



LOWER PLATTE SOUTH natural resources district

3125 Portia Street | P.O. Box 83581 • Lincoln, Nebraska 68501-3581
P: 402.476.2729 • F: 402.476.6454 | www.lpsnrd.org

Agenda Item #8b

Memorandum

Date: December 8, 2021
To: Each Director
From: Paul D. Zillig, General Manager
Subject: Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 12:15 pm on Tuesday, November 30, 2021 in the NRD Office. Directors in attendance were Deborah Eagan, Chelsea Johnson, David Landis, Bob Andersen, Larry Ruth, and Luke Peterson. Others attending included Steve Seglin, Corey Wasserburger, David Potter and myself.

Chair Eagan called the meeting to order and welcomed those in attendance. The first item was an update on renewing our agreement with the Nebraska Department of Correctional Services to provide two crews that are utilized for operation and maintenance of District projects. I reported that we expect to have the updated agreement next week so the Board can consider the Agreement in December. We anticipate some additional District costs for State administration of the agreement and also for the salary and benefits of the Corrections Corporals. The Subcommittee will likely need to hold a virtual meeting to review the Agreement and consider their recommendation.

The next item on the agenda was to further discuss options for new subdistrict boundaries to comply with the updated population information provided in the 2020 census. The Subcommittee further discussed options and requested a review of the benefits of the preferred option. The Subcommittee will further review the information before making a recommendation to the Board.

The next item on the agenda was to discuss plans for the December Board Meeting. Chair Eagan reported that the recent uptick in local Covid cases has increased interest in holding our Board Meetings at a larger venue. Staff reviewed our options ranging from the NRD Office, to other locations we utilized this spring (Lanc Co Extension & Lancaster Event Center), Embassy Suites/Cornhusker Hotel, and legal counsel reviewed our options for a virtual/in-person LB 83 meeting. The Subcommittee discussed their preferred options, they all agreed that the December Meeting should be an “in-person” meeting. The Subcommittee’s input to Chair Eagan was that if Embassy Suites could be rented for a couple thousand dollars, that would be their preference. Staff reported that they’d proceed to negotiate and Chair Eagan was authorized to decide.

The next item on the agenda was a discussion on “all family leave/benefits”. Chair Eagan reported that we all understand there are many types of leave/benefits for employees, determining who qualifies as family, and certain legal requirements of employers. Eagan mentioned that she wants the Executive Subcommittee to review our current situation and continue to work on fair leave/benefits for employees and their families.

The Subcommittee then considered some proposed updates to the District Operating and Personnel Policies. I reported that typically the District annually considers updates at the end of the calendar year. Attached are the proposed red-lined changes to the District’s Operating and Personnel Policies. I reported that the changes give direction to our partners (i.e. Solidago) in regard to accepting donations tied to naming rights for projects/properties (Operating Policy F-10), updates several employee titles and job classification (PP #14), allow for the employment of family members of “occasional” employees (PP #19), and update the Federal Holiday listing to include Juneteenth and add Indigenous Peoples’ Day to Columbus Day (PP #20). It was moved by Andersen, seconded by Landis, and unanimously approved by the Subcommittee on a vote of 5 “yes” and 0 “no” (Ruth had left for a previous commitment) to **recommend the Board of Directors approve the proposed modifications to the District Operating Policy F-10: Non-Public Financial Donations and Personnel Policies No. 14: Overtime and Compensatory Time, No. 19: Employment of Family Members, and No. 20: Holidays.**

I updated the Subcommittee on Dan Schulz’ retirement, after 39+ years with the NRD, and the status of hiring a Resources Coordinator.

There being no further business the meeting adjourned at 1:55 am.

PDZ/pz

pc: Steve Seglin
Corey Wasserburger

OPERATING POLICIES

F-10: NON-PUBLIC FINANCIAL DONATIONS

It is the policy of the NRD to provide opportunities on certain projects for financial donations (non-public funds) to be recognized by the "naming" of an identifiable component in honor of the donor. Eligible projects will be those with full public access and public use, and as designated by the Board of Directors.

The NRD shall identify and describe the separable components of the project, which would be appropriate for donor recognition. The NRD shall develop and estimate full implementation cost for each separable component.

Donors may select and fund separable components on a first-come basis. The Board of Directors shall, singly, or jointly if it is a project with other co-sponsors, consider each donation and the proposed "name". Recognition shall continue permanently or for the life of the component, and shall survive an assignment of the project to a successor public agency. The District and the donor shall enter into a written agreement on the terms of the donation. To the extent practicable, such agreement shall be binding on both parties.

Eligible donors shall include individuals, corporations, organizations, and not-for-profit organizations, irrespective of their site of business or residence. Recognition may be for any persons, living or deceased, organizations, corporations, and the like. The Board of Directors must approve of the recognition "name".

"For projects involving cooperative agreements the District agrees to honor naming rights terms granted by partners for current and future projects/properties that comply with the intent of the District policy on Non-Public Financial Donations."

Personnel Policy No. 14: OVERTIME AND COMPENSATORY TIME

EXEMPT

The following employee positions are exempt from overtime pay provisions:

General Manager	Executive
Assistant General Manager	Executive
Administration & Finance Manager	Administrative Assistant Administrative
Projects Coordinator	Administrative
Resources Coordinator	Administrative
Lower Platte River Corridor Alliance Coordinator	Administrative
Public Information Specialist	Administrative
Environmental Education/Communication Coordinator	Administrative
Operation and Maintenance Coordinator	Administrative
<u>Social Media Strategist</u>	<u>Administrative</u>
Water Resources Specialist	Professional
Information Systems Administrator	Professional
GIS Specialist	Professional
Stormwater/Watershed Specialist	Professional
District Engineer	Professional

COMPENSATORY TIME

A. Non-Exempt Employees

1. Non-exempt employees may receive compensatory time at the rate of 1 1/2 hours for each hour worked over 40 hours per week, in lieu of overtime pay. However, the employee and the District must sign an agreement that states the employee chooses to receive compensatory time in lieu of overtime pay and must be signed prior to performance of the work. Such agreement can be changed no more often than once a year.
2. An employee may use the compensatory time provided:
 - a. The time has been earned.
 - b. The time off is approved by the employee's supervisor.
 - c. The time off will not unduly disrupt the operation of the District.
3. Non-exempt employees are encouraged to use compensatory time

Personnel Policy No. 19: EMPLOYMENT OF FAMILY MEMBERS

The District will not employ an immediate family member of any full-time or part-time District employee. The District may employ an immediate family member of any "occasional" District employee. No member of the immediate family of a Director shall be hired during the term of said elected office. However, this would not include relatives who were already employees prior to the District Director's term.

If two full-time or part-time District employees marry, one of the employees must leave the employment of the District. The individuals marrying shall have the opportunity to decide which shall leave. The District will make the decision in the event of failure of the employees to decide.

Personnel Policy No. 20: HOLIDAYS

The District will observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
- 4.5. Juneteenth
- 5.6. Independence Day
- 6.7. Labor Day
- 7.8. Columbus Day/Indigenous Peoples' Day
- 8.9. Veteran's Day
- 9.10. Thanksgiving Day
- 10.11. Christmas Day

These holidays will be observed according to the holiday schedule for Federal employees.

Employees will receive their regular rate of pay for these holidays.

A non-exempt employee who is required by either the General Manager or Assistant General Manager to work on a holiday, or part thereof, shall be paid at the same rate as if it were an ordinary workday, and in addition, shall be paid for the holiday or may take the earned time off during the same work week.