

## Policy Recommendations as amended at PPO Subcommittee Meeting 12/11/2012.

**Policies 1.1 through 16.9: [Tabled Policies until the January 10<sup>th</sup>, 2013 Board Meeting]  
[Tabled Policies until the February 14, 2013 Board Meeting]**

Policies 1.1-1.5 – Policy Manual. This is simply an update to the policy manual index pages (policy 1.0) and to policy 1.5.B. to reflect that there is a policy 16.9.

Policies 15.0-15.9 – Purchasing. There are five significant changes recommended in these purchasing policies:

- A) Management's authority to contract for construction or professional services and to purchase personal property would increase from \$20,000 to \$40,000.
- B) Management's authority to repair and maintain equipment and property would increase from \$7,500 to \$15,000.
- C) Management would be authorized to effectuate change orders for professional services up to 10% of the contracted amount, not-to-exceed \$40,000. This authority currently exists for construction contracts.
- D) Minimum contract amount where Performance Bonds would be required would increase from \$20,000 to \$50,000.
- E) Competitive bidding limit requirements would increase from –  
Current: Exempt–below \$2000; Informal–\$2000 to \$20000; Formal–above \$20000  
Proposed: Exempt –below \$5000; Informal–\$5000 to \$50000; Formal–above \$50000

Policies 16.0-16.9 – Property. There are a couple of significant changes recommended here:

- A) Management's authority to surplus District property increases from \$1,000 to \$5,000.
- B) Management's authority to repair and maintain District buildings would increase from \$7,500 to \$15,000.
- C) District vehicle replacement schedule changed to reflect Board discussions.

**1.1 Policy Manual - Definitions.** As used in these policies, the following definitions shall apply:

|                              |                                                 |
|------------------------------|-------------------------------------------------|
| “Administrative Coordinator” | Staff member designated by the General Manager  |
| “Assistant General Manager”  | Staff member designated by the General Manager  |
| “Assistant Treasurer”        | Member of the Board designated by the Treasurer |
| “Authorized Program”         | A program authorized by these policies          |
| “Authorized Projects”        | A project authorized by these policies          |
| “Board”                      | Board of Directors of the District              |
| “Chairperson”                | Chairperson of the Board                        |
| “Commission”                 | Nebraska Natural Resources Commission           |
| “Director”                   | Member of the Board                             |
| “District”                   | Papio-Missouri River Natural Resources District |
| “District Accountant”        | Staff member designated by the General Manager  |
| “General Manager”            | General Manager of the District                 |
| “Legal Counsel”              | Attorney retained by the Board                  |
| “Management”                 | General Manager and delegated staff             |
| “Officers”                   | Officers of the Board                           |
| “Secretary”                  | Secretary of the Board                          |
| “Staff”                      | District employees                              |
| “These Policies”             | The policies set out herein                     |
| “Treasurer”                  | Treasurer of the Board                          |
| “Vice-Chairperson”           | Vice-Chairperson of the Board                   |

[December 5, 1986; June 8, 2006]

**1.2 Policy Manual - Authority.** The general authority for these policies is Section 2-3228(6), R.R.S., 1943.

[December 5, 1986]

**1.3 Policy Manual - Effect of Policies.** Except as otherwise provided by law, or otherwise authorized, provided or necessarily implied by a subsequent resolution of the Board, these policies, including the appendices to these policies, shall govern the activities and administration of the District, superseding all prior resolutions of the Board in conflict herewith.

[December 5, 1986; May 12, 2005]

**1.4 Policy Manual - Construction of Policies.** In case of ambiguity in these policies which, in the opinion of the General Manager, must be resolved prior to the next regularly scheduled meeting of the Board, the Chairperson is empowered to exercise his or her sole discretion to construe and resolve such ambiguity by the issuance of an order to the General Manager in writing, upon which writing Management may rely; provided that, a copy of each such order

shall be mailed to the Directors at the time of its issuance and the subject of the ambiguity placed upon the agenda for the next regular meeting of the Board.

