

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE DECEMBER 20, 2012 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was called to order by SENDD Vice Chair Leroy Hanson at approximately 6:34 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 4 Executive Committee members present: Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steve Lade, Otoe Co.; and Gus Brown, York (at large representative).

Staff members present were Dave Taladay and Craig Eberle, Lincoln

Executive Committee members absent (3) include: Bob Mueller, Fillmore Co.; Marvin Yost, Jefferson Co.; Mary Koci, Seward Co.

II. MINUTES

Minutes of the November 15, 2012 Full SENDD Board meeting were included in the meeting packet that was sent out to the SENDD Executive Committee. Vice Chair Hanson asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no additional corrections or additions from the Executive Committee, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by Brown to approve the minutes of the November 15, 2012 Full SENDD Board Meeting. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS:

There are no agenda adjustments to be brought before the Executive Committee at this time.

IV. FINANCIAL

A. Check Registry: A copy of the November 2012 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that a large check to Schmader Electric was issued this month for \$149,385. There is not much left for expenditures on the siren project. SENDD's next step is to perform UCC filings on each siren, as SENDD will own all installed sirens under a twenty year lease with each community. SENDD also received a large check this month in the amount of \$85,126.63 from Higgins Properties, LLC. Eberle informed the Executive Committee that this was a payoff of the Higgins Properties, LLC (Nebraska City Chiropractic) SENDD IRP-RLF loan. With no other discussion on the check registry report, Vice Chair Hanson called for a motion. Moved by Brown, seconded by Lade to approve the November 2012 check registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the November 2012 revenue/expense report was sent out with the meeting packet. Eberle briefed the Executive Committee on the November 2012 revenue/expense report. He stated that this revenue/expense report represents slightly over 40% of the SENDD 2013 Fiscal Year. Total expenses exceeded total revenues for the month of November. This can be primarily attributed to the large payment of \$149,385 to Schmader Electric for the siren project. This contractor payment is partially reimbursed by an EDA drawdown of approximately 75% of that amount. The remaining 25% was collected from the counties/municipalities at the beginning of the project. The 25 % match submitted by the counties/municipalities who received sirens was not stated as income on the November 2012 revenue/expense report. Eberle informed the Executive Committee that he sent out spreadsheets today to SENDD staff to update current and pending/proposed projects for the remainder of the SENDD fiscal year (FY

2013). The amended budget will be prepared and made available to the Full SENDD Board for review prior to the January 17, 2013 Full Board meeting. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Brown to approve the November 2012 revenue/expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

C. Wymore Housing Authority – Special Services Contract for Environmental Review: Wymore Housing Authority staff contacted SENDD asking for assistance in preparing an Environmental Review Record related to a purchase of land by the Housing Authority, much like our contract for service with them in 2009. The proposed contract calls for an amount not to exceed \$3,500. It is expected that we should be able to perform the work in the next 3 to 6 months for \$1,000 to \$2,000. In 2009 the final billed amount was \$1,200. The Executive Director is requesting retroactive approval to enter into this contract with the Wymore Housing Authority.

Taladay briefed the Executive Committee on this project. He stated that this project will consist of similar services to what SENDD performed in 2009 for the Wymore Housing Authority. This project requires the preparation of an Environmental Review Record, of which SENDD plans to perform under a special services contract. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Brown, seconded by Hanson to approve retroactive approval for the Executive Director to enter into a \$3,500 not to exceed special services contract with the Wymore Housing Authority for an environmental review. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

D. Dorchester – Nuisance Abatement/Amended Contract: SENDD entered into a contract with the Village of Dorchester in June of 2012 for Nuisance Abatement activities. The base contract is now complete, however the Village is asking for more assistance in coordinating abatement and clean-up activities (which are not included in that base contract). The present contract is for an amount of \$5,161.10. The amended amount will adjust the contract to a total not to exceed amount of \$8,000.00. The Executive Director is requesting authority to complete and sign contract documents for the amendment.

