

Executive Committtee Meeting  
Thursday, June 30, 2016 9:30 AM  
Lower Platte North NRD Office  
P.O. Box 126  
Wahoo, NE 68066

## 1. MEETINGS

### 1.A. Pending

## 2. MANAGEMENT ITEMS

### 2.A. Directors Absence

### 2.B. Bob Weaver

#### 2.B.1. Monthly Conference Call and Update

The Weaver Conference Call will be held the first week of July. Weaver's relationship with the district formally ends on June 30. The three NRD managers will work to put a package together with Water Strategies over the next month for consideration by our boards.

#### 2.B.2. Monthly Bill

### 2.C. Riparian Taskforce Representative

LB 1038 recreated the Riparian Taskforce. The new Taskforce will have statewide coverage rather than just for a limited area of the state. We feel the Lower Platte Weed Management Authority is working exceptionally well and want to be sure we receive our share of any state funds that come forward. With three NRD Taskforce position being allowed for we feel a representative from the Lower Platte is appropriate. Rich Tesar has been the board member most involved in our local group. The three NRD Managers agree that we should support Tesar's nomination for the Riparian Taskforce.

If approved by the Executive Committee the letter for this nomination will be sent to both NARD and governor Ricketts prior to it's due date of July 8.

### 2.D. Education Program

Several board members have asked for an education program on the proposed Costco Poultry Plant near Fremont. With the current location close to our proposed Fremont GI Levee it would be positive to see what their plans are. We contacted the group who would have two representatives from Fremont give a program to our board. The topics that were forwarded included:

- Overall plan
- Water Source
- Waste Water Plan
- Any other environmental discharges

Management of litter from CAFOs (confined animal feeding operation)

Impact on planned Fremont Levee Project

It would work best to follow the routine as we did last month and have the education program from 5:30 until 5:55 with a short break prior to beginning our July Board Meeting.

#### 2.E. Director Computer Allowance Changes

As previously approved by the board the director computer allowance will change in June from \$50 per month to \$20 per month. Any directors who wish to move to to a district provided iPad should let staff know so they can be ordered.

#### 2.F. Sale of Lickteig Property

National Land found a buyer for the Lickteig property and with agreement by Dave Lickteig and approval of the Executive Committee a purchase agreement was signed for \$490,000. The purchaser is 3801 Harney LLC signed by Mark Masek, Manager. A copy of the purchase agreement is attached to the Executive Committee Minutes.

We will need to approve the "First Amendment to Settlement Agreement and Release" that extends the agreement to the end of August that is attached and will need to ratify the action of the Executive Committee to honor the terms of the Settlement Agreement and to approve the sale of the property.

Costs to LPNNRD

Payment to Lickteig	\$50,000
Payment to National Land (6%)	\$29,400
One-half of closing costs (est.)	\$ 2,000

#### 2.G. Ourada Complaint

No new information since last month. Lausterer has not received information on what the Ourada's are asking for.

#### 2.H. Payment of FYRA Contract

Last month we budgeted for engineering services with FYRA Engineering on the landowner request to lower Lake Wanahoo by three feet. Attached is an invoice for Payment;

Contract Total	\$10,000.00
Payment this month	\$ 5,151.50
Remaining Balance	\$ 4,847.50

#### 2.I. Charitable Donations

Lausterer recently made us aware that the NRD can receive charitable donations that are tax deductible. We previously approved accepting donations to construct benches and trees along the trail at Lake Wanahoo. These donations must be approved by board motion. Attached find a copy of the receipt being sent to those that are making donations and a copy of the list of donators.

### 3. EQUIPMENT

### 4. PERSONNEL

#### 4.A. Report from Personnel Sub-Committee

Attached find the Minutes from the June 6, 2016 Personnel Sub-Committee. Each topic and recommendation will be listed below.

Also attached is the final report from Zelle HR.

#### 4.B. Revised Job Descriptions and Job Codes

Zelle conducted interviews with all NRD employees to review their job duties. From these interviews and previous job descriptions new job descriptions were drafted for all positions and presented to the Sub-Committee. Zelle also reviewed job codes for each position and recommended changes to four codes. Descriptions and codes have been emailed to all directors.

#### 4.C. Performance Ratings

The Committee reviewed performance reviews for employees that were prepared by their immediate supervisor and reviewed by management. Lengthy discussion took place on one review with disagreement between several committee members and management.

The Executive Committee is suggesting to go into Closed Session to discuss this matter.

#### 4.D. Cost of Living Adjustment

The overall cost of living adjustment for the past 12 months is 1.1% as shown on the attached Department of Labor table.

#### 4.E. Removal of Jobs from the Salary Range List

We have several positions listed on our Salary Range List that are not currently filled nor do we anticipate ever filling. Rather than have Zelle produce a job description and match a job code it is recommended to remove these jobs from our Salary Range List.

#### 4.F. FY17 Salary Ranges

Attached find a list of LPNNRD Salary Ranges. The ranges are based on the mid-points of the job codes recommended by Zelle.

#### 4.G. FY17 Step Changes

The Personnel Sub-Committee discussed the district's 9-Step system and eligibility of employees for a Step advance (see attachment). We are currently on the final year of implementing and funding the 9-Step System.

#### 4.H. Approval of FY17 & Salaries

The discussion at Personnel Sub-Committee was to approve:

- 1.1% across the board salary increase for all employees

- Allow for increases caused by Step levels

- No salary will increase greater than 7.5%

The exception to the 7.5% increase is that all employees must be at or above the starting wage

Following these criteria our total salaries will increase by \$22,222 which is a 1.95% increase from last years salaries.

#### 4.I. Hire Staff Engineer

Hilger led discussion on hiring a staff engineer to design smaller projects for the district and be available to assist small towns with engineering projects.

### 5. FINANCE

#### 5.A. Approval of Financial Reports

#### 5.B. Approval of Managers Time and Expense Sheets

#### 5.C. Accounts over 90 Days

#### 5.D. Budget

Committees are reviewing the budget this week. There will be one more committee review prior to the Budget Workshop.

We need to set the Budget Hearing and Levee Hearing. The suggested dates are:

Budget Hearing Monday, August 8, 2016 5:00 p.m.

Levee Hearing Monday, September 12, 2016 5:00 p.m.

#### 5.E. Budget Workshop

We will hold our Budget Workshop on Wednesday, August 3rd beginning at 5:00 p.m. at the Lower Plartte North NRD Office.

#### 5.F. Tax Refund to Butler County

Attached find a letter from Butler County asking for us to refund \$1,092.68 to them due to a software glitch. They ask that this payment be remitted to them by June 29 (prior to end of the fiscal year). If we approve this payment Bob Hilger will deliver the check to Butler County yet today.

#### 5.G. AEM Flight Payment

The Water Committee is forwarding a recommendation to make payment of \$125,000 to AGF for the AEM flights. They ask that this payment be made in the current fiscal year, thus will need approval by the Executive Committee. This would be the first payment for the \$416,666 contract with flights that are scheduled for mid to late July.

#### 5.H. Annual Schuyler Levee Payment

Last month it was approved to make our annual payment to Schuyler for the 205 levee project. The annual amount was reduced by \$25,000 because our records indicated we were out of balance for contributions to the original study. Upon further examination Mary Peshold

was able to find where we were in balance for the study. These payments go through Projects Committee, however we would like to make the payment this fiscal year (prior to June 30) and the only committee that has the authority to make payments prior to board approval is the Executive Committee.