[December 5, 1986]

**1.5 Policy Manual - Amendment.** The Policies may be amended, or repealed, or new policies may be adopted by majority resolution of the Board. Any such proposed resolution may be moved and debated, and amendments germane thereto may be offered and adopted, at any regular meeting of the Board; provided that,

- A. except in the case of corrections of ambiguities in these policies, the full text of any proposed resolution amending or repealing a policy or adopting a new policy shall be submitted in writing to the Board with the meeting notice.
- B. in the case of Policies 1.1 through 16.89 the vote on the question of the final adoption of such resolution shall be postponed until the next regular meeting of the Board, at which time further amendment of such resolution shall not be in order
- C. if public notice or a public hearing are required by law prior to the adoption or revision of a policy (such as in the case of erosion and sediment control rules and regulations) the vote on the question of the final adoption or revision of such policy shall not be in order until such requirements have been satisfied; and,
- D. Legal Counsel shall prepare working drafts of policy manual changes and additions, and further other services, requested by any Director with notice to the Chairperson, and shall mail copies of resulting work product to the Chairperson and to the General Manager for their information.

[December 5, 1986; July 9, 1987; December 14, 1989, February 14, 2013]

**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, with the prior approval of the transaction by the Board.

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]

**15.1 Purchasing - Construction Services.** The General Manager is authorized to contract for construction services and to rent equipment for authorized programs and projects. Any such contract shall not require Board approval when the contract price does not exceed ~~\$20,000~~ \$40,000. Construction services shall mean construction, operation, maintenance, and repair of improvements to real estate and fixtures. Contracts shall not be phased or split to avoid the limitation. The General Manager is authorized to effect change orders accumulating not more than a total of 10% of the contract amount. Contracts under this policy shall be subject to the provisions of Policy 15.6, 15.7 and 15.8.

[December 5, 1986; June 13, 1991; April 15, 1993; December 10, 1998; February 14, 2013]

**15.2 Purchasing - Professional Services.**

A. Statement of purpose. It is the purpose of this policy to provide a uniform procedure for advertising for and selecting firms for the award of contracts for professional services.

B. Definitions. As used throughout this policy, unless the context otherwise requires, the following terms shall have the following meanings:

1. Firm: Any person, partnership, association or corporation engaged in, and legally authorized to practice in the state, a professional service.
2. Professional services: Any one or more of the following services: architecture, engineering, land surveying, landscape architecture or land appraisal.
3. Auditing Services: Auditing Services are excluded from the requirements of Policy 15.2.B.2. and shall be obtained in accordance with Policy 15.6 Purchases by Formal Competitive Bidding.” The District shall obtain bids for auditing services at a minimum of every five years.

C. Selection Committee. The Ad Hoc Selection Committee responsible for selecting and negotiating with firms for these professional services shall consist of three Directors appointed by the Chairperson and one non-voting staff member appointed by the General Manager, or, as determined by the Chairperson, five Directors appointed by the Chairperson and two non-voting staff members appointed by the General Manager.

D. Request for Services. Projects that have been determined by the General Manager as requiring professional services shall be advertised at least once in the daily newspaper having the greatest circulation in the District. Written requests for professional services (requests for proposals) may be sent by Management to known qualified firms. Such requests for professional services shall indicate that those firms wishing to participate shall contact the District for a copy of the general scope of the professional services. All firms requesting a copy of the general scope of the professional services shall be given a uniform date by which to reply, and the name of the District staff member to contact for replies to any questions.

E. List of Firms. A list of all firms interested in providing professional services shall be developed and maintained by Management. Statements of qualifications and past performance data will be required to be filed by interested firms. Such statements should include the following:

1. Firm name, address, telephone number;



2. Years established and former names;
3. Type of services particularly qualified to perform;
4. Names of principals and states in which they are registered;
5. Names of key personnel to be utilized, experience of each and length of service with the firm;
6. Maximum number of the staff at any one time;
7. Outside consultants and associates that might be employed;
8. List of similar completed projects for which the firm was the principal professional;
9. Similar current projects of the firm and estimated construction costs of each; and,
10. History of professional negligence claims made against the firm during the past five years.

F. Reply by interested firms. After the firm has obtained a copy of the general scope of the professional services, then firm shall reply in writing to the General Manager to the following items:

1. Express if they are interested in the project;
2. Relate any changes in the firm's qualifications and past performance data from those previously submitted;
3. Express willingness and capability to meet time requirements;
4. Other additional material as may be outlined in the scope of the project, or as may be beneficial to the selection committee; and,
5. Provide a proposed plan of approach to the project.

