

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 16, 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 Hanson at approximately 6:37 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: Mary Koci, Seward Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steven Lade, Otoe Co.; and Eric Leichty, Midwest Bank – Deshler

Staff members present were Dave Taladay and Craig Eberle, Lincoln; Kevin Burnison, Humboldt

Executive Committee members absent (2) include: Bob Mueller, Fillmore Co.; and Marvin Yost, Jefferson Co.

II. MINUTES

The previous Full SENDD board meeting minutes (January 19, 2012) 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 January 19, 2012 Full SENDD Board Meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: 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 January 2012 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that checks paid out significantly outweigh check revenues for the month of January. This is primarily due to the EDA early warning siren project. SENDD issued a check to Schmader Electric on January 31 for siren installation work in the amount of \$277,977. SENDD requested \$210,137.77 from EDA for the grant portion of the project (75%), with the remaining 25% match collected from the participating communities and deposited in prior months. Since the EDA draw down is disbursed to SENDD via ACH (and not a check), and the disbursement did not arrive prior to January 31, it is not recorded on the check registry report. Eberle added that SENDD received a \$30,500 quarterly disbursement (via ACH) in January from EDA for the partnership planning grant program. This amount is also not listed under check registry revenues as it is not disbursed in the form of a check. All of these disbursement issues with EDA provide an explanation as to why the January 2012 check revenues received are significantly less than the checks issued during the month. After a brief discussion, Vice Chair Hanson called for a motion. Moved by Koci, seconded by Lade to approve the January 2012 check registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of January 2012 revenue/expense report was sent out with the meeting packet. Taladay briefed the Executive Committee on the January 2012 revenue/expense report. He stated that due to delays with EDA (there e-mail was down for the entire month) we did not receive clearance to request disbursement of the 75% portion of the latest EDA siren grant contractor invoice (\$210,137.77). As a result the funding did not arrive in SENDD's checking account until February 2012. Due to a need to pay the contractor in a timely manner, SENDD used available cash from local membership dues to pay the contractor invoice by January 31, 2012. Since the EDA disbursement of \$210,137.77 is not reflected this month, revenues are significantly less than expenses. Eberle mentioned that the January 2012 revenue/expense

report includes the amended SENDD budget as of 12-8-11. This amended SENDD Budget was approved by the Full SENDD Board at the 1-19-12 meeting. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Lade, seconded by Leichty to approve the January 2012 revenue/expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

C. Special Services Contract with the Rural Enterprise Assistance Project (REAP): SENDD staff have been assisting the REAP program under an extended contract through Dec. 31, 2011. REAP has obtained funding again and asked for continued assistance from SENDD to provide assistance in pre and post-loan technical assistance support. This assistance includes: client technical assistance related to business planning, pricing, marketing, financial management, individual consultation and assistance in business plan preparation. This contract has a retroactive term from January 1, 2012 through June 30, 2012. The Executive Director entered into this agreement as of January 27, 2012. The Executive Director is requesting retroactive approval for entering into a contract in an amount not to exceed \$6,250.

Eberle briefed the Executive Committee on the special services contract. He indicated that this contract is almost identical to what SENDD entered into with REAP in 2011, other than the total contract amount. Funding cycles have changed with the Small business Administration (SBA), who provides this technical assistance funding to REAP. SBA is now funding on a Fiscal Year cycle, which is from July 1 to June 30. It is the intention of REAP to enter into another contract with SENDD on July 1, 2012 at the end of this existing six month term. This contract would likely be for the same amount as last year's contract (\$12,500) for a full 12 month term (July 1, 2012 through June 30, 2013). After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by Wenz to authorize retroactive approval to the Executive Director to enter into a special services contract with the Rural Enterprise Assistance Project (REAP) in the amount of \$6,250; Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

D. Bee: CDBG #11-WW- Water Systems Upgrade: SENDD staff assisted the Village with the development of a program and an application to the Community Development Block Grant (CDBG) – Water/Wastewater Category as administered by the Nebraska Department of Economic Development (NDED) for funding for an update to components of its water system. The project will replace undersized and aging water mains and valves leading from the well to the water tower, replace water meters throughout the Village and repaint the water tower. The Village will receive \$243,386 in CDBG funding along with \$309,139 in grant and loan funding from NDEQ Drinking Water-State Revolving Fund (SRF). The Executive Director is requesting authorization to negotiate a final contract for assisting in CDBG general administration of the project in the anticipated amount of \$15,000.

Taladay briefed the Executive Committee on this project. He indicated that SENDD staff member Trouba has been working with the Village for about a year and a half. This project coordinates with grant and loan funding from the NDEQ Drinking Water-State Revolving Fund. SENDD is still waiting for a final contract. After the brief project overview by Taladay, Vice Chair Hanson called for a motion. Moved by Koci, seconded by Lade to authorize the Executive Director to negotiate and enter into a final CDBG general administration contract with the Village of Bee in the amount of \$15,000; Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: 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. Comprehensive Economic Development Strategy (CEDS) – Agreement with Center for Rural Entrepreneurship (CRE): At the January 19, 2012 meeting, the Full SENDD Board of Directors authorized the Executive Committee to work with a special committee of SENDD staff and two Full Board members to develop a more detailed proposal from the Center for Rural Entrepreneurship (CRE) to assist in data collection

and analysis. After negotiations with CRE, and a recommendation to, the Executive Committee authorized negotiations for a final contract. The approval for that action was facilitated via e-mail and telephone response, with all Executive Committee members submitting their approval responses by February 9, 2012. The Executive Director has executed a final contract with CRE that breaks down the services, costs and schedule in an amount of \$7,500. The Executive Director is requesting retroactive approval for the execution of that final contract. A copy of the CEDS memo to the Executive Committee, as well as the draft agreement from CRE was distributed to the Executive Committee prior to the meeting.

Taladay briefed the Executive Committee on the CEDS agreement with CRE. Taladay expressed his appreciation to Stephanie Shrader and Cassie Seagren of the Full SENDD Board for participating in this process. SENDD was able to obtain a more detailed proposal from CRE, and after much discussion SENDD staff received approval from the Executive Committee to proceed with negotiations and executing a final contract. This contract has now been signed. Taladay stated that by having this item on the agenda, this will allow the Executive Committee to ratify what was approved via e-mail and phone by the Executive Committee members prior to this meeting. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Leichty, seconded by Koci to authorize retroactive approval to the Executive Director to negotiate and enter into a final contract with the Center for Rural Entrepreneurship (CRE) for CEDS data collection and analysis in the amount of \$7,500. This will ratify what was approved by the Executive Committee via e-mail and phone prior to this meeting. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

B. Non-Profit Development Organization (NDO): Taladay briefed the Executive Committee on SENDD's efforts to develop a 15-county regional Not-for-Profit Development Organization (NDO). He stated that they have begun compiling a list of qualified individuals to serve on the SEND, Inc. Board of Directors. The corporation's Board of Directors must be composed of people in one or more of the following categories: low and moderate income residents, owners or senior officers of private business establishments and other institutions, or representatives of low and moderate income neighborhood organizations. They will begin contacting these individuals, with the hope of filling these positions over the next few weeks. No formal action needed on Non-Profit Development Organization (NDO) update and none taken.

C. Other Old Business: There was no other old business to discuss at this time.

VI. NEW BUSINESS

There was no new business to be brought before the Executive Committee at this time.

VII. STAFF REPORTS AND REMINDERS

A. Monthly Newsletter – February 2012: Taladay indicated that Emily Bausch is currently working on the February 2012 newsletter. This newsletter should be complete and distributed in the next week or so. All SENDD newsletters, meeting agendas and meeting minutes are now available on the SENDD website (www.sendd.org).

B. Staffing: Taladay informed the Executive Committee that on January 27 Derek Bargmann resigned from his position as Community Development Specialist in the SENDD-Humboldt office. He was only with SENDD a short while, starting in September 2011. His last day was yesterday (February 15). He is moving to Florida to join his significant other, who has accepted a job down there. SENDD prepared and released a job posting for a new Community Development Specialist to work out of the Humboldt office. Seven resumes were submitted to SENDD for this position, and interviews were held today (February 16) in Humboldt. Taladay indicated that after today's job interviews SENDD is prepared to make an offer to someone. If this person accepts the position they can hopefully begin employment with SENDD in the next week or so.

C. