

**Papio-Missouri River Natural Resources District
Board of Directors Meeting
Suggested Resolutions/Recommendations
February 8, 2007**

***Agenda Item 4 - Agenda**

BE IT RESOLVED that the agenda be adopted.

***Agenda Item 5 – Consent Agenda**

BE IT RESOLVED that the following resolutions on the consent agenda are hereby adopted.

Agenda Item 3.A.:

BE IT RESOLVED that the following Director(s) have an excused absence from the February 8, 2007, Board of Directors Meeting:

John Conley
Tim Fowler

Agenda Item 7 A.:

BE IT RESOLVED that the January 11, 2007, Papio-Missouri River NRD Board meeting minutes be approved as printed.

***Agenda Item 9.A. – Floodplain Mapping and Scoping Ad Hoc Consultant Selection Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Floodplain Mapping and Scoping Ad Hoc Consultant Selection Subcommittee are accepted, incorporated in these minutes, and the following recommendation of the Subcommittee is hereby adopted and approved.

1. Contract with HDR Engineering, Inc., for Floodplain Mapping and Scoping – Recommendation that the General Manager be authorized to negotiate and execute a professional services contract with HDR Engineering, Inc., for the county-wide Floodplain Scoping calling for a maximum fee of \$164,900.

***Agenda Item 9.B. – Zorinsky Water Quality Basin #2 Ad Hoc Consultant Selection Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Zorinsky Water Quality Basin #2 Ad Hoc Consultant Selection Subcommittee are accepted, incorporated in these minutes, and the following recommendation of the Subcommittee is hereby adopted and approved.

1. Selection of Consulting Firms to be Interviews for Zorinsky Water Quality Basin #2 – Recommendation that the firms of HDR Engineering, Inc, JEO Consulting Group, Olsson Associates, and CH2MHill be interviewed for the Zorinsky Water Quality Basin #2 Design.

***Agenda Item 9.C. – Public Involvement Ad Hoc Consultant Selection Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Public Involvement Ad Hoc Consultant Selection Subcommittee are accepted, incorporated in these minutes, and the following recommendation of the Subcommittee is hereby adopted and approved.

1. Selection of Consulting Firms to be Interviews for Public Involvement Consultant – Recommendation that the firms of Bailey Lauerman, Issues Management Solutions and Lovgren Marketing Group be interviewed for public involvement services to assist the Papillion Creek Watershed Partnership in developing and implementing a Public Information and Involvement Plan.

***Agenda Item 9.D. – Personnel, Legislative and Public Affairs Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Personnel, Legislative and Public Affairs Subcommittee are accepted, incorporated in these minutes, and the following recommendations of the Subcommittee are hereby adopted and approved.

1. Amendments to P-MRNRD Employee Manual – Sick Leave and Annual Leave – Recommendation that the following changes in the Employee Manual be adopted:

ANNUAL LEAVE/VACATIONS:

Vacations must be earned before they can be taken. Vacations will be considered "earned" only to the extent that vacation time has been accrued according to the following schedule, and all conditions for using vacation have been met. The employee's date of hire will be the eligibility date for determining the amount of vacation earned.

Each full-time employee shall accrue annual leave bi-weekly at the following rates:

0 through 5 years of service -- 13 working days per year

6 though 10 years of service -- 18 working days per year
11 years of service or greater -- 23 working days per year

Employees may carry-over all unused annual leave days into the next calendar year; however, no employee will continue to accrue annual leave once he or she has accumulated 53 days of annual leave. ~~No more than thirty (30) days of annual leave may be carried over into the next calendar year on December 31.~~

No annual leave can be taken during the first six (6) months of employments.

All annual leave shall be scheduled in advance and taken at a time that is agreeable to the employee and your Supervisor. Any paid vacation more than ~~two weeks~~ **10 consecutive working days** in duration will require a minimum of ninety (90) days notice and approval of the General Manager.

Annual leave is accrued on a bi-weekly basis and an employee may not take more time than that which he/she has already accrued and have available at the time annual leave is taken.

Employees will be paid for all accrued but unused vacation upon termination from employment.

Part-time employees will accrue annual leave on a pro-rata basis according to average hours worked. Temporary employees are not eligible for annual leave.

SICK LEAVE:

Each full time employee will accrue one and one-half (1-1/2) days per month sick leave. This leave may only be used in the case of actual sickness and/or for actual, necessary visits to doctors or dentists.

It is the purpose and intent of this plan to provide for eligible employees when they suffer the misfortune of an extended illness or disability. Therefore, to avoid possible abuse of this benefit, a physician's statement will be required by the District as verification of illness or accident, before sick leave benefits are paid when an employee has been absent for three (3) consecutive working days. Sick leave pay benefits for work related injury/accidents will be coordinated with Worker's Compensation benefits received by the employee.

The General Manager has the authority, in his discretion, to permit an employee to utilize sick leave to tend to the needs of his/her spouse and "immediate family." The term "immediate family" is defined to include spouse, children and parents of the employee and children and parents of employee's spouse. The use of sick leave for this purpose will require approval by the

General Manager. An example of approved sick leave under this situation would be where an employee's spouse is ill and children require attention until other adequate arrangements can be made. The illness of a spouse requiring a doctor's attention would be a second example.

Accrued but unused sick leave may be carried forward from year to year, up to a cumulative total of 180 days. For those employees who have over 180 days of accumulated sick leave, their cap will be set at the amount of accumulated sick leave as of June 30, 1994. If an employee whose cap is over 180 days drops below 180 days of sick leave as of June 30th of any given year, that employee's cap would be re-established at 180 days.

Sick leave is neither an earned benefit that has independent cash value, nor a form of deferred compensation. Rather, it is an income protection program only for those employees who, while employed by the District, are absent from work due to the reasons stated in this policy. Therefore, conversion of sick leave accruals to pay in lieu of sick leave is not permitted. Likewise, no sick leave benefits are paid upon termination of employment for any reason. ~~No pay allowance will be granted for accrued but unused sick leave upon separation from employment.~~

Abuse of this sick leave policy may result in loss of the sick leave benefit and/or discharge.

Part-time and temporary employees are not eligible for sick leave.

2. P-MRNRD Wage and Salary Administration Program for 2007 – Recommendation that the following be adopted:
 - a. Wage and Salary Pay Ranges - Recommendation that the wage and salary pay ranges for SG 2 and 3 remain at CY 2006 levels and that pay ranges for SG 4 through SG 21 be adjusted to the proposed ranges, as presented, and that the changes be effective January 1, 2007.
 - b. Adjustment Guide Revisions ("n" Factor): Recommendation that an "n" Factor of 1% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2007 and that the resulting Adjustment Guide be effective January 1, 2007.
3. Legislative Update – No action required.
4. Update on NARD Insurance Reserve Assessment – No action required.

***Agenda Item 9.E. - Finance, Expenditures and Legal Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Finance, Expenditures and Legal Subcommittee are accepted, incorporated in these minutes, and the following recommendations of

the Subcommittee are hereby adopted and approved.

1. MoPac Trail (Hwy 50 to Lied Bridge) Right of Way Acquisition – Kantor Tract and Hans Tract – Recommendation that the General Manager be authorized to execute purchase agreements in the amount of \$1,505.00 with James and Patricia Kantor, and in the amount of \$16,545.00 with Russell G. Hans, to acquire rights-of-way for the Mopac Trail (Hwy. 50 to Lied Bridge) Project.
2. Acquisition of Little Sioux Bend and Sandy Point Bend – Missouri River Corridor Project Sites – Recommendations that the General Manager be authorized to execute the proposed OFFER TO BUY REAL ESTATE calling for the purchase from the State of Iowa of 190.61 acres for the Middle Little Sioux Bend Missouri River Corridor Project site for the price of \$185,835.00; that the General Manager be authorized to execute the proposed OFFER TO BUY REAL ESTATE calling for the purchase from the State of Iowa of 321.39 acres for the Sandy Point Bend Missouri River Corridor Project site for the price of \$263,861.00; and, that the Board of Directors find and determine that the projects anticipated at these sites will be predominantly of general benefit of the District with only an incidental special benefit.

***Agenda Item 9.F. - Programs, Projects and Operations Subcommittee**

BE IT RESOLVED that the minutes of the February 6, 2007, Programs, Projects and Operations Subcommittee are accepted, incorporated in these minutes, and the following recommendation(s) of the Subcommittee are hereby adopted and approved.

1. Re-Bidding of MoPac Equestrian Trail – Recommendation that the Mopac Equestrian Trail Project be modified as proposed to the Subcommittee and that competitive bids be sought on the amended project, for consideration in March.
2. Tern and Plover Conservation Partnership Funding (Held over at the December 14, 2006 and January 11, 2007 Board Meetings) – Recommendation that the District provide financial assistance in the amount of \$5,000 to support the 2007 program activities of the Tern and Plover Conservation Partnership.
3. Platte River Instream Flow Memorandum of Understanding – Recommendation that the General Manager be authorized to execute the proposed Memorandum of Agreement Relating to a Lower Platte River Basin Instream Flow Work Group.
4. Papio Creek Watershed Agreement No. 8 for Papio Creek Watershed P.L. 566 Structure W-3 – Recommendation that the General Manager be authorized to execute the proposed Papillion Creek Watershed Supplemental Agreement No. 8 with NRCS for rehabilitation of PL 566 Grade Stabilization Structure #W-3, subject to changes deemed necessary by the General Manager and approved to as to form by District Legal Counsel.

5. Waterloo Request for Additional Funds on Waterloo Trail Phases 2 and 3 – Recommendation that the Village of Waterloo’s request for an additional \$7,016.00 or a total of \$51,120.00, for cost share on Phase 2 and 3 of the Waterloo Trails Project be approved.
6. Papio Creek Bank Stabilization Project Bids – Recommendation that the General Manager be authorized to execute a contract for rock rip-rap bank stabilization work at three (3) sites on the Papillion Creek System with Midwest Dumpers, Inc., for their total base bid of \$199,820.
7. Grant Contract with Nebraska Game and Parks Commission for Elkhorn River Public Access on West Dodge Road – Recommendation that the Trails Development Assistance Fund Project Agreement for the Elkhorn River public access on West Dodge Road to be approved and that the General Manager be authorized to execute said Agreement.

***Agenda Item 10. A.-I. - Financials**

BE IT RESOLVED that the Treasurer is authorized to expend general funds to pay: (1) claims listed in the January, 2007, financial report; and, (2) any claims made prior to the next Board meeting for (a) earned salaries of District employees, (b) withholding taxes, (c) social security payments, (d) retirement program contributions, (e) utilities, (f) registration fees and expenses for upcoming meetings and conferences, (g) certified completed CAP and Special Project Area applications, (h) invoices which offer a credit or discount for payment made prior to the next Board meeting, (i) postage, and, (j) building and grounds contract expenses.

BE IT FURTHER RESOLVED that the Treasurer is authorized to pay, from the respective operating accounts of the Dakota County, Thurston County and Washington County #1 and Washington County #2 rural water supply projects, the Elkhorn River Bank Stabilization Project, the Elkhorn Breakout Project, the Elk/Pigeon Creek Drainage Project, and the Western Sarpy/Clear Creek Project, the project bills listed on the January, 2007, financial report, and future claims for project utilities.

BE IT FURTHER RESOLVED that the financial reports be affixed to and made a part of the minutes.