G. Method of selection. The method of selection of a firm for professional services shall be in accordance with the following estimated fees, as established by the General Manager:

1. When the fee does not exceed ~~twenty thousand dollars (\$20,000.00)~~ **forty thousand dollars (\$40,000.00)**, the General Manager shall select the firm directly, giving consideration which shall include, but not be limited to, the following:
  - a) Firms which have sufficient professional manpower to meet project schedules;
  - b) Firms with a sound performance record for meeting time and budget requirements;
  - c) Firms which possess project experience and management ability;

- d) Recent, current and projected work load with the District; and,
  - e) Any other specialized qualification which the firms might possess to benefit the project.
2. When the fee exceeds ~~twenty thousand dollars (\$20,000.00)~~ **forty thousand dollars (\$40,000.00)**, the Ad Hoc selection committee shall, where possible, select the three (3), or more at its discretion, best qualified firms in accordance with the considerations set out in subsection (a), above, and from the reply to the items set out in subparagraph F. The selection committee shall rank the firms first, second, third, etc. Where possible, the three (3) or more at its discretion, best qualified firms shall be given a time and place for a personal interview by the selection committee. After review of submittal materials and the personal interview, the selection committee shall rank the firms first, second, third, etc.

#### H. Fee negotiations.

The firm ranked as first shall be notified to appear and negotiate with Management on the fee, detailed scope and schedule for the professional services requested. If Management and the firm selected as first cannot come to an agreement regarding the fee, the negotiations with that firm shall be terminated and the firm ranked second shall be contacted. If the factors which caused them to be ranked as such have not changed, negotiations shall be initiated with them. The procedure shall be repeated until an agreement is reached if it can be reached.

Where agreement is reached, the contract in final written form shall be submitted to the Ad Hoc selection committee for approval and be awarded an executed, if at all, in accord with all applicable provisions of these policies and applicable provisions of State Statutes.

I. Board authority not limited. Nothing in this policy shall be construed to abrogate, limit or amend the authority of the Board in the award or approval of contracts.

[December 5, 1986; June 13, 1991; January 9, 1992; **February 14, 2013**]

**15.3 Purchasing - Personal Property.** The General Manager is authorized to contract for the purchase of personal property for authorized programs and projects without Board approval whenever the contract price does not exceed ~~\$20,000~~ **\$40,000**. Contracts shall not be phased or split to avoid the limitation. Each contract or order, whether written or oral, for the purchase of personal property shall be entered into in the name of the District and shall expressly or impliedly provide that good title to such property shall be conveyed to the District free from any security interest or other lien or encumbrance. Contracts under this policy shall be subject to the provisions of Policy 15.6 and 15.7. Contracts under this policy shall not be subject to the provisions of Policy 15.8 unless otherwise required by the Board.

[December 5, 1985; June 13, 1991; December 9, 1993; December 10, 1998; **February 14, 2013**]



**15.4 Purchasing - Emergency Purchasing Authority.** In the event of flood or other natural disaster, or the immediate threat thereof, and after consultation with all available Directors and the concurrence of six (6) Directors and receipt of written authorization from the Chairperson, or the Vice-Chairperson in the Chairperson's absence from the District, regarding the nature of the emergency that exists, the infeasibility of a Board meeting, and the planned action. Management shall take the action authorized in such written authorization (Emergency Declaration, Form 15.4., Manual of Standard Forms (Appendix E)).

A. Such authorization may include the authority to take one or more of the following actions on behalf of the District:

1. Purchase of otherwise acquire easements or other interests in real estate;
2. Purchase, retain, or otherwise acquire the services of contractors or other persons using the informal bidding procedure in Policy 15.6.B.;
3. Purchase, lease, or otherwise acquire equipment, materials, supplies, or other personal property using the informal bidding procedure in Policy 15.6.B.;
4. Expend funds of the District, by District draft, by and with the concurrence of the Treasurer, when immediate payment is required as a pre-condition to the acquisition of necessary interests in real estate or the acquisition of necessary services or personal property; and,
5. Execute such contracts, purchase orders, leases, easements, assurances, or other covenants or documents in writing which may be required as a pre-condition to the acquisition of necessary interests in real estate or the acquisition of necessary personal services or personal property.

B. An attempt shall be made to contact each Director at the telephone number prescribed for the purpose of calling Special Board meetings as outlined in these policies. At the next regular meeting of the Board following such emergency, the General Manager shall present the written authorization and a written report of the actions taken pursuant to this resolution and recommendations as to any further action necessary to be taken by the Board with respect to such emergency.

