

SEND D

Southeast Nebraska Development District

www.sendd.org

MAIN OFFICE
2631 "O" Street, Lincoln, NE 68510
Office: 402-475-2560
Fax: 402-475-2794
dtaladay@sendd.org

HUMBOLDT OFFICE
PO Box 308, Humboldt, NE 68376
Office: 402-862-2201
senddlisa@windstream.net

TO: SENDD Board of Directors
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: March 12, 2015

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, MARCH 19, 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 Club Room in the upstairs level. We will have the Fried Chicken/Roasted Chicken Dinner catered up to the room.

The business meeting, also to be held at the Club Room at the 2nd floor of 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.)

II. MINUTES

- A.** Minutes of the January 15, 2015 Full SENDD Board Meeting and February 19, 2015 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **A motion for acceptance of the January 15, 2015 Full SENDD Board meeting minutes as approved by the Executive Committee will be sought. Approval of the February 19, 2015 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

None

IV. FINANCIAL

- A.** **Check Registry:** A copy of the February 2015 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

B. **Revenue/Expense Report:** The February 2015 bookkeeping is still being finalized at this time. It is anticipated that a copy of the February 2015 revenue/expense report will be distributed prior to the meeting. **A motion to accept the reports as presented and/or amended will be sought.**

C. **City of Nebraska City/Public Housing Authority Special Services:** Staff have been requested to assist the Nebraska City Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The 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 Nebraska City for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval to negotiate and enter into a final contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**

D. **SEND D Membership Dues for Counties and Municipalities:** Membership dues were last adjusted for fiscal year 2009-2010, based upon Year 2000 Census populations for counties and municipalities in the 15 county District. For fiscal year 2013-2014, the rate of dues assessment rate remained the same as previous, as adjusted for 2010 Census populations. As we look forward to the budget for fiscal year 2015-2016, the Executive Director is recommending that the assessment rates remain the same based upon those 2010 populations. The membership dues received in the last five years have been approximately 20-22 percent of the total SENDD budget. A copy of the SENDD membership dues received for 2014-2015 is attached. **Formal action is requested.**

E. **Other Financial:**

V. **OLD BUSINESS**

A. **SEND D Personnel Policies Committee:** The SENDD Personnel Policies Committee held a final meeting by telephone conference on March 5, 2015. At this meeting the Personnel Policies Committee finalized proposed draft changes to the SENDD Personnel Policies and Travel Policies. Enclosed with the meeting agenda is a summary of the proposed changes to the SENDD Personnel Policies and Procedures Manual and SENDD Travel Policies, as well as copies of the existing policies with proposed markup. The SENDD Personnel Policies Committee will present these proposed changes for review and discussion/consideration by the SENDD Board of Directors. **Formal Action may be requested.**

B. **SEND D Budget Committee:** Further consideration will be requested on the SENDD FY 2014-2015 Amended Budget as presented at the January 15, 2015 Board meeting. Consideration of any recommendations as presented at the meeting by the SENDD Executive Committee/Budget Committee. Enclosed with the meeting agenda is a copy of the SENDD FY 2014-2015 Amended Budget as distributed in January. **Formal action may be requested.**

VI. **NEW BUSINESS**

A. **EDA – Invitation to Submit Application for Fiscal Year 2015-2016:** SENDD has recently received an invitation from the Economic Development Administration for a Partnership Planning Program grant for fiscal year 2015-2016. A copy of the e-mail is enclosed with the meeting agenda. We will soon be completing the second year planning project, under a three year program, as of June 30, 2015. This new application is for a 3rd year funding. This award includes a \$61,000 grant with a local match at 50% (\$61,000) for a total project of \$122,000. The application documents are due on March 27, 2015. The Executive Director is requesting approval of submitting an application and authorization for the Chair and/or Executive Director to sign all necessary documents. **Formal Action is requested.**

- B. SENDD/SEND, Inc. Revolving Loan Fund Program Guidelines and Procedures:** SENDD has a Loan Program Plan in place for its existing loan programs (IRP-RLF and RBEG-RLF). As part of the SEND, Inc. USDA-RD RMAP RLF application, the existing SENDD IRP and RBEG loan policies and procedures were submitted with the indication that similar loan policies and procedures would be utilized by SEND, Inc. and their loan programs. In order to maintain familiarity with loan programs offered in the SENDD District, one uniform plan incorporating all loan programs would be preferred. SENDD staff have developed a revised Revolving Loan Fund Program Plan for both SENDD and SEND, Inc.'s loan programs. A draft RLF plan is included with this meeting notice for review by the SENDD Board of Directors. Discussion and input on the RLF plan is requested. **Formal action may be requested.**

VII. STAFF REPORTS AND REMINDERS

- A. Newsletter:** March 2015 Newsletter has been distributed

B. Executive Director Activities:

- LB-318: Dave Taladay provided testimony to the Appropriations Committee of the State Legislature on March 11, 2015 in support of LB-318, which proposes funding for each of the Districts in the State. See attached letter of testimony.
- My Town-Lancaster County: Dave Taladay has been invited to present information on SENDD and connections to State and Federal programs at a workshop for Lancaster County communities on March 20, 2015. The program is sponsored by the Citizens Institute on Rural Design (CIRD), Lancaster County Planning Commission and other agencies and foundations. Dave has also scheduled a meeting with Roma Amundson, Chair of the Lancaster County Board, for a starting dialogue on membership for Lancaster County and communities in SENDD.

- C. SERN Meeting – March 12, 2015:** Southeast Nebraska Resource Network (SERN) meeting is scheduled for March 12, 2015 at the Southeast Community College in Milford.

- D. Future SENDD Board Meetings:** The next SENDD Executive Committee meetings are scheduled for April 16, 2015 and May 28, 2015. The next Full SENDD Board meeting is scheduled for June 18, 2015. See attached schedule of meetings for 2014-2015.

VIII. ADJOURNMENT