



LOWER PLATTE SOUTH natural resources district

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Memorandum

Date: October 11, 2023

To: Finance and Planning Subcommittee members

From: Mike Sousek, General Manager

RE: Finance and Planning Subcommittee Meeting Minutes

The Finance and Planning subcommittee met on Tuesday October 10, 2023, at 5:30 PM in the LPSNRD boardroom. Subcommittee members in attendance included committee chair Chelsea Johnson, Bob Andersen, Melissa Baker, Christine Lamberty, Luke Peterson, and Ken Vogel. Absent subcommittee members were Deb Eagan and Ray Stevens. Director Yoakum was in attendance also. Staff members included Al Langdale, Dave Potter, and Mike Sousek. Three individuals from our contracted auditing firm were in attendance. No members of the public were present.

First on the agenda was a presentation by our auditing firm HBE on the FY23 audit. Individuals from HBE took turns presenting the audit and walked the subcommittee through the document, highlighting the noteworthy components of the audit as they went. Questions were asked during the audit and afterwards. Overall, the FY23 audit was positive and did not disclose any noncompliance which would be material to the financial statements. One material weakness was highlighted in internal control, which is we do not prepare our financial statements in house. Hiring an in-house certified public accountant would be needed to accomplish this task. **It was recommended by Bob Andersen, seconded by Ken Vogel to recommend to the board that the district accept the FY23 audit as presented by HBE. See attached audit. Motion carried unanimously.**

Next on the agenda was consideration to recommend to the board accepting a bid to construct a storage shed on our property located at 9600 N. 27th St. On Sept. 20, eleven letters were sent to various steel and post frame building companies seeking sealed bids for a building meeting the provided dimensions and specifications (see attached memo). Three bids were received with the low bid coming from Astro Buildings in the amount of \$301,722.81. Discussion ensued with questions about site planning and future needs being incorporated into this construction effort. The timeline for delivering and construction of said building will be delivered in the spring 2024 timeframe with construction completion by the summer of 2024. **It was recommended by Bob Andersen, seconded by**

Melissa Baker to recommend to the board to accept the low bid of \$301,722.81 from Astro Building and have staff place the order for the building. Motion passed unanimously.

Discussion moved on to the next agenda item dealing with our board retreat planned for February 2-3, 2024. An update was given by staff on a selected speaker and staff asked for any other input the committee might have on the retreat. It was stated that we limit ourselves to the one selected speaker and provide plenty of time for director discussion.

Last on the agenda was a discussion about staffing. With recent resignations, an update was given by staff on how the district is moving forward with the absence of our accounting department. Thought and energy were given towards discussions of the past and the future. A brief time was spent on reports on why this happened but soon turned towards how we move forward. Staff will be utilizing help from within with other staff members agreeing to learn and take on new tasks, supplemented with outside help from the private sector. Advertising has already begun to replace our Administration and Finance Manager, which has a closing date of October 27th. Interviews will be conducted after that time and a replacement will be selected. Once the new person is on board, we will begin discussions about the need for a second part-time person. Human Resources were discussed, with suggestions given to staff to explore outside firms to help with district needs on that front. Further discussion is warranted and will be planned at a future date to deal with the human resources component.

Meeting adjourned at 6:45PM

MJS

cc: Chair Landis

Donna Reid, Dave Potter, Al Langdale