



# 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

Item #7

## Memorandum

**Date:** November 18, 2020  
**To:** Each Director  
**From:** Paul D. Zillig, General Manager  
**Subject:** Finance & Planning Subcommittee Meeting Minutes

The Finance & Planning Subcommittee met at 5:30 pm on Tuesday, November 17, 2020. Subcommittee members participating via video/teleconference included Dan Steinkruger, Greg Osborn, Luke Peterson, Vern Barrett, 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 Spence, Dave Potter, Bryce Jensen, Nathan Kuhlman, and myself.

Steinkruger opened the meeting, welcomed all those participating and reported that the first item on the agenda was a report to answer any questions on the Financial Report and expenditures for October. There were no questions at this time. I reported that the anticipated tax revenues will be lower for the next several months so we'll likely need to manually sweep funds to cover the large number of construction projects currently underway.

The next item on the agenda was to consider proposals received to purchase two pick-up trucks. Jensen first reviewed his memo (attached) concerning the "Diesel Truck Vehicle Proposal" and the proposals received for this purchase. Staff reported that the lowest proposal met all the minimum specifications. The subcommittee discussed the requirements/specs for the vehicle and projected use. It was moved by Stevens, seconded by Osborn, and unanimously approved by the Subcommittee to **recommend the Board of Directors accept the proposal from Baxter Dodge of Lincoln, NE in the amount of \$36,355 for the purchase of a new 2021 ¾ ton diesel regular cab 4x4 pickup truck.**

The second part of this item was to consider proposals received to purchase a new vehicle to be used by one of the work crews. Jensen reviewed his memo (attached) concerning the "Crew Cab Truck Vehicle Proposal" and the proposals received for this purchase and the trade in of a 2014 Ford F-250 with 112,000 miles. Staff reported that the lowest proposal met all the minimum specifications. The Subcommittee discussed the requirements/specs for the vehicle. It was moved by Stevens, seconded by Andersen, and unanimously approved by the Subcommittee to **recommend the Board of Directors accept the proposal from Andersen Ford of Lincoln, NE**

**in the amount of \$19,118 for the purchase of a new 2021 ¾ ton crew cab gas 4x4 pickup with trade in.**

The next item was a report on upgrading the Director tablets. I reported that approximately 6 years ago the District Board meetings went paperless and tablets were available for use by Directors to access the Board Meeting materials, etc. The use of the tablets has increased for accessing materials for Subcommittee Meetings and now participating in virtual meetings. Kuhlman reported that many Directors would find that a laptop offers more beneficial features and also allows Kuhlman to access the computer and provide IT assistance. I reported that staff will prepare an estimate for consideration in the FY 22 Budget. The subcommittee discussed that the cost to replace the tablets is estimated to be just under \$1,000 each and that Directors would again have the option of using their own computer so we will probably only need a dozen or so.

The next item on the agenda was a follow-up on ways we can provide information on the natural resources benefits of our programs and conservation practices. The Subcommittee reviewed the attached table and reviewed the benefits, including soil health and changes in climate/carbon, in addition to the typical benefits to water quality, water conservation, erosion control, wildlife habitat, etc. The Subcommittee members will review the table and staff will add a paragraph explaining the table. I reported that the next step will be for the Subcommittees to review and provide any input on the ratings or the table. I anticipate that the table will be ready as the Subcommittees begin budget preparation and it can be included in LRIP and other planning documents.

The final item on the agenda was my update to the Subcommittee on using professional services to fill a portion of our future accounting and financial services needs due to Kathy Spence's resignation. I reviewed with the Subcommittee my discussions with the Executive Subcommittee (see Executive Subcommittee Meeting minutes) and the benefits of contracting with the private sector for some of the existing services. I reported that I have met with our auditing firm (HBE) about their available HBE 360 services (attached), discussed a possible scope and requested a draft proposal. I expect to work with F&P Chair Steinkruger and others as we review the draft proposal and bring a proposal to this Subcommittee in December.

There being no further business the meeting adjourned at 6:40 pm.

PDZ/pz

pc: Steve Seglin  
Corey Wasserburger



# 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

## Memorandum

**Date:** November 12, 2020  
**To:** Paul Zillig, General Manager  
**From:** Bryce Jensen, Operation/Maintenance Technician BJ  
**Subject:** Diesel Truck Vehicle Proposal

On October 23, 2020 I sent out nine letters to different truck dealers throughout the District seeking proposals for a new 2020 or 2021 ¾ ton diesel regular cab 4x4 pickup for maintenance department use. The dealers were given until noon on Friday November 6, 2020 to have their proposals submitted to the NRD office. Five proposals were received. Below is the list of dealers letters were sent to:

Anderson Ford (Lincoln)                      Sid Dillon (Wahoo)  
Woodhouse Auto (Plattsmouth)              Husker Auto (Lincoln)  
Baxter Dodge (Lincoln)                      Gregg Young Chrysler Dodge Jeep (Plattsmouth)  
Copple Chevrolet (Louisville)              Duteau Chevrolet (Lincoln)  
Lee Sapp Ford (Ashland)

Listed below are the proposals received for the purchase of a new ¾ ton diesel regular cab 4x4 pickup without trade:

Baxter Dodge (Lincoln)	2021 2500 Diesel	\$36,355.00
Anderson Ford (Lincoln)	2021 F-250 Diesel	\$38,216.00
Woodhouse Auto (Chevrolet)	2021 2500HD Diesel	\$38,255.00
Husker Auto (Lincoln)	2021 2500HD Diesel	\$39,577.00
Husker Auto (Lincoln)	2020 2500HD Diesel	\$40,999.00

Staff recommendation is to accept the proposal from Baxter Dodge of Lincoln, NE in the amount of \$36,355.00 as it was the lowest proposal received and met all of the minimum specifications.

BJ/bj



# 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: November 12, 2020  
To: Paul Zillig, General Manager  
From: Bryce Jensen, Operation/Maintenance Technician *BJ*  
Subject: Crew Cab Truck Vehicle Proposal

---

On October 23, 2020 I sent out nine letters to different truck dealers throughout the District seeking proposals for a new 2020 or 2021 ¾ ton crew cab gas 4x4 pickup for maintenance department use. The dealers were given until noon on Friday November 6, 2020 to have their proposals submitted to the NRD office. Four proposals were received. Below is the list of dealers letters were sent to:

Anderson Ford (Lincoln)	Sid Dillon (Wahoo)
Woodhouse Auto (Plattsmouth)	Husker Auto (Lincoln)
Baxter Dodge (Lincoln)	Gregg Young Chrysler Dodge Jeep (Plattsmouth)
Copple Chevrolet (Louisville)	Duteau Chevrolet (Lincoln)
Lee Sapp Ford (Ashland)	

Listed below are the proposals received for the purchase of a new ¾ ton crew cab gas 4x4 pickup with trade of a 2014 Ford F-250 with approximately 112,000 miles that is currently being used by the maintenance department:

Anderson Ford (Lincoln)	2021 F-250 Crew Cab	\$19,118.00
Baxter Dodge (Lincoln)	2021 2500 Crew Cab	\$20,237.00
Husker Auto (Lincoln)	2021 2500HD Crew Cab	\$20,999.00
Woodhouse Auto (Chevrolet)	2021 2500HD Crew Cab	\$21,200.00

Staff recommendation is to accept the proposal from Anderson Ford of Lincoln, NE in the amount of \$19,118.00 as it was the lowest proposal received and met all of the minimum specifications.

BJ/bj

## NATURAL RESOURCE BENEFITS OF PRACTICES & PROGRAMS

Lower Platte South NRD

(H= High      M= Medium      L= Low)

November 1 2020

Program & Practices	Ground Water Quality	Surface Water Quality	Water Conservation	Erosion Control	Changes in Climate/Carbon	Wildlife Habitat	Soil Health
Community Forestry	L	L	L	L	H	H	M
Conservation Forestry (Tree Seedlings)	L	M	M	H	H	H	M
Cover Crop Program	M	H	M	H	M	M	H
Farm Pond Cost share	M	H	H	H	M	H	L
Fertilizer Flow Meter	H	M	L	L	M	L	M
Filter/Buffer Strip Program	M	H	M	H	H	H	M
Flood Control Structure Cost Share Program	M	H	H	M	M	H	L
Irrigation Management Assistance Program	H	M	H	L	L	L	M
Rain Scapes Program-Lincoln	M	H	M	M	M	M	L
Rain Ready Landscapes Program	M	H	M	M	M	M	L
Road Structure Program	M	H	H	M	M	H	L
Spring Nitrogen Application Program (SNAP)	H	M	L	L	M	L	M
Soil Sampling Cost-Share Program	H	H	L	L	L	L	M
Well Decommissioning	H	L	L	L	L	L	L
Ag BMP Cost-Share							
• Terraces	M	H	M	H	L	L	M
• Grassed Waterways	M	H	M	H	M	M	M
• Pasture & Hay land Mgt.	L	M	M	M	H	M	H
• Pasture & Hay land Planting	L	H	M	H	H	H	H



**HBE Becker Meyer Love LLP**  
Certified Public Accountants & Consultants  
7140 Stephanie Lane  
Lincoln, NE 68516  
(402) 423-4343

*The HBE 360 service platform provides multiple levels of premier accounting and CFO services to help ensure our clients successfully execute their financial management and accounting responsibilities.*

As businesses become more complex, it becomes increasingly difficult for business owners to stay ahead of the trends impacting their operations. In addition, many successful businesses may not have the resources required to maintain a full or adequate accounting staff. That's where we come in.

