

SEND D

Southeast Nebraska Development District

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TO: SENDD Board of Directors
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: January 14, 2016

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, JANUARY 21, 2016. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be held at the Nebraska Educational Television (NET) Boardroom at 1800 No. 33rd St. in Lincoln. NOTE: Change to the location for this meeting. A map is attached.** We will have the meal catered to the room. Parking will be to the south of the building.

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, 2631 "O" St.

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.

- **Dinner Buffet starts at 6:30 PM at NET Boardroom**
- **SEND D Staff Presentation of Activities**

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.) There are currently two vacant positions on the Full SENDD Board of Directors. SENDD staff have been reaching out to potential partners to serve on the SENDD Board. **Formal action may be requested to accept any nominations of individuals who have been identified to fill one or both of the vacant Full SENDD Board Member positions.**

II. MINUTES

- A.** Minutes of the December 17, 2015 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **Approval by the SENDD Executive Committee of the December 17, 2015 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

None

IV. FINANCIAL

- A. **Check Registry:** A copy of the December 2015 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** A copy of the December 2015 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **SENDD/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SENDD and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- D. **Contracts:** A number of projects have recently been announced for award of funding through the Nebraska Department of Economic Development (NDED). **The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SENDD and the communities for CDBG and/or NAHTF Administration services. Formal Action is requested.**

Roca – Comprehensive Planning: CDBG award of \$24,500 for updating the community Comprehensive Plan. Although neither Lancaster County, nor Roca, are dues paying members, as part of outreach to gather support for that future membership, the Executive Director has responded to a “Request For Proposals” for CDBG Administrative services. A copy of the proposal is enclosed with the meeting notice. The SENDD Board has previously approved contract services for Lancaster County and the Village of Firth under this same arrangement. SENDD contract for CDBG Administration not to exceed an amount of \$1,600. **Request authorization to negotiate and enter into a final contract.**

Brownville – Downtown Revitalization – Phase I Planning: CDBG award of \$31,000 for a Downtown Revitalization Program- Phase I Planning. Nemaha County is a long term dues paying member of SENDD. The Village of Brownville has not paid dues for several years, however, the Village recently voted to become full members with payment of three years dues. As a full dues-paying member, SENDD can negotiate directly for CDBG contracts. SENDD contract for CDBG Administration not to exceed an amount of \$2,100. **Request authorization to negotiate and enter into a final contract.**

- E. **Proposed SENDD FY 2015-2016 Amended Budget:** SENDD staff have been developing a FY 2015-2016 SENDD Amended Budget for review. An amended revenue amendment and FY 2015-2016 amended draft budget has been enclosed with the meeting notice. This SENDD FY 2015-2016 amended budget proposal will be reviewed by the SENDD Executive/Budget Committee prior to the Full SENDD Board meeting, with a recommendation provided prior to the meeting. **A motion to accept the amended budget will be sought.**
- F. **Other Financial:**

V. OLD BUSINESS

- A. **Executive Director Reports:** The Executive Director will report on the status of performance goals and other activities:
- Software review
 - Membership Dues report
 - Office space review
 - LB 318 funding – Draft Rules and Regulations from NDED. Future negotiations and public hearing before acceptance. See enclosed regulations.
 - EDA Peer Review – report of meeting held Dec. 3, 2015 with Power Point presentation. See enclosed copy of Evaluation Report as received from EDA
 - Internet/Telephone Bundle

- Staffing – We have received a resignation letter from Lisa Beethe at the Humboldt office. Enclosed is her notice. Her last day of employment will be February 5, 2016, with attendance at the SET meeting in Brownville. Enclosed with the meeting agenda is a copy of our advertisement for a staff position at the Humboldt office, with an attempt to fill that spot by February 16, 2016.

VI. NEW BUSINESS

- A. **SEND, Inc. Rural Microentrepreneurship Assistance Program (RMAP) Loan Project:** A loan was recently approved by the SEND/SEND, Inc. Loan Committee on 12-18-15 for a bar and grill acquisition project in Utica, NE. According to the SENDD/SEND, Inc. Revolving Loan Fund Plan, details on the loan application are to be provided to the SEND, Inc. Board of Directors during scheduled meetings. A brief loan summary of the project has been enclosed with the meeting agenda.

VII. STAFF REPORTS AND REMINDERS

- A. **SEND 2014-2015 Performance Report:** Staff will provide an update on the status on the SEND 2014-2015 Performance Report.
- B. **Southeast Nebraska Partners for Progress (SEP4P) – SET Program/Priorities Setting Forum:** A meeting was held on January 4, 2016 in Falls City. Next meeting is scheduled for February 5, 2016 at the Riverboat in Brownville, with a tentative time of 10:00 AM to 4:00 PM. This meeting should complete the planning process; identifying final goals/objectives/action items for a final report.
- C. **SERN Meeting – February 18, 2016:** The next Southeast Nebraska Resource Network (SERN) meeting is scheduled for February 18, 2016 in Plattsmouth. Attached is a copy of the tentative agenda for that meeting.
- D. **MINK Meeting:** A MINK meeting was held on December 3, 2015 in Hiawatha, KS. The next MINK meeting is tentatively scheduled for early March, 2016 at Marysville or St. Joseph, MO.
- E. **Future SENDD Board Meetings:** The next SENDD Executive Committee meeting is scheduled for February 18, 2016. The next Full SENDD Board meeting is scheduled for March 17, 2016 (Theme of St. Patrick's Day).

VIII. ADJOURNMENT