

**Lower Platte North NRD  
Executive Committee Minutes  
July 1, 2010**

The Executive Committee was called to order at 11:00 a.m.

**COMMITTEE MEMBERS PRESENT:** Acklie, Boyd, Johannes, Hannah, Hilger and Saalfeld

**OTHERS PRESENT:** Breunig, Miyoshi and Mountford

**1. Meetings**

**a. Pending**

**1. Nebraska Water Law Conference - Attachment**

**Page 1-4**

Attached to the Executive Committee Minutes find the agenda for the 6<sup>th</sup> Annual Nebraska Water Law Conference, September 13-14 in Lincoln (this is not the UNL Water Law Conference which is October 6-7). Please let Breunig know if you are interested in attending.

**2. Platte Institute "Water Management Summit" - Attachment**

**Page 5**

Attached to the Executive Committee Minutes find an agenda for the Water Management Summit sponsored by the Platte Institute on September 23 in Gothenburg. Please let Breunig know if you are interested in attending.

**b. Reports**

**1. Public Law Workshop**

Directors Boyd, Hannah and Johannes along with Miyoshi and Mountford attended the Nebraska Association of School Boards workshop to assist political sub-division boards in complying with the Nebraska Open Meetings Law. We are use to listening to these updates from some one who is being specific to NRD needs. These meetings were designed for all Political Sub-Divisions which gave us a different look. Generally we are doing a very good job of compliance however we can always do better. Those who attended are suggesting an education program for all board members.

**2. GMDA Report - Attachment**

**Page 6-7**

Attached to the Executive Committee Minutes find Curt Becker's GMDA report.

**2. Management Items**

**a. Directors Absence - Attachment**

**Page 8-9**

Attached to the Executive Committee Minutes find excuse of absence requests from Director Pollard and Director Renter. It was recommended (by Boyd), seconded (by Hannah), to approve Director Pollard's excuse of absence from the April Board Meeting. Recommendation carried. (Aye: Boyd, Hannah, Hilger, Johannes, Saalfeld; Nay: Acklie) Directors are asked to include some detail when the absence is work related.

**b. Bob Weaver**

**1. Monthly Conference Call and Update - Attachment**

**Page 10-13**

The monthly Weaver conference call was Tuesday, July 6. Bob Weaver's June report is attached to the Executive Committee Minutes.

**2. Monthly Bill - Attachment**

**Page 14-15**

It was recommended (by Johannes), seconded (by Acklie), to approve payment of \$2,750 to Bob Weaver for June services and bill LPSNRD and Papio NRD for their share. Recommendation carried.\*

**c. Attendance at out of State Meetings**

It has been brought up that there are times when directors travel and it is necessary for them to pay the room expense and receive reimbursement from the district. We do not have a written policy that covers this however the following has been our guideline (listed in order of preference):

1. When possible room expense is direct billed to the district.
2. If staff member is at conference with directors, rooms are billed to the staff members credit card (if credit card limit is high enough).
3. Director pay for own room and submit the amount for reimbursement with quarterly expenses.
4. If room expense is substantial and early in the expense reimbursement quarter directors can submit the room expense upon return from conference and a reimbursement check will be issued at the next board meeting.

In the future we will provide the traveling director notice on the advanced expense worksheet or other method of how the room will be paid for.

**d. Insurance Renewal - Attachment**

**Page 16-17**

Attached to the Executive Committee Minutes find the prices for our annual insurance renewal at a total cost of \$43,928. This is an increase of \$304 from last year. It was recommended (by Hilger), seconded (by Hannah), to approve our Annual Commercial Insurance with Inspro insurance at a cost of \$43,928. Recommendation carried.

**e. Monthly Education Program**

Mark Mainelli will give a presentation on a proposal to clean the Hughes/Payzant Ditch in Colfax County.

**f. Operation Sunscreen - Attachment**

**Page 18**

Director Renter has forwarded the attached request to send sunscreen to our over seas troops. We will place the flyer in each directors box for their consideration.

**g. Annual Audit**

The annual audit will take place the week of August 9<sup>th</sup>. A confirmation letter will be forthcoming for approval at Board Meeting on July 12.

**h. Executive Committee Meeting Time**

The last couple of months Projects Committee has had lengthy agendas and have delayed the start time of Executive Committee. Director Johannes requested that we start the Executive Committee Meeting at a later time (1:00 p.m. or 11:00 a.m.) or possibly swap the starting time with Projects Committee (Executive Committee at 8:30 a.m. and Projects Committee at 10:30 a.m.). Discussion can take place at Board Meeting.

**3. Equipment - None**

**4. Personnel –**

**a. Personnel Sub-Committee**

The Personnel-Sub-Committee is scheduled to meet at 6:00 p.m. on July 12<sup>th</sup> prior to board meeting.

**b. Barlean Resigns - Attachment**

**Page 19**

Operations and Maintenance/Rural Water Technician Sam Barlean has decided to resign effective July 6. Sam has been with the district since 1984 and will be difficult to replace. He possesses skills and knowledge on district projects that no one else on staff has.

Normally open positions are evaluated by the Personnel Sub-Committee prior to advertising and filling however, due to the duties and responsibility we do not have much choice but to fill the spot. We need to re-evaluate the job descriptions for Rural Water Technician as well as the Operations and Maintenance Technician, advertise for three weeks, interview and then hire the best person for the position. It was recommended (by Johannes), seconded (by Acklie), to approve the following procedures for filling the O&M/RW Technician Position:

1. To declare vacancy for O&M/RW Technician Position;
2. Have Personnel Sub-Committee review and recommend any changes to the current job descriptions;
3. Advertise the position for three weeks;
4. Bring forward the top candidate at the August Board Meeting for board ratification.

Recommendation carried.\*

**5. Finance**

**a. Approval of Financial Report**

It was recommended (by Acklie), seconded (by Johannes), to approve the May Financial Report as distributed. Recommendation carried.\*

**b. Approval of Managers Expenses - Attachment**

**Page 20-23**

It was recommended (by Hilger), seconded (by Acklie), to approve Manager Miyoshi's time and expense sheets as attached to the Executive Committee Minutes. Recommendation carried.\*

**c. Accounts Receivable Over 90 Days - Attachment**

**Page 24-26**

All accounts over 90 days were reviewed by the Directors.

**d. Budget Workshop**

It was recommended (by Acklie), seconded (by Johannes), to set our Budget Workshop on Wednesday August 4, 2010 beginning at 5:30 p.m. Recommendation carried.\*

**e. Budget Hearing**

It was recommended (by Hilger), seconded (by Johannes), to set and advertise the budget hearing for August 9 (prior to board meeting) beginning at 6:00 p.m. Recommendation carried.\*

**f. Budget Review**

The Executive Committee reviewed the Administration portion of the F.Y. 2011budget. It was recommended (by Johannes), seconded (by Acklie), to move the Lower Platte River Corridor Alliance budget from "Administration" to the "Project" section of the budget. Recommendation carried.\*

**With no further the business the meeting adjourned at 1:00 p.m.**