

# 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:** November 12, 2014

## **MEETING NOTICE**

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, NOVEMBER 20, 2014. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting, with staff present at the Lincoln office, 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**

**Bob Mueller, Leroy Hanson, Mary Koci, Bill Wenz, Tim McDermott, Cheryl Brandenburgh, Nick Harling**

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 the 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

### **II. MINUTES**

**A.** Minutes of the October 16, 2014 SENDD Executive Committee meeting 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 October 2014 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 October 2014 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. Fairbury CDBG 14-TD-001:** Staff assisted the City of Fairbury, in collaboration with the Bonham Theatre Project (a 501c3 organization), in the development and submittal of an application to the Tourism Development Category under the Community Development Block Grant (CDBG) Program through NDED. The City has been awarded \$225,000 in CDBG funds to assist the renovation of the Bonham Theatre. See attached notice of the project which has an estimated total budget of \$553,834. The Executive Director is requesting retroactive approval of entering into a contract for CDBG General Administration with the City in the amount not to exceed \$15,000. **Formal Action is requested.**
- D. Nebraska City/Nebraska Arbor Day Foundation – Special Services Contract:** The City of Nebraska City is making application to the CDBG Program under the Tourism Development Category to assist the Nebraska Arbor Day Foundation (NADF) in the “Lied Lodge Renewal and ADA Compliance.” SENDD staff are assisting both the City and the NADF in developing the application. In order to “fast track” some of the requirements, the NADF has requested SENDD to assist in the CDBG-Environmental Review before a contract between the City and NDED is approved. This action will reduce the time for the project start by about 90 days. The Executive Director is requesting retroactive approval of entering into a contract, in an amount not to exceed \$3,500, with the NADF for a completed CDBG Environmental Review process. **Formal Action is requested.**
- E. City of York/York County Development Corporation – Special Services Contract:** The City of York may be considering an application to the CDBG Program Economic Development Category to assist a prospective organization (Project Mist) to develop a new business in the community. SENDD staff will be assisting both the City and York County Development Corporation (YCDC) in developing the application. As part of CDBG-Economic Development projects, an Environmental Review Process must be completed before a final application for CDBG funds can be submitted. The Executive Director is requesting consideration and approval of entering into a contract, in an amount not to exceed \$3,500, with either the City of York, or YCDC, for a completed CDBG Environmental Review process. **Formal Action is requested.**
- F. Other Financial:**
- V. OLD BUSINESS**
- A. SENDD Equipment Upgrades:** The SENDD upgrades for software and equipment are almost complete. An update will be provided. Discussion on the need for furniture upgrades.
- B. SENDD Personnel Policies Committee:** The SENDD Personnel Policies Committee has a meeting scheduled at the SENDD Lincoln office on November 20, 2014. A brief report on what was discussed at this meeting will be provided.
- 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 2015 Indirect Cost Proposal and Cost Allocation Plan for development of the Certification. **Formal Action is requested.**
- B. SEND, Inc. RMAP Cash Infusion:** The Southeast Nebraska Development, Inc. (SEND, Inc.), which is a 501(c)(3) non-profit corporation operated and staffed by SENDD, was recently awarded a \$250,000 Revolving Loan Fund (RLF) and \$62,500 Technical Assistance Grant

through the USDA-RD Rural Microentrepreneur Assistance Program (RMAP). Attached is the notice from USDA-RD on the SEND, Inc. RMAP. Funds were obligated as of 9-11-14 with closing to occur on or before 12-11-14. One of the conditions of the USDA-RD RMAP is the establishment of a Loan Loss Reserve Fund (LLRF) account. Through discussions with USDA-RD staff, this account must have a balance equal to 5% of the initial RLF drawdown at closing. The LLRF account will need to accumulate a total balance of \$12,500 once the entire \$250,000 loan balance is drawn down. With this being the first funding opportunity for SEND, Inc. since its establishment, SEND, Inc. does not have sufficient cash to deposit into this fund. The Executive Director is requesting consideration of SENDD providing funding of up to \$12,500 toward the SEND, Inc. RMAP LLRF account. These funds will be repaid to SENDD under the terms of a Loan Agreement to be determined. **Formal action is requested.**

- C. **SEND, Inc. RMAP Bank Initial Account Deposits:** As part of the SEND, Inc. USDA-RD RMAP SEND, Inc. is required to open two additional accounts. One or both of these accounts may require a minimum deposit to open the account without incurring a servicing fee. The Executive Director is requesting consideration of SENDD providing funding of up to \$1,000 toward a minimum balance for these accounts, under an agreement with SEND, Inc. for future reimbursement. **Formal action is requested.**

## VII. STAFF REPORTS AND REMINDERS

- A. **SEND Newsletter:** November Newsletter
- B. **SERN Meetings:** The most recent meeting of the Southeast Nebraska Resource Network (SERN) was held on November 5, 2014 at the Holthus Convention Center in York. A brief report on this quarterly meeting will be provided.
- C. **SEND Membership Dues 2014-2015:** Staff report on the status of membership dues requests sent out to communities and counties this year. Attached is a final report of SENDD membership dues collected for 2014-2015.
- D. **Next SEND Meeting:** The next SENDD Executive Committee meeting is scheduled for December 18, 2014. The next SENDD Full Board meeting is currently scheduled for January 15, 2015 to be held at the Club Room of the Hy-Vee Store at 84<sup>th</sup> and Holdrege St. in Lincoln.

## VIII. ADJOURNMENT