

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 17, 2013 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, October 17, 2013. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Vice Chair Leroy Hanson at approximately 6:34 P.M. at the SENDD-Lincoln office. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll call: The following 6 SENDD Executive Committee members were present: Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, At Large Representative; Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; and Nick Harling, American National Bank.

Executive Committee members absent (1): Robert Mueller, Fillmore Co.

SEND D Staff members present were Dave Taladay and Craig Eberle, Lincoln

II. MINUTES

The previous SENDD Executive Committee meeting minutes (September 26, 2013) were included in the meeting packet that was sent out to the Executive Committee. Vice Chair Hanson asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. Executive Committee member Bill Wenz asked about the Full SENDD Board approving minutes from previous SENDD Executive Committee meetings. He brought this up for discussion because members of the Full Board are approving minutes of a meeting of which some did not participate in. SENDD staff member Eberle responded by stating that the previous Executive Committee meeting minutes are brought before the Full SENDD Board so they can be reviewed. At one time he believes the intent was for the Executive Committee meeting minutes to be accepted by the Full Board, rather than approved. This could be the approach going forward. With no corrections or additions from the Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Koci to approve the minutes of the September 26, 2013 SENDD Executive Committee Meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the SENDD Executive Committee at this time.

IV. FINANCIAL

A. Check Registry: A copy of the September 2013 Check Registry report was sent out with the meeting agenda. SENDD Executive Director Taladay briefed the Executive Committee on the check registry report. He stated that revenues exceeded expenses during the month of September. This is primarily due to SENDD continuing to receive FY 2014 membership dues from counties and communities. The first set of checks listed on the check registry report are for incentive bonuses distributed to SENDD staff from the incentive pool. Executive Committee member Cheryl Brandenburgh asked how the incentive bonuses were determined. Taladay responded by stating that bonuses were distributed evenly at \$750/person. Some of the final amounts paid out varied based on individual taxable amounts. Upon conclusion of the Executive Committee discussion, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by Harling to approve the September 2013 Check Registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

travel and attend a significant amount of night meetings. He also pointed out that Insurance/Bonds and Audit (under contractual) are projected much higher than they actually will be, due to these being paid all at once rather than monthly. Upon conclusion of the Executive Committee discussion, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Koci to approve the October 2013 Revenue/Expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

C. Fillmore County NAHTF #13-TFHP-003: Downpayment Assistance Program with FCDC: SENDD staff assisted the Fillmore County Development Corporation (FCDC) with the development of a second Down Payment Assistance Program for implementation in the communities in Fillmore County. SENDD staff assisted the Fillmore County Board in an application to the Nebraska Affordable Housing Program (NAHP) for funding of the Down Payment Assistance Program. NDED has awarded the County a total project of \$229,120 in Nebraska Affordable Housing Trust Funds (NAHTF), with leveraging approximately \$512,000 in First Mortgage financing for a minimum of assisting 8 eligible families in purchasing homes in Fillmore County. SENDD presently has a contract with Fillmore County for General Administration of the program. The FCDC will implement the program under a Sub-recipient agreement with the County Board. SENDD has proposed two contracts to assist the FCDC in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with FCDC.

1. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed \$18,400.
2. Lead Base Paint Testing: Contract amount not to exceed \$12,000.

Taladay provided the Executive Committee with an overview of this project. He stated that SENDD has already entered into an administration contract with FCDC. He is now seeking approval to negotiate and enter into contracts for Housing Rehabilitation Program Delivery/Management and Lead Based Paint Testing. After a brief discussion, Vice Chair Hanson called for a motion. Moved by Brandenburg, seconded by McDermott to authorize the Executive Director to negotiate and enter into a contract in the amount of \$18,400 with Fillmore County Development Corporation for Housing Rehabilitation Program Delivery/Management, as well as authorizing the Executive Director to negotiate and enter into a contract in the amount of \$12,000 with Fillmore County Development Corporation for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

D. Falls City CDBG #13-HO-6060: SENDD staff assisted the City of Falls City with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$310,000 in Community Development Block Grant (CDBG) funds to assist at least 10 homeowners in substantial rehabilitation of their homes in the City. SENDD is proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with the City of Falls City.

1. General CDBG Administration: Contract in the amount not to exceed \$20,000
2. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed \$25,000.
3. Lead Base Paint Testing: Contract amount not to exceed \$15,000

Taladay provided the Executive Committee with an overview of this owner occupied rehabilitation project in Falls City. He stated that SENDD was able to succeed in having five owner occupied rehabilitation projects funded for communities in the SENDD district. This made up over half of the total CDBG owner occupied rehabilitation projects funded in the state. After a brief discussion, Vice Chair Hanson called for a motion. Moved by Harling, seconded by Hanson to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$20,000 with the City of Falls City for General CDBG Administration, as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$25,000 with the City of Falls City for Housing Rehabilitation Program Delivery/Management, as well as

as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$25,000 with the City of Falls City for Housing Rehabilitation Program Delivery/Management, as well as authorizing the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$15,000 with the City of Falls City for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

E. Pawnee City CDBG #13-HO-6061: SENDD staff assisted Pawnee City with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$310,000 in Community Development Block Grant (CDBG) funds to assist at least 10 homeowners in substantial rehabilitation of their homes in the City. SENDD is proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with the City of Pawnee City.

