

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE JULY 16, 2015 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, July 16, 2015. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:32 P.M. 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.; Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; Erich Tiemann, Gage Co.; and Roger Glawatz, Seward Co.

Executive Committee members absent (1): Doug Watts, Greater Wahoo Development Foundation.

SEND D Staff members present were Dave Taladay and Craig Eberle, Lincoln

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

R. Paul Lambert (Plattsmouth): Paul Lambert is a lifelong resident of the Cass County area, currently residing in Plattsmouth. He is involved in auto sales at Jeff Henry Chevrolet. Two years he moved into the business development position at the auto dealership (see attached bio). Mr. Lambert would occupy the vacant Non-Governmental Representative – Private Sector Representative SENDD Board position previously held by Nick Harling. This position term would end on June 30, 2018.

Taladay briefed the SENDD Executive Committee on this potential addition to the SENDD Board of Directors. He is requesting formal action to accept the nomination of R. Paul Lambert as a Non-Governmental Representative – Private Sector Representative. Chair Hurley called for a motion. Moved by Bulgrin, seconded by Tiemann to approve the nomination of R. Paul Lambert to the Full SENDD Board of Directors as a Non-Governmental Representative – Private Sector Representative. Mr. Lambert's position term would end on June 30, 2018. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

At this time there was some discussion about a time table to fill the remaining two vacant at-large positions on the SENDD Board of Directors. Taladay and SENDD staff member Craig Eberle indicated that is their goal to have these positions filled by the September 17, 2015 SENDD Board of Directors meeting. The SENDD Executive Committee members offered to assist in filling these vacant SENDD Board positions. Eberle indicated that he would send out the SENDD Full Board roster to the Executive Committee so they would know what positions are in need of being filled.

II. MINUTES

The previous Full SENDD Board meeting minutes (June 18, 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 Brandenburgh, seconded by McDermott to approve the minutes of the June 18, 2015 Full SENDD Board meeting as presented. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS

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

IV. FINANCIAL

A. Check Registry: A copy of the June 2015 Check Registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry reports. He stated that checks in and out were typical for this time of year. After the brief overview by Taladay, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Glawatz to approve the June 2015 Check Registry report as previously distributed. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: Eberle stated that the June 2015 Revenue/Expense Report is not yet available. SENDD is currently working with their financial auditors on the year end 6-30-15 financial numbers. It is anticipated that the June 2015 Revenue/Expense Report will be available for review at the August 20, 2015 SENDD Executive Committee meeting. With the June 2015 Revenue Expense Report being tabled until the next SENDD Executive Committee meeting, no formal action was required on the Revenue/Expense Report agenda item and none taken.

C. City of Fairbury CDBG #14-PP-012 Planning Grant for Community Park Master Plan & Feasibility Study: SENDD staff assisted the City of Fairbury in development and submittal of an application to the CDBG Program for completion of a community park master plan and feasibility study. The City has been approved for a grant of \$30,000 with a total project including in-kind match estimated at \$39,500. The funding will be used for planning and evaluation of the community's parks and needed park improvements, as well as a feasibility study of the swimming pool to determine a concept plan for renovation of the existing facilities and/or development of a new facility. The City and SENDD have executed a contract for General CDBG Administration in the amount not to exceed of \$1,500. The Executive Director is requesting retroactive approval of this contract for CDBG General Administration with the City.

Taladay briefed the SENDD Executive Committee on this CDBG planning project in Fairbury. He stated that the City has been asking about what to do with their park and necessary pool renovations. The CDBG funding will assist with funding a community part master plan and feasibility study. After the brief overview by Taladay, Chair Hurley called for a motion. Moved by Brandenburg, seconded by Tiemann to approve retroactive approval of a contract in an amount not to exceed of \$1,500 for general administration services with the City of Fairbury. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

D. REAP Contract for Technical Assistance Specialist (R-TAS): Over the past few years, the Rural Enterprise Assistance Project (REAP) has entered into a contract with SENDD to provide a "Technical Assistance Specialist" to assist REAP clients in SENDD's service/membership area. Under the terms of the contract, the Technical Assistance Specialist provided, on a referral basis from REAP, such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP recently submitted a new contract to SENDD to provide work under the requirements of a Technical Assistance Specialist for the period of July 1, 2015 through June 30, 2016. After review, the Executive Director has entered into this contract with REAP to provide work to meet the requirements of a Technical Assistance Specialist, for the maximum amount of \$3,125. The Executive Director is requesting retroactive approval for this action.

Eberle informed the SENDD Executive Committee on the REAP Technical Assistance Specialist contract. He stated that over the past few years SENDD has partnered with REAP to provide technical assistance to new and emerging small businesses in the SENDD District. This contract is similar to the TA contract SENDD had with REAP last year. Upon conclusion of the overview by Eberle, Chair Hurley called for a motion. Moved by Bulgrin, seconded by McDermott to provide retroactive approval to the Executive Director to negotiate and enter into a contract with REAP in the amount of \$3,125 for the services of a Technical Assistance Specialist. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

V. OLD BUSINESS

A. SENDD Personnel Policies/Travel Policies Implementation: The Executive Director will provide an update on the implementation of changes approved to the SENDD Personnel Policies and Procedures and SENDD Travel Policies. These changes were approved at the March 19, 2015 Full SENDD Board meeting. All policy changes are to be implemented by July 1, 2015.

Taladay provided the SENDD Executive Committee with an update on implementation of the new SENDD Personnel and Travel Policies. He stated that step by step they are getting there. They have purchased software from GMS for the employer retirement match. Two additional staff members have been identified that will be participating in the SENDD retirement program. He is also reviewing a reimbursement form that could be used for monthly reimbursement of cell phone use.

At this time there was a discussion by the SENDD Executive Committee about implementation of these policies. This included a Q&A on whether the employer match was set up as of the first pay period in July. Taladay indicated that this was not done as of the first pay period. SENDD would be set up for employer/employee contributions to be processed on the 31st of July. There was also discussion about the revised flex policy and cell phone reimbursement. The Executive Committee stressed the need to get these policies implemented as they were to be effective as of July 1. No formal action was required under the SENDD Personnel Policies/Travel Policies Implementation agenda item and none taken.

B. Lancaster County Membership Meeting: SENDD staff met with the Lancaster County Board of Commissioners and representatives of the rural municipalities on July 9, 2015 to discuss county and community membership to the District. Staff will provide a report on this meeting with the Lancaster County Board of Commissioners and rural communities of Lancaster County.

Taladay informed the SENDD Executive Committee that both he and Eberle attended the Lancaster County Board staff meeting on July 9th. Seven of the ten Lancaster County communities had representation at this meeting. We delivered a power point presentation to the group, presented our latest SENDD performance report, and went over a membership dues proposal that included estimated costs and identified SENDD programs/services. There was a good Q&A session between the County Board and municipalities. They felt the discussion was pretty positive. Taladay stated that they are not anticipating county membership in SENDD this fiscal year, however they did receive good feedback from the municipalities. At this time there was a brief discussion about Lancaster County membership by the SENDD Executive Committee members. Part of this discussion included questions about how this would affect the structure of the district. Taladay indicated that if Lancaster County becomes a member of SENDD they would need to begin working with EDA to add Lancaster County. They can still provide services to Lancaster County during that time period until they received full certification from EDA on Lancaster County. No formal action was required on the Lancaster County membership meeting agenda item and none taken.

At this time, Board Chair Lisa Hurley excused herself from the meeting. Board Vice President Kurt Bulgrin took over for Hurley in facilitating the meeting agenda going forward.

VI. NEW BUSINESS

A. EDA CEDS/Annual Progress Report (FY 2014-2015): The EDA Annual Community Economic Development Strategy & Progress Report (covering the period of July 1, 2014 through June 30, 2015) for year two of the three year Partnership Planning Grant plan was submitted to EDA on June 30, 2015. A copy of this report is enclosed with this meeting notice. Staff will present information from this report.

Eberle provided the SENDD Executive Committee with information on this report to EDA. He stated this report is prepared annually as a condition of SENDD's EDA partnership planning grant scope of services. The EDA Annual Progress Report is a good indicator of what SENDD staff does, what projects have been funded, contacts made with counties and municipalities, etc. No formal action was required on the EDA CEDS/Annual Progress Report (FY 2014-2015) agenda item and none taken.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay stated that a SENDD newsletter has not been distributed for a couple of months. At this time they are working on the SENDD FY 2014-2015 Performance Report. Once this report is complete, they should be able to get back to preparing and distributing a newsletter on a regular basis.

B. SERN Meeting – June 24, 2015: Eberle attended the most recent SERN meeting held at the Grand Weaver Hotel in Falls City. He stated that the meeting was well attended, and included a business meeting, roundtable updates, and community spotlights. The community spotlights included a presentation from NioCorp about the SE Nebraska Niobium Mine project. A tour of the Grand Weaver Hotel concluded the meeting agenda.

C. CDBG Administrators Certification/Recertification Training: Taladay informed the SENDD Executive Committee that two SENDD staff members are attending CDBG "Recertification" training this week (Judi Meyer and Lisa Beethe). Completing the recertification training will enable Judi and Lisa to be certified as CDBG Administrators for another four years. Rian Harkins is registered to attend CDBG Certification training at the end of this month. Completing this training from July 28-31, 2015 will enable Rian to be fully certified as a CDBG administrator.

D. SEND Dues Requests FY 2015-2016: Taladay indicated to the SENDD Executive Committee that he is finishing up documentation for dues packet mailers. Membership dues packets will be sent out to county clerks and county boards next week. These dues packets include updated interlocal agreements between each county and SENDD. Taladay is asking the counties if they would like to have SENDD representation at a future meeting to discuss SENDD membership and the interlocal agreements. The community dues packets should be sent out early next month.

E. Testimonial from NDED for Tecumseh: Taladay directed the SENDD Executive Committee to an internal e-mail (included in the meeting packet) distributed from Bob Jones, ED Consultant in the Housing Division of the Nebraska Department of Economic Development regarding the City of Tecumseh. This e-mail mentioned a "20 year in the making success story" department memo about the city. Taladay was pleased to see how SENDD was positively recognized as a key to the many successful projects and initiatives undertaken in Tecumseh over that time period.

F. Next SENDD meeting: Taladay stated that the next SENDD Executive Committee meeting is scheduled for August 20, 2015. The next SENDD Full Board meeting is currently scheduled for September 17, 2015 in Lincoln. A schedule of SENDD meetings for fiscal year 2015-2016 was distributed with the meeting agenda.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Bulgrin called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Glawatz, seconded by McDermott. Vice Chair Bulgrin then proceeded with a roll call voice vote. Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Tiemann: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:09 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem