activities as a whole are found to have negative impact on park resources, or if safety becomes an issue in geocache searches, the General Manager, or Park Superintendent may ban geocaching from certain areas of District property.~~
- ~~c) Failure to comply with District guidelines will result in the revocation of effective geocaching permits. Continued failure to comply with these guidelines will prevent the issuance of any further geocaching permits to the non-compliant group or individual.~~
- ~~d) All individuals participating in geocaching must park in designated parking lots. No off road parking is allowed.~~

[May 12, 2005]