Taladay provided an overview of the Dorchester Nuisance Abatement/Amended Contract to the SENDD Executive Committee. He stated that SENDD is doing a lot more work under this "pilot" project than originally anticipated. The Dorchester Village Board appreciates the work that Emily Bausch and SENDD has done on this project to date. They have requested an extension of services to coordinate abatement and clean-up activities. This is not a new contract with Dorchester, but rather an amendment to the previous contract that will increase the total contract amount to \$8,000.00. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by Lade to approve the Executive Director to enter into a contract amendment with the Village of Dorchester on the existing Nuisance Abatement contract between SENDD and the Village. This contract amendment will adjust the contract from \$5,161.10 to a total not to exceed amount of \$8,000.00. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

E. Other Financial: There was no other financial information to discuss at this time.

V. OLD BUSINESS

A. Review/Approve SENDD Accounting Policies and Procedures Manual: After a review of the SENDD Accounting Policies and Procedures Manual at the November 15, 2012 meeting of the Executive Committee, SENDD staff has made some final corrections to the document. A copy of the final draft document was included with the meeting agenda. The Executive Director is requesting review of the final draft and approval of the Accounting Policies and Procedures Manual.

Taladay briefed the SENDD Executive Committee on the SENDD Accounting Policies and Procedures Manual final draft. He stated that they made a couple of changes to the document. The largest change dealt with the wording on check vouchers. They rephrased "check request voucher" to be more correctly stated as "check information voucher." Some typos were corrected on page two (Division of Duties) so that everything is now listed in order. Taladay noted that he is now working on reviewing the SENDD travel policies. He does not believe these have ever been acted upon or approved. He will attempt to review and revise the SENDD travel policy, and then bring this policy before the Full SENDD Board of Directors at the January 17, 2013 meeting. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Brown to approve the SENDD Accounting Policies and Procedures Manual final draft document as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. Motion passed unanimously on the roll call voice vote.

B. USDA-RD IRP Loan #2: SENDD was previously awarded \$233,000 under the Intermediary Relending Program (IRP) from USDA-Rural Development. This is the second IRP Loan for SENDD. Final Closing Documents have now been received from USDA-RD. Although the Executive Committee authorized signing closing documents at the last meeting, upon receipt of the Final Closing Documents a condition that needs to be met prior to closing is the passage of a Resolution. This Resolution indicates that the Executive Committee has considered the proposed terms of the IRP loan as set forth in the Letter of Conditions and other closing documents. A copy of the proposed Resolution and Letter of Conditions (dated 6-22-12) is enclosed. The Executive Director is requesting review/approval of the Resolution and authorization for signatures by SENDD officers and Executive Director as needed.

Eberle briefed the SENDD Executive Committee on the USDA-RD IRP Loan #2 agenda item. He stated that after the November 15, 2012 meeting SENDD received the IRP closing documents and procedures from USDA-RD. The closing document procedures included the condition that a Resolution needs to be considered and passed by the SENDD Executive Committee prior to closing. This Resolution states that SENDD has applied for, and was awarded, \$223,000 of funding from the USDA-RD Intermediary Relending Program (IRP). The Resolution then authorizes the SENDD Board Chair, Board Secretary, and Executive Director to execute and take all action necessary to comply with the Letter of Conditions, Promissory Note, IRP Loan Agreement, and all other closing documents between SENDD and USDA-RD on the IRP loan.

After a discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion on this Resolution. Moved by Lade, seconded by Wenz to adopt the Resolution titled "USDA-RD Intermediary Relending Program – IRP #2/Southeast Nebraska Development District." Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Brown: Yes; Wenz: Yes; Lade: Yes. No SENDD Executive Committee members abstained from voting on the Resolution. Executive Committee Chair Robert Mueller, Secretary Mary Koci, and Member Marvin Yost were absent from the meeting. Motion passed unanimously, adopting this Resolution on the roll call voice vote.

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

VI. NEW BUSINESS

A. SEND D Board Membership: With the recent elections, there will be changes to some of the appointed County Board members to the Full SENDD Board. Taladay informed the SENDD Executive Committee about these changes. He stated that four County Board members currently serving on the SENDD Board of Directors will be coming off. These individuals are Bob Curry (Johnson County), Bill Wenz (Saline County), Marvin Yost (Jefferson County), and Rex Adams (Gage County). Typically when the County Board's meet in January 2013 they will appoint who is to represent that County and serve on the Full SENDD Board. SENDD will work with these four counties to determine who is appointed to the Full SENDD Board, as well as acquire contact information. They will then provide these new County Board representatives with SENDD membership/information packets and invitations to the January 17, 2013 Full SENDD Board meeting.

Taladay then informed the Executive Committee that Gus Brown, SENDD At-Large Representative, is moving to Lincoln. This will be his last SENDD meeting, as he will be ineligible to sit on the Full SENDD Board and SENDD Executive Committee once he moves to Lincoln. Taladay asked SENDD Full Board and Executive Committee member Bill Wenz, who is coming off the SENDD Board in January 2013, if he would be interested in filling this at-large spot. Bill indicated that he would be willing to serve as an at-large representative on the Full SENDD Board for at least a year. Taladay stated that Gus' term was for another two years or so, as his term was renewed recently. Bill agreed to show up at the January 17, 2013 Full SENDD Board meeting and volunteer his services to replace Gus Brown as an At-Large Representative on the Full SENDD Board. It is anticipated that final approval of Bill Wenz's nomination to the Full SENDD Board will be considered at the January 17, 2013 Full SENDD Board meeting. No formal motion was requested by the Executive Director on the SENDD Board Membership agenda item at this time, and none taken.

VII. STAFF REPORTS AND REMINDERS

A. Membership Dues: Taladay provided an updated to the SENDD Executive Committee on the status of FY 2013 SENDD membership dues. Taladay informed the Executive Committee that SENDD membership dues from counties and municipalities for FY 2013 were due on October 31, 2012. The number of communities that have paid SENDD membership dues for FY 2013 are the same as what was reported at the November 15, 2012 Executive Committee meeting. All 15 SENDD counties have paid their FY 2013 membership dues.

B. Newsletter: Taladay informed the Executive Committee that the December 2012 newsletter was sent out this week. Emily Bausch of the SENDD-Lincoln office and Lisa Beethe of the SENDD-Humboldt office are currently putting together the monthly SENDD newsletters.

C. MINK Meeting on December 6, 2012: Taladay stated that Kevin Burnison from the SENDD-Humboldt office attended this meeting on December 6, 2012. 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 the second week of January 2013. The meeting is to be held in Highland, Kansas.

D. Next Meeting: The next meeting of the Full SENDD Board has been scheduled for January 17, 2013. The meeting will be held in the Club Room at the 84th and Holdrege Street Hy-Vee location in Lincoln. Meeting agendas and correspondence will be distributed to the Full SENDD Board prior to the meeting.

E. 2013 Annual Action Plan: Staff developed a letter of response to the 2013 Annual Action Plan and submitted it to NDED. Staff also distributed a copy to all communities in the District for their review and any local action. A copy of this letter was included with the meeting agenda. Taladay informed the Executive Committee that SENDD staff did receive comments from county/community representatives in the SENDD district. This letter was then forwarded to NDED for consideration regarding the 2013 Annual Action Plan prior to the end of the commend period (12-10-12).

At this time, Vice Chair Leroy Hanson thanked Gus Brown for his leadership and assistance to SENDD on the Full SENDD Board over the years. Other SENDD Executive Committee members and SENDD staff participating in the conference also thanked Gus Brown for his service to SENDD.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Hanson, seconded by Wenz. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: 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 7:00 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem