

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
SEMI-ANNUAL COUNCIL OF OFFICIALS MEETING
WEDNESDAY, JANUARY 10, 2018 - 7:15 P.M.**

City of Columbus Offices – 1st Floor Conference Room, 2424 14th St, Columbus, NE 68601

City of Hartington Offices - Conference Room, 107 W. State St., Hartington, NE 68739

City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701

West Point Chamber of Commerce – 200 Anna Stalp Ave, West Point, NE 68788

Wayne Chamber of Commerce – 108 W. 3rd St., Wayne, NE 68787

The Chairman and Board of Directors reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Open Meetings Act.

AGENDA

- I. Call to Order:** Inform the public about the location of the Open Meetings Act and that it is accessible to the public (LB 898).
- II. Roll Call**
- III. Introduction of Council of Officials Representatives**
- IV. Secretary's Report**
 - A.** Approval of January 10, 2018 Agenda & November 29, 2017 Meeting Minutes (as mailed & posted)
- V. Treasurer's Report**
 - A.** November 2017 Treasurer's Report
- VI. Action Items**
 - A.** Approve a \$150,000 loan to Renegade Stores, L.L.C., - Norfolk
 - B.** To adopt the amendments to the NENEDD Personnel Policies & Procedures Manual as recommended by NENEDD Management.
- VII. Chairman/Board Comments**
- VIII. Next Meeting Date:** The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, January 31, 2018, at 7:15 pm or following the Northeast Economic Development, Inc. meeting. The meeting will be held by conference call. The call locations will be publicized January 17, 2018.
- IX. Adjournment**

NENEDD Board Members	Vote	COO Name	Vote
Mayor Shannon Stuchlik			
Nadine Hagedorn			
Dan Kathol			
Judy Mutzenberger			
Christian Ohl			
Rich Jablonski			
Jim McCarville			
Dick Pfeil			
Scott Schaller			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

NENEDD Board Agenda

Object: To approve the January 10, 2018 meeting agenda and the November 29, 2017 meeting minutes

Contact Person: Danielle Lammers, Administrative Assistant

For: Action

Explanation: The January 10, 2018 agenda has been posted on the website. The November 29, 2017 meeting minutes were mailed and posted on the website.

Motion: To approve the January 10, 2018 meeting agenda and the November 29, 2017 board meeting minutes.

NENEDD Board Members	Vote	COO Name	Vote
Mayor Shannon Stuchlik			
Nadine Hagedorn			
Dan Kathol			
Judy Mutzenberger			
Christian Ohl			
Rich Jablonski			
Jim McCarville			
Dick Pfeil			
Scott Schaller			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

NENEDD Board Agenda

Object: Approval of the November 2017 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: Northeast Nebraska Economic Development District's (NENEDD) November 2017 Statement of Financial Position and the Statement of Revenues and Expenditures that reflect the monthly Budget, Actual and Budget Variance. Also stated is the Fiscal Year (FY) 2017 Budget for the nonaccrual accounts, July 1, 2017 through June 30, 2018 Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2018 Budget remaining.

Explanation: Additional Information:

Business Loan Principal Received	16,836.54
Housing Rehabilitation Principal Received	476.40
Business Loan Disbursements	200,000

Restate Net Income 243,163.24

Year to date Non-Operating Revenue:

Economic Development Administration (EDA) Peer & Conference Revenues	(39,010.27)
----------------------------------------------------------------------	-------------

Year to date Non-Operating Expenditures:

Donations (Loan Payments to Northeast Economic Development, Inc.)	1,303.58
Economic Development Administration (EDA) Peer & Conference Expenses	39,619.24
Depreciation Expense	1,537.85
Loans Written Off	-0-
Loans Forgivable Portion	98.70
Actual Year to date Revenue Over (Under) Expenditures	246,712.34

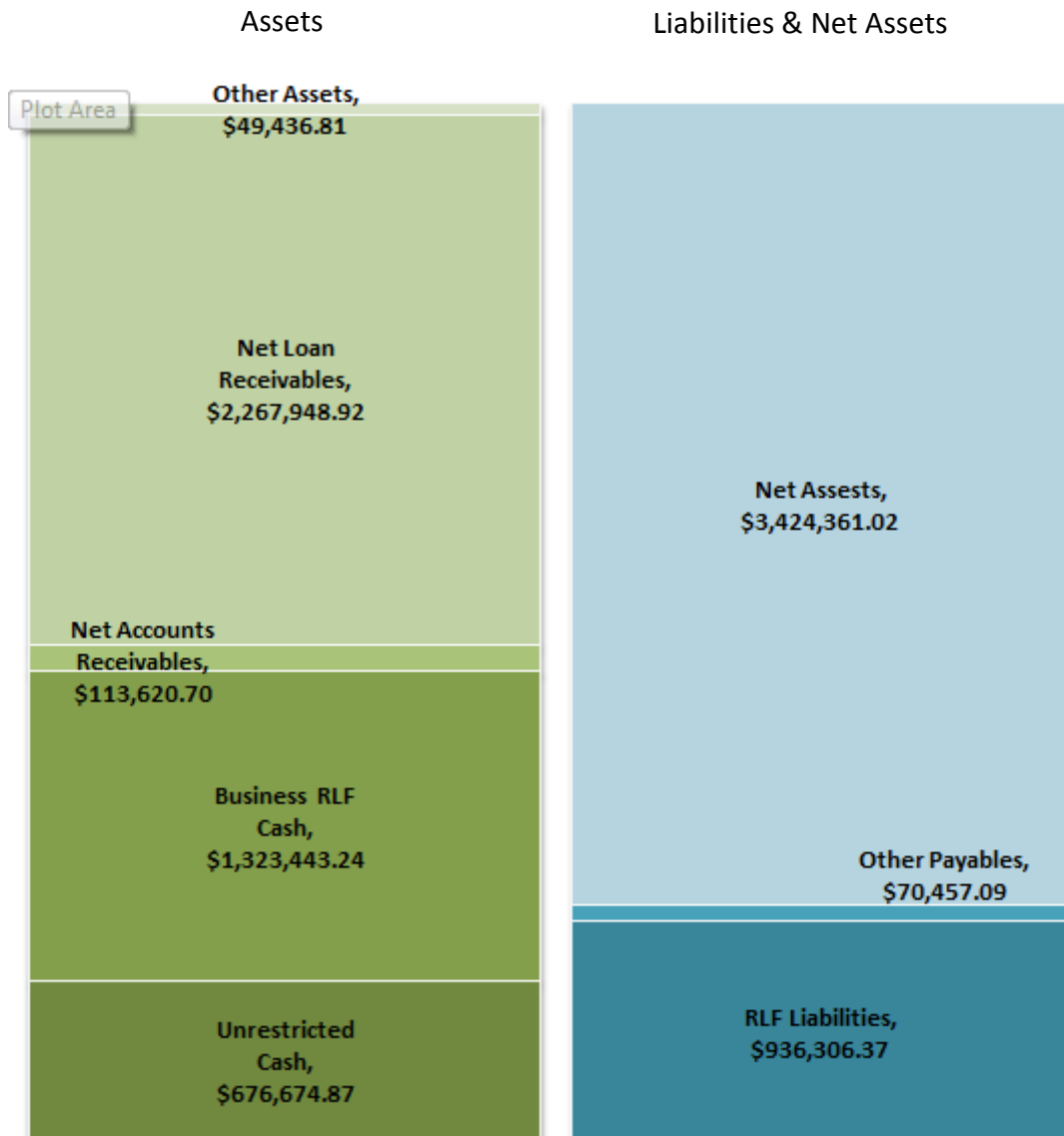
Business Loan Disbursement:

Client #318001, Schuyler Home & Building Supply, \$140,000

Motion: To approve the November 2017 Treasurer's Report as presented.

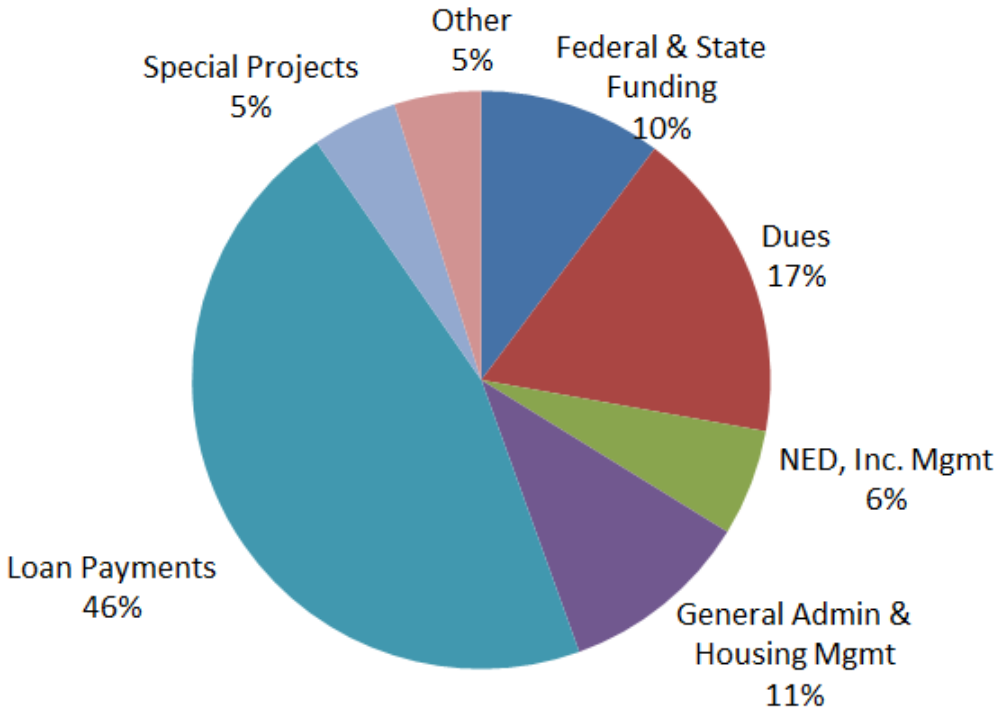
NENEDD Board Members	Vote	COO Name	Vote
Mayor Shannon Stuchlik			
Nadine Hagedorn			
Dan Kathol			
Judy Mutzenberger			
Christian Ohl			
Rich Jablonski			
Jim McCarville			
Dick Pfeil			
Scott Schaller			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

Snapshot of the Statement of Financial Position November 30, 2017

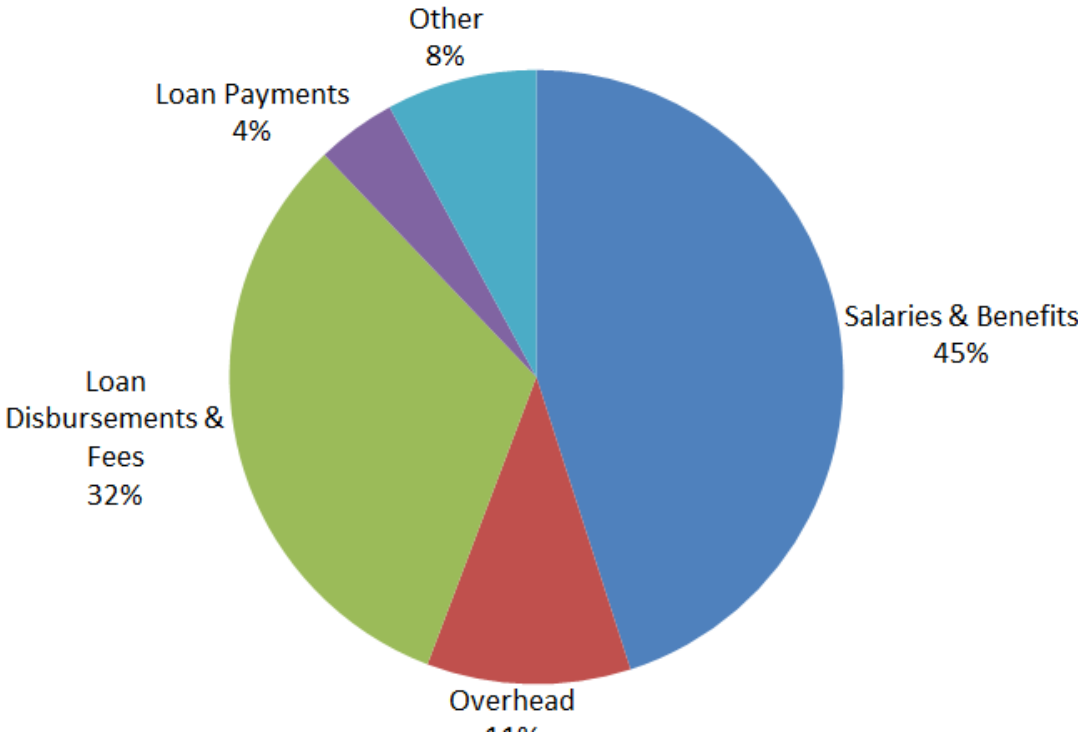


**Revenue & Expenses by Type
July - November, 2017**

Revenue



Expenses



Northeast Nebraska Economic Development District
Statement of Financial Position - Overall
As of 11/30/2017