[December 5, 1986; June 13, 1991]

**15.5 Purchasing - Repair Services.** Management is authorized to contract for maintenance and repair services consisting of the provision of parts and labor maintain and repair District office equipment, construction and maintenance equipment, vehicles and other District personal property without Board approval if the estimated cost of any instance of maintenance or repair, including parts and labor, does not exceed ~~\$7,500~~ **\$15,000**. If the estimated cost of an instance of maintenance or repair exceeds ~~\$7,500~~ **\$15,000**, Management shall obtain approval from the Chairperson of the Programs, Projects and Operations Subcommittee, or Vice-Chairperson of the Subcommittee in the absence of the Chairperson. Contracts shall not be phased or split to avoid the limitation. Contracts under this policy shall be subject to the provisions of Policy 15.6, 15.7 and 15.8.

[December 5, 1986; June 13, 1991; December 10, 1998; **February 14, 2013**]



**15.6 Purchasing - Competitive Bidding.** The competitive bidding requirements hereinafter set forth shall not apply to the purchase of utilities, insurance policies, intangible personal property, such as bonds, bills, notes and certificates of deposit, and unique or non-competitive items, such as library books, publications and used personal property.

A. Purchases Exempt from Competitive Bidding. Whenever the consideration or price for the purchase of any service or any item of personal property, or whenever the aggregate consideration or price for the purchase in one transaction of two or more similar or identical services or items of personal property, shall be ~~\$2,000~~ \$5,000 or less, such service(s) or item(s) of personal property may be purchased from any supplier of such service(s) or item(s) without calling for competitive bids.

B. Purchasing by Informal Competitive Bidding. Whenever the consideration or price for the purchase of any service or any item of personal property, or whenever the aggregate consideration for the purchase in one transaction of two or more similar or identical services or items of personal property, shall be estimated by Management to exceed the sum of ~~\$2,000~~ \$5,000 and be less than ~~\$20,000~~ \$50,000, Management shall cause the following information to be communicated to at least three known suppliers of such service or item, or in the case of two or more similar or identical services or items of personal property to be purchased in one transaction, to at least three known suppliers of all of such services or items, to-wit: (a) the specifications for such service(s) or item(s), and (b) an Invitation for Informal Competitive Bids (Form 15.6.B., Manual of Standard Forms, (Appendix E)) thereon, including a notification of the final time for the reception of bids. Management shall award such contract to the supplier determined by Management to be the lowest responsible bidder whose informal written bid shall be timely received. A written memorandum of such communications and copies of the informal bids thus received shall be made and maintained in the files of the District and available for inspection by any interested person during all normal business hours; provided, however, in the event the lowest and best informal bid thus received exceeds the sum of ~~\$20,000~~ \$50,000, Management shall submit to the Board for its consideration and action the informal bids received by the District. A written memorandum of such communications and copies of the informal bids thus received shall be made and maintained in the files of the District and available for inspection by any interested person during all normal business hours.

C. Purchases by Formal Competitive Bidding.

1. Whenever the consideration or price for purchase of any service or item of personal property, or the aggregate consideration or price for the purchase in one transaction or of two or more similar or identical services or items, shall be estimated by Management to be the sum of ~~\$20,000~~ \$50,000 or more, Management shall prepare or cause to be prepared detailed written specifications for such service(s) or item(s), and an invitation for bids thereon, and shall transmit a copy of the invitation for bids by mail to each known supplier of such service or item, or in the case of two or more services or items to be purchased in one transaction, to each known supplier of all of such services or items, or, as determined by the General Manager, the General Manager shall cause the invitation for formal sealed competitive bids to be published once each week for

two consecutive weeks in a publication having general circulation within the District, the last publication of which shall be at least one week, and not more than three weeks, prior to the final time for reception of bids.

2. All formal sealed competitive bids received by the General Manager shall be publicly opened and read by the General Manager, or a designated representative, at the time specified in the invitation for bids. The bid opening must occur at least one week, and not more than two weeks, prior to the next duly convened meeting of the appropriate Subcommittee of the Board.
3. Contracts for the purchase of services or items of personal property in the amount of ~~\$20,000~~ \$50,000 or more shall be awarded to the lowest responsible bidders by resolution of the Board, which reserves the right to accept or reject any and all bids in whole or part. Contracts shall not be phased or split to avoid the limitation.
4. Invitations for formal sealed competitive bids shall be drawn in accordance with Form 15.6.C., Invitation for Formal Competitive Bids, in the District's Manual of Standard Forms (Appendix E).

D. Unforeseen Requirements. In the event Management determines that there exists a need for personal property for an unforeseen need, repair, parts or materials for District projects which these regulations would normally require to be let for formal sealed competitive bids, he may use the informal bidding procedure described in Policy 15.6.B. to purchase such item or items.

