



## LOWER PLATTE SOUTH natural resources district

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### Memorandum

**Date:** April 10, 2024

**To:** Executive Subcommittee members

**From:** Mike Sousek, General Manager

**RE:** Executive Subcommittee Meeting Minutes

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The Executive Subcommittee met at 12:00pm on Monday, April 8, 2024, at the NRD Office Large Conference room in Lincoln. Subcommittee members present included Dave Landis, Bob Andersen, Deb Eagan, Tom Green, and Lisa Lewis. Director Chelsea Johnson was absent. Legal counsel for the district attended. NRD staff members included Dave Potter, Chris Barber and me.

The first item on the agenda was a brief discussion on the various places we have the district financials posted. After a brief discussion, staff were tasked with reviewing our abilities to keep current financial documents active on the website for up to 12 months. Staff will report back in May on the possibility.

The second item on the agenda dealt with the 2025 NRCS Operation Agreement. This agreement covers the utilization of District funds to accelerate technical assistance and assist providing secretarial assistance to the county level NRCS offices in the district. Other than the dates, no changes have been made to last year's agreement. **It was recommended by Director Eagan, seconded by Director Anderson to recommend the Board of Directors approve the 2025 Operational Agreement between LPSNRD and USDA/NRCS. See attached Operation Agreement document. Motion passed unanimously.**

Corey Wasserburger provided two updates on district matters. The first update dealt with our continued effort to complete our Gapp Park project. Efforts to communicate with the contractors bonding company have been unsuccessful with no response being received. The second matter dealt with a Lohmeier complaint being filed with the courts. This matter has been in the works for multiple years and our insurance company has activated legal counsel coverage.

Four policy changes were taken up one at a time for consideration.

- Personnel Policy #10: Termination of Employment. Language in this policy needed to change to better reflect actual conditions and requirements of providing health insurance options to employees retiring from the district. **It was recommended by Director Lewis, seconded by**

**Director Eagan to recommend to the Board to adopt Personnel Policy #10 as presented. See attached Personnel Policy #10. Motion passed unanimously.**

- Personnel Policy #13: Pay Period. Staff proposed recommended changes to this policy. Management has identified process improvements that will alleviate opportunities dealing with human error in keeping two accounting systems for annual leave and sick leave balances. This policy change will allow us to operate under one centralized system (Quickbooks) and provide acute information to district employees in real time. **It was recommended by Director Eagan, seconded by Director Andersen to recommend to the Board to adopt Personnel Policy #13 as presented. See attached Personnel Policy #13. Motion passed unanimously.**
- Personnel Policy #36: Employee Wellness Program. Changes were made to this policy to strike a line out that is no longer relevant or being practiced. **It was recommended by Director Green, seconded by Director Andersen to recommend to the Board to adopt Personnel Policy #36 as presented. See attached Personnel Policy #36. Motion passed unanimously.**
- Operating Policy G-8: No Smoking or Alcohol Consumption. Changes were made to operating policy G-8 to incorporate alcohol consumption and intoxication which were not present previously. **It was recommended by Director Green, seconded by Director Lewis to recommend to the Board to adopt Operating Policy G-8 as presented. See attached Operating Policy G-8. Motion passed unanimously.**

Next on the agenda was the annual cost of living adjustment to salaries. The committee reviewed the U.S. Bureau of Labor Statistics data as it related to the consumer price index for all urban consumers in the Midwest. From February 2023 to February 2024, the consumer price index increased by 2.75%. **It was recommended by Director Green, seconded by Director Lewis to recommend to the Board to approve a 2.75% cost of living adjustment to salaries for all classifications of employees that will take effect on July 1, 2024. Motion passed unanimously.**

Chair Landis brought it to the attention of the executive committee that he had been in conversations with Tara Tesmer Paulson with Rembolt Ludtke LLP and discussed training opportunities. The cost for in-person training, which included an all-staff session, and a management session was in the range of \$3,000. **It was recommended by Director Andersen, seconded by Director Green to recommend to the Board that the General Manager execute a contract with Rembolt Ludtke LLP for training purposes. Motion passed unanimously.**

Meeting was adjourned at 1:22 PM

MJS

cc: Donna Reid, Chris Barber, Dave Potter