

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE NOVEMBER 15, 2012 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was called to order by SENDD Chair Robert Mueller at approximately 6:33 P.M. at the SENDD – Lincoln office. This meeting was conducted via telephone conference. Items of SENDD business were as follows:

**I. ROLL CALL**

A. Roll call: Roll call was taken by roll call voice registration which showed the following 6 Executive Committee members present: Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, Saline Co.; Marvin Yost, Jefferson Co.; and Gus Brown, York (at large representative).

Staff members present were Dave Taladay and Craig Eberle, Lincoln

Executive Committee members absent (1) include: Marvin Yost, Jefferson Co.

**II. MINUTES**

Minutes of the October 18, 2012 Full SENDD Board meeting were included in the meeting packet that was sent out to the Executive Committee. Chair Mueller asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. Eberle stated that on page two under Agenda Item C.: Special Services Contract with City of Plattsmouth a correction needed to be made. On the previously distributed meeting minutes, in paragraph two of Agenda Item C. the sentence "The City of Plattsmouth has entered into a \$10,000 not to exceed contract with the City of Plattsmouth to provide these services" should be corrected to read "The Southeast Nebraska Development District has entered into a \$10,000 not to exceed contract with the City of Plattsmouth to provide these services." With no additional corrections or additions from the Executive Committee, Chair Mueller called for a motion. Moved by Wenz, seconded by Hanson to approve the minutes of the October 18, 2012 Full SENDD Board Meeting, with the above stated correction in paragraph two of Agenda Item C.: Special Services Contract with City of Plattsmouth. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

**III. AGENDA ADJUSTMENTS:**

Taladay presented one agenda adjustment to the SENDD Executive Committee. This agenda adjustment is to be included under the V. Old Business section. The agenda adjustment is to be titled: USDA-RD IRP Loan #2. A copy of the agenda adjustment was distributed to the SENDD Executive Committee members prior to the meeting. A formal motion on this agenda adjustment will be sought. Chair Mueller called for motion. Moved by Koci, seconded by Lade to approve the agenda adjustment as presented. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

**IV. FINANCIAL**

A. Check Registry: A copy of the October 2012 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that check revenues exceeded expenses for the month. This is primarily due to the receipt of membership dues from counties and municipalities during the month of October. With no other discussion on the check registry report, Chair Mueller called for a motion. Moved by Lade, seconded by Brown to approve the October 2012 check registry report as previously distributed. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the October 2012 revenue/expense report was sent out prior to the meeting. Eberle briefed the Executive Committee on the October 2012 revenue/expense report. He stated

that this revenue/expense report represents 1/3 of the SENDD 2012 Fiscal Year. Total revenues exceeded total expenses for the month. Total projected revenues are also high at this time. This is primarily due to SENDD receiving a significant amount of FY 2013 membership dues from member counties and communities during the month of October. SENDD also received their quarterly draw from the EDA planning grant. Eberle indicated that SENDD will begin preparing an amended budget for the remainder of the SENDD fiscal year. It is anticipated that the amended budget will be prepared and made available to the Full SENDD Board prior to their next meeting. That will either be in December 2012 or January 2013, whenever the next Full SENDD Board meeting is scheduled. After a brief discussion by the Executive Committee, Chair Mueller called for a motion. Moved by Koci, seconded by Wenz to approve the October 2012 revenue/expense report as previously distributed. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay briefed the Executive Committee on this project. He stated that each year the State of Nebraska earmarks funds for owner occupied rehab (OOR). In 2009 SENDD had six OOR projects funded, in 2010 SENDD didn't have any projects funded, and in 2011 SENDD had four projects funded. This project was one of six CDBG OOR projects funded in the SENDD district in 2012. Each one of these housing projects includes contracts for general administration, housing rehabilitation management and lead testing. NDED has not yet distributed contracts for these housing projects. These contracts should be out shortly. SENDD-Humboldt staff worked with the Village of Stella on this application. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Brown, seconded by Lade to authorize the Executive Director to negotiate and enter into contracts with the Village of Stella for the following activities: General CDBG Administration contract in the amount not to exceed \$10,012; Housing Rehabilitation Management contract in the amount not to exceed \$12,488; and Lead Testing contract in the amount not to exceed \$6,500. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay provided a brief overview of this project to the Executive Committee. He stated that SENDD-Humboldt staff assisted the City of Peru on this application. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Wenz, seconded by Koci to authorize the Executive Director to negotiate and enter into contracts with the City of Peru for the following activities: General CDBG

