

## **D. SUBCOMMITTEES**

### **D-1: SUBCOMMITTEES**

1. All subcommittees, unless otherwise specifically authorized by the Board, shall have no authority to hold hearings, make policy, or take formal action on behalf of the Board, and unless otherwise authorized, will act only in an advisory capacity.
2. All subcommittee recommendations shall be placed before the Board of Directors for action. The subcommittee chair, or his/her designee, shall present the subcommittee's recommendation to the Board of Directors at the proper time on the meeting agenda and shall make the necessary motion to adopt the recommendation.
3. The Executive Subcommittee shall consist of the Chair, who shall serve as the subcommittee chair, the officers of the Board, the immediate past Chair, and the elected Representative to the Nebraska Association of Resources Districts.
4. The standing subcommittees of the Board shall be the Land Resources Subcommittee, the Urban Subcommittee, the Water Resources Subcommittee, and the Recreation, Forestry, and Wildlife Subcommittee. Each standing subcommittee shall consist of eight Directors as shall be appointed by the Chair. Members of the subcommittees shall serve at the pleasure of the Chair.
5. The Finance and Planning Subcommittee shall consist of the Treasurer, who shall serve as the subcommittee chair, one member from each of the four standing subcommittees, and three members at-large, appointed by the Chair, and who shall not include members of the Executive Subcommittee or be the standing subcommittees chairs.
6. The General Manager shall, prior to the beginning of each calendar year, solicit the Directors for their first, second, and third choice preferences on the standing subcommittees, and for their interests on ad hoc or special subcommittees. The Chair shall appoint each Director, other than himself or herself, to subcommittees, giving consideration to the Director's preferences. The Chair shall also appoint Directors to the ad hoc and special subcommittees at his or her pleasure. Chairs for each of the subcommittees shall be designated by the Chair of the Board. All subcommittee appointments shall be for a term of one year, but there shall be no limit on the number of terms served on any subcommittee.
7. Subcommittee meetings shall be called and scheduled by the subcommittee chair after consulting with the appropriate staff. Subcommittee members shall be notified of an upcoming subcommittee meeting as soon as possible or seven days before the scheduled meeting, whichever is the shorter time period. Notice with agenda information will be provided to the subcommittee members, with

information copies to the other Directors. Directors not members on the subcommittee planning to attend a subcommittee meeting should so notify the office. The subcommittee chair, or his/her designated subcommittee member, shall preside over the subcommittee meeting.

8. Each subcommittee chair may appoint certain members of that subcommittee to work on certain issues and report back to the subcommittee.
9. Efforts shall be made to schedule subcommittee meetings well in advance of the subsequent Director's Meeting. A schedule of the time and places of subcommittee meetings shall be kept current in the office of the District and be made available to anyone who inquires. A tentative agenda or list of topics to be discussed will also be available.
10. A quorum of a subcommittee shall consist of at least 51% of the subcommittee members. Each subcommittee member in attendance shall be entitled to one vote upon the matters considered. *Robert's Rules of Order* shall govern the conduct of the meeting.
11. Minutes of all subcommittee meetings shall be in writing, distributed as requested, and filed in the District office.
12. The Public Meetings Statutes do not apply to subcommittees; however, it is the policy of the Lower Platte South NRD that subcommittee meetings shall be open to the public, except that a subcommittee may close portions of a meeting. A motion to close shall be made and voted upon in closure, and shall require a simple majority. The subcommittee chair shall determine who, besides the subcommittee members, may attend the closed portion of the meeting. Meetings may be closed for topics such as land rights negotiations, lawsuits, or legal opinions, personnel matters, or strategic recommendations. All actions on recommendations shall be taken by the subcommittee in open session.
13. If the subcommittee Chair and/or designated staff determine that the weather conditions are or will be dangerous for travel to or from the meeting, the scheduled subcommittee meeting may be postponed and rescheduled.
14. Meeting notice shall be given by publication when possible, or by other legal means, in the following situations:
  - a. Where a public hearing or public information activity will be conducted as part of the meeting.
  - b. When it is anticipated that a majority of the Directors may be present, Or;
  - c. When the subcommittee has been authorized by the Board of Directors to take action on behalf of the Board.

## **D-5: LAND RESOURCES SUBCOMMITTEE**

1. The duties and responsibilities of the Land Resources Subcommittee shall include, but not be limited to:
  - a. Developing policies and programs, which will encourage the planning, installation and maintenance of best management practices for conservation, including incentive and regulatory programs, demonstrations, and technical assistance.
  - b. Reviewing and recommending applications for cost-share assistance for conservation practices.
  - c. Administration of the NRD's Erosion and Sediment Control Act on agricultural lands in accordance with the District rules and regulations.
  - d. Providing guidance regarding federal and state legislation on land use planning and regulation and state legislation on erosion and sediment control.

## **D-8: WATER RESOURCES SUBCOMMITTEE**

1. The duties and responsibilities of the Water Resources Subcommittee shall include, but not be limited to:
  - a. Developing policies and programs concerning the planning, management, monitoring, and regulation involving water quantity and water quality for both surface and ground water.
  - b. Overseeing the development, implementation and update of the NRD's Ground Water Management Plan, and administration of the Plan and the Ground Water Management and Protection Act in accordance with NRD rules and regulations and state statutes.
  - c. Considering requests to monitor ground water on a case-by-case basis.
  - d. Reviewing and providing recommendations on applications under the NRD's Well Decommissioning Program.
  - e. Monitoring and providing recommendations on the operation and maintenance of the completed flood control dams, road structures, and grade control structures.
  - f. Considering participation with Counties in road structures on a case-by-case basis.
  - g. Administration of the Chemigation Act in accordance with the rules and regulations.
  - h. Considering requests for irrigation from storage reservoirs on a case-by-case basis.
  - i. Developing policies and programs and considering requests for assistance on stream bank erosion on the Lower Salt Creek channel, downstream of Lincoln.
  - j. Reviewing and providing recommendations on applications under the NRD's Flood Control Dams Program.

## **D-7: URBAN SUBCOMMITTEE**

1. The duties of the Urban Subcommittee shall include, but not be limited to:
  - a. Reviewing requests and preparing recommendations for District assistance on urban conservation activities, including stream channel improvements, flood control and flood plain management, drainage and storm water management.
  - b. Administration of the NRD's Erosion and Sediment Control Act, including filing complaints, on non-agricultural lands in accordance with the District rules and regulations.

## **D-6: RECREATION, FORESTRY AND WILDLIFE SUBCOMMITTEE**

1. The duties of the Recreation, Forestry and Wildlife Subcommittee shall include, but not be limited to:
  - a. Developing policies and programs and coordinating tree and grass planting within the District, reviewing and recommending applications under the Community Forestry Program and other cost-share programs.
  - b. Overseeing the planning, development and management of recreation, forestry and wildlife resources on District-controlled properties.
  - c. Monitoring the Wildlife Habitat Improvement Program and providing recommendations on contracts for approval.
  - d. Providing recommendations for complaints under the Erosion and Sediment Control Act on lands causing sediment damages to District-controlled properties.
  - e. Reviewing and considering conservation easements on a case-by-case, willing buyer-seller basis.

## **D-2: EXECUTIVE SUBCOMMITTEE**

1. The duties of the Executive Subcommittee shall include, but not be limited to:
  - a. Reviewing, monitoring, and preparing recommendations on District positions on legislation, both state and federal.
  - b. Developing and monitoring Operating Policies.
  - c. Developing and monitoring Personnel Policies.
  - d. Reviewing and preparing recommendations to the Finance and Planning Subcommittee on personnel matters, to include salaries, employee benefits, and staffing changes.

### **D-3: FINANCE AND PLANNING SUBCOMMITTEE**

1. The duties of the Finance and Planning Subcommittee shall include, but not be limited to:
  - a. Reviewing programs and budget requests proposed by each subcommittee for the upcoming fiscal year, assigning specific dollar amount to each program, reviewing the availability of funds, and preparing a recommended tax levy and draft budget.
  - b. Monitoring expenditures and revenues throughout the fiscal year, preparing reports to the Board of Directors, and recommending fiscal policies.
  - c. Conducting and updating long range financial planning.
  - d. Preparing the Master Plan and Long Range Implementation Plan for the District and coordinating the other subcommittees in the evaluation and updating of these plans.
  - e. Conducting planning retreats and workshops along with public surveys.
  - f. Reviewing annually the District's insurance policies and needs.
  - g. Developing and conducting program evaluations of various District programs and projects.