

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE MARCH 19, 2015 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Robert Mueller at approximately 7:00 P.M. at the HYVEE Store Conference Room located at 1601 N. 34th Street in Lincoln. Items of SEND business were as follows:

I. CALL TO ORDER

A. Chair Mueller began the meeting by stating the following: 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 and is available for viewing by the public.

B. Roll call: Roll call was taken by registration, which showed the following 20 Board members present: Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Brad Grummert, Jefferson Co.; Erich Tiemann, Gage Co.; Les Agena, Johnson Co.; Steve Lade [alternate for Charles (Ron) Hauptman], Otoe Co.; Roger Glawatz, Seward County; Bob Hutton, Nemaha Co.; Jim Peterson, Cass Co.; Jim Standerford, Richardson Co.; Tim McDermott, Saline County; Kurt Bulgrin, York Co.; Ron Seitz, Pawnee Co.; Nick Harling, American National Bank; Daryl Long, Peru State College; Cheryl Brandenburgh, Black Hills Energy; Pat Coldiron, Liberty House Bed & Breakfast; Lisa Hurley, YCDC; Bob Berggren, Rose Colored Glass; Doug Watts, Greater Wahoo Development.

Board members absent (5 – currently two vacancies) include: Jerry Divis, Divis Planning Services; Dave Bruning, Thayer Co.; Mike Smith, Polk Co.; Jeff Reynolds, REAP; Stephanie Shrader, NCAEDC.

Staff members present were Dave Taladay, and Jen Olds, Lincoln; Lisa Beethe, Humboldt.

C. Board Membership: Executive Director Taladay addressed the Full SEND Board about vacant positions. He stated that they are still looking to fill two at large positions on the SEND Board of Directors. No action needed under Board Membership and none taken.

II. MINUTES

Minutes of the January 15, 2015 Full SEND Board Meeting and February 19, 2015 SEND Executive Committee Meeting were enclosed with this notice/agenda. Chair Mueller asked the Full SEND Board members in attendance if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SEND Board, Chair Mueller called for a motion for acceptance of the January 15, 2015 Full SEND Board meeting minutes. Moved by Bulgrin, seconded by McDermott to accept the minutes of the January 15, 2015 Full SEND Board Meeting as presented. Motion passed unanimously on a vote by acclamation. Chair Mueller then called for a motion for approval of the February 19, 2015 SEND Executive Committee meeting minutes. Moved by Hanson, seconded by Agena to approve the February 19, 2015 SEND Executive Committee meeting minutes as presented. Motion passed unanimously on a vote by acclamation.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the Full SEND Board at this time.

IV. FINANCIAL

A. Check Registry: A copy of the February 2015 Check Registry report was included in the meeting packet that was sent out to the Full SEND Board of Directors. Taladay briefed the Full SEND Board on the February 2015 Check Registry report. He stated that checks paid out and received were pretty much straight forward for this time of year. Checks include salaries, utilities, insurance, etc. Revenues included payments from communities for administration of programs. At the conclusion of the check registry report overview by Taladay, Chair Mueller called for a motion. Moved by Standerford seconded by Watts to approve the February 2015 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the February 2015 Revenue/Expense report was distributed prior to the meeting. Taladay addressed the February 2015 Revenue/Expense report. He stated that this report represents 67% of the SENDD fiscal year. He pointed out that some expenses look higher because of timing of payments. Currently they are well within the FY 2014-2015 budget. After the overview by Taladay, Chair Mueller called for a motion. Moved by Grummert, seconded by Long to approve the February 2015 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclamation.

C. City of Nebraska City/Public Housing Authority Special Services: Staff have been requested to assist the Nebraska City Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with Nebraska City for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval to negotiate and enter into a final contract for ERR Special Services with the City in the amount not to exceed \$3,500.

Taladay briefed the SENDD Board of Directors on this agenda item. He stated that the Nebraska City Public Housing Authority is approximately the fifth Housing Authority to call requesting environmental review assistance. Funds will be used for capital improvements HUD recommended by communities. There will be an MOU with the City, with the understanding that the Housing Authority will be paying all of the bills for the ERR preparation. This project includes an Environmental Assessment. Upon conclusion of the briefing by Taladay, Chair Mueller called for a motion. Moved by Standerford seconded by Glawatz to authorize the Executive Director to negotiate and enter into a special services contract with Nebraska City in an amount not to exceed amount of \$3,500 to prepare an Environmental Review Record. Motion passed unanimously on a vote by acclamation.

D. SEND D Membership Dues for Counties and Municipalities: Membership dues were last adjusted for fiscal year 2009-2010, based upon Year 2000 Census populations for counties and municipalities in the 15 county District. For fiscal year 2013-2014, the rate of dues assessment rate remained the same as previous, as adjusted for 2010 Census populations. As we look forward to the budget for fiscal year 2015-2016, the Executive Director is recommending that the assessment rates remain the same based upon those 2010 populations. The membership dues received in the last five years have been approximately 20-22 percent of the total SENDD budget. A copy of the SENDD membership dues received for 2014-2015 was enclosed with the meeting agenda.

Taladay provide information to the SENDD Board of Directors on this agenda item. He stated that he couldn't remember if final SENDD membership dues received for FY 2014-2015 were provided to the Board previously. All 15 SENDD counties paid, and 91.14% of all total dues requested were paid. Taladay continued by stating that it has been a few years since any adjustments have been made to membership dues. Approximately 20-22% of the total SENDD Budget comes from membership dues. He is requesting that the membership dues assessment rate remain the same for the upcoming FY 2015-2016. A brief discussion by the SENDD Board of Directors followed the briefing by Taladay. At the conclusion of this discussion, Chair Mueller called for a motion. Moved by Brandenburg, seconded by Hutton to approve keeping the SENDD membership dues assessment rate for counties and municipalities the same in FY 2015-2016 based on 2010 populations. Motion passed unanimously on a vote by acclamation.

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

V. OLD BUSINESS

A. SEND D Personnel Policies Committee: The SENDD Personnel Policies Committee held a final meeting by telephone conference on March 5, 2015. At this meeting the Personnel Policies Committee finalized proposed draft changes to the SENDD Personnel Policies and Travel Policies. Enclosed with the meeting agenda was a summary of the proposed changes to the SENDD Personnel Policies and Procedures Manual and SENDD Travel Policies, as well as copies of the existing policies with proposed markup.

Taladay informed the SENDD Board of Directors that the SENDD Personnel Policies Committee has been at this process for quite some time. The revised SENDD Personnel Policies made significant changes to flex time, eliminating some language on flex to be current with labor regulations. The SENDD Personnel Policies also reduced leave bank amounts, added a holiday (day after Thanksgiving), as well as added a retirement match contribution from SENDD. The revised SENDD Travel Policies added a \$25/month reimbursement for cell phone use. Taladay concluded by thanking the SENDD Personnel Policies Committee for taking the time to review the SENDD Personnel Policies and Travel Policies and make these changes.

Following the overview by Taladay, there was a brief discussion by the SENDD Board of Directors. The Board was very appreciative of the job the Personnel Policies Committee did on the SENDD Personnel Policies and Travel Policies. Upon conclusion of the discussion, Chair Mueller called for a motion on the SENDD Personnel Policies and Procedures Manual. Moved by Glawatz, seconded by Standerford to approve the revised SENDD Personnel Policies and Procedures Manual as presented. Motion passed unanimously on a vote by acclamation. Chair Mueller then called for a motion on the SENDD Travel Policies. Moved by Coldiron, seconded by Bulgrin to approve the revised SENDD Travel Policies as presented. Motion passed unanimously on a vote by acclamation.

At this time, SENDD Secretary Lisa Hurley suggested that the flex time policy be implemented immediately. Taladay responded by stating that this can be done, however they need to implement a process to track staff for accountability and location.

B. SEND D Budget Committee: Further consideration will be requested on the SENDD FY 2014-2015 Amended Budget as presented at the January 15, 2015 Board meeting. Consideration of any recommendations as presented at the meeting by the SENDD Executive Committee/Budget Committee. Enclosed with the meeting agenda was a copy of the SENDD FY 2014-2015 Amended Budget as distributed in January.

Due to the sensitive nature of discussing staff salaries as a part of the SENDD FY 2014-2015 Amended Budget discussion, the members of the SENDD Executive Committee/Budget Committee requested that the SENDD Board go into executive session to discuss this matter. Chair Mueller called for a motion to go into executive session to discuss the SENDD FY 2014-2015 Amended Budget. Moved by Hurley, seconded by McDermott to go into executive session. Motion passed unanimously on a vote by acclamation. The SENDD Board of Directors went into executive session at 7:18 P.M.

At 7:42 P.M., the SENDD Board of Directors requested Executive Director Taladay to join the Board during the executive session.

At 8:10 P.M., Chair Mueller called for a motion to go out of executive session. Moved by Standerford, seconded by Bulgrin to go out of executive session. Motion passed unanimously on a vote by acclamation.

At this time, the SENDD Executive Committee/Budget Committee recommended adoption of the SENDD FY 2014-2015 Amended Budget. This recommendation included a \$20,000 total increase in staff salaries. This \$20,000 total increase in staff salaries would include a 3% raise for Executive Director Taladay, with the remaining amount to be distributed to staff at the Executive Directors discretion. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Standerford, seconded by Glawatz to approve the recommendation made by the SENDD Executive Committee/Budget Committee and adopt the FY 2014-2015 SENDD Amended Budget. This FY 2014-2015 SENDD Amended Budget includes a \$20,000 total increase in staff salaries, which consists of a 3% raise for the Executive Director, with the remaining amount to be distributed by the Executive Director at his discretion. Motion passed unanimously on a vote by acclamation.

