




## LOWER PLATTE SOUTH natural resources district

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### Memorandum

**Date:** April 12, 2019  
**To:** Each Director  
**From:** Paul D. Zillig, General Manager   
**Subject:** Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 5:00 pm on Wednesday, April 10, 2019 at the NRD Office in Lincoln. Subcommittee members present included Larry Ruth, Deborah Eagan, Milt Schmidt, Dan Steinkruger, Bruce Johnson, and Ray Stevens. Others present included Kathy Spence, Dan Schulz, David Potter, and myself.

Chair Ruth called the meeting to order and he requested the subcommittee discuss any suggestions to improve the Blue Heron Wetland Bank Administrative Procedures (a copy of the Administrative Procedures is attached). Subcommittee discussion centered on the desire to assist public benefit types of projects. The Subcommittee also discussed several potential changes to the established sales price of the credits, they felt more time was needed to discuss any pricing changes, they plan to discuss pricing again at their next Subcommittee meeting.

It was moved by Johnson, seconded by Schmidt, and unanimously approved by the Subcommittee to **recommend the Board of Directors revise the Blue Heron Wetland Bank Administrative Procedures so wetland mitigation credits will only be available for sale to “governmental agencies” in place of “the public and private parties”.**

The next item on the agenda was to prepare the Subcommittee’s recommendations for the FY’ 2020 Budget/LRIP. I reviewed the FY 2019 Accomplishments for the Program Area: Personnel/Policies/Legislation. The Subcommittee then discussed proposed Actions for FY’ 20 and 21-24. The Subcommittee directed staff to submit for FY’20 the updated Personnel Costs based on the May Board Action, continue with the other FY’ 19 Actions, and add “Retain Consultant to conduct a Wage and Benefits Comparability Study at a cost of \$16,000” & “Meet with City of Lincoln leadership (Mayor/City Council) to discuss natural resources and proposed projects (DMR, Salt Creek Levees, Flood Resiliency Study, etc)” and continue for FY’ 21-24.

The next item on the agenda was to consider staffing and salary adjustments. I reviewed with the subcommittee the attached list of proposed staffing changes for the next 3 years. The list included



the elimination of the unfilled District Planner position, promoting McKenzie Barry to the position of Environmental Education/Communication Coordinator as of May 1<sup>st</sup> and increase salary in accordance with the job responsibility changes, update a couple of job titles/descriptions, and propose the addition of staff in the next couple of years for O&M, Social Media and engineering. It was moved by Stevens, seconded by Steinkruger, and unanimously approved by the Subcommittee to endorse the proposed staffing changes.

The Subcommittee then considered proposed salary adjustments for FY'20. I reported that the March Consumer Price Index (CPI) was released this morning and for the past year the CPI for the Midwest/Urban region was 1.7%. I proposed an additional 0.5% across the board increase to recognize the work of all of the staff and an additional \$24,500 for merit and adjustments to recognize certain staff for their work. The Subcommittee discussed their appreciation of the quality of our staff, the need to recognize good work, and compensate accordingly. It was moved by Schmidt, seconded by Johnson, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve for FY 2020 a 3.0% salary increase for all qualified employees and an additional \$24,500 for merit and adjustment to be determined by the General Manager.**

The next item on the agenda was to consider the attached FY 2020 Operational Agreement with the Natural Resources Conservation Service/USDA. I reported that the agreement was similar to last previous years with an adjustment to the hourly wage for occasional technicians in accordance with the CPI. The Subcommittee directed staff to add cover crops and other non-structural practices as an additional priority for NRD technicians. It was moved by Steinkruger, seconded by Stevens, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the 2020 Operational Agreement with NRCS/USDA (attached).**

The final agenda item was to discuss how to comply with conflict of interest requirements, potential easement violations, access restrictions to perform project maintenance, and a tort claim from public recreating at Cottontail Lake.

There being no further business the meeting adjourned at 6:50 pm.

PDZ/pz

pc: Steve Seglin

## **ADMINISTRATION PROCEDURE BLUE HERON MARSH WETLAND MITIGATION BANK\***

The following shall be the Procedure by the Lower Platte South Natural Resources District for the Administration of the Blue Heron Marsh Wetland Mitigation Bank.

- Wetland mitigation credits shall be available for sale to ~~governmental agencies, the public and private parties~~ in accordance with the approved Banking Instrument.
- Within the Nebraska portion of Major Land Resource Area 106.
- For projects determined by the Corps of Engineers to be eligible for mitigation under Section 404 from this Bank.
- Pricing for sale of mitigation credits shall be a minimum of \$20,000 for 0.5 credits or less and prorated from 0.51 credit to \$40,000 for 1 credit.
- Each credit sale request shall be reviewed by the Executive Subcommittee and presented to the Board of Directors for final consideration.

(\*) Included 5 separate categories of wetland credits.

### **Proposed staffing changes (FY 2020-2022)**

- 1. Eliminate District Planner position (as of May 1, reduced cost) (approved in FY17, ok'd to fill in FY 18, never filled).**
- 2. Environmental Education Specialist upgrade to Environmental Education/Communication Coordinator (as of May 1, at a salary of \$78,000).**
- 3. Stormwater/Floodplain Specialist – change title to Stormwater/Watershed Specialist (no cost change) (as of FY 20).**
- 4. Operation/Maintenance Technician (HBPC, currently work done by City with NRD reimbursement, City's choice for NRD to do work with their reimbursement. NRD would need another tech to do this work plus additional NRD projects) (limited cost change).**
- 5. Social Media Assistant (part-time with benefits) – change to Social Media Strategist (full time) (FY 21).**
- 6. Environmental Education Assistant – change title to Environmental Educator (FY 20).**
- 7. Add second Engineer (FY 21).**

LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT								
		FY2019			FY2020			
JOB TITLE / SALARIED		MINIMUM	MIDPOINT	MAXIMUM	FY2020 ADJUSTMENT FOR C.O.L.	MINIMUM	MIDPOINT	MAXIMUM
Resources Technician	Cindy	40,160	48,183	56,206	1.70%	40,843	49,002	57,162
Resources Technician	John	40,160	48,183	56,206	1.70%	40,843	49,002	57,162
Resources Technician (Soil Conservationist)	Eván	40,160	48,183	56,206		40,160	48,183	56,206
Resources Coordinator	Dan	60,790	76,374	91,957	1.70%	61,823	77,672	93,520
Stormwater Watershed Specialist Vacant	Vacant	52,121	61,455	70,788	1.70%	53,007	62,499	71,991
Water Resources Conservationist	Steve	48,002	56,926	65,850		48,002	56,926	65,850
Water Resources Conservationist (April-June)	Chris							
Water Resources Technician	Chris	43,373	50,288	57,203		43,373	50,288	57,203
Water Resources Technician Vacant								
Projects Coordinator	Ed	66,642	81,836	97,029	1.70%	67,775	83,227	98,678
District Field Office Secretary	Connie H	32,935	40,145	47,354	1.70%	33,495	40,827	48,159
District Field Office Secretary	Jean	32,935	40,145	47,354	1.70%	33,495	40,827	48,159
Information Systems Administrator	Nathan	69,636	81,599	93,561	1.70%	70,820	82,986	95,152
GIS Specialist	Shaula	53,692	65,015	76,338	1.70%	54,605	66,120	77,636
Environmental Education/Communications Coord	McKenzie	47,417	57,087	66,757		52,500	67,000	81,500
Environmental Education Assistant	Adam	39,236	47,797	56,357	1.70%	39,903	48,609	57,315
Resources Conservationist	Ari	44,252	54,495	64,738	1.70%	45,004	55,421	65,839
Oper. & Maint Coordinator	Al	56,410	70,591	84,772	1.70%	57,369	71,791	86,213
Public Information Specialist	Mike	47,416	57,182	66,948	1.70%	48,222	58,154	68,086
LPRCA Coordinator		63,727	77,979	92,230	1.70%	64,810	79,304	93,798
Oper. & Maint. Technician	Bryce	40,829	48,668	56,507	1.70%	41,523	49,495	57,468
Oper. & Maint. Technician	Craig	40,829	48,668	56,507	1.70%	41,523	49,495	57,468
Maintenance Technician	Trent	30,813	37,907	45,000	1.70%	31,337	38,168	45,000
District Office Secretary	Donna	32,360	38,784	45,207	1.70%	32,910	39,443	45,976
Receptionist/Secretary	Kathy	36,825	42,318	47,810	1.70%	37,451	43,037	48,623
Administrative Assistant	Kathy	59,899	72,602	85,304	1.70%	60,917	73,836	86,754
Water Resources Specialist	Dick	70,395	76,168	81,940	1.70%	71,592	77,462	83,333
Water Resources Compliance Spclst.		49,761	58,009	66,256	1.70%	50,607	58,995	67,382
Water Resources Compliance Spclst. (April-June)	Steve							
Engineer	Jared	64,577	84,827	105,076	1.70%	64,577	84,827	105,076
Assistant General Manager	David	86,126	103,250	120,374	1.70%	87,590	105,005	122,420
General Manager	Paul	100,023	119,005	150,037	1.70%	100,023	119,005	150,037
TOTALS		1,491,501	1,793,662	2,107,872				
				Salary FY19				TOTAL Staff Salary FY2020
				2,079,369				2,061,357
		FY 2019			FY 2020			
JOB TITLE / HOURLY					ADJUSTMENT FOR C.O.L.	RATES	RATE	
Bookkeeper	Connie D				1.70%	23.49		
Social Media Assistant	Vacant							
Occasional NRCS Technician			Range 12.53 to 19.56		1.70%	12.75 to 19.90		
Summer Temporaries			Range 12.23 to 16.30		1.70%	12.44 to 16.58		
Interns			Range 12.23 to 16.30		1.70%	12.44 to 16.59		
EE Aides			19.69		1.70%	20.03		
The salary schedule for FY2020 includes the following changes from FY2019:								
* An adjusted salary range scheduled based on a FY2020 updated with a COL of 1.70%								
* A total of \$ for adjustments and merit adjustments.								

2020 OPERATIONAL AGREEMENT  
between the  
LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT  
and the  
NATURAL RESOURCES CONSERVATION SERVICE  
UNITED STATES DEPARTMENT OF AGRICULTURE

This Agreement covers the utilization of District funds to accelerate technical assistance and assist providing secretarial assistance to the county level Service (Natural Resources Conservation Service) offices in the District. The general intent for how these funds are to be utilized is outlined in the Mutual Agreement dated the 17<sup>th</sup> day of April 1996, and the Cooperative Work Agreement dated the 4<sup>th</sup> day of November 1996.

The District will employ a secretary for both Lancaster and Cass County Service Field Offices. The District will coordinate the employment of secretaries in Butler, Otoe, Saunders, and Seward County Service Field Offices with neighboring Districts. The secretary will be employed for the purpose of receptionist, telephone operation, and clerical duties, including preparation of materials for mailing, filing, and record keeping.

The District will employ occasional technicians for each of the six county Service Field Offices. These technicians will assist with work that directly results in the design, layout, inspection, and certification of soil and water conservation practices in the District, and the paperwork directly related to the installation of these practices. Occasional technicians may also be hired for special natural resource projects at the direction of the General Manager.

The Service DC will be responsible for planning when these occasional technicians are to be utilized and he/she will conduct all interviews and recommend hiring such personnel. Occasional technicians will be limited to less than 40 working hours/week, not be eligible for benefits, and will be paid monthly an hourly wage between \$12.75/hour to \$19.90/hour, depending on their capabilities, job duties, and experience.

The District budgeted funds for 1,000 hours of occasional technical assistance to the Service for FY 2020. These hours are allocated to each of the Service Field Offices in the following manner:

Butler County	50 hours
Cass County	450 hours
Lancaster County	350 hours
Otoe County	50 hours
Saunders County	50 hours
Seward County	50 hours

The District will employ one full-time technician to work out of the Cass County Service Offices and two full-time technicians to work out of the Lancaster County Service Office. The District will be solely responsible for the decisions concerning the employment status of these employees. The District will coordinate the employment of full-time technicians in the Butler, Otoe, Saunders, and Seward County Field Offices with neighboring Districts.

The full-time technicians will work out of the Cass and Lancaster County Service Offices. The NRD's policy concerning the prioritized jobs on which these employees are to work are as follows:

1. Design, layout, inspection, and certification of soil and water conservation practices in the District and the paperwork directly related to the installation of these practices. Promote non-structural conservation practices such a cover crops, buffer strips, reduced tillage, etc.
2. Special projects and programs of the District as directed by the NRD General Manager. These special projects and programs may require work District-wide.
3. General office support as needed at the NRCS Office.

All District employees will only be available to work on jobs that are consistent with District policy. District technical employees are to be available to assist with conservation practice design and layout without regard to whether cost-share assistance is to be provided.

This Agreement will remain in effect until July 1, 2020, or until succeeded by another Operational Agreement, and is subject to all the terms and conditions of the Mutual Agreement and Cooperative Working Agreement as identified above. This Agreement may be modified or terminated at any time by mutual consent of the parties hereto, or may be terminated by either party by giving thirty (30) days notice in writing to the other party.

**LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT**

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General Manager

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Date

**NATURAL RESOURCES CONSERVATION SERVICE, USDA**

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State Conservationist

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Date