

**PERSONNEL, LEGISLATIVE AND
PUBLIC AFFAIRS
SUBCOMMITTEE MEETING
July 6, 2004
9:00 p.m.
AGENDA**

Personnel, Legislative and Public Affairs Subcommittee:

Barb Nichols, Chairperson
Dick Connealy, Vice Chairperson
Fred Conley
Melissa Gardner

Alternate Members: Rich Jansen
Rich Tesar

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order – Chairperson Nichols
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Legislative Update – Rich Lombardi
6. Review and Recommendation on District Policy regarding Development of State Legislation – Paul Peters and Steve Oltmans
7. Review and Recommendation on GM Goals for FY 2005
8. Other Items of Interest
9. Adjourn

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To: Steven G. Oltmans, General Manager
Papio-Missouri River Natural Resources District

Date: June 16, 2004

Subject: Board resolution

At its June 8, 2004, meeting the Board of Directors adopted a resolution:

MOTION NO. 11: It was moved by Director Nichols and seconded by Director Conley (John) that the following recommendation be adopted:

PLPA Recommendation #3: Staff Development of State Legislation (referred to PLPA Subcommittee at May 13, 2004 Board of Directors Meeting) – Recommendation that the General Manager and District Legal Counsel draft a policy to guide staff development of state legislation at the July PLPA Subcommittee meeting.

Roll call vote was held on the motion. The motion carried unanimously.

The following amendment to Policy 12.7 would be one possible way to implement the Board's resolution:

12.7 General Manager - Monthly Report. The General Manager shall report to the Board monthly, such report to include the following:

- A. Information/Education Report
- B. A personnel report, to include personnel development, i.e., conferences/seminars attended by staff, hiring of new employees, etc.
- C. A report on the authorized programs and projects of the District.
- D. A report on construction services, professional services and personal property purchases authorized by management.
- E. A report on state legislative proposals contemplated or recommended by Management.

GM Goals FY 2005

Draft – June 29, 2004

1. **MANAGEMENT SKILLS:** Continue to develop individual and professional ability.
 - Build on individual and professional ability in such position as newly-elected Director, International Soil and Water Conservation Society (a professional society).
 - Continue to improve computer skills appropriate to the position of GM.
 - Commitment to attend and participate in NRD Managers' meetings and conferences.

2. **PUBLIC RELATIONS:** Continue working towards improvement of information to the general public regarding the Papio-Missouri River NRD.
 - Converse with people/constituents, marketing-networking NRD policies, programs and projects.
 - Develop and update useful information for distribution on the District's efforts to improve management of stormwater runoff pollution.

3. **PERSONNEL MANAGEMENT:** Develop and implement practices to improve the employment environment in the District.
 - Encourage team building and inspire efforts towards common goals. Schedule timely staff and project managers' meetings; spend more one-on-one time with employees.
 - Make greater use of employee performance evaluations as a tool for making the most effective use of staff. Set performance standards to be challenging but achievable.
 - Clearly set forth the structure of authority for communicating ideas and problem solving. Maintain a current flow chart and emergency mobilization plan(s).
 - Continue semi-annual District-wide employee days that include topics of benefit and interest to District employees.

4. **PROGRAMS AND PROJECTS:** Plan and implement district program and project needs.
 - Be proactive in developing viable solutions for practical stormwater management.
 - Use the public-private partnership concept to its fullest and best possible application to bring together at least one multi-purpose flood control structure for the District.
 - Fully utilize programs with cooperating federal and state agencies. Examples:
 - a. Achieve additional dollars through the EQIP Program (USDA/NRCS) for landowner and watershed projects.
 - b. Floodway Purchase Program expansion through FEMA (federal) and DNR (state).

5. **FISCAL MANAGEMENT:** Strive to improve sound financial management of District funds.
 - Encourage greater use of the public-private partnerships to develop and finance projects.
 - Advocate a move from maintenance-type budgets to a more proactive and aggressive use of District budget capabilities within state statutory limits.
 - Strive to reduce project cost overruns with prudent oversight of contract negotiations without compromising District goals. Use “incremental approval” and “not to exceed amount” contracts when appropriate.

6. **COORDINATION WITH BOARD OF DIRECTORS:** Develop and maintain an open communication with all Directors.
 - Review methods currently in practice to improve open communication to all Directors.
 - Respect existing chain of command of communications with Board Chairperson, Executive Subcommittee, Subcommittee Chairpersons, etc.
 - Seek professional services for assessment of methods currently in practice to provide open communication to all Directors and achieve recommendations for improvement.
 - Work with District I&E staff to provide open and consistent information to all Directors.

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, civic leaders and their respective staffs.
 - Open a dialogue with Dakota County leaders to provide better coordination of District’s policies, programs and projects in the northern portion of the P-MRNRD.
 - Be more proactive with the private developers, engineering firms and regulatory agencies in regard to managing/controlling sediment from urban construction property(ies).
 - Strive to improve relationships between NARD, rural NRDs, pertinent federal/state agencies and non-governmental environmental organizations.

8. **OVERALL RATING:** Carry out the missions and goals of the District.
 - Make the District a leader in public-private partnership team-building, specifically to increase multi-purpose flood protection in the Papio watershed.
 - Demonstrate “outside the box thinking” to bring an innovative perspective to District responsibilities.
 - Look for solutions rather than dwelling on problems.