Through HBE 360 we offer a high-quality, highly efficient outsourced accounting and financial management service. Our platform is built upon HBE Becker Meyer Love LLP's unmatched experience and expertise, combined with industry leading cloud technologies and best practices. With HBE 360, we provide three separate, yet integrated, levels of financial management and accounting oversight. As a result, our clients enjoy all the benefits of working with a robust staff of licensed and trained professionals, without the overhead and expense of a traditional in-house accounting department.

Services we offer include, but are not limited to:

CHIEF FINANCIAL OFFICER	CONTROLLER	ACCOUNTANT
<ul style="list-style-type: none"><li>• Periodic reporting of key operating metrics, financial statements, and financial statement analysis</li><li>• Complex financial analysis</li><li>• Key operational statistics and key performance indicators tracking</li><li>• Compliance reporting to key business partners, such as banks, lessors, and franchisors</li><li>• Assistance with managing bank relationships</li><li>• Assistance with preparing business plans and forecasts</li><li>• Federal, state, and local income tax credits</li></ul>	<ul style="list-style-type: none"><li>• Audit or review preparation and support</li><li>• General ledger oversight</li><li>• Improving organizational efficiency</li><li>• Internal control/risk management</li><li>• Budgeting assistance</li><li>• Compliance with regulatory agencies</li><li>• Profit center tracking</li><li>• Closing of accounting periods</li><li>• Chart of accounts maintenance</li><li>• Cost accounting</li></ul>	<ul style="list-style-type: none"><li>• Accounts receivable (AR) management</li><li>• Accounts payable (AP) management</li><li>• Billing and collections</li><li>• Credit card transaction entry</li><li>• Employee expense reimbursements</li><li>• Sales and use tax reporting</li><li>• Payroll data entry and support</li><li>• General ledger (GL) accounting</li></ul>

Benefits of the HBE 360 service platform include:

- **Flexibility, scalability and advanced financial management customization, delivered through a secure framework.** From small-scale to large-scale, part-time to full-time, our platform is built to accommodate any operational requirement you may have.
- **On-demand access to HBE's entire team of professionals.** Our people are *your* people; they will work closely with you to provide seamless, cost-effective services that are aligned with your business goals. With HBE 360, you'll also receive comprehensive, ongoing review of your specific needs and challenges.
- **Accurate and timely reporting.** Business is about having the right information available to make key decisions. With cloud-based access to financial information via customized dashboards, your business intelligence can be tailored to individuals or departments across all of your operational sectors.
- **Team continuity and accountability.** Our commitment to our people provides you with the peace of mind knowing you won't have to concern yourself with staff training, turnover, or overhead.






## SERVICE LEVELS

- CLOUD-BASED SOFTWARE LICENSES
- REAL TIME INVOICING AND DEPOSITS
- REAL TIME BILL PAYMENT
- BANK RECONCILIATIONS
- MONTHLY FINANCIAL STATEMENTS
- PAYROLL PROCESSING & 1099 FORMS
- DASHBOARD REPORTING
- INTERNAL CONTROL PROCEDURES MANUAL
- MONTHLY CLOSE RECONCILIATIONS
- CASH FLOW MANAGEMENT
- MONTHLY MEETINGS WITH MANAGEMENT
- UNLIMITED PHONE AND E-MAIL SUPPORT
- BUDGETING ASSISTANCE
- SUPPORT WITH BOARD & OTHER EXTERNAL REPORTING
- GRANT MANAGEMENT\*
- CUSTOM REPORTING\*\*
- TAX RETURN PREPARATION
- AUDIT OR REVIEW PREPARATION AND SUPPORT

\* Financial aspects only

\*\* Key performance indicators and advisory comments

	BASIC 	PRO 	PREMIUM 
CLOUD-BASED SOFTWARE LICENSES	✓	✓	✓
REAL TIME INVOICING AND DEPOSITS	✓	✓	✓
REAL TIME BILL PAYMENT	✓	✓	✓
BANK RECONCILIATIONS	✓	✓	✓
MONTHLY FINANCIAL STATEMENTS	✓	✓	✓
PAYROLL PROCESSING & 1099 FORMS	✓	✓	✓
DASHBOARD REPORTING		✓	✓
INTERNAL CONTROL PROCEDURES MANUAL		✓	✓
MONTHLY CLOSE RECONCILIATIONS		✓	✓
CASH FLOW MANAGEMENT		✓	✓
MONTHLY MEETINGS WITH MANAGEMENT		✓	✓
UNLIMITED PHONE AND E-MAIL SUPPORT		✓	✓
BUDGETING ASSISTANCE			✓
SUPPORT WITH BOARD & OTHER EXTERNAL REPORTING			✓
GRANT MANAGEMENT*			✓
CUSTOM REPORTING**			✓
TAX RETURN PREPARATION			✓
AUDIT OR REVIEW PREPARATION AND SUPPORT			✓
	DEDICATED CLIENT ACCOUNTANT	DEDICATED CLIENT ACCOUNTANT & CONTROLLER	DEDICATED CLIENT ACCOUNTANT, CONTROLLER & CFO

HBE Becker Meyer Love LL