

# SEND D

Southeast Nebraska Development District

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**TO:** SENDD Board of Directors  
**FROM:** Craig Eberle, Interim Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** January 15, 2017

## MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, JANUARY 19, 2017. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the COUNTRY INN & SUITES AT 5353 No. 27<sup>th</sup> St. in Lincoln. We will be in the Omaha Room, with parking to the south of the building at the lower level-east conference room. Wifi access will be available.**

The business meeting is scheduled to begin at **approximately 7:00 p.m.** A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521. The SENDD Board of Directors reserves the right to go into executive session in accordance with Section 84-1410.

### Note to Board of Directors

Providing you have a conflict with this meeting date and will be unable to attend, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

## BUSINESS MEETING

### I. **CALL TO ORDER (Approximately 7:00 P.M.)**

- A. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the **Open Meetings Act** is posted in the meeting room and is available for viewing by the public.
- B. **Roll Call:** Taken by registration of members in attendance with introduction of all members.
- C. **Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

**Introductions and Welcome:** Introductions and welcome to newly appointed county representatives to the SENDD Board of Directors.

**SENDD Officer Position – Secretary:** Tim McDermott, former Saline County Commissioner, is coming off of the SENDD Board of Directors. Consideration of nominations to replace Tim McDermott as Secretary of the SENDD Board of Directors. **Formal action is requested.**

**SENDD Executive Committee Position:** Tim McDermott, as Secretary, also filled a spot on the SENDD Executive Committee. Consideration of nominations to fill this vacancy on the SENDD Executive Committee.

### II. **MINUTES**

- A. **Minutes of the December 8, 2016 SENDD Executive Committee Meeting and December 27, 2016 Special SENDD Board Meeting** are enclosed with this notice/agenda. **Approval of the December 8, 2016 SENDD Executive Committee and December 27, 2016 Special SENDD Board meeting minutes will be sought.**

### III. AGENDA ADJUSTMENTS

### IV. FINANCIAL

- A. **Check Registry Report:** The December 2016 Check Registry is prepared and is enclosed with the meeting agenda. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The November 2016 and December 2016 bookkeeping is still being finalized at this time. If available, a copy of the November 2016 and December 2016 revenue/expense reports will be distributed prior to the meeting. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SEND and SEND, Inc. loan programs is enclosed for review. A brief overview of the loan portfolio will be provided.
- D. **Contracts:** The Chair has requested the ability to have a consent vote to authorize the Interim Director to negotiate and enter into final contracts for the following proposed contracts between SEND, organizations and/or communities/counties for services as identified. Formal Action is requested.

**York #16-CD-009 – Comprehensive Development:** CDBG award of \$30,000 for a Phase 1 planning project to conduct a strategic pre-development study for three defined target areas within the community, with a local match of \$15,000, for a total project of \$45,000. SEND contract for an amount not to exceed of \$45,000. This includes \$3,000 for CDBG administration, \$27,000 for planning services, and an additional \$15,000 as local matching funds to assist with phase II development.

**Nebraska City #16-CD-004 – Comprehensive Development:** CDBG award of \$30,000 for a Phase 1 planning project to conduct a strategic pre-development study for a defined area within the community, with a local match of \$15,000, for a total project of \$45,000. SEND contract for an amount not to exceed of \$45,000. This includes \$3,000 for CDBG administration, \$7,500 for planning services, and an additional \$34,500 (\$15,000 local matching funds) as local matching funds to assist barriers with phase II development.

**Fairbury #14-PP-012 – Planning:** CDBG award of \$30,000 for a planning project to conduct a comprehensive corridor street study, with a local match of \$10,500. Total project of \$40,500. SEND contract for CDBG Administration not to exceed an amount of \$3,000.

**Fairbury NAHTF #16-TFHO-36012 – Owner-Occupied Housing Rehabilitation:** Award of \$161,710 of Nebraska Affordable Housing Trust Fund (NAHTF) Program funds to implement an Owner-Occupied Housing Rehabilitation Program with demolition as a support activity. Under this proposed program the city will use \$103,963 NAHP funds to assist at least four (4) income-eligible homeowners within the community, as well as \$19,405 for demolition activities. No local match required. SEND contract for CDBG Administration not to exceed an amount of \$16,171.

**Fairbury NAHTF #16-TFHO-36012 – Owner-Occupied Housing Rehabilitation:** As part of this award to the City, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SEND contract for Housing Management (\$16,171) and Lead Based Paint (\$6,000) for a total not to exceed an amount of \$22,171.

**Deshler OOR #16-HO-36062 – Owner-Occupied Housing Rehabilitation:** CDBG award of \$265,000 to to continue a community-wide, owner-occupied housing program to rehabilitate eight homes. SEND contract for CDBG Administration not to exceed an amount of \$26,500.

**Fairmont OOR #16-HO-36063 – Owner-Occupied Housing Rehabilitation:** CDBG award of \$430,625 to continue a community-wide, owner-occupied housing program to rehabilitate thirteen homes. SENDD contract for CDBG Administration not to exceed an amount of \$43,062.50.

**Fairbury OOR #16-HO-36064 – Owner-Occupied Housing Rehabilitation:** CDBG award of \$331,250 to continue a community-wide, owner-occupied housing program to rehabilitate ten homes. SENDD contract for CDBG Administration not to exceed an amount of \$33,125.

**SET Partners 4 Progress Seed Grant – Fiscal Agent:** The SET plan prepared by the NE Partners for Progress (P4P) group has been approved. The group now can access a \$5,000 seed grant to support project activities over a five month period. SENDD has been approached to be the fiscal agent for the grant. As part of the \$5,000 grant, \$500 would be made available in the budget to reimburse costs for SENDD administration of the grant. Authorization to approve SENDD acting as a fiscal agent for this grant, as well as authorize the SENDD Interim Director to sign any agreements.

**Letter of Agreement for Professional Services – Extension:** In October 2016 SENDD entered into a contract for CDBG grant administration consulting/professional services with Olsson Associates, Inc. This contract had an end date of December 31, 2016. The Executive Director is requesting approval to enter into an extension of this agreement until March 31, 2016. The total contract amount will remain the same at \$7,000.

**Plattsmouth #16-CIS-004 – Extension of CDBG Administration Contract:** SENDD is currently administering this CDBG project under a \$15,000 administration contract with the City of Plattsmouth. An amendment of the grant agreement was approved by the Nebraska Department of Economic Development (DED), extending the agreement from November 1, 2016 to February 1, 2017. This is to allow more time to close out the project. The Executive Director is requesting approval to enter into the enclosed amendment with the City of Plattsmouth on the CDBG administration contract to extend the time of performance to February 1, 2017.

**V. OLD BUSINESS**

- A. **Humboldt Lease:** Update on the status of the proposed lease of a new office space for the SENDD-Humboldt office.

**VI. NEW BUSINESS**

- A. **Public Comment – 2017 Nebraska Affordable Housing Act Qualified Allocation Plan (QAP):** SENDD staff drafted and submitted the enclosed letter of public comment for the NAHTF Qualified Action Plan.

**VII. STAFF REPORTS AND REMINDERS**

- A. **Newsletter:** December 2016 Newsletter has recently been distributed. A copy of the newsletter is enclosed with the meeting packet.
- B. **Southeast Nebraska Resource Network Meeting (SERN):** The first quarterly meeting in 2017 will be held in Nebraska City. Date is still to be determined.
- C. **SENDD Membership and Housing Dues Requests FY 2016-2017:** Staff report on status of membership and housing dues requests to SENDD counties and communities for FY 2016-2017.
- D. **Nebraska Business Credit Collaborative Meeting:** The last meeting was held on Friday, December 16<sup>th</sup> at the Federal Reserve Bank in Omaha. SENDD staff will provide a brief report.

- E. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** The last meeting was held on January 6, 2017 in Auburn. SENDD staff will provide a brief report on the meeting.
- F. **Nebraska Regional Officials Council (NROC) Update:** The SENDD Interim Director attended the most recent meeting held in Kearney on December 14, 2016. The Interim Director will provide an update on topics, including state funding for development districts.
- G. **Future SENDD Board Meetings:** The next SENDD Executive Committee meeting is scheduled for February 16, 2017. The next Full SENDD Board meeting is scheduled for March 16, 2017.
- H. **Executive Director Position:** Update regarding the SENDD Executive Director position.

VIII. **ADJOURNMENT**