



## LOWER PLATTE SOUTH natural resources district

3125 Portia Street | P.O. Box 83581 • Lincoln, Nebraska 68501-3581  
P: 402.476.2729 • F: 402.476.6454 | [www.lpsnrd.org](http://www.lpsnrd.org)

### Memorandum

**Date:** March 14, 2025

**To:** Executive Subcommittee members

**From:** Mike Sousek, General Manager

**RE:** Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 5:00pm on Thursday, March 13, 2025, at the NRD office Large Conference room in Lincoln. Subcommittee members attending included Chair Andersen, Dave Landis, Christine Lamberty, Tom Green, Lisa Lewis and John Yoakum. NRD staff members in attendance include Dave Potter, Chris Barber, and Mike Sousek. Corey Wasserburger was in attendance. There was one item on the agenda needing action.

The first item on the agenda dealt with setting board meeting times for the remainder of the year. Discussion initially focused on the need to have separate meeting times for winter and summer months. After a brief discussion, it was determined that a single uniform time throughout the year would serve the district best. Discussion continued determining what time would best serve the district. After staff and board members discussed in detail the benefits of various starting times, discussion moved to informing the public. The district will continue to use the same outreach tools we have always used, advertisements, mention in all our press releases, social media, and on our website. **It was motioned by Lisa Lewis, seconded by John Yoakum to recommend to the board of directors that board meeting times for the remainder of the calendar year and beyond will be held at 5:30PM starting in April of 2025. Motion carried unanimously.**

The second item on the agenda was a discussion of human resources. Chris Barber explained all the human resources efforts in place and underway. There have been significant changes to the district's internal human resources efforts over the past year. See attachment describing those efforts. Board members asked questions and showed appreciation for the update.

The next four items on the agenda all required closed sessions for various reasons, 3 dealing with litigation, 1 dealing with a personnel matter.

1. Lohmeier vs. LPSNRD – John Yoakum 1<sup>st</sup>, Dave Landis 2<sup>nd</sup>, passed unanimously. In closed session at 5:43PM (staff present). Green 1<sup>st</sup>, Lisa Lewis 2<sup>nd</sup>, passed unanimously, out of closed session at 5:45PM
2. Mark Meyer vs. LPSNRD – John Yoakum 1<sup>st</sup>, Dave Landis 2<sup>nd</sup>, passed unanimously. In closed session at 5:46PM (staff present). John Yoakum 1<sup>st</sup>, Dave Landis 2<sup>nd</sup>, passed unanimously, out of closed session at 5:57PM
3. Personnel matter – John Yoakum 1<sup>st</sup>, Dave Landis 2<sup>nd</sup>, passed unanimously. In closed session at 5:58PM (staff not present). Lisa Lewis 1<sup>st</sup>, John Yoakum 2<sup>nd</sup>, passed unanimously, out of closed session at 6:45PM. Dave Landis did exit the meeting prior to coming out of closed session.
4. McKenzie Barry vs. LPSNRD – John Yoakum 1<sup>st</sup>, Lisa Lewis 2<sup>nd</sup>, passed unanimously. Christine Lamberty exited the closed session prior to the discussion starting, Dave Landis was also no longer present at the meeting. In closed session at 6:45PM (staff not present). Lisa Lewis 1<sup>st</sup>, John Yoakum 2<sup>nd</sup>, passed unanimously, out of closed session at 7:08PM,

Meeting adjourned at 7:10PM.

MJS

cc: Donna Reid, Dave Potter, Chris Barber



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### Memorandum

**Date:** March 12, 2025

**To:** Executive Subcommittee members

**From:** Mike Sousek, General Manager

**RE:** Executive Subcommittee Meeting Supplemental information

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The Executive Subcommittee will meet at 5:00pm on Thursday, March 13, 2025, at the NRD Office Large Conference room in Lincoln. Subcommittee members invited included Dave Landis, Deb Eagan, John Yoakum, Bob Andersen, Tom Green and Lisa Lewis. Legal counsel is planning on attending. No members of the public were invited. NRD staff members invited include Dave Potter, Chris Barber and myself.

The first item on the agenda is to discuss board meeting times and set a time for the remainder of the year. Chair Andersen has asked for information regarding other districts board meeting times from across the state. This memo provides that information. The district may receive more information prior to the meeting and will share that information at that time. Below is the information received.

As always, please don't hesitate to call with questions.

MJS

## Board of Directors Monthly Meeting Times

	Spring, Summer, Fall	Winter Meetings	Trial for Meetings	Notes
Lower Platte South	7:00 PM	2:00 PM	5:30 PM	
Lower Republican	1:30 PM	1:30 PM		recent change to earlier time so directors could get to their kids/grandkids school events
Tri-Basin	1:30 PM	1:30 PM		no seasonal adjustments
Papio-Missouri River	4:00 PM	4:00 PM		no seasonal adjustments
Lower Big Blue	7:30 PM	1:30 PM		Winter is September to March
Lewis & Clark	7:00 PM	1:30 PM		Winter is December to March
Upper Loup	7:00 PM	3:00 PM		December is 2:00 pm, January through March is 3:00 pm
North Platte	3:00 PM	3:00 PM		no seasonal adjustments
Upper Big Blue	7:00 PM	1:30 PM		Winter is December to March
Upper Republican	9:00 AM	9:00 AM		no seasonal adjustments
South Platte	5:00 PM	5:00 PM		have discussed a 3:00 pm meeting for Winter but have not approved it
Twin Platte	6:00 PM	3:00 PM		Winter is November to March
Lower Elkhorn	7:30 PM	7:30 PM		no seasonal adjustments, F&P at 7:00 pm (right before board meeting)
Central Platte	2:00 PM	2:00 PM		no seasonal adjustments
Upper Niobrara White	9:00 AM	2:00 PM		Winter is December to March
Nemaha	7:00 PM	7:00 PM		no seasonal adjustments, committees typically meet one hour prior to board meeting
Lower Platte North	6:00 PM	1:30 PM		Winter is November to March
Lower Niobrara	7:00 PM	2:00 PM		Winter is January to March
Little Blue	7:00 PM	6:00 PM		Winter is November to March
Middle Niobrara	3:00 PM	3:00 PM		no seasonal adjustments



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Date: March 5, 2025  
To: Executive Subcommittee Members  
From: Chris Barber, Administration & Finance Manager  
RE: **Human Resources Services Provided**

As the Human Resources for Lower Platte South NRD, I oversee the full employee life cycle, from recruitment, hiring, and onboarding to team management, performance updates, and offboarding.

Key recruitment, hiring, and onboarding contributions for 2024:

- **Developed a structured hiring process** to help managers stay organized and keep recruitment on track.
- **Conduct job description reviews** with hiring managers and create job announcements for social media and Indeed.
- **Designed a comprehensive recruiting process**, including:
  - A **Candidate Selection Guide**
  - A **Candidate Evaluation Sheet**
  - **Suggested interview questions**
  - **Interview schedules**
  - **Candidate correspondence** before, during, and after interviews
- **Conduct reference and background checks** for successful candidates.
- **Implemented a structured interview documentation process**, ensuring the interview panel submits detailed notes for final review.

Key team management contributions during 2024 include:

- **Modernizing payroll operations**, transitioning from paper timecards to electronic submission and shifting from a monthly to a bi-weekly payroll schedule
- **Designing a comprehensive yearly performance evaluation** that includes supervisor assessments, self-evaluations, and goal-setting for the upcoming year
- **Developing an exit interview process** to gather valuable feedback for organizational improvement
- **Improving employee reimbursement processing** by creating an updated, password-protected Excel sheet with automated calculations

I provide employees with guidance on various HR-related matters, including:

- Enrolling in and updating insurance benefits (health, dental, vision, and life)
- Managing Flexible Spending Accounts (FSAs)

- Navigating retirement enrollment and understanding benefits
- Understanding personal year-end tax information
- Provide employees with guidance on **annual leave, sick leave, and payroll-related inquiries**.
  - Serve as a point of contact for employees, addressing their questions and ensuring they understand leave policies and payroll processes.
  - Assist employees in navigating leave balances, eligibility, and payroll procedures to ensure compliance with organizational policies.
- Additionally, supervisors seek my support for leadership development and guidance on managing their direct reports.

#### **Policy Management Responsibilities:**

- **Update policy documents** when new Operating and Personnel policies are approved.
- **Notify employees of policy changes** and ensure they receive updated versions of the policy books.
- **Obtain employee acknowledgment signatures** to confirm receipt of revised policies.
- **Ensure the Lower Platte South NRD website** is updated with the latest policy changes for transparency and accessibility.

#### Continuum EAP

- An Employee Assistance Program provided by Continuum to help employees and their family members address personal or work-related problems through confidential counseling, referrals, and support services.
- Includes topics related to Emotional Wellbeing, Financial, Health, Legal, Parenting, Workplace, and more.
- Attached is our mid-year service report from Continuum for the reporting period of July 1, 2024 to December 31, 2024. We are on track for a similar year to last year's data.
  - One employee has received our financial coaching service.
  - Ten employees counted in attendance at Leadership Academy presentations.
  - Thus far, there have been 64 HelpNet page views.
- Statistics for January and February 2025
  - Five employees attended the Leadership Academy: "Mastering the Art of Delegation".
  - Two employees attended the Kindness Counts Pocket Guide Webinar.
  - Seven employees attended the Leadership Academy: "Conflict Conversations".
- My areas of focus:
  - **Organized an all-staff meeting** to introduce (or re-introduce) employees to Continuum EAP, ensuring they understand the services and support available.
  - **Distribute weekly training and webinar announcements**, along with timely reminders for upcoming events, to keep employees informed and engaged.

#### SHRM Member

- SHRM (Society for Human Resource Management) is a professional organization focused on promoting, educating, and connecting human resources professionals by providing networking opportunities, certifications, and advocacy on labor management issues. SHRM acts as a central hub for HR professionals across the globe.
  - Education and Certification – Offers training programs and certifications for HR professionals to advance their skills and knowledge in the field.
  - Networking Platform – Creates a space for HR professionals to connect with peers and share industry insights.

- Industry Standards – Helps set standards and best practices for HR management within organizations
- Advocacy and Lobbying – Represents the interests of HR professionals by lobbying Congress on relevant labor management issues.
- SHRM Conference 2025 – June 29 through July 2, in San Diego.

#### Mineral Platform

- A set of tools and resources that helps Lower Platte South NRD manage human resources and compliance. Available in QuickBooks Online Payroll.
  - HR and compliance guidance – Includes proactive alerts, a dashboard with to-do lists, and access to federal and state laws and regulations.
  - HR resources – Access to templates, checklists, and how-to guides
  - HR expertise – Access to HR advisors and Mineral Experts who can help with hiring, termination, and more.
- Available courses that develop employees and ensure compliance
  - Harassment
  - Compliance & Legal
  - Environment & Climate
  - Workplace Safety
  - Human Resources
  - Computer & It
  - Customer Service
  - Professional Development
  - Pandemic Response
  - Custom Courses
- My tasks and responsibilities:
  - **Implemented the Mineral Platform for 2025**, expanding employee resources and benefits.
  - **Assign and track employee training courses**, ensuring completion and compliance with organizational requirements.

Looking ahead to 2025, I will be spearheading the implementation of a workplace personality assessment designed to foster an engaged and productive workforce. This initiative will provide an opportunity to strengthen our organization, enhance workplace culture, and improve team dynamics.