

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD –Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: November 8, 2012

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, November 15, 2012. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting, with Staff present at the Lincoln office, is scheduled to begin at approximately 6:30 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 Executive Committee

Bob Mueller, Leroy Hanson, Mary Koci, Gus Brown, Bill Wenz, Marvin Yost, Steve Lade

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

MEETING AGENDA

For those calling in for the Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... 1-866-539-8224
- At prompt, enter the "conference code".... 3706231711 and follow any directions.

I. CALL TO ORDER

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

II. MINUTES

A. Minutes of the October 18, 2012 Executive Committee meeting are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

A. **Check Registry:** A copy of the October 2012 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

B. Revenue/Expense Report: A copy of the October 2012 revenue/expense report is not enclosed but will be made available prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**

C. Stella- CDBG #12-HO-6041: Contracts for Housing Rehabilitation Program

SENDD staff assisted the Village of Stella in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$128,496 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 4-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the Village of Stella for the following activities:

- General CDBG Administration in the amount not to exceed \$10,012.
- Housing Rehabilitation Management in the amount not to exceed \$12,488.
- Lead Testing in the amount not to exceed \$6,500.

Formal Action is requested

D. Peru- CDBG #12-HO-6042: Contracts for Housing Rehabilitation Program

SENDD staff assisted the City of Peru in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$224,868 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 7-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Peru for the following activities:

- General CDBG Administration in the amount not to exceed \$17,521.
- Housing Rehabilitation Management in the amount not to exceed \$21,854.
- Lead Testing in the amount not to exceed \$10,500.

Formal Action is requested

E. Auburn- CDBG #12-HO-6044: Contracts for Housing Rehabilitation Program

SENDD staff assisted the City of Auburn in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$224,868 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 7-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Auburn for the following activities:

- General CDBG Administration in the amount not to exceed \$17,521.
- Housing Rehabilitation Management in the amount not to exceed \$21,854.
- Lead Testing in the amount not to exceed \$10,500.

Formal Action is requested

F. Plattsmouth- CDBG #12-HO-6046: Contracts for Housing Rehabilitation Program

SENDD staff assisted the City of Plattsmouth in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$224,868 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 7-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Plattsmouth for the following activities:

- General CDBG Administration in the amount not to exceed \$17,521.
- Housing Rehabilitation Management in the amount not to exceed \$21,854.
- Lead Testing in the amount not to exceed \$10,500.

Formal Action is requested

G. Ashland- CDBG #12-HO-6045: Contracts for Housing Rehabilitation Program

SEND D staff assisted the City of Ashland in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$256,992 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 8-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Ashland for the following activities:

- General CDBG Administration in the amount not to exceed \$20,024.
- Housing Rehabilitation Management in the amount not to exceed \$24,976.
- Lead Testing in the amount not to exceed \$12,000

Formal Action is requested

H. Fairbury- CDBG #12-HO-6039: Contracts for Housing Rehabilitation Program

SEND D staff assisted the City of Fairbury in development and submittal of an application to the 2012 Nebraska Affordable Housing Program (NAHP) for an Owner-Occupied Housing Rehabilitation program. That program was approved for negotiations with the Nebraska Department of Economic Development (NDED), since awards for total program costs were reduced for all applications received in the state. A negotiated award for \$256,992 in CDBG funding has been approved for the project, with a target to complete assistance to a minimum of 8-income eligible households. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Fairbury for the following activities:

- General CDBG Administration in the amount not to exceed \$20,024.
- Housing Rehabilitation Management in the amount not to exceed \$24,976.
- Lead Testing in the amount not to exceed \$12,000.

Formal Action is requested

I. Other Financial:

V. OLD BUSINESS

A. Other Old Business:

VI. NEW BUSINESS

A. Review/Approve SEND D Accounting Policies and Procedures Manual: Several years ago, with the assistance of Dana Cole, CPA (who were the SEND D auditors at that time), a sample "Accounting Policies and Procedures Manual" was developed. This template was not completed and there has been only the process as created by the previous Executive Director and the existing Fiscal Manager for accounting policies and procedures. With the assistance of the Fiscal Manager/Bookkeeper and Fiscal Officer/Loan officer, we have proposed a final "Accounting Policies and Procedures Manual" for SEND D. We are requesting review of the manual and constructive critique from Board members. **Formal Action is requested.**

B. Joint Land Use Study (JLUS): The Office of Economic Adjustment (OEA) of the Dept of Defense contacted SEND D recently concerning a proposal for the development of a Joint Land Use Study (JLUS) for the National Guard Camp Ashland in Saunders County (there is also a parcel of the Camp in Sarpy County across the Platte River). Attached are two documents; one is a general information piece on the JLUS process and the other is a "background" document about the Camp Ashland Training Site. The Executive Director will request action from the Board concerning the use of staff time in pursuit of a final proposal. **Formal action is requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Membership Dues**: Report on the receipt of Annual Membership dues and volunteer housing dues.
- B. **Newsletter**: November 2012.
- C. **MINK Meeting on November 1, 2012**: Staff member Kevin Burnison attended this meeting. MINK representatives developed a set of By-Laws for a 501(c) (6) corporation. Another meeting of MINK representatives is scheduled for December 6, 2012 to continue that process.
- D. **Next SENDD Meeting**: The next meeting for the Full SENDD Board has been scheduled for Dec. 20, 2012. Request for review by the Executive Committee to reschedule for a Dec. 13, 2012 date or for the scheduled Executive Committee meeting date of Jan.17, 2012. Last year the Board approved moving that scheduled meeting to the January meeting date.
- E. **2013 Annual Action Plan- NDED**: Staff attended the presentation of the 2013 Annual Action Plan by the Nebraska Department of Economic Development (NDED), which proposes priorities and uses of CDBG, HOME and NAHTF funding for 2013. Staff will review concerns and issues identified from, and after, that meeting.

VIII. ADJOURNMENT