



## LOWER PLATTE SOUTH natural resources district

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Agenda Item #8

### Memorandum

**Date:** November 13, 2020  
**To:** Board of Directors  
**From:** Paul D. Zillig, General Manager  
**Subject:** Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 3:30 pm on Thursday, November 12, 2020 via video/teleconference. Directors participating were Larry Ruth, Deborah Eagan, Bruce Johnson, Ray Stevens, Milt Schmidt, and Dan Steinkruger. Others participating included Cory Schmidt, Steve Seglin, Corey Wasserburger, Kathy Spence, David Potter, and myself.

Chair Ruth called the meeting to order and welcomed those participating. Ruth called on Potter and Cory Schmidt to update the Subcommittee on the Unfunded Cooperative Agreement between USDA Natural Resources Conservation Service (NRCS) and the NRD. C. Schmidt reported that in January 2020 the NRD approved a Memorandum of Agreement with NRCS providing a bigger picture view of how we work together. The Unfunded Cooperative Agreement includes a more detailed review of our partnership and the responsibilities of both partners. C. Schmidt reviewed the attached draft agreement, some additions to the Statement of Work were presented and are attached, and a few more additions will be finalized early next week and provided to the Board.

It was moved by Stevens, seconded by M. Schmidt and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the Individual Unfunded Cooperative Agreement between LPSNRD and NRCS, subject to additional recommended changes by the District Conservationist and pending legal counsel review.**

The next item was a report on the corrections to the September Board Meeting Minutes. I reported that a question was raised on voting on the Recreation, Forestry & Wildlife motions on the Rosa Parks Trail. The Directors shown to have voted “abstain” had actually voted “nay”, the minutes were corrected and will be considered at the November Board Meeting.

The next item was a review of several potential changes to the NRD’s Operating and Personnel Policies. A summary of the changes is attached. The Board will consider these changes in December.

The next item was an update on NRD staffing. I reported that upon receiving Kathy Spence’s resignation last month, effective Feb 2nd, I have begun the process to evaluate options for filling the responsibilities of the Administrative Assistant position. I reported that the responsibilities included

accounting, financials, human relations, budget, audit, and State budget forms. Kathy is assisted in many of these areas by Connie Damrow, NRD Bookkeeper. I reported that I am working with the NRD's Auditor, HBE, on options to provide additional assistance in these areas and continue to utilize Connie Damrow's experience and expertise. I expect a proposal from HBE will be submitted later this month and reviewed by the Finance & Planning Subcommittee, who will make a recommendation to the Board. At that point, I will review the remaining Administrative Assistant responsibilities and prepare a recommendation for the Executive Subcommittee. I have attached some information on HBE's 360 service, they currently provide similar service to the Lower Platte North NRD in Wahoo.

The Subcommittee also discussed Larry Ruth's work on a committee reviewing the Open Meeting Act and potential improvements next legislative session. It was reported that discussions continue on the benefits of allowing political subdivisions to meet virtually, there are some details that need to be worked thru before that can happen.

I reported that we have reviewed our video conferencing needs and felt that we need to begin utilizing Zoom as our primary video conferencing software. The benefits outweigh the higher cost, the benefits include that it's user friendly, we can hold multiple meetings at the same time, allows for more attendees, meetings are easier for the host to manage, and it is also more commonly used.

There being no further business the meeting adjourned at 5:00 pm.

PDZ/pz

Encl.

pc: Steve Seglin  
Corey Wasserburger