



Memorandum

Date: December 7, 2017
To: Each Director
From: Paul D. Zillig, General Manager
Subject: Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 5:30 pm on Wednesday, December 6, 2017 in the NRD Office. Subcommittee members present included Ray Stevens, Milt Schmidt, Deborah Eagan, Jeremie Kerkman, and Larry Ruth. Others present included Gary Aldridge, Cory Schmidt – NRCS, Steve Seglin, Kathy Spence, David Potter, and myself.

Chair Stevens opened the meeting and requested we move to the first agenda item to consider changing the date of the March Board of Directors Meeting. I reported that the March Board Meeting is currently scheduled for 2:00 pm on Wednesday, March 21st and the NARD Meeting in Washington, DC is scheduled to return on the 21st. We anticipate that several staff and Directors would miss the Board Meeting if left as currently scheduled. It was moved by Kerkman, seconded by Ruth, and unanimously approved by the Subcommittee (Eagan was not present during this vote) to **recommend the Board of Directors approve holding the March 2018 Board of Directors Meeting on Wednesday, March 14th beginning at 2:00 pm in the NRD Office in Lincoln.**

The Subcommittee then discussed several items that they wanted to clarify/update in the District's Operating and/or Personnel Policies. The items discussed included the use of District resources (including tablets, smart phones, internet, vehicles, etc) and a policy authorizing the GM to waive bid informalities. Seglin and Ruth discussed with the Subcommittee their efforts to propose updates to the District's policies that are in conformance with the State.

The Subcommittee further discussed the proposed Personnel Policies and directed staff to include the statement "the electronic communications systems and all information created, sent, received, accessed, or stored on them are the property of the Lower Platte South NRD" (see attachment showing all the proposed changes to the Operating and Personnel Policies). It was moved by Ruth, seconded by Schmidt, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the proposed changes to Personnel Policies #38: E-Mail Internet Usage, and #40 Employee Use of District Equipment and Facilities Prohibited.**

The Subcommittee then further discussed the proposed Operating Policies. It was moved by Kerkman, seconded by Eagan, and unanimously approved by the subcommittee to **recommend**

the Board of Directors approve the proposed changes to Operating Policies G-5.3.f – Competitive Bidding, and new policy C-21 – Use of District Resources.

The next item on the agenda was to consider hiring an additional Conservation Technician that would primarily work on conservation planning, design, and layout with USDA/NRCS. I reported that in early November NARD reported that the National Association of Conservation Districts was awarded a grant from USDA/NRCS to assist local conservation districts/NRDs in hiring technicians to assist landowners with conservation work. In mid-November we were asked to apply for this 80% funded technical assistance by November 22nd. I reported that LPSNRD submitted an application to NARD and the application has been ranked third by NRCS, recommended for approval, and submitted to NACD for final consideration.

Schmidt reviewed the attached letter outlining the Technical Assistance Needs for the NRCS offices in the LPSNRD. He felt hiring a third Conservation Technician would be very beneficial to accomplishing more conservation work and the third Conservation Technician would assist where needed. The Subcommittee felt an additional technician is needed to assist the landowners with their conservation needs and would recommend adding this third Conservation Technician, dependent upon approval of the NACD Technical Assistance funding.

It was moved by Kerkman, seconded by Ruth, and unanimously approved by the Subcommittee to **recommend the Board of Directors authorize the General Manager to hire a third Conservation Technician and authorization to fill the position upon receiving approval of the NACD Technical Assistance Grant.**

The subcommittee then heard reports and discussed Water Leaders Academy 2018, records requests, podcasts, complaint and lawsuit update, and amending budget/resolutions.

There being no further business the meeting adjourned at 6:45 pm.

PDZ/pz

pc: Steve Seglin