

# SEND D

Southeast Nebraska Development District

**TO:** SENDD Board of Directors  
**FROM:** Tom Bliss, Executive Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** June 9, 2017

## **MEETING NOTICE**

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for Thursday, June 15, 2017. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the COUNTRY INN & SUITES AT 5353 No. 27<sup>th</sup> St., Lincoln, NE 68521. We will be in the second floor Board Room at the facility. Wifi access will be available.**

The business meeting is scheduled to begin at **approximately 7:00 p.m.** A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2100 Fletcher Avenue, Ste. 100, Lincoln, NE 68521. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

### **Note to Board of Directors**

Providing you have a conflict with this meeting date and will be unable to attend, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

## **BUSINESS MEETING**

### **I. CALL TO ORDER (Approximately 7:00 P.M.)**

- A.** 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 at the SENDD Office and is available for viewing by the public.
- B. Roll Call:** Taken by registration of members in attendance with introduction of all members.
- C. Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

**Filling of Open SENDD Board Member Vacancies:** SENDD currently has two Non-Governmental Representative positions to fill on the SENDD Board of Directors. A potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill a vacant position:

**Dan Mauk (NCAEDC):** Dan Mauk is serving as the Executive Director for the Nebraska City Area Economic Development Corporation (NCAEDC). Mr. Mauk would occupy the Non-Governmental Representative – Stakeholder Organization Representative SENDD Board position that is currently vacant. This position term would end on June 30, 2017, however it is up for a new three year renewal period. **Formal action to accept Mr. Mauk's nomination as a SENDD Board member is requested.**

**Board Member Nominations:** Distributed with the SENDD Board meeting packet is a report listing SENDD Board membership updates. This report identifies the non-elected members and their terms of membership. These include non-government representatives from private sector and stakeholder organizations, as well as at-large representatives. The initial elections were identified for 1-year, 2-year and 3-year staggered terms by "lot", in order to meet the conditions of the new by-laws which identified three year terms for representatives. Four SENDD Board members are up for nomination

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for a new three year term (to expire June 30, 2020). The four SENDD Board Members that are up for nomination for a new three year term are as follows:

Brook Aken, Omaha Public Power District (OPPD)  
Jerry Divis, Divis Planning Services (Wahoo)  
Matt Raber, First Tri-County Bank (Swanton)  
Vacant (Dan Mauk is up for consideration to be appointed to this vacant position)

Request for appointment of these individuals to serve as non-elected members for a new three year term on the SENDD Board of Directors (to expire June 30, 2020). **Formal action is requested.**

## II. MINUTES

- A. Minutes of the May 25, 2017 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **Approval of the May 25, 2017 SENDD Executive Committee meeting minutes will be sought.**

## III. AGENDA ADJUSTMENTS

## IV. FINANCIAL

- A. **Check Registry:** A copy of the May 2017 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The April 2017 Revenue/Expense Report is enclosed. The May 2017 bookkeeping is still being finalized at this time. If available, a copy of the May 2017 Revenue/Expense report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Contracts:** The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SENDD, organizations and/or communities/counties for services as identified. **Formal Action is requested.**

**Village of Bradshaw – Nuisance Code Enforcement Program:** SENDD staff have been in discussions with the Village of Bradshaw about the SENDD Nuisance Code Enforcement program. A contract in the amount of \$9,800 has been proposed under a Nuisance Code Consultant Agreement for SENDD to provide nuisance abatement services to the community in a designated target area. The Executive Director is requesting formal action to negotiate and enter into this contract with the Village.

- D. **Recommendation from Budget Committee for SENDD Budget 2017-2018:** Members of the SENDD Executive/Budget Committee met on May 25, 2017 (Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2017-2018. A review of the Budget Committee's report documents (enclosed in the meeting packet) will be undertaken as follows:

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1. Review of SENDD FY 2017-2018 Revenue Projections
2. Review of SENDD FY 2017-2018 Recommended Budget and Budget Comparisons

Following discussion, the Chair will seek the following motions:

**FY 2017-2018 Budget:** Motion adopting FY 2017-2018 Budget. **Formal Action is requested.**

## V. OLD BUSINESS

- A. Hourly Rate Implementation:** At the May 25, 2017 meeting the SENDD Executive Committee approved an hourly billing rate. Information on this action item will be provided to the SENDD Board of Directors.
- B. Staff Credit Cards:** At the May 25, 2017 meeting the SENDD Executive Committee approved allowing credit cards for staff to be used exclusively for work activities. Information on this action item will be provided to the SENDD Board of Directors.
- C. Employee Contracts:** At the May 25, 2017 meeting the SENDD Executive Committee approved eliminating contractual employment for staff. Information on this action item will be provided to the SENDD Board of Directors.
- D. Electronic Meetings Correspondence:** Further discussion about policies regarding holding Board and Executive Committee meetings by electronic communications or telephone conference. Discussion on set-up of SENDD Board and Executive Committee meetings based on this review, as well as moving the meeting times for future SENDD Executive Committee meetings. **Formal action may be requested.**
- E. Request for Proposals: Financial Audit for SENDD:** An update on the request for proposals for financial audit services under a three year plan will be provided. **Formal action is requested.**
- F. Community Development Specialist Position:** The Community Development Specialist position has been filled. The Executive Director will provide an update on the new hire.

## VI. NEW BUSINESS

- A. Election of SENDD FY 2017-2018 Officers:** During its meeting held on May 25, 2017, members of the SENDD Executive/Nominating Committee (Executive Committee served as the Nominating Committee) developed a slate of nominees to serve as officers during the 2017-2018 SENDD Fiscal Year. The slate of nominees that were agreed upon by the SENDD Executive Committee are as follows:

Chair: Lisa Hurley, York County Development Corporation (YCDC)  
Vice Chair: Kurt Bulgrin, York County  
Secretary: Roger Glawatz, Seward County  
Treasurer: Cheryl Brandenburgh, Black Hills Energy (BHE)

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The Chair will also seek nominations from the floor. Following the close of nominations, the Chair will seek a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the Nominating Committee. **Formal Action is requested.**

## VII. STAFF REPORTS AND REMINDERS

- A. **Executive Director Update:** An update from the Executive Director will be provided.
- B. **Newsletter:** Spring 2017 Quarterly Newsletter.
- C. **Southeast Nebraska Resource Network Meeting (SERN):** The next meeting of the Southeast Nebraska Resource Network (SERN) is scheduled to be held on June 29, 2017 Beatrice at the Country Club.
- D. **Community Development Block Grant (CDBG) Training:** Four SENDD staff members attended CDBG Certified Administrator training in Lincoln on June 6-9, 2017. A brief report will be provided.
- E. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** Enclosed with the meeting agenda is an update on the Strategic Economies Together (SET) process that is being facilitated through Southeast Partners for Progress (SE P4P).
- F. **MINK Organization Meeting:** The next MINK (Minnesota Iowa Nebraska Kansas) Organization meeting is scheduled for June 23, 2017 in Red Oak, IA.
- G. **Nebraska Regional Official Council (NROC):** An update on the Nebraska Regional Officials Council (NROC) will be provided. The next quarterly meeting is scheduled for June 16, 2017 in Kearney.
- H. **Future Full SENDD Board and SENDD Executive Committee Meetings:** SENDD staff prepared a proposed schedule of meetings for Fiscal Year 2017-2018 as attached for review. The next SENDD Executive Committee meeting is scheduled for July 20, 2017. The next Full SENDD Board meeting is scheduled for September 21, 2017.

## VIII. ADJOURNMENT

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