	Current Period Balance
Assets	
General Cash	
Cash in Bank - Checking	95,267.32
Unrestricted CD-Stanton State Bank #2995	21,808.60
Unrestricted CD-BankFirst #34875	51,573.61
Unrestricted CD-Midwest #882523	26,908.56
Unrestricted CD-Midwest #881867	1,627.87
Unrestricted-BankFirst #1648078	400,646.46
Unrestricted-BankFirst #1648166	78,842.45
Business RLF Cash	
Security Reserve Account CD-EVB #20832	26,783.97
EDA RLF-BankFirst #1648089	637,522.81
NEF RLF-BankFirst #1648100	17,402.53
NE CDBG Regional RLF-BankFirst 1648111	231,766.49
IRP RLF-BankFirst #1648122	225,789.82
HUD Business RLF-BankFirst #1648133	122,393.73
IRP #1 Loan Loss Reserve-BankFirst #1648144	32,679.44
IRP #2 Loan Loss Reserve-BankFirst #1648177	27,570.17
Housing Cash	
Housing Construction-BankFirst #1648188	1,534.28
Accounts Receivable	
Accounts Receivable	126,620.70
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,294,194.61
NEF RLF Loans Receivable	7,330.94
CDBG Regional RLF Loans Receivable	56,448.34
IRP RLF Loans Receivable	1,228,476.17
HUD RLF Loans Receivable	111,877.41
Housing Notes Receivable	
Regional Rehab Notes Receivable	3,435.75
HUD Rehab Notes Receivable	2,466.08
Other Receivables	
Grants Receivable	39,010.27
Prepaid Expenses	
Prepaid Expense	6,832.04
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(13,000.00)
Allowance for Uncollectible Notes	(436,280.38)
Fixed Assets	
Furniture and Equipment	191,037.75
Accumulated Depreciation	<u>(187,443.25)</u>
Total Assets	<u><u>4,431,124.54</u></u>
Liabilities	
Accounts Payable	
Accounts Payable	27,064.02
Other Payables	
Other Payables	302.59
Lease Payable	3,484.00
Paryoll Payables	
ADD & Life Payable	72.50
Accrued FICA Payable	3,415.24
Federal Tax Withheld	2,095.23

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall
As of 11/30/2017

	Current Period Balance
State Tax Withheld	815.30
457 Withheld	735.76
Health Insurance Payable	0.06
Cafeteria Premium Payable	169.35
Unreimbursed Medical Payable	2,109.10
Dependent Care Payable	211.08
Child Support Payable	1,500.00
Annual Leave Payable	12,314.38
HSA Contributions	510.00
Accrued Salaries	15,658.54
NEF Loan Payable	
NEF Loan Payable	174,920.45
IRP Loan Payable	
IRP #1 Loan Payable	413,396.25
IRP #2 Loan Payable	347,989.67
Total Liabilities	1,006,763.52
Net Assets	
Other	3,424,361.02
Total Net Assets	3,424,361.02
Total Net Assets and Liabilities	4,431,124.54

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/01/2017 Through 11/30/2017

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
Revenues								
400	Federal Grants-EDA	5,833.33	0.00	(5,833.33)	70,000.00	35,165.50	(34,834.50)	(49.76)%
405	Dues-Community	13,333.33	0.00	(13,333.33)	160,000.00	161,082.52	1,082.52	0.68%
406	Dues-Counties	1,173.33	0.00	(1,173.33)	14,080.00	13,275.00	(805.00)	(5.72)%
407	Dues-Associates	1,095.83	0.00	(1,095.83)	13,150.00	13,600.00	450.00	3.42%
410	State Funding NDED	6,458.33	0.00	(6,458.33)	77,500.00	74,010.59	(3,489.41)	(4.50)%
415	Meeting Income	83.33	0.00	(83.33)	1,000.00	600.00	(400.00)	(40.00)%
418	NED, Inc. Management	14,583.33	11,469.42	(3,113.91)	175,000.00	63,598.63	(111,401.37)	(63.66)%
420	General Administration Fees	17,500.00	13,841.04	(3,658.96)	210,000.00	64,342.14	(145,657.86)	(69.36)%
425	Lead Based Paint Inspection	1,500.00	(380.00)	(1,880.00)	18,000.00	7,505.00	(10,495.00)	(58.31)%
430	Housing Administration Fees	4,583.33	7,271.25	2,687.92	55,000.00	37,494.93	(17,505.07)	(31.83)%
433	Construction Management	1,200.00	1,156.30	(43.70)	14,400.00	4,770.06	(9,629.94)	(66.87)%
440	Local RLF Contributions	0.00	16,200.00	16,200.00	0.00	16,200.00	16,200.00	0.00%
443	EDA Peer/Conf Revenue	6,603.25	19,770.27	13,167.02	79,239.00	39,010.27	(40,228.73)	(50.77)%
444	Loan Closing Revenue	104.17	0.00	(104.17)	1,250.00	168.00	(1,082.00)	(86.56)%
445	NPAIT Investment Income	183.33	81.71	(101.62)	2,200.00	486.17	(1,713.83)	(77.90)%
451	Business Loan Interest	13,333.33	11,669.13	(1,664.20)	160,000.00	62,125.10	(97,874.90)	(61.17)%
452	Business Loan Late Fee	50.00	130.00	80.00	600.00	295.00	(305.00)	(50.83)%
453	Loan Processing Fee	291.66	250.00	(41.66)	3,500.00	1,900.00	(1,600.00)	(45.71)%
454	Annual Servicing Fees	833.33	577.77	(255.56)	10,000.00	4,494.01	(5,505.99)	(55.06)%
460	Special Projects	6,250.00	275.91	(5,974.09)	75,000.00	51,104.52	(23,895.48)	(31.86)%
481	Housing Rehab Interest	12.50	6.41	(6.09)	150.00	37.90	(112.10)	(74.73)%
490	Interest Income	750.00	985.26	235.26	9,000.00	5,462.59	(3,537.41)	(39.30)%
495	In-Kind Contributions	1,250.00	1,250.00	0.00	15,000.00	6,250.00	(8,750.00)	(58.33)%
	Total Revenues	<u>97,005.71</u>	<u>84,554.47</u>	<u>(12,451.24)</u>	<u>1,164,069.00</u>	<u>662,977.93</u>	<u>(501,091.07)</u>	<u>(43.05)%</u>
Expenditures								
500	Salaries and Wages	50,000.00	47,457.69	2,542.31	600,000.00	234,275.27	365,724.73	60.95%
505	Fringe Benefits	12,500.00	9,868.74	2,631.26	150,000.00	55,208.81	94,791.19	63.19%
520	Rent In-Kind	1,250.00	1,250.00	0.00	15,000.00	6,250.00	8,750.00	58.33%
521	Telephone	750.00	538.27	211.73	9,000.00	3,911.27	5,088.73	56.54%
522	Postage	416.67	7.21	409.46	5,000.00	1,585.63	3,414.37	68.29%
523	Office Supplies	833.33	809.38	23.95	10,000.00	4,522.06	5,477.94	54.78%
524	Training	500.00	600.00	(100.00)	6,000.00	2,369.98	3,630.02	60.50%
526	Travel-Staff	2,083.33	949.78	1,133.55	25,000.00	9,336.10	15,663.90	62.66%
530	Printing/Publishing	41.67	0.00	41.67	500.00	2,018.00	(1,518.00)	(303.60)%
531	Copier Expense	291.67	282.50	9.17	3,500.00	1,826.82	1,673.18	47.81%
532	Donations	500.00	0.00	500.00	6,000.00	1,303.58	4,696.42	78.27%
535	Computer Maintenance/Software	250.00	0.00	250.00	3,000.00	1,062.50	1,937.50	64.58%
536	Computer Equipment	1,291.67	0.00	1,291.67	15,500.00	373.00	15,127.00	97.59%

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/01/2017 Through 11/30/2017

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
538	Software Maintenance	1,016.67	681.96	334.71	12,200.00	4,401.29	7,798.71	63.92%
539	Lead Testing Expense	1,500.00	505.00	995.00	18,000.00	9,695.00	8,305.00	46.14%
543	EDA Peer Project	6,603.25	1,139.24	5,464.01	79,239.00	39,619.24	39,619.76	50.00%
548	Loan Closing Expense	104.17	155.66	(51.49)	1,250.00	1,195.66	54.34	4.35%
550	Building Maintenance	287.50	1,656.34	(1,368.84)	3,450.00	2,767.59	682.41	19.78%
551	Utilities	600.00	0.00	600.00	7,200.00	2,309.78	4,890.22	67.92%
553	Dues/Memberships	708.33	1,036.00	(327.67)	8,500.00	5,575.00	2,925.00	34.41%
554	Subscriptions/Reference	41.67	500.00	(458.33)	500.00	800.00	(300.00)	(60.00)%
555	Advertising/Marketing	250.00	0.00	250.00	3,000.00	310.83	2,689.17	89.64%
556	Insurance	625.00	18.54	606.46	7,500.00	6,153.56	1,346.44	17.95%
560	Legal Services	166.67	660.82	(494.15)	2,000.00	1,406.71	593.29	29.66%
561	Audit Fees	633.33	0.00	633.33	7,600.00	6,930.00	670.00	8.82%
562	Other Professional Services	416.67	1,635.00	(1,218.33)	5,000.00	2,420.90	2,579.10	51.58%
563	Annual Staff Retreat Expense	41.67	0.00	41.67	500.00	0.00	500.00	100.00%
565	Depreciation Expense	500.00	307.57	192.43	6,000.00	1,537.85	4,462.15	74.37%
567	Annual Meeting Expense	208.33	0.00	208.33	2,500.00	2,204.88	295.12	11.80%
568	Board Meeting Expense	0.00	0.00	0.00	0.00	1,069.45	(1,069.45)	0.00%
572	USDA Interest Expense	641.67	0.00	641.67	7,700.00	0.00	7,700.00	100.00%
573	Microenterprise Interest Exp.	433.33	450.02	(16.69)	5,200.00	2,373.00	2,827.00	54.37%
574	RLF Management Contract	416.67	799.76	(383.09)	5,000.00	1,669.76	3,330.24	66.60%
577	Local RLF Contribution Expense	0.00	0.00	0.00	0.00	21.24	(21.24)	0.00%
580	Loans Written Off	2,083.33	0.00	2,083.33	25,000.00	0.00	25,000.00	100.00%
581	Loans Forgivable Portion	20.00	19.74	0.26	240.00	98.70	141.30	58.88%
590	Miscellaneous	41.67	10.00	31.67	500.00	70.00	430.00	86.00%
602	Vehicle Maintenance	500.00	95.62	404.38	6,000.00	3,141.23	2,858.77	47.65%
	Total Expenditures	<u>88,548.27</u>	<u>71,434.84</u>	<u>17,113.43</u>	<u>1,062,579.00</u>	<u>419,814.69</u>	<u>642,764.31</u>	<u>60.49%</u>
	Total Revenues Over (Under) Expenditures	<u>8,457.44</u>	<u>13,119.63</u>	<u>4,662.19</u>	<u>101,490.00</u>	<u>243,163.24</u>	<u>141,673.24</u>	<u>139.59%</u>

NENEDD Board Agenda

Object: Approve a \$150,000 loan to Renegade Stores, L.L.C., - Norfolk

Contact Persons: Jeff Christensen

For: Action

Loan Applicant: Renegade Stores, L.L.C., Troy & Heidi Weyhrich, Members – Norfolk

I. Project Overview and Description:

Renegade Stores is a retail western apparel store that has been in business in Norfolk since April 2009. NENEDD provided a \$100,000 for the start up which has been paid in full with all payments made as promised. Their customers supported the store strongly enough that in 2013 they doubled their store size to 13,000 sq. ft. Sales continued to grow and they were able to open a 2nd 11,000 sq. ft. store location in Sioux Falls, SD in August, 2016.

Renegade Stores, L.L.C. is requesting \$400,000 for working capital and refinancing of existing debt. The Sioux Falls store opening ran over budget and was undercapitalized. This caused a great deal of stress in its cash flow and finances. They did not have the funds to properly advertise the opening leading to softer than predicted initial sales. They have struggled with this for the last 15 months. The slow start caused losses and restricted their company wide cash flows. This, along with the overages at start-up, caused them to run up their large balances on their company line of credit.

Citizens State Bank will provide \$175,000 to term out its line of credit. The members of the L.L.C. will provide equity of \$75,000 cash to payoff another line of credit.. Renegade Stores, L.L.C. and Citizens State Bank are requesting that NENEDD provide a loan in the amount of \$150,000 for working capital. The project will retain 7 full time and 8 part-time employees at the Norfolk store.

II. Sources and Uses

Source	Bank	NENEDD	Equity	Total
Debt reorganization	\$175,000	-0-	\$75,000	\$250,000
Working Capital	-0-	\$150,000	-0-	\$150,000
TOTAL	\$175,000	\$150,000	\$75,000	\$400,000

III. Proposed Loan Package and Related Collateral:

Citizens State Bank will term out its \$175,000 line of credit. The loan will be a ten year note at an initial rate of 5.00% for the first five years. Citizens State Bank will also provide a \$100,000 line of credit and is considering adjusting (lowering) this payment for one year to allow for better cash flow. Citizens State Bank will retain its first lien on all assets of the business, and personal guaranties.

NENEDD will lend Renegade Stores, L.L.C. \$150,000 for working capital at 4.00% (fixed). To follow in line with the bank, interest only payments will be made for one year, followed by a five year note at 4.00% (fixed). NENEDD will have a subordinate (2nd) lien position on all business assets, subordinate to Citizens State Bank. NENEDD will also file a Deed of Trust on the Weyhrich's personal residence in Norfolk. NENEDD will require a personal guaranty from Troy & Heidi Weyhrich and an assignment of life insurance from Troy for the amount of the loan for the life of the loan.

The Northeast Revolving Loan Fund (RLF) committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary discussion and recommends this loan for approval.

Motion: To approve a NENEDD loan of \$150,000 to Renegade Stores, L.L.C. for working capital, as presented and recommended by NENEDD staff and the Northeast RLF Committee.

NENEDD Board Members	Vote	COO Name	Vote
Mayor Shannon Stuchlik			
Nadine Hagedorn			
Dan Kathol			
Judy Mutzenberger			
Christian Ohl			
Rich Jablonski			
Jim McCarville			
Dick Pfeil			
Scott Schaller			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

NENEDD Board Agenda

Object: To amend the NENEDD Personnel Policies & Procedures Manual

Contact Person: Tina M. Engelbart/Thomas L. Higginbotham, Jr.

For: Action

Background: The Personnel Policies and Procedures Manual are reviewed periodically by NENEDD Management. Any proposed revisions are brought to the Semi-Annual or Annual Council of Officials meeting(s) for review and approval.

Explanation: The following is a summary of the proposed amendments (Strikethroughs are deletions and red text are additions):

PLEASE SEE ATTACHMENT

Motion:

To adopt the amendments to the NENEDD Personnel Policies & Procedures Manual as recommended by NENEDD Management.

NENEDD Board Members	Vote	COO Name	Vote
Mayor Shannon Stuchlik			
Nadine Hagedorn			
Dan Kathol			
Judy Mutzenberger			
Christian Ohl			
Rich Jablonski			
Jim McCarville			
Dick Pfeil			
Scott Schaller			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

SECTION V. RECRUITMENT AND SELECTION

5.04 Initial Processing of Application

The Executive Director shall be responsible for the initial processing of employment applications. Information collected solely for equal employment opportunity purposes. ~~The information~~ shall not be used in the selection process.

5.05 Evaluation of Qualifications

~~Applications~~ Applicants shall be required to provide any information and undergo examinations necessary to demonstrate their qualifications for the District service and the positions involved. Depending on the nature of the vacancy, applicants may be required to undergo written, verbal, performance, physical assessment, and/or other evaluation procedures which are fair, practical and job-related. Applicants will be required to grant releases to permit pre-employment screenings necessary to properly evaluate the applicant for the position. Conviction of a crime is not an automatic bar to employment - all circumstances will be considered.

SECTION X. LEAVE

10.01 Vacation Leave

- (f) Vacation leave shall be transferable between employees upon request; ~~No more than 50% of an employee's vacation time can be transferred at the time of request;~~

10.02 Sick Leave

- (i) A cash payment of 25% of the accrued sick leave may be paid out upon retirement with fifteen (15) years of service, ~~if the employee is 55 years or older;~~
- (m) Sick leave shall be transferable between employees upon request. ~~No more than 50% of an employee's sick time can be transferred at the time of request.~~

SECTION XI. EMPLOYEES RESPONSIBILITY AND CONDUCT

11.09 Representation of the District

Any employee may be called upon to represent the District as part of their job duties or on a volunteer basis. In any such instance, employees shall represent the District in accordance with policies and position statements approved by the Board of Directors. Employees in such representative roles shall contact the Executive Director to inquire about any policies or position statements established by the Board of Directors on topic areas which the employee will encounter in representing the District in any forum. Since employees will be representing the District, employees are expected to present a professional and respectful appearance in any such forum where they are representing the district in order to reflect well upon the District and its mission. Before casting a vote as a representative of the District in any forum on any proposed legislation, initiative or similar issue or topic, an employee representing the District shall first bring material about the proposal to the ~~Executive Director and potentially the~~ Board of Directors for review and a determination of the Districts' position on such proposal. Any vote in any forum taken by any employee representing the District shall be in accordance with the position of the Board of Directors on such proposal. Employees representing the District in any forum shall not present personal opinions or views opposed to the position of the District Board of Directors in the same forum. Any employees of the District presenting views or opinions contrary to positions and policy statements of the Board of Directors of the District on any topic shall clearly express the fact that such views and opinions are the personal opinions of the employee and are not in any way a state for or on behalf of the District.

SECTION XVI. EMPLOYEE TRAVEL

16.06 Company Vehicles

All employees will follow these procedures when using the District company vehicles:

- Employee must have a valid driver's license.
- Safe driving practices must be followed.
- Employees are responsible for any and all parking and traffic violations. Vehicles must be based out of the District office (Norfolk location). Any overnight travel with company vehicle must have prior approval.
- Only District employees are allowed to ~~can~~ drive ~~or be passengers in~~ the company vehicles ~~(per insurance policy)~~.
- Employees must log each trip per element code.
- Scheduling of the company vehicles will be based upon the most economical benefit to the District.
- Vehicles must be returned clean (inside/outside) and with a full tank of gas.
- Gas credit cards:
 - to be utilized for gas/car wash purchases only, exceptions require pre-approval by the Executive Director.
 - mileage must be written on the receipt
 - if no receipt is given, the employee will be responsible for the credit card charges
- Procedures to follow if in an accident
 - Report all accidents to the Executive Director immediately.
 - Obtain the insurance information from the other driver(s) regardless of fault and whether the police are called or not.
- Use of tobacco and alcohol products are prohibited in the company vehicles.
- Use of cell phones, ~~PDA's, etc.~~ and electronic devices are prohibited while driving, unless a hands free device is utilized.
- If a company vehicle is available for use, the employee must utilize the vehicle. If the employee chooses to use their own personal vehicle they will not be reimbursed mileage.
- Employees must follow all state and local traffic laws.

A violation of any of the above procedures will result in a 30 day suspension from use of the company vehicles. During the 30 day suspension period, employees needing to travel will be required to use their own personal vehicle and will not be reimbursed mileage.

SECTION XVIII. SAFETY

18.03.01 Personal Vehicle use while on duty

All employees will follow these procedures when using their personal vehicle while conducting district business:

- Employee must have a valid driver's license.
- Safe driving practices must be followed.
- Employees are responsible for any and all parking and traffic violations.
- Use of cell phones, ~~PDA's, etc.~~ and electronic devices are prohibited while driving, unless a hands free device is utilized.
- Employees must follow all state and local traffic laws.

18.05 Radiation Protection Program

~~Only the District employees or contractors/consultants that have received adequate training and experience in the proper procedures and licenses in accordance to state rules and regulations of the Nebraska Health and Human Services System Department of Regulations and License of Radioactive Materials Program as established in Regulatory Guide 3.4 or any amendment to such guidelines, will be allowed to use the device containing radioactive material. The employee/contractor/consultant shall follow the established Radiation Safety Program for LPA 1 Lead Paint Analyzer of these Personnel Policies.~~

~~An employee/contractor/consultant not licensed and certified by the manufacturer of the Lead Paint Analyzer and State of Nebraska found to have operated such equipment will be subject to the disciplinary action in accordance with Class B offense as described in the personnel policies. An employee licensed and certified by the manufacturer and the State of Nebraska found to have violated any policy established in the Radiation Protection Program will be subject to disciplinary action in accordance with a Class B offense as described in the Personnel Policies.~~

~~All District employees will be required to follow the established Emergency Procedure in the case of a radioactive leak as established in the Radiation Safety Program for LPA 1 Lead Paint Analyzer and repeated here:~~

18.05.01 Immediate Precautions

- ~~• Isolate hazard area to within a 10-15 foot radius of the gauge and restrict access.~~
- ~~• Emergency response actions may be performed prior to any measurement of radiation; limit entry to shortest time possible.~~
- ~~• Notify local authorities and Nebraska's Health and Human Services Regulation and Licensure, Radiological Health Division of accident conditions.~~
- ~~• Detain uninjured person, isolate equipment with suspected contamination, and delay cleanup until receiving instruction from Nebraska's Health and Human Services Regulations and Licensure, Radiological Health Division.~~

18.05.02 Fire

- ~~• Do not move damaged containers; move undamaged containers out of fire zone.~~
- ~~• Small Fires: Dry Chemical, CO₂, water spray, or regular foam.~~
- ~~• Large Fires: Water spray, fog (flooding amounts).~~

18.05.03 Spill or Leak

- ~~• Do not touch damaged containers or exposed contents.~~
- ~~• Damaged to outer container may not affect primary inner container.~~
- ~~• Special form capsules are not expected to leak as a result of an accident or fire.~~

18.05.04 First Aid

- ~~• Use first aid treatment according to the nature of the injury.~~
- ~~• Advise medical personnel that victim may be contaminated with low level radioactive material. Except for the injured, detain persons exposed to radioactive material until arrival or instruction of Nebraska's Health and Human Services Regulation and License, Radioactive Materials Division~~

~~Call the following for Emergency Assistance:~~

~~Radiation Safety Officer: Leigh Alexander~~

~~RSO Telephone #: (402) 582-3580~~

~~Nebraska's HHS R & L, Radiological Health Division—(402) 471-2168 (M-F 8am to 5pm)
After Hours—Nebraska State Patrol (402) 471-4545 (ask to speak to the NEMA Duty Officer as you
have an incident to report involving radioactive materials.)
U.S. Department of Transportation (800) 424-8802
CPN International, Inc. (800) 535-5053
Humboldt Scientific, Inc. (800) 992-4589
Seaman Nuclear Corporation (414) 762-5100
Troxler Electronic Laboratories, Inc. (919) 839-2676~~