Administration contract in the amount not to exceed \$17,521; Housing Rehabilitation Management contract in the amount not to exceed \$21,854; and Lead Testing contract in the amount not to exceed \$10,500. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay briefed the SENDD Executive Committee on this project. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Lade, seconded by Hanson to authorize the Executive Director to negotiate and enter into contracts with the City of Auburn for the following activities: General CDBG Administration contract in the amount not to exceed \$17,521; Housing Rehabilitation Management contract in the amount not to exceed \$21,854; and Lead Testing contract in the amount not to exceed \$10,500. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay briefed the SENDD Executive Committee on this project. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Koci, seconded by Brown to authorize the Executive Director to negotiate and enter into contracts with the City of Plattsmouth for the following activities: General CDBG Administration contract in the amount not to exceed \$17,521; Housing Rehabilitation Management contract in the amount not to exceed \$21,854; and Lead Testing contract in the amount not to exceed \$10,500. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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

Taladay briefed the SENDD Executive Committee on this project. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Hanson, seconded by Lade to authorize the Executive Director to negotiate and enter into contracts with the City of Ashland for the following activities: General CDBG Administration contract in the amount not to exceed \$20,024; Housing Rehabilitation Management contract in the amount not to exceed \$24,976; and Lead Testing contract in the amount not to exceed \$12,000. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

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

Taladay briefed the SENDD Executive Committee on this project. After a brief discussion by the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Wenz, seconded by Koci to authorize the Executive Director to negotiate and enter into contracts with the City of Fairbury for the following activities: General CDBG Administration contract in the amount not to exceed \$20,024; Housing Rehabilitation Management contract in the amount not to exceed \$24,976; and Lead Testing contract in the amount not to exceed \$12,000. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

I. Other Financial: Taladay indicated that a housing project has already been approved for SENAHC, as well as down payment assistance projects approved in both Seward County and Thayer County. All of these housing projects will result in approximately \$465,000 of income for SENDD over the next two years. Taladay added that there are not a lot of CDBG funds for public infrastructure projects at this time. The Executive Committee asked how SENDD is set up staffing wise to facilitate all of these housing projects. Taladay stated that many of these projects will likely begin during the spring of 2013. He feels that SENDD should have adequate staff available to handle these projects, even with housing staff member Brian Bashore leaving for Afghanistan next month. Since this discussion was brought up as information only, no formal action was needed by the SENDD Executive Committee on the Other Financial discussion and none taken.

## V. OLD BUSINESS

A. Agenda Adjustment – USDA-RD IRP Loan #2: SENDD has previously been awarded \$223,000 under an Intermediary Relending Program from USDA-Rural Development. This is the second IRP Loan for SENDD. Final Documents from USDA-RD are expected shortly in order to “close” the loan and allow staff to start lending the funds for small businesses. The Executive Director is requesting authorization for the Chair and Executive Director (as needed) to sign appropriate documents for the activities.

Taladay briefed the SENDD Executive Committee on the agenda adjustment. He stated that SENDD was previously awarded funds under the USDA-RD Intermediary Relending Program (IRP). This award of \$223,000 is to be used to establish a revolving loan fund for the SENDD district. SENDD is borrowing these funds at a 1% interest rate over thirty years. Taladay stated that USDA-RD recently contacted SENDD about closing this loan. USDA-RD staff are almost finished preparing the final SENDD IRP closing documents.

SEND D anticipates receiving these documents from USDA-RD within the next few days. After a brief discussion by the SEND D Executive Committee, Chair Mueller called for a motion. Moved by Hanson, seconded by Lade to authorize the SEND D Chair and Executive Director to sign all appropriate final closing documents for the \$223,000 USDA-RD IRP Loan #2. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

B. Other Old Business: There was no other old business to discuss at this time.

## 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, thus 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, the Executive Director has proposed a final "Accounting Policies and Procedures Manual" for SEND D.

Taladay informed the SEND D Executive Committee on the Accounting Policies and Procedures Manual. He stated that this policy is based on many of the processes that are conducted in the SEND D office. The previous SEND D Executive Director, George Frye, and Fiscal Manager Sharon Taylor worked with the previous SEND D Auditor to develop an "Accounting Policies and Procedures Manual" draft. Taladay submitted this draft to the SEND D Fiscal Manager and Fiscal Officer for review and input. He also distributed this draft document to the rest of the SEND D staff, as well as the SEND D Auditor and Executive Committee Treasurer Gus Brown for additional review and comment. Taladay received a significant amount of input from all of these groups. The current "Accounting Policies and Procedures Manual" draft identifies the roles of the Executive Director, Fiscal Officer and Fiscal Manager. He indicated that there are still some changes to the policy language that need to be made. Taladay plans to implement some of these changes, revise the document and bring it to the next meeting for approval. No formal action was needed at this time by the SEND D Executive Committee on the SEND D Accounting Policies and Procedures Manual and none taken.

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). Included with the meeting agenda were 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.

