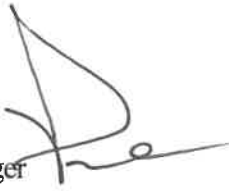




LOWER PLATTE SOUTH natural resources district

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Memorandum

Date: December 11, 2020
To: Each Director
From: Paul D. Zillig, General Manager 
Subject: Finance & Planning Subcommittee Meeting Minutes

The Finance & Planning Subcommittee met at 10:00 am on Friday, December 11, 2020. Subcommittee members participating via video/teleconference included Dan Steinkruger, Greg Osborn, Luke Peterson, Tom Green, Ray Stevens, Bob Andersen and Gary Hellerich. Other Directors participating via video conference included Larry Ruth and Deborah Eagan. Others participating via video conference included Kathy Lewis of KLC Vision, Kathy Spence, Dave Potter, Connie Damrow, Nathan Kuhlman, and myself.

Steinkruger opened the meeting, welcomed all those participating and reported that the first item on the agenda was an update by Zillig on the progress since our last Subcommittee meeting (attached) in determining the future Administrative Assistant replacement needs. I reported on the progress and the need to first change the District's software.

Kathy Lewis of KLC Vision reported on her accounting and business background and proposal to assist with providing QuickBooks Online and Payroll Software (attached). The estimated cost for the initial work was \$7,060 with additional assistance acquired as needed.

It was moved by Andersen, seconded by Hellerich to recommend the Board of Directors approve the Proposal from KLC Vision for QuickBooks Online, Payroll Software, and services. Good questions and discussion followed concerning end of year transitioning, the saving of historical data from the current software, the ability to customize reports and use graphics to display information, mentioning that our current accounts payable are all imaged and currently available electronically, lots of good questions to be addressed and considered. The initial motion by Andersen, seconded by Hellerich was unanimously approved "**to recommend the Board of Directors approve the Proposal from KLC Vision for QuickBooks Online, Payroll Software, and services**".

I then reviewed the responsibilities outlined for many other accounting/financial needs concerning the audit, budget, Human Resources, and supervision.

I then reported that I've been in contact with Marcia Knuth of Grafton & Associates concerning their services to assist with the transition in hiring and training a new Administrative Assistant. The

Administrative Assistant job description has been modified some and will be listed in the near future. I expressed the need for a contingency plan that will be of assistance should we find ourselves in a similar situation in the future.

It was moved by Osborn, seconded by Stevens, and unanimously approved by the Subcommittee to authorize the General Manager to negotiate an agreement for additional potential accounting/budget/financial services for F&P review and Board action.

Osborn expressed his appreciation to be able to serve on this subcommittee during his tenure. He stated that during this transition it will require patience, it will take some time, and there will be some additional costs in order to make the improvements needed.

There being no further business the meeting adjourned at 11:20 am.

PDZ/pz

pc: Steve Seglin
Corey Wasserburger