

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE NOVEMBER 19, 2015 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, November 19, 2015.

**I. CALL TO ORDER**

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:30 P.M at the SENDD-Lincoln office located at 2631 "O" Street in Lincoln. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll call: The following 6 Executive Committee members were present: Lisa Hurley, York County Development Corp.; Kurt Bulgrin, York Co. (via conference call); Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; Doug Watts, Greater Wahoo Development Foundation; and Roger Glawatz, Seward Co.

Executive Committee members absent (1): Erich Tiemann, Gage Co.

SENDD Staff members present were Dave Taladay and Craig Eberle, Lincoln

C. Board Membership: (Appointments to fill vacancies and non-elected positions and terms).

Filling of Open SENDD Board Member Vacancies: Taladay briefed the SENDD Executive Committee on open vacancies on the SENDD Board of Directors. SENDD currently has two positions to fill on the SENDD Board. They are still looking for individuals to fill these open positions. No formal action was required on the Filling of Open SENDD Board Member Vacancies agenda item and none taken.

**II. MINUTES**

The previous SENDD Executive Committee meeting minutes (held on October 15, 2015) were included in the meeting packet that was sent out to the Executive Committee. Chair Hurley asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the Executive Committee, Chair Hurley called for a motion. Moved by McDermott, seconded by Watts to approve the minutes of the October 15, 2015 SENDD Executive Committee meeting as presented. Motion passed unanimously on a vote by acclamation.

**III. AGENDA ADJUSTMENTS**

Taladay presented one agenda adjustment to the SENDD Executive Committee. The first agenda adjustment is to be included under the IV. Financial section (Agenda Item D). The agenda adjustment is to be titled: *Proposal for Lobbying Assistance to Nebraska Regional Officials Council (NROC)*. A copy of the agenda adjustment was distributed to the SENDD Executive Committee prior to the meeting. A formal motion on each agenda adjustment will be sought. Chair Hurley called for motion to add the agenda adjustment to the meeting agenda under the IV. Financial section (Agenda Item D): *Proposal for Lobbying Assistance to Nebraska Regional Officials Council (NROC)*. Moved by Brandenburgh, seconded by McDermott to approve adding this agenda adjustment to the meeting agenda as presented. Motion passed unanimously on a vote by acclamation.

**IV. FINANCIAL**

A. Check Registry: A copy of the October 2015 Check Registry report was sent out with the meeting packet. Eberle briefed the Executive Committee on the check registry report. He stated that revenues exceeded expenses this month due to the receipt of a significant amount of membership dues. The FY 2014-2015 SENDD financial audit was paid this month. After the brief overview by Taladay, Chair Hurley called for a motion. Moved by Glawatz, seconded by McDermott to approve the October 2015 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the October 2015 Revenue/Expense Report was distributed prior to the meeting. Eberle advised the SENDD Executive Committee about the October 2015 Revenue/Expense report. Revenues exceeded expenses during the month, primarily due to the receipt of a significant amount of membership and housing dues from counties and municipalities. Eberle then went over some of the expense projections that were running high, such as insurance/bonds, audit and personal leave bank. Insurance/bonds and audit expense are projected high due to those expenses being paid early in the year. He is keeping an eye on the personal leave bank expense, with the anticipation that an adjustment may need to be made to the January 2016 amended budget. After the briefing by Eberle, Chair Hurley called for a motion. Moved by Watts, seconded by Brandenburgh to approve the October 2015 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclimation.

C. Contracts: A number of projects have recently been announced for award of funding through the Nebraska Department of Economic Development (NDED). SENDD has assisted the communities in development and submittal of the following project application:

Gilead – Wastewater Treatment Lagoon: CDBG award #13-WW-005 for \$111,000 and NDEQ-SRF loan/grant in the amount of \$156,200 for a total project of \$267,200 for renovation and expansion of the community wastewater treatment lagoon. SENDD contract for CDBG Administration not to exceed an amount of \$15,000.

Taladay informed the SENDD Executive Committee about this contract. This project has been in development for about two years. CDBG funding was recently awarded. After the overview by Taladay, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Watts to authorize the SENDD Executive Director to negotiate and enter into a final contract for the above mentioned project as presented. Motion passed unanimously on a vote by acclimation.

D. Proposal for Lobbying Assistance to Nebraska Regional Officials Council (NROC): The NROC is a 501(c)(6) non-profit organization with a Board of Directors consisting of the Executive Directors of the eight Development Districts/Regional Planning organizations in the State of Nebraska. The Lobbying firm of Kissel/ES Associates has been instrumental in assisting the NROC in developing and coordinating approval of LB318 at this last session of the State Legislature. NROC is looking to further the relationship, as needed, with this firm for another year of activity. Kissel/ES Associates has provided a proposal for assistance and the NROC will be reviewing this proposal, the level of services wanted/needed and the cost of those services at the next meeting on Dec. 9, 2015. The Executive Director is requesting authorization to continue negotiations with NROC and the consultant for a final scope of services and fee structure, with consideration of the financial obligation from SENDD under the proposal. A copy of the proposal was distributed to the SENDD Executive Committee prior to the meeting.

Taladay advised the SENDD Executive Committee about this proposal for lobbying assistance to NROC. He stated that the proposal is for a \$14,000 annual fee, to possibly be distributed proportionally among the Development Districts. They are planning to discuss this proposal at the next NROC meeting on December 9<sup>th</sup>. After a brief discussion by the SENDD Executive Director, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Glawatz to authorize the Executive Director to continue negotiations with NROC and the consultant for a final scope of services and fee structure, with consideration of the financial obligation from SENDD under the proposal. Motion passed unanimously on a vote by acclimation.

## V. OLD BUSINESS

A. Executive Director Reports: Taladay reported on the status of the following performance goals and other activities:

Software Review: Distributed with the meeting agenda was a supplemental catalog from GMS indicating all of the software supplements available through GMS. Taladay indicated that GMS does have some software options available to add to what SENDD currently has. General accounting is currently being looked at. Researching what is used at NENEDD and SIMPCO. Taladay stated that both he and Eberle sat through a

proposal from Portfol regarding their loan management system software program. A second review of this program is anticipated within the next 30 days.

Staff Meeting 10/27/15: A SENDD staff meeting was held on October 27, 2015 at the SENDD office. Taladay stated that at this meeting staff went over current projects, as well as potential CDBG and other grant/special services projects for the upcoming year. A copy of these prospective projects was distributed to the SENDD Executive Committee at the meeting.

Membership Dues Report: Taladay indicated that as of the meeting date, all 15 SENDD counties and 106 municipalities paid FY 2015-2016 membership dues. 100% of all counties and 76% of all municipalities paid membership dues with 92.3% of dues received. For voluntary housing dues, 9 SENDD counties and 71 municipalities paid FY 2015-2016 voluntary housing dues.

Office Space Amenities: Taladay informed the SENDD Executive Committee that he has had discussions with building management about a new lease and office carpet, lights, and exterior fencing.

LB 318 Funding: Distributed with the meeting agenda were minutes from the November 6, 2015 NROC meeting. At this meeting the status of LB 318 was discussed, as well as an overview of the regulation process involved with funding distribution. The process with DED is being expedited, with funding likely to be available to the Development Districts in early 2016.

EDA Peer Review – Scheduled for December 3, 2015: Taladay stated that an EDA Peer Review is scheduled for December 3, 2015 in Lincoln. A total of four organizations are to be reviewed at this event by EDA staff and a separate Peer Evaluator. These organizations are SENDD, SCEDD, MAPA from Nebraska, and Northwest Missouri Regional COG. Taladay indicated that each organization will present a power point to the group on how they meet the requirements of the annual EDA partnership planning grants and then undergo an evaluation of scope of work, services and CEDS review.

## **VI. NEW BUSINESS**

A. Intermediary Relending Program (IRP) Application with USDA-Rural Development: SENDD staff are considering the development of an application to the USDA-RD IRP program for capitalizing a "Regional IRP Loan Fund". SENDD has two existing IRP loan funds, however almost all funds have been loaned out and are being repaid. SENDD did apply for a \$500,000 IRP in March of 2014, however that application was not funded due to lack of matching funds. The SENDD Executive Director is requesting discussion and consideration of submitting a new IRP application to USDA-RD.

Eberle informed the SENDD Executive Committee about the SENDD IRP application. He indicated that at this time he is looking for approval to pursue an IRP application. He would likely come back in December with a formal proposal, anticipating submitting the full application to USDA-RD by December 31, 2015. Eberle then distributed copies of spreadsheets prepared by USDA-RD staff illustrating various application scenarios to improve scoring. These scenarios suggest reducing the number of counties to be served by the initial IRP, as well as providing a cash match. Making some of these adjustments will make SENDD more competitive on a national level. One of the scenarios they are considering is to apply for a nine county IRP with a 5% cash match. If an application is approved, and all funding distributed, they could amend the IRP to then cover the entire fifteen county area.

A discussion about the SENDD IRP application followed the overview by Eberle. The SENDD Executive Committee discussed the grading scenarios and amount/source of the cash match. They want to see SENDD apply for as much lending capital as feasibly possible, as the District needs to have an adequate supply of lending capital available at all times to make loans to small businesses. Upon conclusion of the discussion by the SENDD Executive Committee, Chair Hurley called for a motion. Moved by McDermott, seconded by Watts to authorize the Executive Director to consider preparing and submitting a new SENDD IRP application to USDA-RD, for final approval at a future meeting. Motion passed unanimously on a vote by acclimation.

## VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay informed the SENDD Executive Committee that the next SENDD newsletter is scheduled for release in December 2015.

B. SENDD 2014-2015 Performance Report: Taladay indicated that the SENDD 2014-2015 Performance Report is still in process.

C. Southeast Nebraska Partners for Progress: Southeast Nebraska Partners for Progress (P4P) was selected as a Stronger Economies Together (SET) region and is working with UNL Extension and USDA-RD to develop an economic development plan for the region. Taladay informed the SENDD Executive Committee that Lisa Beethe from the Humboldt office has been facilitating most of the activities under this planning project. Their last meeting was held on November 4<sup>th</sup> in Auburn. At that meeting they dug deeper into some of industry clusters prevalent in the area. The next meeting is scheduled for December 2, 2015 at the Syracuse Library.

D. SERN Meeting – November 19, 2015: Taladay indicated that he attended the most recent Southeast Nebraska Resource Network (SERN) meeting that was held at the City Hall in Weeping Water. A copy of the meeting agenda was distributed with the SENDD Executive Committee meeting packet. Also attending from SENDD were Eberle and Beethe. The meeting consisted of a business meeting, round table updates, and community/business spotlights. Taladay provided a history of SERN to the group during his roundtable discussion, with the start of the Regional Group in 1990. Community and business spotlights included a presentation by Erv Portis, Plattsmouth City Administrator on the proposed Castaway RV Park in Plattsmouth, and a presentation from Robin's Pantry of Louisville. The feature presentation was John Miller from Oxbow Animal Health of Murdock.

E. Next SENDD meeting: The next SENDD Executive Committee meeting is scheduled for December 17, 2015. This meeting will include a report on the EDA Peer Evaluation, SENDD FY 2014-2015 performance report, and action on an application to the USDA-RD IRP program. The next Full SENDD Board meeting is scheduled for January 21, 2016 in Lincoln. Taladay advised the SENDD Executive Committee that he is still looking for a venue for that meeting.

## VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Hurley called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by Glawatz, seconded by Watts and approved unanimously by the SENDD Executive Committee. The meeting was adjourned at approximately 7:48 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem