



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: June 11, 2015

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for Thursday, JUNE 18, 2015. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the HY-VEE Store at about 84th and Holdrege St. (1601 No. 84th St.) in Lincoln. We will have the Conference Room in the upstairs level. We will have the meal catered up to the room.**

The business meeting, also to be held at the Conference Room at the HY-VEE Store, 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.

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 at the SENDD Office 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.) Distributed with the SENDD Board meeting packet is a report listing SENDD Board membership updates. This report identifies the non-elected members and their terms of membership. These include non-government representatives from private sector and stakeholder organizations, as well as at-large representatives. The initial elections were identified for 1-year, 2-year and 3-year staggered terms by "lot", in order to meet the conditions of the new by-laws which identified three year terms for representatives. Two SENDD Board members are up for nomination for a new three year term (to expire June 30, 2018). The other two SENDD Board member positions up for a new three year term are currently vacant at this time. The two Board Members that are up for nomination for a new three year term are as follows:

Stephanie Shrader, Nebraska City Area Economic Development Corporation (NCAEDC)
Cheryl Brandenburgh, Black Hills Energy (BHE)

Request for appointment of Stephanie Shrader and Cheryl Brandenburgh to serve as non-elected members for a new three year term on the SENDD Board of Directors (to expire June 30, 2018). **Formal action is requested.**

Appointment to fill open vacant positions on the SENDD Board of Directors. **Formal action is requested.**

II. MINUTES

- A. Minutes of the March 19, 2015 Full SENDD Board Meeting, April 16, 2015 SENDD Executive Committee Meeting and May 28, 2015 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **A motion for acceptance of the March 19, 2015 Full SENDD Board meeting minutes and April 16, 2015 as approved by the Executive Committee will be sought. Approval of the May 28, 2015 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry:** A copy of the May 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 May 2015 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Elmwood Nuisance Abatement Special Services:** After presentation of the SENDD Nuisance Abatement Program, the Village of Elmwood requested a contract to provide Nuisance Abatement services. The SENDD proposal identifies a limited area of the community for the program. The final contract has been executed by the Village and the Executive Director in an amount of \$6,195.13. The Executive Director is requesting retroactive approval of the final contract for these services. **Formal Action is requested.**
- D. **Bruning Nuisance Abatement Special Services:** After presentation of the SENDD Nuisance Abatement Program, the Village of Bruning requested a contract to provide Nuisance Abatement services. The SENDD proposal identifies a limited area of the community for the program as an initial project. SENDD has proposed a special services contract in the amount of \$7,000 with the Village to provide Nuisance Abatement services. The Executive Director is requesting approval of negotiating and entering into a final contract for these services. **Formal Action is requested.**
- E. **City of Wilber/Public Housing Authority Special Services:** Staff have been requested to assist the Wilber Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Wilber and the PHA have executed a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD proposed a special services contract with the City of Wilber for those services, and we will use the CDBG format for the ERR. The City and SENDD have executed a contract for ERR Special Services in the amount not to exceed of \$3,500. The Executive Director is requesting retroactive approval of this contract for ERR Special Services with the City. **Formal Action is requested.**
- F. **City of Fairbury/Public Housing Authority Special Services:** Staff have been requested to assist the Fairbury Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Fairbury and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Fairbury for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**
- G. **City of Pawnee City/Public Housing Authority Special Services:** Staff have been requested to assist the Pawnee City Public Housing Authority is preparing an Environmental Review Record

(ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Pawnee City and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Pawnee City for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**

H. City of Syracuse/Public Housing Authority Special Services: Staff have been requested to assist the Syracuse Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Syracuse and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Syracuse for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**

I. Village of Gresham/Public Housing Authority Special Services: Staff have been requested to assist the Gresham Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The Village of Gresham and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the Village to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the Village of Gresham for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the Village in the amount not to exceed \$3,500. **Formal Action is requested.**

J. Recommendation from Budget Committee for SENDD Budget 2015-2016: Members of the SENDD Executive/Budget Committee met on May 28, 2015 (Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2015-2016. A review of the Budget Committee's report documents (enclosed in the meeting packet) will be undertaken as follows:

1. Review of Projected SENDD FY 2015-2016 Revenue Projections
2. Review of SENDD FY 2015-2016 Recommended Budget and Budget Comparisons

Following discussion, the Chair will seek the following motions:

FY 2015-2016 Budget: Motion adopting FY 2015-2016 Budget. **Formal Action is requested.**

V. OLD BUSINESS

A. SENDD Personnel Policies/Travel Policies Implementation: The Executive Director will provide an update on the implementation of changes approved to the SENDD Personnel Policies and Procedures and SENDD Travel Policies. These changes were approved at the March 19, 2015 Full SENDD Board meeting, with an effective date of July 1, 2015.

VI. NEW BUSINESS

A. Election of SENDD FY 2015-2016 Officers: During its meeting held on May 28, 2015, members of the SENDD Executive/Nominating Committee (Executive Committee served as the Nominating Committee) developed a slate of nominees to serve as officers during the 2015-2016 SENDD Fiscal Year. The slate of nominees that were agreed upon by the SENDD Executive Committee are as follows:

Chair: Lisa Hurley, York County Development Corporation (YCDC)
Vice Chair: Kurt Bulgrin, York County
Secretary: Tim McDermott, Saline County
Treasurer: Cheryl Brandenburgh, Black Hills Energy (BHE)

The Chair will also seek nominations from the floor. Following the close of nominations, the Chair will seek a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the Nominating Committee. **Formal Action is requested.**

An expanded SENDD Executive Committee includes the four SENDD officers and three other appointed members. There is a need to fill the three at-large positions on the SENDD Executive Committee. There are some existing Full SENDD Board members that have expressed interest in serving on the SENDD Executive Committee. The Chair will seek to appoint three members to the SENDD Executive Committee with approval from the full SENDD Board. **Formal Action is requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter/Annual Performance Report FY 2014-2015:** Update on status of SENDD Annual Performance Report for FY 2014-2015.
- B. **Southeast Nebraska Resource Network Meeting (SERN):** Agenda distributed for the next quarterly SERN meeting. This meeting is to be held on June 24, 2015 at the Grand Weaver Hotel in Falls City, NE.
- C. **SENDD Membership Dues Requests FY 2015-2016:** Staff report on status of membership dues requests to SENDD counties and communities for FY 2015-2016.
- D. **MINK Coalition Meeting:** The next MINK Coalition Meeting is scheduled for June 19, 2015 in Red Oak, IA.
- E. **Future Full SENDD Board and SENDD Executive Committee Meetings:** SENDD staff prepared a proposed schedule of meetings for Fiscal Year 2015-2016 as attached for review.

VIII. ADJOURNMENT