[December 5, 1986; June 13, 1991; December 9, 1993; December 10, 1998; February 14, 2013]

**15.7 Purchasing - Bid Bonds.** Whenever the consideration or price for the purchase of any service or any item of personal property, or the aggregate consideration for the purchase in one transaction of two or more similar or identical services or items of personal property, shall be estimated by Management to exceed the sum of \$50,000, or whenever, prior to the issuance of the invitation for bids, Management shall determine it to be in the best interests of the District, each bidder, shall be required to submit to the District a corporate surety bid bond, with at least one corporate surety authorized to be business in the State of Nebraska (or a certified check payable solely to the District as bid security) in the amount of 5% of such bidder's bid, conditioned upon execution of such contract in accordance with such bidder's bid, any such corporate surety bond to be in such form as approved by Legal Counsel.

[June 13, 1991; December 10, 1998]



**15.8 Purchasing - Performance Bonds.** Whenever the consideration or price for the purchase of any service, or the aggregate consideration for the purchase in one transaction of two or more similar or identical services shall be estimated by Management to exceed the sum of ~~\$20,000~~ **\$50,000** or whenever, prior to the issuance of the invitation for bids, Management shall determine it to be in the best interests of the District, the successful bidder to whom or to which the contract for such purchase is awarded shall be required to submit bonds, with at least one corporate surety authorized to do business in the State of Nebraska, having a penalty amount equal to the amount of such contract and conditioned upon faithful performance of such contract and upon payment of labor and materials furnished in connection therewith, such bond(s) to be in such form as approved by Legal Counsel.

[June 13, 1991; **February 14, 2013**]

**15.9 Purchasing – Cost-shared Projects.** Paragraphs 15.0 through 15.8 of these policies shall not apply to projects constructed by other governmental agencies, developers or other cooperators in accordance with cost-sharing agreements with the District that are specifically authorized by the Board. Paragraph 15.2 of these policies shall not apply to projects engineered by other governmental agencies, developers or other cooperators in accordance with cost-sharing agreements with the District that are specifically authorized by the Board.

[May 12, 2005]



**16.0 District Property - Construction and Maintenance Equipment Rental.** Management is authorized to lease District construction and maintenance equipment to governmental entities and owners of land contiguous to District projects on a cost-reimbursable basis, where such work would be of short duration and will not materially interfere with the progress of District-sponsored projects. The rental rate to be charged is 77% of the monthly Blue Book Rental Rate for Construction Equipment, published by the Equipment Guide-Book Company, plus operator labor. District equipment will not be leased to others without operator. Operator charges will be at the regular rate of pay for the staff member operating the equipment, plus employee benefits payable by the District. There will be no charge for mobilization. Management is authorized to establish equipment rental rates for equipment if rates for such equipment are not found in the Blue Book. This policy shall not apply to unusual work such as snow removal. Management is authorized to lease equipment, with operator, to governmental entities for snow removal work at negotiated rates.

[December 5, 1986; December 12, 2002]

**16.1 District Property - Insurance.** [Reserved]

**16.2 District Property - Surplus Property.** Management is authorized to declare any item of district personal property, with an estimated fair market value of ~~\$1,000~~ \$5,000 or less, as surplus to the needs of the District, and is authorized to sell such item for the highest price obtainable after receiving oral bids from at least two persons known or believed to be potential purchasers of such items, or after publishing a newspaper advertisement for the sale of such item. Contracts for sales of such surplus property shall not be phased or split to avoid the limitation.

[February 5, 1987; February 14, 2013]

**16.3 District Property - Repair and Maintenance.** Management is authorized to contract for services to maintain and repair District headquarters, office and maintenance buildings without Board approval if the estimated cost of any instance of maintenance or repair, does not exceed ~~\$7,500~~ \$15,000. If the estimated cost of any instance of maintenance or repair exceeds ~~\$7,500~~ \$15,000, Management shall obtain approval from the Chairperson of the Programs, Projects and Operations Subcommittee, or Vice-Chairperson of the Subcommittee in the absence of the Chairperson. Contracts shall not be phased or split to avoid the limitation. Contracts under this policy shall be subject to the provisions of Policy 15.6, 15.7 and 15.8).

[December 5, 1986; June 13, 1991; December 12, 2002; February 14, 2013]

**16.4 District Property - Nebraska Clean Air Act Designations.** Smoking is prohibited in all District buildings, and signs shall be posted by Management at all outside entrance stations: "Smoking is not permitted in this building." Smoking is prohibited in any District vehicles and equipment if accompanied by a non-smoker.

[December 10, 1987; May 9, 1991]

**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.

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

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

2. Application form and user's fee, if applicable, must be provided 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:

| <b>1998 NRC MEETING ROOM SCHEDULE</b> |                               |                              |
|---------------------------------------|-------------------------------|------------------------------|
| <b>DAY OF WEEK</b>                    | <b>DAY TIME PROGRAM</b>       | <b>EVENING PROGRAM</b>       |
| <b>Monday</b>                         | <b>8:30 a.m. - 4:30 p.m.</b>  | <b>6:30 p.m. - 9:00 p.m.</b> |
| <b>Tuesday***</b>                     | <b>8:30 a.m. - 4:30 p.m.</b>  | <b>6:30 p.m. - 9:00 p.m.</b> |
| <b>Wednesday</b>                      | <b>8:30 a.m. - 4:30 p.m.</b>  | <b>6:30 p.m. - 9:00 p.m.</b> |
| <b>Thursday ***</b>                   | <b>8:30 a.m. - 4:00 p.m.</b>  | <b>6:30 p.m. - 9:00 p.m.</b> |
| <b>Friday</b>                         | <b>8:30 a.m. - 4:00 p.m.</b>  | <b>Closed *</b>              |
| <b>Saturday**</b>                     | <b>12:00 noon - 4:00 p.m.</b> | <b>Closed *</b>              |
| <b>Sunday**</b>                       | <b>12:00 noon - 4:00 p.m.</b> | <b>Closed *</b>              |

- \* Times for "special use permits" may be varied only with approval of Park Superintendent. All stated times include set up time.
- \*\* Weekend hours are only available April – October unless approved by Park Superintendent.
- \*\*\* 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, 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 are not available.

12. Vending machines are not available for public use.

13. Weddings or wedding receptions are NOT permitted at the NRC.



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

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

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

**16.6 District Property - Sales and Grants of District Real Property.** All sales and conveyances of District real property shall require prior approval by the Board; provided, however, easements and permits involving District real property which will not result in permanent surface improvements on such property and which the General Manager determines will not substantially affect its fair market value or affect its usability by the District, and containing such covenants and conditions as the General Manager determines reasonable and Legal Counsel approves as to form, may be granted by the General Manager without approval of the transaction by the Board, the grants of permits to be made for nominal consideration and the grants of easements to be made to other governmental subdivisions or agencies for nominal consideration and to non-governmental entities for a \$200 fee, and provided further, that the General Manager may, without consideration, execute releases of District easements which he determines have no further District purpose and are not marketable.

[September 14, 1995; September 12, 2002]

**16.7 District Property – Donation Recognition:**

It is the policy of the NRD to provide opportunities on certain projects for financial donations (non-public funds) to be recognized by the “naming” of an identifiable component in honor of the donor. Eligible projects will be those with full public access and public use, and as designated by the Board of Directors.

The NRD shall identify and describe the separable components of the project which would be appropriate for donor recognition. The NRD shall develop and estimate full implementation cost for each separable component.

Donors may select and fund separable components on a first-come basis. The Board of Directors shall, singly, or jointly if it is a project with other co-sponsors, consider each donation and the proposed “name.” Recognition shall continue permanently or for the life of the component, and shall survive an assignment of the project to a successor public agency. The District and the donor shall enter into a written agreement on the terms of the donation. To the extent practicable, such agreement shall be binding on both parties.

Eligible donors shall include individuals, corporations, organizations and not-for-profit organizations, irrespective of their site of business or residence. Recognition may be for any persons, living or deceased, organizations, corporations, and the like. The Board of Directors must approved of the recognition “name.”

[July 13, 2000]

**16.8 District Property – Vehicle Replacement Schedule:** It is the policy of the NRD to maintain all District-owned vehicles to keep them in the best condition possible. The District will use the following as a guideline for the replacement of District-owned vehicles:

◆ Gas Vehicles - ~~6 years or 100,000 miles~~ 7 years or 150,000 miles

◆ Diesel Vehicles - ~~7 years or 150,000 miles~~ 8 years or 200,000 miles

This is a guideline only. Recommendation for replacement of vehicles based on maintenance history and/or vehicle condition is at the discretion of the General Manager.

[August 14, 2003; February 14, 2013]

**16.9 District Property – 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](http://www.papionrd.org) or in person at 8901 S. 154<sup>th</sup> 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]