1. General CDBG Administration: Contract in the amount not to exceed \$20,000
2. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$25,000.
3. Lead Base Paint Testing: Contract amount not to exceed \$15,000

Taladay provided the Executive Committee with an overview of this owner occupied rehabilitation project in Pawnee City. He stated that this project is identical to the Falls City CDBG OOR project, with at least ten total homeowners being assisted. After a brief discussion, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by Koci to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$20,000 with the City of Pawnee City for General CDBG Administration, as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$25,000 with the City of Pawnee City for Housing Rehabilitation Program Delivery/Management, as well as authorizing the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$15,000 with the City of Pawnee City for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

F. Geneva CDBG #13-HO-6056: SENDD staff assisted the City of Geneva with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$248,000 in Community Development Block Grant (CDBG) funds to assist at least 8 homeowners in substantial rehabilitation of their homes in the City. SENDD is proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with the City of Geneva.

1. General CDBG Administration: Contract in the amount not to exceed \$16,000
2. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$20,000.
3. Lead Base Paint Testing: Contract amount not to exceed \$12,000

Taladay provided the Executive Committee with an overview of this owner occupied rehabilitation project in Geneva. He stated that the contracts are calculated based on \$2,000/unit for General Administration, \$2,500/unit for Housing Rehabilitation Program Delivery/Management, and \$1,500/unit for Lead Base Paint Testing. After a brief discussion, Vice Chair Hanson called for a motion. Moved by Koci, seconded by McDermott to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$16,000 with the City of Geneva for General CDBG Administration, as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$20,000 with the City of Geneva for Housing Rehabilitation Program Delivery/Management, as well as authorizing the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$12,000 with the City of Geneva

for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

G. Deshler CDBG #13-HO-6058: SENDD staff assisted the City of Deshler with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$248,000 in Community Development Block Grant (CDBG) funds to assist at least 8 homeowners in substantial rehabilitation of their homes in the City. SENDD is proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with the City of Deshler.

1. General CDBG Administration: Contract in the amount not to exceed \$16,000
2. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$20,000.
3. Lead Base Paint Testing: Contract amount not to exceed \$12,000

Taladay provide the Executive Committee with an overview of this owner occupied rehabilitation project in Deshler. Executive Committee member Brandenburg questioned the contract amounts based on the minimum number of homeowners stated on the meeting agenda (10) as being assisted. Taladay responded by stating that there was a typo on the agenda. The number of homeowners to be assisted is incorrectly listed at 10, when it should be 8. Upon conclusion of the discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Brandenburg to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$16,000 with the City of Deshler for General CDBG Administration, as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$20,000 with the City of Deshler for Housing Rehabilitation Program Delivery/Management, as well as authorizing the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$12,000 with the City of Deshler for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

H. Fairmont CDBG #13-HO-6059: SENDD staff assisted the Village of Fairmont with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$186,000 in Community Development Block Grant (CDBG) funds to assist at least 6-homeowners in substantial rehabilitation of their homes in the community. SENDD is proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into the following contracts with the Village of Fairmont.

1. General CDBG Administration: Contract in the amount not to exceed \$12,000
2. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed a total of \$18,000, which includes \$15,000 in new CDBG funds and \$3,000 in Housing Program Income on hand from Fairmont.
3. Lead Base Paint Testing: Contract amount not to exceed \$9,000

Taladay provide the Executive Committee with an overview of this owner occupied rehabilitation project in Fairmont. Taladay pointed out a typo on the agenda, as the award was incorrectly listed on the agenda as \$310,000. The actual award was \$186,000. He stated that program income from a previous CDBG project is being used for a portion of the Housing Rehabilitation Program Delivery/Management. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Koci, seconded by Hanson to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$12,000 with the Village of Fairmont for General CDBG Administration, as well as authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$18,000 (including \$3,000 of program income) with the Village of Fairmont for Housing Rehabilitation Program Delivery/Management, as

well as authorizing the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$9,000 with the Village of Fairmont for Lead Base Paint Testing. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

I. Seward County CDBG-ED Application – Environmental Review: SENDD staff have been collaborating with Seward County, the Seward County Economic Development Corporation (SCEDC) and the Nebraska Department of Economic Development (NDED) on a proposed project application for Seward County under a Public Works Grant project. Prior to any final approval of a CDBG project, an Environmental Review Record (ERR) must be completed for the project, which includes the concrete paving to approximately one-half mile of West Van Dorn Road, from Hwy 15 east to the location of Digitec, Inc. The business must commit to creating 10-new FTE job positions. SENDD has proposed a contract with SCEDC to complete the ERR, in an amount not to exceed \$2,000. The Executive Director is requesting authorization to negotiate and enter into a final contract with SCEDC.

Taladay briefed the board on this CDBG ED ERR project with Seward County. He stated that total estimated project costs are \$600,000. The Environmental Review Record must be completed prior to award of the project. SENDD staff are estimating that this will be a fairly simple ERR, with SENDD entering into a contract with SCEDC who is paying for the review. Due to involvement with SCEDC, Executive Committee members Brandenburg and Koci abstained from making any motions and voting on the project. Upon conclusion of the project discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by McDermott, seconded by Hanson to authorize the Executive Director to negotiate and enter into a contract in the amount not to exceed of \$2,000 with the Seward County Economic Development Corporation (SCEDC) for facilitation of a CDBG-ED application Environmental Review. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Wenz: Yes; McDermott: Yes; Harling: Yes. Koci and Brandenburg abstained. Motion passed unanimously on the roll call voice vote.

V. OLD BUSINESS

There was no old business to discuss at this time

VI. NEW BUSINESS

A. Review/approve Indirect Cost Proposal and Certification: 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. The Executive Director is requesting review and consideration of approval of the SENDD FY 2014 Indirect Cost Proposal and Cost Allocation Plan for development of the Certification.

Eberle briefed the Executive Committee on the indirect cost proposal and certification. He directed everyone to the proposed Indirect Cost Proposal and full Cost Allocation Plan that was distributed with the meeting agenda. Eberle indicated that indirect costs are budgeted based on the previous year's indirect cost rate, and anticipated rate for the upcoming fiscal year. An indirect cost rate is then budgeted into the annual Planning/Partnership Grant budget that is submitted to EDA each fiscal year. The adopted indirect cost proposal is used to complete an Annual Certificate of Indirect Costs that is submitted to EDA every year. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Koci to approve the SENDD FY 2014 Indirect Cost Proposal and Cost Allocation Plan as proposed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

B. Succession Plan for SENDD Executive Director (Draft): Several programs have recommended that the SENDD organization have a "succession plan" for the Chief Executive Officer. Enclosed with the meeting notice was a "draft" of a succession plan for the SENDD Executive Director. SENDD anticipates review by all Board members, and would anticipate a formal review at the next Full SENDD Board meeting scheduled for January 16, 2013.

Taladay provided an overview of the SENDD Succession Plan draft agenda item for the Executive Committee. He noted that other programs, such as the recently submitted USDA-RD RMAP application, ask for a succession plan for the District. He distributed the draft plan to the Executive Committee for initial feedback and questions. He anticipates Full SENDD Board review at the January Board meeting.

Taladay then asked for feedback from the SENDD Executive Committee. Executive Committee member Brandenburgh noted that on Page 2 individual names were included under Acting Executive Director. She suggested leaving the names blank and just including titles, as this is what is typically done in most succession plans. She also advised to leave all three boxes blank on Page 2 under "Authority and Compensation of the Acting Executive Director" where it discusses compensation of the Acting Executive Director. Taladay appreciated the input and indicated that they would definitely consider making those changes to the draft plan. No formal action was required on the SENDD Succession Plan agenda item and none taken.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay informed the Executive Committee that the October 2013 SENDD newsletter is not out yet. He anticipates this newsletter being distributed by the end of the month.

B. SENDD Staff Strategic Planning: Taladay advised the Executive Committee that SENDD staff participated in an all day strategic planning session on September 24, 2013 at HyVee in Lincoln. With the assistance of two professional facilitators (Roberta Pinkerton-OPPD and Cheryl Brandenburgh-Black Hills Energy), SENDD staff spent a day on developing the first phase of a Staff Strategic Plan. The session included a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) as well as identifying a series of action plans focused on strengthening staff activities and organization. SENDD staff broke down into team discussions as well. Taladay informed the Executive Committee that the next step will be conducting team meetings to work on the plans and actions, with a staff meeting anticipated to be held in November. He anticipates providing a progress report to the Full SENDD Board at the January 16, 2014 meeting.

C. Next SENDD Meeting: Taladay noted that the next scheduled meetings of the SENDD Executive Committee are on November 21, 2013 and December 19, 2013. The December 19, 2013 meeting was originally scheduled as a Full Board meeting, however the next Full SENDD Board meeting has been rescheduled for January 16, 2014 in Lincoln.

D. SEND, Inc. Status: Taladay informed the Executive Committee that SEND, Inc has filed for 501(c)(3) status with the IRS. SENDD staff are currently working with their attorney to obtain a letter that will substitute for the IRS determination on the Non Profit Development Organization (NDO) application. Once this letter is received, they can then package and submit the SEND, Inc. application for NDO status to the Nebraska Department of Economic Development (NDED). It is anticipated that this application will be packaged and submitted to NDED by the end of this month.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Brandenburgh, seconded by Koci. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:18 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem