

SEND D

Southeast Nebraska Development District

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TO: SENDD Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: October 8, 2015

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, October 15, 2015. Please note that the Chair has requested a meeting in person. The meeting will be at the offices of SENDD at 2631 "O" St., Lincoln, NE, 68516.**

The meeting, is scheduled to begin at approximately 6:30 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 Executive Committee

Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburgh, Erich Tiemann, Doug Watts, Roger Glawatz

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

MEETING AGENDA

For those calling in for a Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... **1-855-332-4181**
- At prompt, enter the "conference code".... **4752560 and follow any directions.**

I. CALL TO ORDER

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

Filling of Open SENDD Board Member Vacancies: SENDD currently has two At-Large Representative positions to fill on the SENDD Board of Directors. Staff will provide an update on filling these vacant positions on the Full SENDD Board.

II. MINUTES

- A.** Minutes of the September 17, 2015 SENDD Board meeting and the September 24, 2015 Special meeting of the SENDD Executive Committee are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry:** The September 2015 Check Registry report is attached for review. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The September 2015 bookkeeping is still being finalized at this time. If available, a copy of the September 2015 Revenue/Expense report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended may be sought.**
- C. **SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SEND and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- D. **Contracts:** A number of projects have recently been announced for award of funding through the Nebraska Department of Economic Development (NDED). SEND has assisted the communities in development and submittal of the project applications. **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 SEND and the communities for CDBG and NAHTF Administration services. Formal Action is requested.**

Plattsmouth DTR II-Downtown Revitalization: CDBG award of \$350,000 for Phase-2, Year-2 project proposed for commercial rehabilitation, with local match of \$108,667, for a total project of \$458,667. SEND contract for CDBG Administration not to exceed an amount of \$24,000.

Plattsmouth CIS - Comprehensive Investment and Stabilization: CDBG award of \$210,000 for a Phase-2, Year-2 project proposed for infrastructure improvements (streets and waterlines) in a target area, with a local match of \$195,000, for a total project of \$405,000. SEND contract for CDBG Administration not to exceed an amount of \$15,000.

Nebraska City CIS - Comprehensive Investment and Stabilization: CDBG award of \$220,000 for a Phase-2, Year-2 project proposed for infrastructure improvements (streets) in a target area, with a local match of \$195,420, for a total project of \$415,420. SEND contract for CDBG Administration not to exceed an amount of \$20,000.

Auburn DTR II – Downtown Revitalization: CDBG award of \$350,000 for a Phase-2, Year-2 project proposed for commercial rehabilitation, with a local match of \$111,000, for a total project of \$461,000. SEND contract for CDBG Administration not to exceed an amount of \$17,000.

Falls City DTR II – Downtown Revitalization: CDBG award of \$350,000 for a Phase-2, Year-2 project proposed for commercial rehabilitation and infrastructure improvements, with a local match of \$111,000, for a total project of \$461,000. SEND contract for CDBG Administration not to exceed an amount of \$17,000.

Crete DTR I – Downtown Revitalization: CDBG award of \$30,000 for a Phase-1, planning project proposed for a Downtown Revitalization Study, with a local match of \$7,500. Total project of \$37,500. SEND contract for CDBG Administration not to exceed an amount of \$1,500.

Blue Springs PW – Public Works: CDBG award of \$250,000 for proposed infrastructure improvements (streets and drainage), with a local match of \$359,500 for a total project of \$609,500. SEND contract for CDBG Administration not to exceed an amount of \$25,000.

Talmage OOR – Owner-Occupied Housing Rehabilitation: CDBG award of \$248,000 for a proposed program of owner-occupied housing rehabilitation within the community. No local match required. SEND contract for CDBG Administration not to exceed an amount of \$16,000.

Syracuse Countywide OOR – Owner-Occupied Housing Rehabilitation: Nebraska Affordable Housing Trust Fund (NAHTF) award of \$420,988 for a proposed program of owner-occupied housing rehabilitation within the incorporated communities of Otoe County. \$6,750 local match required. SEND contract for CDBG Administration not to exceed an amount of \$30,000.

V. **OLD BUSINESS**

- A. **Executive Director Position – Performance Goals and Time Table:** The Chair will request an Executive Session to review proposals for a Performance Evaluation process for the Executive Director position. **Formal action may be requested.**

VI. **NEW BUSINESS**

- A. **SENDD Indirect Cost Proposal:** Due to receipt of funding from the Economic Development Administration (EDA), SENDD is required to submit a “Certification of the Indirect Allocation Plan and Costs” on an annual basis. A copy of the proposed Indirect Cost Proposal and full Cost Allocation Plan is enclosed with this notice/agenda. The Executive Director is requesting review and consideration of approval of the SENDD FY 2016 Indirect Cost Proposal and Cost Allocation Plan for development of the Certification. **Formal Action is requested.**

VII. **STAFF REPORTS AND REMINDERS**

- A. **Newsletter:** The October 2015 SENDD newsletter is complete. A copy of the October newsletter is enclosed with the meeting agenda.
- B. **SENDD 2014-2015 Performance Report:** SENDD staff are finalizing this report. Staff will provide an update on the status on the SENDD 2014-2015 Performance Report.
- C. **Southeast Nebraska Partners for Progress:** Southeast Nebraska Partners for Progress (P4P) was selected as a Stronger Economies Together (SET) region and is working with UNL Extension and USDA-RD to develop an economic development plan for the region. A Civic Engagement Forum was held on Sept. 23, 2015 at Peru State College. The first SET session was then held on October 7, 2015 at the Kimmel Research and Extension Center in Nebraska City. A report on these meetings, as well as an update on future activities will be provided.
- D. **SENDD Membership Dues Requests FY 2015-2016:** SENDD staff will report on the status of membership dues requests to SENDD counties and communities for FY 2015-2016. This will also include an update on county consideration of resolutions to enter into new Interlocal Agreements with SENDD.
- E. **NROC – 3rd Annual Conference:** This conference for cross training by the Nebraska Regional Officials Commission (NROC) was held September 22-23, 2015 in Kearney. Six SENDD staff members attended this conference. An EDA Roundtable was also held on September 23rd, which included the Deputy Assistant Secretary of EDA, Director of USDA-RD, and the Director of NDED. A report on the conference and EDA roundtable will be provided.
- F. **SERN Meeting – September 24, 2015:** The most recent Southeast Nebraska Resource Network (SERN) quarterly meeting was held on September 24, 2015 at The Wheelhouse in Deshler, NE. Enclosed with the meeting agenda is a copy of the minutes from this meeting. SENDD staff will provide a report.
- G. **LB 318 Funding:** SENDD staff will report on the status of LB 318 funding for development districts. This funding is intended to be utilized by each of the District’s for planning and operational support and to assist NDED with programs, projects, communications, etc.
- H. **Next SENDD Meeting:** The next SENDD Executive Committee meetings are currently scheduled for November 19, 2015 and December 17, 2015. The next Full SENDD Board meeting is scheduled for January 21, 2016 in Lincoln.

VIII. **ADJOURNMENT**