

**Personnel, Legislative and Public Affairs Subcommittee  
Meeting Minutes  
August 12, 2003**

A meeting of the Papio-Missouri River Natural Resources District's Personnel, Legislative and Public Affairs Subcommittee was held at the Natural Resources Center, 8901 S. 154th Street, Omaha, NE on August 12, 2003.

The meeting was called to order by Chairperson Barbara Nichols at 8:30 p.m.

**QUORUM CALL:**

Quorum call was taken. The following were in attendance.

Subcommittee Members Present	Subcommittee Members Absent	Other Directors Present	Others Present
Conley (Fred)		Neary	Steve Oltmans
Connealy		Conley (John)	Emmett Egr
Nichols		Fowler	Paul Peters
Tesar *			Trent Heiser
Gardner **			
Rubin			

\* Alternate Voting Member for Gardner

\*\* Excused Absence. Present for a portion of the meeting.

**ADOPTION OF AGENDA:**

**\* It was moved by Connealy and seconded by Conley that the agenda be adopted.**

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea	-	Conley, Connealy, Nichols, Rubin, Tesar
Voting Nay	-	None
Abstaining	-	None
Absent	-	None
Excused Absence	-	Gardner

**PROOF OF PUBLICATION OF MEETING NOTICE:** Notice of the meeting was published in the Omaha World Herald on August 7, 2003. The proof of publication affidavit is included with the file copy of these minutes.

**UPDATE AND DISCUSSION OF CHANGES IN GM'S INSURANCE POLICY AND ANNUITY PLAN TO COMPLY WITH TODAY'S TAX CODE, ETC:** Brian Farris, Lincoln Financial Advisors, briefed the subcommittee on the need to make compliance adjustments

to the General Manager's Insurance and Annuity Plans. He stated that he and Gary Clatterbuck with Baird Holm have been reviewing the plans and that specific recommendations will be presented next month.

**AMENDMENT TO DISTRICT POLICY 17.5 – INFORMATION AND EDUCATION PROGRAM TO INCLUDE ENVIRONMENTAL EDUCATION GRANTS PROGRAM:**

Emmett Egr, Information/Education Coordinator, introduced a draft "Environmental Education Grants" Program (attached) as requested at the Board's July, 2003 meeting. He also passed out changes to the draft requested by Subcommittee Chairperson Barbara Nichols (attached). Considerable discussion took place on the scope of the Program and the possible need to expand the program to include all grants given by the NRD that do not fit under another existing program. Some of the suggested changes included stating that requests over \$5000 would need to be considered by the Board of Directors, that the program be expanded to include all grants and that event attendance by an NRD staff member be available.

- \* It was moved by Tesar and seconded by Connealy that subcommittee members provide input to Emmett Egr and that the issue be held over for one month.**

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea	-	Conley, Connealy, Nichols, Rubin, Tesar
Voting Nay	-	None
Abstaining	-	None
Absent	-	None
Excused Absence	-	Gardner

**ESTABLISH GM GOALS FOR FY 2004:** The subcommittee reviewed goals submitted by the General Manager. Brief discussion took place concerning the proposed goals.

- \* It was moved by Conley and seconded by Rubin that the Subcommittee recommend to the Board that the General Manager's goals for FY 2004 be adopted as written.**

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea	-	Conley, Connealy, Gardner, Nichols, Rubin
Voting Nay	-	None
Abstaining	-	None
Absent	-	None
Excused Absence	-	None

**OTHER ITEMS OF INTEREST;** General Manager, Steve Oltmans, indicated to the subcommittee that he will be alternating starting times for the subcommittees.

**ADJOURNMENT:** Being no further business, the meeting adjourned by acclamation at 9:10 p.m.

PROOF OF PUBLICATION

AFFIDAVIT

State of Nebraska, County of Douglas, ss:

NOTICE OF PUBLIC MEETINGS

Notice is hereby given of the following Papio-Missouri River Natural Resources District meeting(s) which will be held at the Natural Resources Center, 3901 S. 154th Street, Omaha, NE unless otherwise indicated:

- 1. Finance, Expenditures and Legal Subcommittee Meeting, August 12, 2003 at 6:30 p.m.
2. Programs, Projects and Operations Subcommittee Meeting, August 12, 2003 at 7:30 p.m.
3. Personnel, Legislative and Public Affairs Subcommittee Meeting, August 12, 2003 at 8:30 p.m.
4. Board of Directors Meeting, August 14, 2003 at 8:00. (Public Hearing on FY 2004 Budget will be held as a portion of the meeting.)

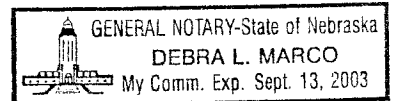
An agenda for such meeting(s) shall be kept continually current and shall be readily available for public inspection at the District's principal office during normal business hours.

Michelle Revis, being duly sworn, deposes and says that he is an employee of The Omaha World-Herald, a legal daily newspaper printed and published in the county of Douglas and State of Nebraska, and of general circulation in the Counties of Douglas and Sarpy and State of Nebraska, and that the attached printed notice was published in the said newspaper on the 7 day of August, 2003, and that said newspaper is a legal newspaper under the statues of the State of Nebraska. The above facts are within my personal knowledge. The Omaha World-Herald has an average circulation of 200,238 daily, 241,137 Sunday, in 2003.

(Signed) Michelle Revis Title: Advertising

Subscribed in my presence and sworn to before me this 7 day of August, 2003.

Debra L Marco Notary Public



Printer's Fee \$
Affidavit
Paid by

**Environmental Education Grants Program  
Criteria and Application**

8/12/03  
changes in bold

A. GOAL: To encourage and assist public and private organizations provide environmental education special events for the general public and youth.

B. OBJECTIVE: To provide co-sponsorship and financial assistance to events targeted to provide environmental **education and/or** natural resources management awarness **for all generations.**

C. LEVEL OF FINANCIAL ASSISTANCE:

1. Funding, up to \$5,000, may be applied for from the District to cost-share/co-sponsor the development of events. **Grant applications for large and small events will receive equal consideration for funding.** It is the intent that the District's cost share not exceed 50% of the total costs for the event.

Application

Application Procedures

1. Complete application form being as specific as space allows. State project /event purpose, goals, projected use of NRD funds, etc.
2. Submit the completed application form to the Information/Education Coordinator, Papio-Missouri River NRD, 8901 S. 154th St., Omaha, NE, 68138 at least eight weeks before the funds are desired.

**Grant Application**

1. Name of Event: \_\_\_\_\_

2. Location of Event: \_\_\_\_\_

3. **County in which event will occur:** \_\_\_\_\_

4. **Population of geographical area served by event:** \_\_\_\_\_

5. Date(s) of Event: \_\_\_\_\_

6. Sponsoring Organization(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Event Chairpersons:

Chairperson Name: \_\_\_\_\_ Representing: \_\_\_\_\_

**Co-Chairperson Name:** \_\_\_\_\_ **Representing:** \_\_\_\_\_

MORE

Chairpersons Postal

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

8. Event Purpose and goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Projected number of people to attend the event: \_\_\_\_\_

10. Funding Requested: \$ \_\_\_\_\_

11. Budget (purpose of NRD funding): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Date Funds are Needed: \_\_\_\_\_

(Remember, apply at least eight weeks in advance)

13. Matching Funds (funds from other sources)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Event Chairperson's Signature: \_\_\_\_\_

15. Mail funding to: \_\_\_\_\_

\_\_\_\_\_

**Applicant Responsibility**

- Once the grant is implemented, the District must receive a short, written report, with photos if possible, of the event.
- Pre-event and day of event promotion must include mention of the Natural Resources District co-sponsorship.

For more information, contact:

Emmett Egr, APR

Information/Education Coordinator

Papio-Missouri River Natural Resources District

8901 S. 154<sup>th</sup> St.

Omaha, NE 68138

(402) 444-6222 eegr@papionrd.org

# Memorandum

To: Personnel, Legislative and Public Affairs Subcommittee

Subject: Environmental Education Grants Program

Date: 7/31/03

By: Emmett Egr  
Information/Education Coordinator

At the Board's July, 2003 meeting, the staff was asked to draft an Environmental Education Grants Program for review by the Board during August or September.

The attached amendment to District Policy 17.5 – Information and Education Program (Paragraph I.) is recommended as a new grants program to address requests for NRD funding/co-sponsorship of Environmental Education events and activities. I have also attached a copy of the proposed application form. Currently, the annual "Earth Day Omaha Celebration" and water festivals such as "Water Works" would fit under this new program.

