

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD –Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: May 23, 2013

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, May 30, 2013. PLEASE NOTE THAT the luncheon will begin with a 12:00 NOON meal at the SENDD offices, 2631 "O" St. in Lincoln.** We will have Hy-Vee cater in a sandwich meal to the office. The business meeting would start at approximately 12:15 PM.

Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.

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 12:15 PM-

- Call the toll free "dial-in" number.... 1-866-539-8224
- At prompt, enter the "conference code".... 3706231711 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.)

A potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill a vacant position:

Lisa Hurley: York County Development Corporation – Recently hired as the Executive Director of the York County Development Corporation (YCDC), Ms. Hurley was previously the Planning Department Supervisor at the Northeast Nebraska Economic Development District (NENEDD). Ms. Hurley has significant experience in District activities as well as her training and experience in Economic Development. Ms. Hurley would complete the Board spot for Cassie Seagren, who resigned in February. This position term would end after June, 2013, but Ms. Hurley would consider nomination to fill another 3-year term. **Formal action to accept Ms. Hurley as a Board member is requested.**

II. MINUTES

- A. Minutes of the March 21, 2013 SENDD Board meeting are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.** There was no April meeting of the Executive Committee.

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry**: A copy of the March and April 2013 check registry reports are enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report**: A copy of the March and April 2013 revenue/expense reports are enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Jansen CDBG #12-WW-004 Administration**: SENDD staff assisted the Village of Jansen with a previous Preliminary Engineering Report project under the CDBG program. In coordination with the Project Engineer, an application was submitted to the WWAC (Water and Wastewater Advisory Committee) for upgrading the wastewater treatment facilities in Jansen. That project has recently been awarded CDBG funding of \$350,000 along with a grant/loan combination from the State Revolving Loan Fund (SRF) from the Nebraska Department of Environmental Quality (NDEQ). We have executed a contract in the amount of \$17,000 for CDBG General Administrative services. The Executive Director is requesting retroactive approval of this final contract with the Village. **Formal Action is requested.**
- D. **Utica-Special Services Contract**: The Village of Utica is intending to make application as a "Leadership Development Community" through the Nebraska Department of Economic Development (NDED). The Village has asked SENDD staff to assist in packing information and preparing the submittal documents to NDED. SENDD has proposed a special services contract in the amount of \$3,500 for that assistance. The Executive Director is requesting authorization to negotiate and enter into a final contract with the Village. **Formal Action is requested.**
- E. **York Housing and Development Corporation (YHDC) – Housing Management Services**: The YHDC has Program Income from a previous NAHTF funded Down Payment Assistance program and has received applications for assistance. SENDD has proposed a contract for Housing Management and Lead Testing services in the amount of \$3,750 to assist the YHDC in compliance with program requirements with a client application. The Executive Director is requesting authorization to negotiate and enter into a final contract with the YHDC. **Formal Action is requested.**

V. OLD BUSINESS

VI. NEW BUSINESS

- A. **Budget Committee (for SENDD FY 2014 budget review and recommendations at June Board meeting)**: The Executive Committee has once again been appointed to act as the Budget Review Committee. Budget information will be sent out to Executive Committee members, serving as the Budget Review Committee, prior to the scheduled May 30 meeting for review. Items for review will consist of the following:
1. Review of SENDD FY 2014 Revenue Projections
 2. Review of SENDD Annual Wage Worksheet
 3. Review of SENDD Staff Salary History
 4. Review of SENDD Draft Agencywide Budget and Budget Comparison
 5. Adoption of Budget Recommendation to be Presented to the Full SENDD Board of Directors

Formal action by the Executive Committee is requested as a recommendation to the Full SENDD Board for the June 20, 2013 scheduled meeting.

NOTE: *Contents of Item #1 and #4 will remain under review and subject to updates between the date this meeting notice was mailed and the actual meeting date.*

- B. Nominating Committee (for Elections at June Board meeting):** The Executive Committee has once again been appointed to act as the Nominating Committee. Attached is a spreadsheet for the Full SENDD Board membership. Also attached is a SENDD Member Update which identifies the non-elected members and their terms of membership. It is anticipated that the Executive Committee will review membership, terms for non-elected members and officers, and will develop a slate of nominees for the following positions: Chair; Vice Chair; Secretary; and Treasurer for presentation at the full SENDD Board meeting in June. Current SENDD officers are as follows:

Chair: Bob Mueller, Fillmore County
Vice-Chair: Leroy Hansen, Saunders County
Secretary: Mary Koci, Seward County
Treasurer: Bill Wenz, At-large representative

Formal Action is requested

VII. STAFF REPORTS AND REMINDERS

- A. Newsletter:** April 2013 Newsletter.
- B. NROC Staff Training:** Six members of SENDD Staff participated in the two day cross-training for all Districts in Nebraska as part of the Nebraska Regional Officials Council (NROC) activity. Staff will provide a short synopsis of the training sections.
- C. IARC 4-State Conference:** Two staff members are registered to attend a 4-State Conference for Districts sponsored by the Iowa Association of Regional Councils (IARC). Training and networking among Districts from Iowa, Nebraska, Kansas and Missouri will be held in Ankeny, IA June 16-18, 2013.
- D. SEND, Inc.:** Staff report on status of developing this 501c3 organization.
- E. Next SENDD Meeting:** The next meeting of the full SENDD Board is scheduled for June 20, 2013. Of particular interest will be Election of Officers and review of the SENDD Budget for 2013-2014.

VIII. ADJOURNMENT