Taladay briefed the SEND D Executive Committee on the Joint Land Use Study. He stated that the Department of Defense came to Ashland, regarding the Camp Ashland Training Site, for a JLUS study. SEND D has been approached to provide assistance in facilitating this study for the City of Ashland. Taladay stated that about twenty different organizations could be involved with this project. This would include the City of Ashland and Saunders County. The OEA provides technical and financial support to conduct this study, with 90% grant funding and a 10% match. There is the opportunity for SEND D to receive administration funds through this grant to facilitate the project. Taladay is seeking approval from the SEND D Executive Committee to spend staff time to determine what this project entails, and proceed toward a possible proposal to facilitate this joint land use study. If authorized, Taladay anticipates gathering more information and reporting back to either the Full SEND D Board or SEND D Executive Committee at the next meeting.

A discussion by the Executive Committee followed the project overview by Taladay. The SEND D Executive Committee asked what type of revenue this project could potentially bring to SEND D, and whether SEND D staff had available time to dedicate toward this project. Taladay answered by stating there is the potential of \$15,000 to \$20,000 of funding for administration to facilitate the joint land use study. Taladay also stated that he has been the primary contact to date, and believes he has enough time to dedicate toward initial project discussions. This type of project does fall under the SEND D scope of work, as it identifies impacts of future development for land to expand the Camp Ashland Training Site, as well as potential future development in

the area around the camp. Taladay indicated that the Lower Platte North NRD was consulted regarding this program. It appears that they may not be eligible to facilitate this type of project. At the conclusion of this discussion, Chair Mueller called for a motion. Moved by Wenz, seconded by Lade to authorize the Executive Director to use SENDD staff time to gather more information on the Joint Land Use Study and develop a final proposal. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

## VII. STAFF REPORTS AND REMINDERS

A. Membership Dues: Taladay provided an updated to the Executive Committee on the status of FY 2013 SENDD membership dues. Taladay informed the SENDD Executive Committee that SENDD county and municipality membership dues for FY 2013 were due on October 31, 2012. As of right now, 14/15 counties have paid membership dues. Saunders County is the only county that has not paid membership dues at this time, however annual SENDD membership dues are on the next Saunders County Board meeting agenda for approval. Currently 105 of the 139 SENDD communities have paid membership dues, which equates to approximately 76%. Total membership dues collected = \$215,154. In comparison, last year 106 of 139 SENDD communities paid membership dues, for total dues collected = \$213,554. Total membership dues paid by SENDD counties and municipalities have been about the same for the past two years. The total amount of membership dues requested in FY 2013 was less than FY 2012 due to using the updated 2010 population census numbers.

B. Newsletter: Taladay informed the Executive Committee that the November 2012 newsletter draft was submitted to SENDD staff today for review. The newsletter should be sent out shortly.

C. MINK Meeting on November 1, 2012: Taladay stated that Kevin Burnison from the SENDD-Humboldt office attended this meeting on November 1, 2012 in Percival, IA. At this meeting MINK discussed and developed articles and bylaws for establishment of a 501(c) (6) corporation. The owner of Sapp Brothers is providing the capital needed to create the non-profit corporation. The exact direction of the organization is still up in the air. Taladay anticipates continued SENDD involvement in future MINK meetings to stay connected with the development of this organization. The next MINK meeting is scheduled for December 6, 2012.

D. Next Meeting: Taladay briefed the SENDD Executive Committee on this agenda item. He stated that the next meeting for the Full SENDD Board was scheduled for Dec. 20, 2012. Last year the Full SENDD Board approved moving the December Board meeting to January. He is considering once again moving the scheduled December Full SENDD Board meeting to January. SENDD Chair Mueller informed everyone that the 2012 NACO convention is scheduled for December 12-14, 2012 in Kearney. It was suggested by the SENDD Executive Committee to hold the next Full SENDD Board meeting on January 17, 2013. The Executive Committee could then meet on December 20, 2012, which is currently scheduled for the next Full SENDD Board meeting. Everyone at the meeting agreed that this would be an appropriate schedule. Taladay indicated that he will send out a query to the Full SENDD Board seeking their input on scheduling the next Full SENDD Board meeting for January 17, 2012, and holding the next Executive Committee meeting on December 20, 2012.

E. 2013 Annual Action Plan: 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. Taladay informed the SENDD Executive Committee that many changes were made to programs in the 2013 Annual Action Plan. One major item that was addressed was local CDBG Reuse loan funds. The Nebraska Regional Officials Council (NROC) is getting together via conference call during the last week in November to discuss the action plan and suggest any comments/changes to the plan.

At this time Taladay informed the SENDD Executive Committee that SEND, Inc. is close to being established. This is the 501(c) (3) corporation being established by SENDD for the purpose of creating a Non-Profit Development Organization (NDO). Taladay anticipates scheduling a meeting in the next two weeks to have bylaws adopted to establish this non-profit corporation. SENDD will then work to finalize the NDO application and submit to NDED for establishing a regional revolving loan fund.

### VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Mueller called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Wenz, seconded by Hanson. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion to adjourn the meeting passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:13 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem