

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE OCTOBER 18, 2012 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was called to order by SENDD Vice Chair Leroy Hansen at approximately 6:36 P.M. at the SENDD – Lincoln office. This meeting was conducted via telephone conference. Items of SENDD business were as follows:

**I. ROLL CALL**

A. Roll call: Roll call was taken by roll call voice registration which showed the following 5 Executive Committee members present: Leroy Hansen, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, Saline Co.; Marvin Yost, Jefferson Co.; and Gus Brown, York (at large representative).

Staff members present were Dave Taladay and Craig Eberle, Lincoln

Executive Committee members absent (2) include: Bob Mueller, Fillmore Co.; and Steven Lade, Otoe Co.

**II. MINUTES**

Minutes of the September 20, 2012 Full SENDD Board meeting 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. 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 20, 2012 Full SENDD Board Meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

**III. AGENDA ADJUSTMENTS:**

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

**IV. FINANCIAL**

A. Check Registry: A copy of the September 2012 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that SENDD received a significant amount of membership dues from counties and municipalities during the month of September. Executive Committee member Wenz asked about check #28537, which was reissued for check #28531. Taladay stated that this was a payroll check that was mailed out but not received until almost a week later. The payroll check was reissued and the original check voided when the original check finally arrived. Wenz noticed that check #28537 that was reissued for the original check #28531 was the same number as the last payroll check listed on 9-14-12. Eberle commented that this is likely a misprint. The reissued check should be #28538 and not #28537. After this discussion Vice Chair Hanson called for a motion. Moved by Yost, seconded by Wenz to approve the September 2012 check registry report as previously distributed, changing the reissued check number from #28537 to #28538. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the September 2012 revenue/expense report was sent out with the meeting packet. Taladay briefed the Executive Committee on the September 2012 revenue/expense report. He stated that this revenue/expense report represents the first three months of the SENDD 2012 Fiscal Year. Total projected revenues are high at this time due to SENDD receiving a significant amount of FY 2013 membership dues from member counties and communities. This is typical for this time of year. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Brown, seconded by Koci to approve the September 2012 revenue/expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

C. Special Services Contract with City of Plattsmouth: This is for a proposed SENDD contract with the City for development of Environmental Assessment for Ridgeview Apartment Project with the use of CDBG Housing Programs Income. Phase I part of the contract includes an Environmental Review Process, and a Phase II part of contract for compliance monitoring of developer for Davis-Bacon and LMI tenant certification for rentals. Total amount of contract is for a not to exceed amount of \$10,000. The City of Plattsmouth approved the contract as of Oct. 15, 2012. The Executive Director is seeking retroactive approval of this special services contract with the City of Plattsmouth.

Taladay briefed the Executive Committee on this project. He stated that in the last year or so a developer purchased a property off of Highway 75 for the development of new housing. The initial phase of this project includes remodeling an existing commercial building into loft apartments, construction of two new 22 unit apartments, and construction of a new clubhouse. The developer has applied for Plattsmouth CDBG housing program income funds to assist with this project. The necessary CDBG compliance includes conducting an Environmental Assessment, monitoring of Davis-Bacon wage requirements, as well as LMI tenant certification for apartment rentals. The Southeast Nebraska Development District has entered into a \$10,000 not to exceed contract with the City of Plattsmouth to provide these services. After the presentation by Taladay, Vice Chair Hanson called for a motion. Moved by Brown, seconded by Koci to approve retroactive approval of a \$10,000 not to exceed special services contract with the City of Plattsmouth. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

D. Special Services Contract(s) with the Nebraska City Housing and Community Development Agency: This is for the following two proposed contracts:

1. Proposed SENDD contract for CDBG Environmental Assessment for north industrial site. Contract to include Environmental Assessment process and other services for processing CDBG-EDLF financing. Total amount not to exceed \$5,000.
2. Proposed SENDD contract for Environmental Assessment for the "Morton House" buildings for potential industrial "incubator" facility. Contract to include Environmental Assessment process and other services for processing CDBG-EDLF financing. Total amount not to exceed \$5,000.

Taladay informed the Executive Committee about these projects. He stated that Nebraska City has a new City Administrator who is very proactive. SENDD staff is participating on an assessment team for new site development in Nebraska City. Two projects are currently being pursued. The first project includes possible development of a north industrial site. The second project is for an industrial incubator facility utilizing the Morton House buildings in Nebraska City. The Nebraska City Housing and Community Development Agency has requested SENDD assistance in facilitating an Environmental Assessment and other services for possible use of local CDBG EDLF funds. Taladay requested separate approval of each contract by the SENDD Executive Committee. After a brief discussion by the Executive Committee, Vice Chair Hanson called for the following motions:

1. Moved by Wenz, seconded by Koci to approve the Executive Director to enter into a \$5,000 not to exceed special services contract with the Nebraska City Housing and Community Development Agency for the north industrial site project. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

2. Moved by Koci, seconded by Yost to approve the Executive Director to enter into a \$5,000 not to exceed special services contract with the Nebraska City Housing and Community Development Agency for the Morton House project. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown: Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

E. Other Financial: There was no other financial information to discuss at this time.

## V. OLD BUSINESS

A. Other Old Business: There was no other 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 (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 2013 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 stated that as a requirement of last year's EDA partnership planning grant renewal, SENDD prepared and submit a "Certification of the Indirect Allocation Plan and Costs." This plan is to be submitted to a designated cognizant federal agency for confirmation within six months of the entities fiscal year end. Eberle was not aware of SENDD being required to submit any certification of indirect costs under any previous EDA partnership planning grant programs.

In order to finalize the "Certification of the Indirect Allocation Plan and Costs" SENDD has prepared an indirect cost proposal for FY 2013. This indirect cost proposal utilizes the previous year's indirect cost rate to estimate indirect costs for the next FY. Eberle stated that SENDD is budgeting indirect costs at 40% of total expenses for FY 2013. SENDD staff have also reviewed our cost allocation plan, which determines the basis of assigning costs to all projects during each fiscal year. SENDD costs are broken down based on direct and indirect costs, as well as in-kind services. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Yost to approve the SENDD FY 2013 Indirect Cost Proposal and Cost Allocation plan. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown Yes; Wenz: Yes; Yost: Yes. Motion passed unanimously on the roll call voice vote.

## **VII. STAFF REPORTS AND REMINDERS**

A. Newsletter: Taladay stated that the October newsletter is out. On the first page is an article on the benefits of SENDD membership. The second page of the newsletter includes all of the housing projects that have been recently awarded in the SENDD district. Six communities were awarded CDBG funds to implement owner occupied housing rehabilitation programs. These communities include Ashland, Auburn, Fairbury, Peru, Plattsmouth and Stella. The City of Seward and Thayer County Economic Development Alliance were awarded NAHTF funds to implement down-payment assistance programs in Seward and Thayer County. SENDD assisted all of these communities and counties with application preparation, and will provide grant administration on the awarded projects. These projects will provide over \$2,000,000 of funding for housing projects in the SENDD district.

B. MINK Meeting on October 4, 2012: Taladay briefed the board on the latest MINK meeting, which was held on October 4, 2012 at Peru State College. Staff member Kevin Burnison attended this meeting in Peru. The MINK coalition is now in the process of creating a 501(c) (3) non-profit corporation. They have scheduled a special meeting for November 1, 2012 in Percival, IA to discuss creating this non-profit organization. SENDD staff will likely attend this meeting, although a potential application with SENDD assistance has been tabled at this time. Another MINK meeting is anticipated for January 2013 at Highland Community College in Kansas.

C. Next Meeting: Taladay indicated that the next meeting will be the SENDD Executive Committee scheduled for November 15, 2012. The next Full SENDD Board meeting is scheduled for December 20, 2012. Because the next Full SENDD Board meeting is so close to the Christmas holiday, Taladay brought up the possibility of rescheduling this meeting. He is considering the following two options:

1. Schedule the next Full SENDD Board meeting a week earlier than currently scheduled (December 13, 2012)
2. Schedule the next Full SENDD Board Meeting on the date of the scheduled January Executive Committee meeting (January 17, 2013), and just hold an Executive Committee meeting in December.

The Executive Committee members participating in the conference call seemed open to rescheduling the December 20, 2012 Full SENDD Board meeting. Taladay indicated that he will send a query to the Full SENDD Board after the November Executive Committee meeting to determine a date to hold the next Full SENDD Board meeting.

D. Recent Project Funding: Taladay stated that the Nebraska Department of Environmental Quality (NDEQ) recently announced awards for wastewater and recycling grants (WWRRIG/NDEQ). SENDD assisted the Otoe County Roads Department with a WWRRIG application for a tree chipper. The Otoe County Roads Department was awarded a grant of \$93,056 for the purchase of this equipment. Taladay stated that several other organizations received funding for projects in the SENDD district. These organizations are listed in the SENDD newsletter.

#### **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 Yost, seconded by Wenz. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Brown Yes; Wenz: Yes; Yost: Yes. Motion to adjourn the meeting passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:00 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem