

# 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:** July 11, 2013

## MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, July 18, 2013. 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 Brandenburg, 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.... 1-866-539-8224
- 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

### **II. MINUTES**

**A.** Minutes of the June 20, 2013 SENDD Board 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:** A copy of the June 2013 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

**B. Revenue/Expense Report:** The June 2013 bookkeeping is still being finalized at this time. It is anticipated that a copy of the June 2013 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. Fairbury – CDBG #13-PP-00? Planning Grant for Levee Certification:**  
SENDD staff assisted the City of Fairbury in development and submittal of an application to the 2013 CDBG Program for the Fairbury Levee Certification Project, as required by FEMA. The City has been approved for a Grant of \$30,000 with a total project cost estimated at \$77,000. The Executive Director is requesting authorization to negotiate and enter into a contract with the City of Fairbury for General CDBG Administration in the amount not to exceed \$2,100. **Formal Action is requested.**

**D. Dorchester – CDBG #13-PP-00? Planning Grant for Comprehensive Development Plan:**  
SENDD staff assisted the Village of Dorchester in development and submittal of an application to the 2013 CDBG Program for a new Comprehensive Development Plan, with Zoning and Subdivision ordinances. The Village has been approved for a Grant of \$23,000 with a total project cost estimated at \$30,700. The Executive Director is requesting authorization to negotiate and enter into a contract with the City of Fairbury for General CDBG Administration in the amount not to exceed \$1,500. **Formal Action is requested.**

**E. MAPA Heartland 2050 Visioning- Community Facilitation:** The Metro Area Planning Agency (MAPA) has received federal funding to develop a multi-county “visioning” process which will include Cass and Saunders Counties in the SENDD service area. In discussions with MAPA, a contract has been offered to allow SENDD to assist in “facilitation” of community meetings and focus group sessions. We have executed this contract, which is actually back dated to June 1, 2013 to allow covering the costs incurred by SENDD staff at a training session in June. The Executive Director is requesting retroactive approval for this contract which has a maximum not to exceed \$2,000 value. **Formal action is requested.**

**F. Excess Annual Personal Leave Settlement:** In accordance with policy previously established by the SENDD Board of Directors, the required settlements were made to the Personal Leave Account as of June 30, 2013. This resulted in withdrawals from the account to satisfy excess personal leave accumulated by staff, and to cover SENDD’s share of Federal and State taxes. An overview of a report detailing the personal leave account status as of June 30, 2013 will be provided. As year end bookkeeping is still being finalized at this time, it is anticipated that this report will be distributed prior to the meeting. **No Formal Action is required.**

**V. OLD BUSINESS**

**A. USDA-RD Rural Business Enterprise Grant (RBEG):** SENDD has been awarded an RBEG, based upon an application submitted at the end of March 2013. The project includes providing technical assistance and loan packaging services to small and emerging businesses in the SENDD 15-county service area. The RBEG will provide \$30,000 to support the Loan officer and supporting staff in providing services. SENDD will provide match of \$30,150 in local funding. The Executive Director is requesting authorization for the Chair and/or the Executive Director to execute necessary program award documents dealing with “conditions for approval” and the “service agreement”. **Formal action is requested with the adoption of the enclosed Resolution. Also see attached cover letters for “Letter of Conditions” and “Request for Obligation of Funds.”**

**VI. NEW BUSINESS**

**VII. STAFF REPORTS AND REMINDERS**

- A. Newsletter:** Summer edition (June/July) 2013 Newsletter
- B. Next SENDD Meeting:** The next meeting of the Executive Committee is scheduled for August 15, 2013. The next Full SENDD Board meeting is currently scheduled for September 19, 2013.
- C. NDO/SEND, Inc. Status:** Staff report on status of developing this 501c3 organization, including steps taken since the 6-20-2013 SENDD Board meeting as well as steps to be taken in the next 30 days.

**VIII. ADJOURNMENT**