


**LOWER PLATTE SOUTH
NATURAL RESOURCES DISTRICT**



3125 PORTIA STREET
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Memorandum

Date: May 5, 2016
To: Board of Directors
From: Glenn D. Johnson, General Manager 
Subject: Executive Subcommittee Meeting

The Executive Subcommittee met on Wednesday, May 4, 2016 at 4:30 PM at the NRD Office. Subcommittee members present were Osborn, Bolte, Schmidt, and Potter. Also present were Steve Seglin, Kathy Spence, Paul Zillig and Glenn Johnson

The first agenda item was consideration of the Employment Agreement with Paul Zillig as General Manager Designate and as General Manager. It was moved by Schmidt, seconded by Bolte, and unanimously approved to approve the Employment Agreement with Paul Zillig as General Manager Designate from May 1, 2016 until August 17, 2016 and as General Manager from August 17, 2016 until June 30, 2019.

Zillig and Spence updated the Subcommittee on the status of advertising for and filling the Assistant Manager position.

The next agenda item was a report on the evaluation of the current LPSNRD staffing on future staffing needs and consideration of recommended changes. Zillig reported that he had identified significant deficiencies in the areas of engineering and planning. He reviewed the current and near future workload that relate to these two skill-sets, and copies of the listings are attached. Johnson concurred that in-house engineering and planning needs have increased significantly in the past several years and will continue. Zillig and Johnson recommended that the District authorize two new full-time positions for an engineer and a planner to be filled, one each, in Fiscal Years 2017 and 2018. The determination of which would be when would be indirectly related to the qualifications and experience of the new Assistant General Manager.

It was moved by Bolte, seconded by Schmidt, and unanimously approved, to recommend the Board of Directors authorize two additional full-time staff positions for an engineer and a planner to be filled, one each, in Fiscal Years 2017 and 2018, with the General Manager determining the sequence.

The Subcommittee reviewed management's recommendations for salary adjustments for FY 2017 and 2018; FY 2017 changes would be for Board consideration at the May Directors' Meeting and the FY 2018 recommendations will be included in the Draft 1 Biennial Budget, subject to subsequent Board action in May 2017. The recommendations included a 2.5% across-the-board increase for full-time, salaried employees, adjustments in pay rates for part-time hourly employees, and an additional \$21,000 for management to make adjustments for merit and for new-hires on completion of initial six-month employment. It was noted that the Comparability Study will not be available until June, but that addresses salary ranges for staff positions and not the individual salaries.

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It was moved by Potter, seconded by Schmidt, and unanimously approved to recommend the Board of Directors approve for FY 2017 an across-the-board increase of 2.5% for full-time, salaried employees, adjustments in pay rates for part-time, hourly employees as presented, and an additional \$21,000 for adjustments for merit and new hires.

The Subcommittee reviewed and considered the FY 2017 Operational Agreement between the NRD and the NRCS/USDA that provides for NRD staffing in the NRCS field offices.

It was moved by Potter, seconded by Bolte, and unanimously approved to recommend the Board of Directors approve the FY 2017 Operational Agreement with NRCS/USDA for staffing.

The Subcommittee proceeded with recommendations for the Budget and for updating the Long Range Implementation Plan for FY 2017-2021, incorporating information from the earlier actions in the meeting and subsequent Board approvals. Information on any changes in the costs for the NARD sponsored health and other insurance packages won't be known until later, and the budget includes current numbers. The proposed LRIP updates are attached.

It was moved by Schmidt, seconded by Bolte, and unanimously approved to forward the proposed Budget for FY 2017 and 2018 and the updated LRIP for FY 2017-2021 for the Personnel/Policies/Legislation program area to the Finance and Planning Subcommittee.

The Subcommittee discussed the regular date for the June Directors' Meeting for June 15 and considered moving it later to provide more time to develop the Draft #1 Budget (Biennial for FY 2017 and 2018).

It was moved by Osborn, seconded by Bolte, and unanimously approved to recommend the Board of Directors Meeting be changed to Tuesday, June 21, 2016 at 6:00 PM.

The meeting was adjourned at 5:40 PM.

pc: Board of Directors
Steve Seglin