

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
Fax: 402-862-2201
senddhumboldt@windstream.net

TO: SENDD –Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: December 13, 2012

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, December 20, 2012. 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, Gus Brown, Bill Wenz, Marvin Yost, Steve Lade

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 November 15, 2012 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:** A copy of the November 2012 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

B. **Revenue/Expense Report:** A copy of the November 2012 revenue/expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

C. **Wymore Housing Authority – Special Services Contract for Environmental Review:** Wymore Housing Authority staff contacted SENDD asking for assistance in preparing an Environmental Review Record related to a purchase of land by the Housing Authority, much like our contract for service with them in 2009. Proposed contract calls for an amount not to exceed \$3,500. (It is expected that we should be able to perform the work in the next 3 to 6 months for \$1,000 to \$2,000; In 2009 the final billed amount was \$1,200.) The Executive Director is requesting retroactive approval to enter into this contract with the Wymore Housing Authority. **Formal Action is requested.**

D. **Dorchester- Nuisance Abatement/Amended Contract:** SENDD entered into a contract with the Village of Dorchester in June 2012 for Nuisance Abatement activities. The base contract is completed, however, the Village is asking for more assistance in coordinating abatement and clean-up activities (which are not in that base contract). The present contract is for an amount of \$5,161.10 and the amended amount will be not to exceed \$8,000.00. The Executive Director is requesting authority to complete and sign contract documents for the amendment. **Formal Action is requested.**

V. OLD BUSINESS

A. **Review/Approve SENDD Accounting Policies and Procedures Manual:** After a review of the Accounting Policies and Procedures Manual at the November 15, 2012 meeting of the Executive Committee, staff has made some final corrections to the document. A copy of the final draft document is enclosed. The Executive Director is requesting review of the final draft and approval of the Accounting Policies and Procedures Manual. **Formal Action is requested**

B. **USDA-RD IRP Loan #2:** SENDD was previously awarded \$233,000 under the Intermediary Relending Program (IRP) from USDA-Rural Development. This is the second IRP Loan for SENDD. Final Closing Documents have now been received from USDA-RD. Although the Executive Committee authorized signing closing documents at the last meeting, upon receipt of the Final Closing Documents a condition that needs to be met prior to closing is the passage of a Resolution. This Resolution indicates that the Executive Committee has considered the proposed terms of the IRP loan as set forth in the Letter of Conditions and other closing documents. A copy of the proposed Resolution and Letter of Conditions (dated 6-22-12) is enclosed. The Executive Director is requesting review/approval of the Resolution and authorization for signatures by SENDD officers and Executive Director as needed. **Formal Action is requested.**

VI. NEW BUSINESS

A. **SENDD Board Membership:** With the recent elections, there will be changes to some of the appointed County Board members to the Full SENDD Board. Also, Gus Brown has indicated he will be moving to Lincoln and so will be ineligible to sit on the SENDD Board and Executive Committee. Discussion of new Board representatives from the County positions and for filling at-large position for Gus Brown.

VII. STAFF REPORTS AND REMINDERS

A. **Membership Dues:** Report on the receipt of Annual Membership dues and volunteer housing dues.

B. **Newsletter:** December 2012 Newsletter.

C. **MINK Meeting on December 6, 2012:** Staff member Kevin Burnison attended this meeting. MINK representatives approved By-laws and a 7-member Board of Directors: Mary Kruger, Auburn was elected 2nd Vice Chair and George Neubert, Brownville was elected Treasurer.

D. **Next SENDD Meeting:** The next meeting for the Full SENDD Board has been scheduled **January 17, 2013** at the Club Room of the Hy-Vee at 84th and Holdrege St. in Lincoln

- E. **2013 Annual Action Plan – NDED**: Staff developed a letter of response to the 2013 Annual Action Plan and submitted it to NDED. Staff also distributed a copy to all communities in the District for their review and any local action. A copy of the letter is enclosed.

VIII. ADJOURNMENT