**It is the staff recommendation that the PLPA Subcommittee recommend to the Board of Directors that the amendments to District Policy 17.5 be adopted and incorporated in the Policy Manual.**

**17.5 District Programs - Information and Education Program.** The Information and Education Program is an authorized program of the District. The District conducts a number of support activities as part of its Information and Education Program. This is done to provide the public with accurate information on projects and programs previously outlined and to develop an awareness and concern for natural resource conservation and management. Major support activities include:

A. Program Brochures: Informative brochures on conservation education, Back to the River Project, Conservation Cost Sharing Programs, Chalco Hills, Flood Prevention and Flood Plain Management, Papio Trails, Chalco Hills Nature Trail Guide, and Walnut Creek Lake and Recreation Area have been published and will be updated and distributed as necessary.

B. Newsletters:

1. Publication of the SPECTRUM newsletter continues to be one of the District's main lines of communication. Over 8,000 copies are distributed through mailings.
2. The District also publishes the Conservnews one or two times each year as needed in cooperation with the NRCS for all landowners in the District. Approximately 7,000 households receive the newsletter which highlights programs available for farmers.

C. Education Programs:

The District is currently working with local teachers, environmental education specialists, and volunteer naturalists on outdoor education curricula and field trips for school-age children at the Chalco Hills Recreation Area. Development of these educational programs has greatly enhanced the NRD's ability to reach children and their parents with the conservation message. Approximately 8,000 youth visit Chalco Hills each year or participate in one of numerous NRD-sponsored education activities.

The District is involved with other youth education programs, including Water Works for students in Douglas and Sarpy Counties, conservation field days at Summit Lake, Aquafest for students in Dakota and Thurston Counties, and the Nebraska Envirothon, an environmental competition for high school students.

D. Teacher Scholarships: Three \$200.00 scholarships are awarded annually to area teachers who wish to continue their education in conservation related subjects.

E. Speakers Bureau: In response to requests from teachers and various civic groups, presentations are made concerning natural resource management. Twenty-five to thirty presentations are made annually.

F. News Releases: Information is provided to the public, through the local media, by the District's media relations program. During the past year, articles appeared in the Omaha World-Herald and in local weekly papers. Also, contacts to radio and television stations resulted in coverage through those media.

G. Internet Web Site: The District launched its Internet Web Site ([www.papionrd.org](http://www.papionrd.org)) in 1998. The site is designed to give visitors an overview of the NRD and an opportunity to electronically contact the NRD with questions and comments.

H. Volunteer Program: The District recruits volunteers to assist with nature hikes, Visitor Center Guides, park improvements and maintenance, and a variety of in-office assistance.

I. Environmental Education Grants Program:

1) GOAL: To encourage and assist public and private organizations provide environmental education special events for the general public and youth.

2) OBJECTIVE: To provide co-sponsorship and financial assistance to events targeted to provide environmental and natural resources management awareness.

3) LEVEL OF FINANCIAL ASSISTANCE: Funding, up to \$5,000, may be applied for from the District to cost-share/co-sponsor the development of events. It is the intent that the District's cost share not exceed 50% of the total costs for the event (form 17.5.I).

[February 5, 1987; March 3, 1988; December 8, 1994; December 10, 1998; August 14, 2003]



## Environmental Education Grant Program Application Form

### Application Procedures:

1. Complete application form being as specific as space allows. State project /event purpose, goals, projected use of NRD funds, etc.
2. Submit the completed application form to the Information/Education Coordinator, Papio-Missouri River NRD, 8901 S. 154th St., Omaha, NE, 68138 at least eight weeks before the funds are desired.

### Grant Application:

1. Name of Event: \_\_\_\_\_

2. Location of Event: \_\_\_\_\_

3. Date(s) of Event: \_\_\_\_\_

4. Sponsoring Organization(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Event Chairperson (Name): \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

6. Event Purpose and goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Projected number of people to attend the event: \_\_\_\_\_

8. Funding Requested: \$ \_\_\_\_\_

9. Budget (purpose of NRD funding): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Date Funds are needed: \_\_\_\_\_  
(Remember, apply at least eight weeks in advance)

13. Matching Funds (funds from other sources)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Event Chairperson's Signature: \_\_\_\_\_

15. Mail funding to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Responsibility**

- Once the grant is implemented, the District must receive a short, written report, with photos if possible, of the event.
- Pre-event and day of event promotion must include mention of the Natural Resources District co-sponsorship.

For more information, contact:

Emmett Egr, APR  
Information/Education Coordinator  
Papio-Missouri River Natural Resources District  
8901 S. 154<sup>th</sup> St.  
Omaha, NE 68138  
(402) 444-6222 eegr@papionrd.org

# GM Goals FY 2004

(Suggested by GM as requested by Board of Directors – August 6, 2003)

1. **MANAGEMENT SKILLS**: Continue to develop individual and professional ability.
  - Commitment to attend and participate in manager's meetings/conferences.
  - \* Strive to improve computer skills appropriate to the position of GM.
  - Demonstrate ability to think outside the box to bring innovative perspective to District responsibilities.
  - Associate with excellence.
  - Delegate responsibilities to maximize District strengths.
  
2. **PUBLIC RELATIONS**: Work towards improvement of information to the general public about the Papio-Missouri River NRD.
  - Continue to work with community media sources.
  - Review and revise as needed the participation in local, state, and national organizations for greatest benefit to the mission and goals of the District. Includes communities outside the Omaha metropolitan area.
  - \* Continue to develop and distribute district information; keep up on new technology in production and delivery of such information (i.e. the internet).
  - Concentrate on more speaking engagements in rural communities of the District. Encourage designated staff to accept opportunities to speak about the programs, projects, and goals of the District on basis of expertise (see Speakers Bureau on website).
  
3. **PERSONNEL MANAGEMENT**: Develop and implement practices to improve the employment environment in the District.
  - Schedule timely staff and project manager meetings. Possess the ability to assess and assign projects for the most effective use of staff.
  - \* Encourage team building and inspire efforts toward common goals. Spend more one-on-one time with employees. Keep current on all employee evaluations/appraisals.
  - Take steps to improve skills in the employee evaluation process for employee evaluations. Demonstrate through timely completion of evaluations.
  - Continue semi-annual, district-wide employee days that include topics of benefit and interest to District employment.
  - Clearly set forth the structure of authority for communication, ideas, and problem-solving. Revise to update district flow chart as needed.
  - Review and update as needed the emergency mobilization plan.

4. **PROGRAMS AND PROJECTS:** Plan and implement district program and project needs.
  - Practical application of multi-purpose, multi-agency management approach.
  - \* Innovative application and utilization of district policies to most effectively serve district's mission and goals. (i.e. explore public/private partnership agreements)
  - Continue to make staff available at subcommittee and board meetings for Directors to ask questions and provide input regarding programs and projects.
  - Ensure that programs and projects are in compliance with federal, state and local statutes.
  - Continue to constantly seek outside funding opportunities for programs and projects.
  
5. **FISCAL MANAGEMENT:** Strive to improve sound financial management of District funds.
  - \* Continue to negotiate cost-share and inter-local agreements with related agencies and organizations to best meet the District's goals.
  - Continue to coordinate and form partnerships with neighboring NRDs to cost-share projects that serve interests of each entity.
  - Continue to monitor the District's budget and address any changes or projected changes with the Treasurer and the Board in a timely manner.
  - Review annual audit of District accounts. Continue to maximize the use of District resources.
  - Continue to apply prudent management of project cost overruns.
  
6. **COORDINATION WITH BOARD OF DIRECTORS:** Develop and maintain an open communication with all Directors.
  - Inform and update Directors in a timely manner of program and project status through workshops, seminars, tours and other communications for the Directors in addition to monthly board packet information. Encourage all Directors to attend and participate in the interest of long-range planning.
  - \* Review staff's position on upcoming month's agenda with board chair and executive committee and committee chairs.
  - Provide monthly reports to the Board on general items of interest in the District.
  - Respond to specific concerns from Directors and/or direct to the appropriate staff member for information and clarification.

7. **AGENCY RESPONSIBILITIES:** Coordinate and make timely contacts with other agencies and individuals, informing them of the District's responsibilities and efforts.
  - \* Maintain relationships throughout the district with pertinent political, governmental, and community leaders and their respective staffs. Strive to improve relationships between NARD, rural NRDs, State agencies and environmental organizations.
  - Continue efforts to coordinate inter-agency partnerships.
  
8. **OVERALL RATING:** Carry out the missions and goals of the District.
  - Apply sound management principles in managing the day-to-day operations of the district.
  - Oversee management of all district activities, programs and projects.
  - Manage all District activities, programs and projects in accordance with the policies set forth by the Board in the District's Policy Manual
  - Be a challenging and inspiring manager.
  - Demonstrate vision and leadership; energizing personality.

\* = Priority for FY 2004