



UPPER BIG BLUE Natural Resources District

402-362-6601
Fax: 402-362-1849
www.upperbigblue.org

319 E. 25th Street
York, Nebraska 68467

DATE: April 8, 2020
TO: Upper Big Blue NRD Board of Directors
FROM: David Eigenberg, General Manager
SUBJECT: Executive Committee Meeting Report

On March 17, 2020 Governor Pete Ricketts issued an executive order to permit state and local governmental boards, commissions, and other public bodies to meet by videoconference, teleconference, or other electronic means through May 31, 2020. The Governor's order stipulated that all such virtual meetings must be available to members of the public, including media, to give citizens the opportunity to participate as well as to be duly informed of the meetings.

The Executive Committee met at 7:20 p.m. on Tuesday, April 7, 2020, via teleconference. Those who participated are listed below.

COMMITTEE MEMBERS

Roger Houdersheldt, Board Chairperson
John Miller, Board Vice-Chairperson
Linda Luebbe, Secretary
Doug Dickinson, Treasurer
Paul Bethune, NARD Representative
Bill Kuehner, Jr. Water Chairperson
Gary Eberle, Water Representative
David Robotham, Projects Chairperson
Lynn Yates, Projects Representative

OTHER DIRECTORS

Jeff Bohaty
Doug Bruns
Larry Moore
Ronda Rich
Bill Stahly
Merlin Volkmer
Paul Weiss

STAFF

Nancy Brisk
David Eigenberg
Chrystal Houston
Marie Krausnick
Jack Wergin

GUESTS ADDRESSING THE COMMITTEE

PUBLICATION OF LEGAL NOTICE OF MEETING

Chairperson Houdersheldt reported that we published the legal notice of the executive committee's meeting on March 31, 2020 in the York News-Times and the General Manager had a copy of the notice.

OPEN MEETINGS ACT

Houdersheldt advised those participating in the call that the Open Meetings Act is posted by the entrance to the boardroom.

ROLL CALL OF COMMITTEE MEMBERS

Nine committee members responded on the conference call that they were present.

ACTION ITEMS

A. DIRECTORS' 1ST QUARTER PER DIEM & EXPENSES

Discussion:

The Executive Committee reviewed the directors' per diem and expenses for this past quarter. The first quarter directors' per diem are \$7,630.00 and expenses were \$3,145.07 for a total expenditure of \$10,775.07. Individual expense vouchers were available for review. This total represents per diem and expenses for 16 Board Members. Director Weiss' submission was not received in time to process for the April Committee meeting. Per diem and expenses for Director Weiss will be considered at the May meeting.

Motion:

To approve payment of first quarter 2020 directors' per diem of \$7,630.00 and expenses are \$3,145.07 for a total of \$10,775.07, and to publish these approved expenditures in the March Financial Report, except that each director, who has per diem and/or reimbursement of expenses included in such financial report, abstains from voting for the approval of his or her own per diem and/or expense reimbursement.

Motion Carried 9 Yes 0 No

B. HIRING FREEZE

Discussion:

Committee discussed the need for a hiring freeze on current open positions in the District.

Motion:

To make effective immediately a hiring freeze for all open positions in the District and for this hiring freeze be effective until future action from the Board on such issue.

Motion Failed 3 Yes 6 No

DISCUSSION AND NO-ACTION ITEMS

C. OFFICE HOURS AND WORK SCHEDULE UPDATE

Eigenberg cited a March 27, 2020 email correspondence to the Board and Staff informing them that the District office will remain closed to the public. Staff was divided into three groups and start times and number allowed in the office vary by day. A copy of email is attached to this report.

D. BURKE SCHOLARSHIP

Committee was informed that the 2020 Burke Scholarship applications are in circulation. Committee members were encouraged to solicit applicants. The Raymond A. Burke Scholarship assists young adults interested in pursuing careers in natural resources related fields. The Upper Big Blue NRD administers two scholarships awarded annually in the amount of \$2,000 each. To date four applications have been received for these scholarships. Houdersheldt appointed directors Luebbe and Rich to serve as the selection committee.

E. MONTH OF MAY COMMITTEE AND BOARD MEETING PROCEDURE

Staff was asked to investigate other videoconference and/or telephonic options as delivery means for the month of May committee and board meetings. While the phone conference bridge option that was used for the April committee and board meeting was adequate, some Committee members thought there may be better options available. *Zoom and Go-to-Meetings* were two video conferencing solutions that were identified to be investigated. Research findings will be brought to the Board Chairman for the final meeting procedure determination. Details for public viewing, monitoring, and participation in the May Committee and Board meeting will be available on the UBBNRD's website: upperbigblue.org prior to the upcoming meetings.

F. LEGISLATION

Legislative session has been suspended due to the COVID-19 virus. Legislation updates will resume when session is reconvened.

G. PERSONNEL REPORT

Administration Department

Assistant General Manager

A search is ongoing to fill the Assistant General Manager position. First round interviews are complete. The search will continue until a suitable candidate is hired.

Secretarial

Abigail Peterson has accepted employment with an insurance company in Grand Island, Nebraska and her last day was February 25, 2020. A search will be conducted to fill the vacated secretarial position. As in the past, this secretarial position would be supervised by the Office Manager. Duties will be assigned to the new hire to ensure office efficiencies and balance workload for existing staff.

Water Department

A search is ongoing to fill the two vacant entry level technician positions and one summer intern. All water technicians are supervised by the Water Department Manager. Once positions are filled, duties will be reviewed and assigned to the new hire to ensure balance of workload for all Water Department staff. Our search will continue until suitable candidates are hired.

H. INVESTMENTS

See monthly financial statement

I. ADDITIONAL INFORMATION

NARD EVENTS (events may be postponed or canceled)

April 29, 2020 – State Envirothon, Wahoo. (CANCELLED)

June 2-3, 2020 – NRD Managers Meeting, LBBNRD, Beatrice.

June 8-9, 2020 - NRD Basin Tour, PMRNRD, LaVista/Omaha.

July 26-31, 2020 – National Envirothon, Lincoln. (CANCELLED)

August 3, 2020 – Nebraska Water Conference, Scottsbluff.

August 4-5, 2020 – North Platte Basin Water Tour, NPNRD, Scottsbluff.

August 24-26, 2020 – NRD Managers Retreat – L&CNRD, Hartington.

August 28-Sept 7, 2020 – Nebraska State Fair, Grand Island.

September 15-17, 2020 – Husker Harvest Days, Grand Island.

September 27-29, 2020 – NARD Annual Meeting, Kearney.

October 7-9, 2020 – 2020 Water for Food Global Conference, Lincoln.

November 3-4, 2020 – NRD Managers Meeting, LENRD, Norfolk. June 8-9, 2020 NRD Basin Tour

Meeting adjourned at 8:00 p.m.

DE/pc

Attachments

Subject: Checking in

March 27, 2020

Upper Big Blue Natural Resources District
Work Update

As we look ahead, we know the threat of illness due to COVID-19 continues to be increased. All precautions should be taken to prevent the spread to our staff and the public we serve.

The Upper Big Blue Natural Resources District office (319 East 25th St, York) will remain closed to the public. A schedule has been set up to continue to provide service to the District.

This schedule has been created to reduce the number of people in the office at one time. This schedule will be reevaluated weekly. You will be notified when operating changes are made.

I have divided the NRD staff into FOUR groups:

- Leadership,
- Fieldwork,
- Office Work,
- NRD Field Clerks.

Leadership – Consists of Brisk, Houston, Krausnick and Wergin. This work plan was developed with their input. They have been debriefed of my wishes. Please feel free to reach out to your manager for additional clarification.

Office Work - Those employees whose primary work responsibilities involve working the headquarter office will start a split shift reporting to the headquarters office.

Starting March 30th schedules are as follows.

Team A will report to the office on Monday and Wednesday from 8:00 a.m. until 5:00 p.m.

- Beach
- Coffey
- Connors

Team B will report to the office on Tuesday and Thursday from 8:00 a.m. until 5:00 p.m.

- Leininger
- Light
- Novotny

Team Hoblyn will report to the office for her normal 32 hour a week schedule working from 8:00 am until 5:00 pm.

- Hoblyn

Monday through Thursday - Office staff will be permitted to enter the building at 8:00 am. and must leave at 5:00 pm. NO OFFICE STAFF are to report to the headquarters office on Fridays.

Office staff will need to continue to work remotely to make up the 40 hours per week. If 40 hours of actual work is not performed each week, leave must be used to supplement worked time.

While in the office you must adhere to these three work requirements:

Distancing: Please stay out of each other's cubicles and office spaces. If you have an office, keep your door closed. Use the phone or send emails even if under normal circumstances you would visit in person. When you are in a shared space, maintain a six-foot distance from each other. Please don't use other employees' phones, desks, pens, tools, etc.

Hand Hygiene: Wash your hands or use hand sanitizer frequently throughout the day at the office.
Clear your work area: Take the initiative to clear up after yourself. Your work is your responsibility if cleanliness is a concern wipe down your work area often.

Fieldwork staff: These employees whose primary work responsibilities involve working in the shop or outdoors will start a four 10-hour workday schedule on Monday, March 30th. The work schedule will be Monday through Thursday. Staff will be permitted to enter the building at 7:00 a.m. From 7:00 a.m. until 7:45 a.m. fieldwork staff will perform any clerical work to prepare for the day's work in the field. At 7:45 a.m. field staff must leave the office. Field staff may re-enter the office building at 5:15 p.m. to conclude any paperwork or computer work that may be necessary. This group includes:

Ball
Bush
Geiger
Johnson
Larkin
Northrup
Olsen
Richert
ten Bensel
Yrkoski

Fieldwork staff will be not be permitted to enter the building at 8:00 a.m. - 5:00 p.m.
NO FIELDWORK STAFF are to report to the headquarter office on Fridays.

While out in the field staff must adhere to these two work requirements:

Traveling: No more than one employee may be in a vehicle at a time. Even if your plans are to work at the same location, take multiple vehicles.

Distancing: If you are meeting with a landowner, do not meet in a vehicle or in that person's home or office space. Stay out in the open and stay six feet apart. If a more in-depth conversation needs to happen follow up with a phone call.

Field staff will need to work 40 hours per week. If 40 hours of actual work is not performed each week, leave must be used to supplement worked time.

NRD Field Clerks: Working hours of NRCS offices are dictated by the leadership of NRCS. I have checked with our local DC and was informed that NRCS offices are closed to the public but NRD field clerks are expected to continue to report to their respective NRCS location to work. The above work schedules do not impact field clerks.

All of this could change very quickly, depending on direction from state government or our local health department. It is very important that you stay connected to this office. Monitor your health closely. If you are sick, STAY HOME. Working remotely does not mean **VACATION**. I realize that staying home and not being social is hard for some of us, but traveling the streets, going shopping or visiting friends is not advised and will not be tolerated.

Thanks for your attention to this memo.

Dave

David A. Eigenberg

General Manager

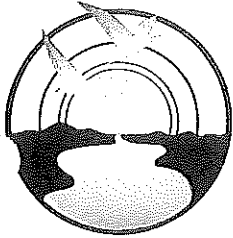
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319 E. 25th Street
York, Nebraska 68467

DATE: April 6, 2020
TO: Executive Committee
FROM: Nancy Brisk, Office Manager
SUBJECT: Summary of March 2020 Investments

MARCH 2020 INVESTMENTS

03/09/2020 CD# 88235 – Recharge Watershed Improvements matured. Cashed and purchased a new certificate of deposit.

CD# 95386 – Recharge Watershed Improvements
Principal: \$139,760.31
Term: 11 Month Jump-Up
Rate: 1.36%

03/10/2020 Cashed CD# 48138 – Recharge Lake Watershed Improvements valued at \$59,683.85 and CD# 48139 – Recharge Lake Watershed Improvements valued at \$80,950.35 and purchased a new certificate of deposit.

CD# 50085 – Recharge Lake Watershed Improvements
Principal \$140,634.20
Term: 13 Month
Rate: 1.798%

03/18/2020 CD# 88462 – Operation & Maintenance matured. Cashed and purchased a new certificate of deposit.

CD# 95507 – Operation & Maintenance
Principal: \$17,151.07
Term: 11 Month Jump-Up
Rate: 1.05%

INVESTMENTS BY ACCOUNT

March 10, 2020

ACCT #	FUND	PROJECT	TERM (months)	INTEREST RATE	PRINCIPLE	CURRENT VALUE	MATURITY DATE
MMA 226506	GENERAL	G.F. Unassigned	1	0.820%	\$678,023.67	\$678,507.57	1-Mar-2020
50073	GENERAL	G.F. Unassigned	12	2.325%	\$ 600,000.00	\$ 611,505.39	5-Jun-2020
90123	SINKING	Oxbow Trail Dev.	14	2.250%	\$ 742,796.08	\$ 759,045.18	12-Jun-2020
87986	SINKING	Kezan Creek	26	2.800%	\$ 204,385.91	\$211,717.39	23-Feb-2021
50085	SINKING	Recharge Watershed Imp.	13	1.798%	\$ 140,634.20	\$ 140,848.96	30-Mar-2021
88235	SINKING	Recharge Watershed Imp.	11	1.360%	\$ 139,760.31	\$ 139,864.46	8-Feb-2021
89020	SINKING	Oxbow Trail Dev.	14	2.250%	\$ 204,896.71	\$ 210,153.04	13-Apr-2020
89104	SINKING	Kezan Creek	14	2.250%	\$ 204,964.07	\$ 210,144.60	19-Apr-2020
90122	SINKING	Recharge Watershed Imp.	14	2.250%	\$ 183,173.30	\$ 187,157.83	15-Jun-2020
47805	SINKING	Seward West Trail	13	2.325%	\$ 79,841.34	\$ 81,776.36	18-Apr-2020
89101	SINKING	Seward West Trail	14	2.250%	\$ 75,000.00	\$ 76,924.02	13-Apr-2020
87987	SINKING	Recharge Watershed Imp.	26	2.800%	\$ 72,987.89	\$ 75,606.02	23-Feb-2021
8342	SINKING	O & M	14	2.250%	\$ 78,781.13	\$ 80,529.21	7-Jun-2020
95507	SINKING	O & M	11	1.050%	\$ 17,151.07	\$ 17,155.02	20-Feb-2021
48313	SINKING	O & M	13	2.600%	\$ 146,470.97	\$ 149,837.78	14-Jun-2020
89264	SINKING	Flood Control	14	2.250%	\$ 32,049.90	\$ 32,845.83	26-Apr-2020
TOTALS				2.102%	\$ 3,600,916.55	\$ 3,663,618.64	

INVESTMENTS BY FUND

FUND	TOTAL
GENERAL	\$ 1,290,012.96
SINKING	\$ 2,373,605.68
TOTAL	\$ 3,663,618.64

INVESTMENTS BY PROJECT

PROJECT	TOTAL
G.F. Unassigned	1,290,012.96
Oxbow Trail Dev.	969,198.22
Recharge Watershed Imp	543,477.27
Kezan Creek	421,861.99
Seward West Trail	158,700.38
Flood Control	32,845.83
O & M	247,522.01
TOTAL	3,663,618.64

DEPOSITS BY BANK

CORNERSTONE Investments	\$ 2,679,650.15
Checking	\$ 789,898.34
Total	\$ 3,469,548.49
FDIC SECURITIES	\$ 250,000.00
Total	\$ 3,804,454.89
Cornerstone Surplus Securities	\$ 334,906.40
YORK STATE Investments	\$ 983,968.49
Total	\$ 983,968.49
FDIC SECURITIES	\$ 250,000.00
Total	\$ 1,226,788.36
York State Surplus Securities	\$ 242,819.87
Total Deposits - All Banks	\$ 4,453,516.98
Total Securities - All Banks	\$ 5,031,243.25