VI. NEW BUSINESS

A. EDA – Invitation to Submit Application for Fiscal Year 2015-2016: SENDD has recently received an invitation from the Economic Development Administration for a Partnership Planning Program grant for fiscal year 2015-2016. A copy of the e-mail was distributed with the meeting agenda. We will soon be completing

the second year planning project, under a three year program, as of June 30, 2015. This new application is for a 3rd year funding. This award includes a \$61,000 grant with a local match at 50% (\$61,000) for a total project of \$122,000. The application documents are due on March 27, 2015. The Executive Director is requesting approval of submitting an application and authorization for the Chair and/or Executive Director to sign all necessary documents.

Executive Director Taladay briefed the SENDD Board of Directors on the EDA invitation. This invitation is for the third year of a three year grant program. At the conclusion of the briefing by Taladay, Board Chair Mueller called for a motion. Moved by Long, seconded by Coldiron to approve submittal of the EDA Partnership Planning Grant application for Fiscal Year 2015-2016 and authorize the Board Chair and SENDD Executive to sign all necessary documents. Motion passed unanimously on a vote by acclamation.

B. SEND/SEND, Inc. Revolving Loan Fund Program Guidelines and Procedures: SENDD has a Loan Program Plan in place for its existing loan programs (IRP-RLF and RBEG-RLF). As part of the SEND, Inc. USDA-RD RMAP RLF application, the existing SENDD IRP and RBEG loan policies and procedures were submitted with the indication that similar loan policies and procedures would be utilized by SEND, Inc. and their loan programs. In order to maintain familiarity with loan programs offered in the SENDD District, one uniform plan incorporating all loan programs would be preferred. SENDD staff have developed a revised Revolving Loan Fund Program Plan for both SENDD and SEND, Inc.'s loan programs. A draft RLF plan was distributed with the meeting notice for review by the SENDD Board of Directors. Discussion and input on the RLF plan is requested.

Taladay provided some information on the SENDD/SEND, Inc. RLF plan to the SENDD Board of Directors. He stated that SENDD currently has three separate loan funds. This includes an RBEG-RLF and two IRP-RLF's (IRP & IRP #2). SEND, Inc. was recently awarded RMAP funds from USDA-RD to establish a \$250,000 revolving loan fund. SENDD staff have developed one plan that would cover all of SENDD and SEND, Inc.'s loan programs. After the overview by Taladay, Chair Mueller called for a motion. Moved by Hurley, seconded by Agena to approve the SENDD/SEND, Inc. Revolving Loan Fund Plan as presented. Motion passed unanimously on a vote by acclamation.

VII. STAFF REPORTS AND REMINDERS

SENDD staff present at the meeting provided updates to the Full SENDD Board on the following:

A. Newsletter: Taladay informed the SENDD Board of Directors that the March 2015 SENDD Newsletter was distributed earlier this month. The newsletter included a story on LB-318.

B. Executive Director Activities:

- LB-318: Taladay advised the SENDD Board of Directors that he testified on March 11th at the State Legislature Appropriations Committee hearing in support of LB-318. NROC is working with NDED as they have identified limited staff at DED to perform certain activities. Development Districts such as SENDD can add to the value of their programs. Taladay continued by stating that Senator Kuhn, who represents counties covered by SCEDD, has proposed the bill. Executive Committee Member Cheryl Brandenburgh also testified at this hearing on behalf of NEDA. She indicated that the bill is currently in committee and is not a priority. SENDD Treasurer Kurt Bulgrin urged SENDD Board members to send a note to their State Senators in support of this bill.
- My Town-Lancaster County: Taladay informed the SENDD Board of Directors that he has been invited to be a presenter at a workshop for Lancaster County communities on March 20, 2015. The planner for the even tried to get someone from DED to speak at the event, but they were not getting a response. Taladay will speak with the group about SENDD and our connections to state and federal programs. This will be a good opportunity to inform Lancaster County communities about SENDD membership to support activities in these rural towns.

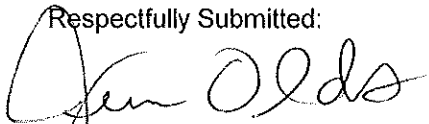
C. SERN Meeting – March 12, 2015: The most recent SERN meeting was held on March 12, 2015 at Southeast Community College in Milford. SENDD Senior Programs Manager Jen Olds attended this meeting in Milford. She said that the meeting was very well attended, and included tours of SCC's facilities. The next SERN meeting will be held in Falls City on June 24, 2015.

D. Future SENDD Board Meetings: Taladay indicated that the next SENDD Executive Committee meetings are scheduled for April 16, 2015 and May 28, 2015. The next Full SENDD Board meeting is scheduled for June 18, 2015. A schedule of future SENDD Executive Committee and Full SENDD Board meetings was distributed with the meeting agenda.

VIII. ADJOURNMENT

There being no further business to come before the Full SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Standerford, seconded by Agena and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:25 P.M.

Respectfully Submitted:



Jen Olds
Secretary Pro Tem