

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: June 12, 2014

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for Thursday, JUNE 19, 2014. 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 Fried Chicken/Rotisserie Chicken Dinner 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. Four SENDD Board members are up for nomination for a new three year term (to expire June 30, 2017). The following Board Members have agreed to serve for a new three year term:

Jeff Reynolds, Rural Enterprise Assistance Project (REAP)
Lowell Daisley, At Large Representative
Jerry Divis, Divis Planning Services

Request for appointment of Jeff Reynolds, Lowell Daisley and Jerry Divis to serve as non-elected members for a new three year term on the SENDD Board of Directors (to expire June 30, 2017). **Formal action is requested.**

Mark Kolterman Senior Agent with the Principal Financial Group in Seward is resigning from the SENDD Board of Directors as of the June meeting. Pat Coldiron – Owner of Liberty House Bed and Breakfast in Seward has been contacted to take the position of Mark Kolterman on the SENDD Board of Directors. Ms. Coldiron has been involved in Economic Development for many years as the Executive Director of the Chamber of Commerce in Seward. She is now proprietor of the Liberty House Bed and Breakfast in Seward. Request for appointment of Pat Coldiron to serve as a non-elected member on the SENDD Board of Directors for a three year term (to expire June 30, 2017). **Formal action is requested.**

II. MINUTES

- A. Minutes of the March 20, 2014 Full SENDD Board Meeting, April 17, 2014 and May 29, 2014 Executive Committee Meeting are enclosed with this notice/agenda. **A motion for approval of the Full SENDD Board minutes and acceptance of the SENDD Executive Committee minutes as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

None

IV. FINANCIAL

- A. **Check Registry:** A copy of the May 2014 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 2014 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Falls City CDBG 14-DTR-006 Administration:** SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for Falls City. CDBG funds were recently awarded to the City for an amount of \$6,500. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$1,500, for CDBG Administration activities. **Formal Action is requested.**
- D. **Auburn CDBG 14-DTR-007 Administration:** SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for City of Auburn. CDBG funds were recently awarded to the City for an amount of \$6,500. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$1,500, for CDBG Administration activities. **Formal Action is requested.**
- E. **Plattsmouth CDBG 14-DTR-001 Administration:** SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for City of Plattsmouth. CDBG funds were recently awarded to the City in the amount of \$20,250. The Executive Director requests authorization to negotiate and enter into a contract not to exceed \$4,000 for CDBG Administration activities. **Formal Action is requested.**
- F. **Geneva CDBG 14-DTR-005 Administration:** SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for the City of Geneva. CDBG funds were recently awarded to the City in the amount of \$5,350. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$350, for CDBG Administration activities. **Formal Action is requested.**

- G. Nebraska City CDBG 14-CIS-1 ? Administration:** SENDD staff assisted the City in development and submittal of an application to the Comprehensive Investment Strategy program for a Phase II, Infrastructure project. If CDBG funds are awarded to the City, the Executive Director requests authorization to negotiate and enter into a contract not to exceed \$11,225 for CDBG Administration activities. **Formal Action is requested.**
- H. Plattsmouth CDBG 14-CIS-1 ? Administration:** SENDD staff assisted the City in development and submittal of an application to the Comprehensive Investment Strategy program for a Phase II, Infrastructure project. If CDBG funds are awarded to the City, the Executive Director requests authorization to negotiate and enter into a contract not to exceed \$20,000 for CDBG Administration activities. **Formal Action is requested.**
- I. Henderson Cooperative Telephone Company d/b/a Mainstay Communications – USDA-RD REDLG Administration:** The Henderson Cooperative Telephone Company d/b/a Mainstay Communications has previously received two separate grants from USDA-RD through the Rural Economic Development Loan and Grant (REDLG) program. These grants have established two separate revolving loan funds through repayment of initial REDLG ultimate recipient loans. Henderson Cooperative Telephone Company d/b/a Mainstay Communications has requested a proposal for SENDD to assist in Administration of the USDA-RD REDLG RLF. SENDD had proposed an annually renewing special services contract, with a maximum, not to exceed amount of \$5,000. The Henderson Cooperative Telephone Company d/b/a Mainstay Communications Board has recently approved/signed our contract, with the SENDD Executive Director also signing this contract. The Executive Director is requesting retroactive approval in executing this contract with Henderson Cooperative Telephone Company d/b/a Mainstay Communications. **Formal Action is requested.**
- J. Recommendation from Budget Committee for SENDD Budget 2014-2015:** Members of the SENDD Executive/Budget Committee met on May 29, 2014 (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. 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 Revenue Projections
 2. Review of SENDD Annual Wage Worksheet and Incremental Wage Increases
 3. Review of SENDD Staff Salary History with Historical Wage Increases
 4. Review of SENDD FY 2015 Recommended Budget and Budget Comparisons

Following discussion, the Chair will seek the following motions:

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

V. OLD BUSINESS

- A. Personnel Policies:** Spreadsheet enclosed with the meeting packet that includes comparisons to other Development Districts personnel policies for annual leave, vacation, PTO and flex time policies. Districts have differences in policies. Information as requested for further review by the SENDD Board.
- B. Equipment Upgrades:** Review of proposed upgrades in equipment and software.

VI. NEW BUSINESS

- A. Election of SENDD FY 2015 Officers:** During its meeting held on May 29, 2014, 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 SENDD Fiscal Year. That slate of officers will be presented during the full SENDD Board meeting. 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 has included the four SENDD officers and three other appointed members. The Chair may appoint the three members with approval from the full SENDD Board. **Formal Action is requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Annual Report:** SENDD Annual Performance Report – through FY 2014
- B. **NADO Training Conference Aug. 23-26:** Up to 2 SENDD staff members anticipate attending the National Association of Development Organizations (NADO) Training conference in Denver, CO during Aug. 23-26. Registration fees and expenses are included in the 2014-2015 SENDD Recommended Budget. Early bird registration is due before July 25.
- C. **CDBG Administrators Recertification Training:** Five SENDD staff members are registered to attend CDBG “Recertification” training for CDBG Certified Administrators June 23-26; Dave Taladay, Craig Eberle, Ben Volz, Jim Warrelmann and Brian Bashore. Recertification is required every 4 years for CDBG Administrators.
- D. **SEND Membership Dues 2014-2015:** Staff report on status of dues requests sent out to SENDD counties. Dues requests for communities will be distributed by the end of June.
- E. **SEND, Inc. – Status and NDED 2014 Revised Annual Action Plan (AAP):** Update on SEND, Inc. Non Profit Development Organization (NDO) and revised NDED 2014 Annual Action Plan language regarding CDBG Program Income Reuse.
- F. **MINK Coalition Meeting:** MINK meeting was scheduled for Thursday, June 12 at 10 a.m. at the Wabash Winery, 800 W. Ferguson Road, Shenandoah, IA (Highway 48). Invited tourism directors from each of the four state tourism organizations.
- G. **Future SENDD Board and Executive Committee Meetings:** SENDD staff prepared a proposed schedule of meetings for Fiscal Year 2015 as attached for review.

VIII. ADJOURNMENT