

**Papio-Missouri River Natural Resources District  
Board of Directors Meeting  
Suggested Resolutions/Recommendations  
May 8, 2008**

**\*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 May 8, 2008, Board of Directors Meeting:

John Schwope  
Rich Tesar

Agenda Item 7 A.:

BE IT RESOLVED that the April 10, 2008, Papio-Missouri River NRD Board meeting minutes be approved as printed.

**\*Agenda Item 11.A. – Legislative Representative Ad Hoc Consultant Selection Subcommittee**

BE IT RESOLVED that the minutes of the May 6, 2008, Legislative Representative Ad Hoc Consultant Selection Subcommittee are accepted, incorporated in these minutes, and the following recommendation(s) of the Subcommittee are hereby adopted and approved.

1. Selection of Firms to be Interviewed for Legislative Representative – Recommendation that the firms of American Communications Group, Inc., and Husch, Blackwell, Sanders be interviewed to provide legislative representative services for the District.

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

BE IT RESOLVED that the minutes of the May 6, 2008, Personnel, Legislative and Public Affairs Subcommittee are accepted, incorporated in these minutes, and the following recommendation(s) of the Subcommittee are hereby adopted and approved.

1. Revisions to P-MRNRD Affirmative Action Plan – Recommendation that the proposed revisions to the P-MRNRD Affirmative Action Plan be adopted.
2. Amendment to District Sick Leave Policy – Recommendation that the P-MRNRD sick leave policy be amended to provide that each full time employee will be compensated for unused sick leave upon retirement, termination in good standing or death at the rate of 25% of salary, no payment of accumulated sick leave to be made to an employee in the event of termination for cause or resignation prompted by an action of the employee that could result in disciplinary action; and, that the P-MRNRD Sick Leave Policy is hereby amended to read as follows:

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.

~~No pay allowance will be granted for accrued but unused sick leave upon separation from employment. 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:~~

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.

Wellness Benefit: Each full time employee will be compensated for unused sick leave upon retirement, termination in good standing or death at the rate of 25% of salary. No payment of accumulated sick leave will be made to an employee in the event of termination for cause or resignation prompted by an action of the employee that could result in disciplinary action.

Amended: February 8, 2007; May 8, 2008

3. Addition of Workplace Violence Policy to Employee Manual – Recommendation that the following Workplace Violence Policy be adopted and included in the Employee Policy Manual:

**WORKPLACE VIOLENCE:**

It is the District's policy to promote a safe environment for its employees. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action, criminal penalties or both. Violence, threats, harassment, intimidation and other disruptive behavior which occurs outside our workplace (including stalking) will not be tolerated and will be subject to disciplinary action, criminal penalties or both.

The employees' cooperation is needed to implement this policy effectively and to maintain a safe working environment. If you observe or experience violent, threatening, harassing, intimidating or other disruptive behavior by anyone on District premises or on work location, report it immediately to a supervisor or to the General Manager. Of course, behavior that requires immediate attention should first be reported to law enforcement.

Supervisors who receive such reports should seek advice from the General Manager regarding investigating the incident and initiating appropriate action. Employees suspected of violating this policy may be suspended pending an investigation. All reports and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform the individuals involved.

Threats or assaults that require immediate attention by police should be reported to the General Manager and to the following:

Natural Resources Center	Sarpy County Dispatch	593-4111
O&M Shop	Sarpy County Dispatch	593-4111
Blair Field Office	Police	911 or 426-4747
Tekamah Field Office	Burt County Sheriff	911 or 374-2900
Walthill Field Office	Thurston Co. Sheriff	911 or 385-3018
Walthill O&M Shop	Thurston Co. Sheriff	911 or 385-3018
Dakota City Field Office	Emergency Police & Fire Local Police Local Fire	911 494-7512 494-7555

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**\*Agenda Item 11.C. – Programs, Projects and Operations Subcommittee**

BE IT RESOLVED that the minutes of the May 6, 2008, 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. California Bend Environmental Restoration Project – Access Road Bids – Recommendation that the General Manager be authorized to execute a construction contract with Valley Corp. in the amount of \$57,675.00 for the California Bend environmental Restoration Project – Access Road Repair; and, due to the emergency nature of the project, that the bid bond and performance bond be waived.
2. Equipment Purchases/Replacements for FY 2009 – Recommendation that the FY 2009 equipment purchases/requirements be approved, as presented, subject to FY 2009 Budget
3. Recreation Areas Rules and Regulations to include Elkhorn River Access at Graske Crossing – Recommendation that the revised Recreation Area Rules and Regulations to include Elkhorn River Access at Graske Crossing be adopted.
4. District Grant Acknowledgement Policy – Recommendation that following policy be adopted and included in the District Policy Manual:

**22.3—Miscellaneous – District Grant Acknowledgement.** Sponsors receiving a District grant or cost share shall be required to publicly acknowledge the District’s contribution to the project on a prominently displayed permanent sign, plaque, or other fixture (containing the District’s logo), to be maintained by the Sponsor for the life of the project. Such acknowledgement shall also be contained on all temporary construction signs, in all media publicity about the project, and in all operation and maintenance agreements executed for the project. Compliance with all requirements may vary from project to project and can be negotiated with the General Manager on a case-by-case basis.

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**\*Agenda Item 11.D. – Finance, Expenditures and Legal Subcommittee**

BE IT RESOLVED that the minutes of the May 6, 2008, Finance, Expenditures and Legal Subcommittee are accepted, incorporated in these minutes, and the following recommendation(s) of the Subcommittee are hereby adopted and approved.

1. Establishing a Flood Control and Water Quality Projects and Practices Special Reserve Fund – Recommendation that the following resolution be adopted:

WHEREAS, it is necessary that the Papio-Missouri River Natural Resources District (“the District”) provide for the timely availability of sufficient funds for future expenditures required for the establishment, construction, operation and maintenance of flood control and water quality projects and practices, including but not limited to low-impact development best management measures, flood plain buyouts, dams, reservoir basins, and levees; and,

WHEREAS, it is foreseeable that the District’s requirements for such funds in a future year will exceed the amounts available from the District’s general funds, and that, in order to have sufficient funds for such purposes available when needed, it is necessary that the District establish a special reserve fund, as authorized by Section 13-503(9), R.R.S., 1997, enabling the District to set aside and accumulate District general funds for such purposes, that will not be available for expenditure for any other purposes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Papio-Missouri River Natural Resources District that, the Papio-Missouri River Natural Resources District Flood Control and Water Quality Projects and Practices Special Reserve Fund is hereby created for the purpose of enabling the District to set aside and accumulate District general funds to finance the future establishment, construction, operation and maintenance of flood control and water quality projects and practices, including but not limited to low-impact development best management measures, flood plain buyouts, dams, reservoir basins and levees, and that such funds will not be available for expenditure for any other purposes.

**\*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 April, 2008, 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 Drainage District, the project bills listed on the April, 2008, 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.

/pt/board/2008/May/may08\_resolutions