

SEND D

Southeast Nebraska Development District

www.sendd.org

MAIN OFFICE
2631 "O" Street, Lincoln, NE 68510
Office: 402-475-2560
Fax: 402-475-2794
dtaladay@sendd.org

HUMBOLDT OFFICE
PO Box 308, Humboldt, NE 68376
Office: 402-862-2201
senddhumboldt@windstream.net

TO: SENDD Board of Directors
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: September 12, 2013

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for Thursday, SEPTEMBER 26, 2013. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the HY-VEE Store at 5010 "O" St. in Lincoln.** We will have the Club Room in the upstairs level. We will have the Fried Chicken/Roasted Chicken Dinner catered up to the room. **NOTE THAT THIS IS A CHANGE IN DATE AND LOCATION!**

The business meeting, also to be held at the Club Room at the 2nd floor of the HY-VEE Store, 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, 2631 "O" St.

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.)
None

II. MINUTES

- A.** Minutes of the June 20, 2013 Full SENDD Board Meeting and July 18, 2013 and August 15, 2013 Executive Committee Meetings are enclosed with this notice/agenda. **A motion for approval of minutes as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

None

IV. FINANCIAL

- A.** **Check Registry:** A copy of the August 2013 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

- B. **Revenue/Expense Report:** Copies of both the July and August 2013 revenue/expense reports are enclosed. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **HBE presentation of Annual Financial Statements and Report of CPA:** Pat Meyer of HBE Becker, Meyer, Love, LLP will present the reports for the financial status of SENDD during the 2012-2013 Fiscal Year. **Formal Action for acceptance of the reports will be requested.**
- D. **Nebraska City – 2013 CIS Subcontract:** SENDD staff assisted the City of Nebraska City in an application to the Nebraska Department of Economic Development (NDED) for a project under the Comprehensive Investment and Stabilization (CIS) category of CDBG Programs. The City has entered into agreement with NDED for Phase I Planning project. SENDD has entered into a contract for Implementation of the Needs Assessment process with the City for an amount of \$17,000. As part of the project, a subcontract has been negotiated with Center for Rural Research and Development (CRRD) at UN-Kearney. This subcontract for services was submitted as part of the approved application. The services from CRRD include development of needs assessment surveys for the targeted areas in the city, full distribution and collection of returned mailer surveys, scanning of data and a written report for all finding of the data returned. The CIS program has a critical time frame of only 6-months for a Planning study to be submitted to NDED. SENDD staff would not have the time, hardware and software to accomplish the required data analysis. The Executive Director has entered into an agreement with CRRD for an amount not to exceed \$3,400.00 for services. **Formal Action for retroactive approval is requested.** (See the attached “Scope of Services and fees- Nebraska City CIS” for the services.)
- E. **Plattsmouth – 2013 CIS Subcontract:** SENDD staff assisted the City of Plattsmouth in an application to the Nebraska Department of Economic Development (NDED) for a project under the Comprehensive Investment and Stabilization (CIS) category of CDBG Programs. The City has entered into an agreement with NDED for a Phase I Planning project. SENDD has entered into a contract for Implementation of the Needs Assessment process with the City for an amount of \$17,000. As part of the project, a subcontract has been negotiated with Center for Rural Research and Development (CRRD) at UN-Kearney. This subcontract for services was submitted as part of the approved application. The services from CRRD include development of needs assessment surveys for the targeted areas in the city, full distribution, collection of returned mailer surveys, scanning of data and a written report for all finding of the data returned. The CIS program has a critical time of only 6-months for a Planning study to be submitted to NDED. SENDD staff would not have the time, hardware and software to accomplish the required data analysis. The Executive Director has entered into a contract with CRRD for an amount not to exceed \$4,500.00 for services. **Formal Action for retroactive approval is requested.** (See attached “Scope of Services and fees-Plattsmouth CIS” for the services.)
- F. **Other Financial:**
- V. **OLD BUSINESS**
- A. **Joint Land Use Study- Camp Ashland Training Site (JLUS-CATS):** Several months ago the Office of Economic Adjustment out of the Department of Defense, approached SENDD staff concerning the development of a Joint Land Use Study for Camp Ashland Training Site(s). With SENDD Board authorization, staff coordinated a meeting of various potential partners to determine if an application for Grant Funds to implement a study would be accepted. At a meeting on Aug. 15, 2013 at Camp Ashland National Guard Training Site, a consensus of participants agreed to the development of an application. The Executive Director is requesting authorization to develop the application, with SENDD as the Sponsor and Administrator, on behalf of a partnership including; Saunders County, City of Ashland, Lower Platte North-NRD, Papio-Missouri River NRD, Sarpy County and including residential and commercial interests surrounding the training site. The anticipated budget for the project is approximately \$200,000, with a 10% local match expected to be from “in-kind” services from partners. Anticipated fees for SENDD Administrative functions would be approximately \$18,000. **Formal Action is requested.** See attached information on the Aug. 15, 2013 meeting.

VI. NEW BUSINESS

- A. **SEND, INC. Application for RMAP:** With assistance from SENDD staff, SEND, INC. submitted an application to the USDA-Rural Development "Rural Microentrepreneur Assistance Program (RMAP) for a loan of \$250,000 in capital funds to establish a revolving loan fund (match of 25% from borrower required) for microbusinesses and a grant of \$62,500 for Technical Assistance (TA). It is anticipated that if awarded, SENDD would provide management of the revolving loan fund, and would provide the required Technical Assistance (TA) package for the program under an operating contract. The revolving loan fund could provide for lending up to \$50,000 per project. The TA package requires a match of 15% (\$9,375.00) for total TA funding at \$71,875. See attached RMAP budget information form. The Executive Director is requesting approval for use of SENDD local funds in the amount of \$9,375 to serve as the match for the TA package, with SENDD as the implementing agent. **Formal Action is requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** September 2013 Newsletter.
- B. **SEND Membership Dues 2013-2014:** Staff report on status of dues requests sent out to communities and counties in the last week of May.
- C. **Heartland 2050 Vision:** Staff report on facilitating focus group meetings for this MAPA initiative in Cass and Saunders Counties. Attached is a report for the SENDD Board.
- D. **SEND, Inc. – Status:** Staff report on status of organization.
- E. **MINK Coalition Meeting:** Meeting held on September 12, 2013.
- F. **SERN Meeting – August 21, 2013:** Southeast Nebraska Resource Network (SERN) meeting was held on August 21, 2013 in Seward. Attached is a copy of the agenda for that meeting.
- G. **Future SENDD Board meetings: Discussion of schedule for proposed meeting date in December 2013.**

VIII. ADJOURNMENT