



LOWER PLATTE SOUTH natural resources district

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Agenda Item #7

Memorandum

Date: April 9, 2020
To: Board of Directors
From: Paul D. Zillig, General Manager
Subject: Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 5:30 pm on Monday, April 7, 2020 via video/teleconference. Directors participating were Larry Ruth, Deborah Eagan, Milt Schmidt, Bruce Johnson, Ray Stevens, and Dan Steinkruger. Others participating included Steve Seglin, Corey Wasserburger, David Potter, Kathy Spence, Nathan Kuhlman, and myself.

Chair Ruth called the meeting to order and welcomed those participating. Ruth asked that staff report on the Subcommittee's FY 20 Accomplishments, proposed FY 21 actions & budget requests, and the proposed FY 22-25 actions and budget requests to be included in the Long Range Implementation Plan (LRIP). I reviewed the accomplishments the updated actions for FY 21, including the likelihood we will need to re-subdistrict due to 2020 Census data, and the actions for FY 22-25. It was moved by Eagan, seconded by Stevens, and unanimously approved by the Subcommittee to submit the proposed budget recommendations to the Finance & Planning Subcommittee for inclusion in the FY'21 Budget and LRIP.

The next item on the agenda was my report on staffing and proposed salary adjustments. I reported we currently have a staff of 31 employees, which included 29 full-time employees and 2 part-time employees, we also have a number of occasional employees, summer temporaries, and environmental aides, one position is currently vacant due to a retirement. Overall, we have a very good staff, dedicated, experienced, conseinsus, and they work well together. I reviewed the 3 year plan discussed last year and that of the two remaining items, we would be hiring a full-time Social Media Strategist in place of the part-time Social Media Assistant, and we will be deferring the hiring of a second engineer.

I then reviewed the salary action of the Board last year which was a 3% increase for all qualified employees and an additional \$24,500 for merit and adjustments to be determined by the General Manager. I reported that I typically utilize information from the Consumer Price Index to guide basic increases due to changes in the cost-of-living. The eleven month total for the CPI, thru February, was +2.1% and I was awaiting the updated numbers that included March. I was uncertain what the March's CPI would be considering the effects of COVID-19. I recommended a

2.5% salary increase with an additional \$22,000 for merit and adjustments. The Subcommittee discussed staffing and salary.

It was moved by Schmidt, seconded by Stevens, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve for FY 2021 a 2.5% salary increase for all qualified employees and an additional \$22,000 for merit and adjustments to be determined by the General Manager.**

The next item on the agenda was to consider the 2021 Annual Operational Agreement with USDA/NRCS (attached). I reviewed the attached agreement. It was moved by B. Johnson, seconded by Stevens, and unanimously approved by the Subcommittee to **recommend the Board of Directors approve the 2021 Operational Agreement with NRCS/USDA.**

The Subcommittee then discussed the need to update our nondiscrimination/anti-discrimination policies. The Subcommittee directed staff to prepare background information and present it for discussion at their next Subcommittee Meeting. They are hopeful to make any updates when they are ready and not wait for the end of the year, when we typically make Operating or Personnel policy changes.

Ruth reported that at the March Board Meeting authority was granted to the General Manager, with Chair concurrence, to approve several non-emergency Subcommittee recommendations. A list of those recommendations that have been approved is attached. It was moved by Steinkruger, seconded by B. Johnson, and unanimously approved by the Subcommittee to **recommend the Board of Directors ratify the program and project approvals delegated to the General Manager, with concurrence of the Chair, at the March Board Meeting.**

The next item on the agenda was a report on public meeting notice requirements. Seglin reported that for Regular or Special Board Meetings of the NRD the statutory requirement is that “reasonable notice” shall be provided. Seglin felt that 3-4 days is safely reasonable. He added that the NRD’s policies require the notice be published in the Lincoln Journal Star, a process that takes approximately 4 days. It appears that it would take a little over 1 week to adequately notify the public, once it has been determined to hold a regular/special Board Meeting. Steinkruger suggested staff look into other public notification processes available to the NRD that would more suitable for today’s technology.

The next item on the agenda was to consider a request from the City to use the NRD’s building at 1440 Adams (formerly Fire Station #10). Ruth explained that the request was to be considered by the Finance & Planning Subcommittee before the City stated they needed to know this week to allow adequate time to prepare the site. Ruth reported that in order to meet that timeline an Emergency Board Meeting would need to be called. A copy of an Emergency Declaration Resolution was distributed (a copy is attached). The Subcommittee reviewed and discussed the resolution. It was moved by Eagan, seconded by B. Johnson, and unanimously approved by the

resolution. It was moved by Eagan, seconded by B. Johnson, and unanimously approved by the Subcommittee to recommend the Board of Directors approve the emergency declaration resolution.

The next item was to consider the City's request to approve the Real Estate License Agreement for an initial 6 month use of the Fire Station property. Wasserburger reviewed the (attached) agreement with the Subcommittee and there was considerable discussion. It was moved by Steinkruger, seconded by Schmidt, and unanimously approved by the Subcommittee to recommend the Board of Directors approve the Real Estate License Agreement with the City of Lincoln for the use of former Fire Station #10 property at 1440 Adams.

The Subcommittee then heard report on the Families First Coronavirus Response Act (FFCRA) and discussed our GoTo Meetings and the additional expenses to Directors and staff conducting meetings remotely.

There being no further business the meeting adjourned at 7:10 pm.

PDZ/pz

pc: Steve Seglin
Corey Wasserburger