



## LOWER PLATTE SOUTH natural resources district

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Agenda Item #7

### Memorandum

**Date:** January 15, 2021  
**To:** Each Director  
**From:** Paul D. Zillig, General Manager  
**Subject:** Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 3:00 pm on Thursday, January 14, 2021 via video/teleconference. Directors participating were Larry Ruth, Deborah Eagan, Bruce Johnson, and Ray Stevens. Others participating included Corey Wasserburger, Steve Seglin, David Potter, Nathan Kuhlman, and myself.

Chair Ruth called the meeting to order and welcomed those participating. Ruth asked that we consider the first agenda item. I reported that USDA/FSA (United States Department of Agriculture/Farm Services Agency) informed the NRD that we need to update our resolution authorizing NRD signatures on USDA/FSA documents. I reported that USDA/FSA suggested that we utilize the same general resolution. A copy of the updated resolution is attached.

It was moved by Bruce Johnson, seconded by Stevens and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the Resolution authorizing the General Manager to sign USDA Farm Services Agency documents for the NRD.**

The next item on the agenda was an update on the filling of the Administrative Assistant position. I reported that we advertised the opening in mid-December and I revised the job title to a better descriptive title of Administration and Financial Manager. I reported that over 50 applications were received and interviews are being held this month.

The next item on the agenda was to consider approval of a professional services agreement with Grafton & Associates for accounting and finance transition services. I reported that Marcia Knuth of Grafton & Associates has been assisting with the Administration and Financial Manager search and additional assistance will be needed during the transition. The attached agreement has been reviewed by legal counsel and compensates Grafton & Associates \$125/hour for their assistance. It was moved by Stevens, seconded Eagan, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the professional services agreement with Grafton & Associates for accounting and finance transition services.**

The next item on the agenda was to consider amending Personnel Policy #31 to grant additional access to the District's employee records for the sole purpose of preparing employee payroll. I

reported that as we change software for payroll some employee information will need to be reviewed and entered. The current policy limits the access to District Management, this needs to be expanded to allow for other selected employees or other outside consultants involved in preparing payroll to be able to access the data (attached). It was moved by Bruce Johnson, seconded by Stevens, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve amending Personnel Policy #31 to grant additional access to the District's employee records for the sole purpose of preparing employee payroll.**

The next item was to consider a salary adjustment for the NRD Bookkeeper, Connie Damrow. I reported that Connie works part-time but will have additional responsibilities and duties within the NRD's accounting department. I recommended a 10% increase in the hourly wage to \$26.44/hour. It was moved by Eagan, seconded by Bruce Johnson, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the proposed salary adjustment, increasing the salary of the NRD Bookkeeper to \$26.44/hour.**

The next item was to consider entering into a consulting services agreement with NRD Administrative Assistant, Kathy Spence to be available and provide assistance to the NRD upon her leaving the NRD in early February. I reported that having Kathy available to answer questions regarding all facets of the work she performed as the NRD Administrative Assistant would be helpful to staff and the NRD. I reported that we entered into a similar arrangement with the previous General Manager and I recommended doing the same in this case. It was moved by Stevens, seconded by Bruce Johnson, and unanimously approved by the Subcommittee to **recommend the Board of Directors authorize the General Manager to negotiate and approve a Consulting Services Agreement with Kathy Spence for a maximum of 80 hours of work over a seven month period.**

The next item on the agenda was to consider positions on Legislative Bills. Ruth reported that a very important bill is LB 83 which includes changes to the Open Meetings Act and provides for virtual conferencing by political subdivisions (NRD). Ruth reported that he has assisted NARD by serving on a committee that looked into potential updates to the Open Meetings Act. The proposed changes also require the public's right to also attend the meeting at a physical site, provide a copy of all documents at all physical sites, limits the % of meetings that can be held virtually, and in 2022 requires entities (NRDs included) make available on their website the Board Meeting agenda and minutes. It was moved by Stevens, seconded by Eagan, and unanimously approved by the Subcommittee to **recommend that the Board of Directors support LB 83.**

There being no further business the meeting adjourned at 4:30 pm.

PDZ/pz

pc: Steve Seglin  
Corey Wasserburger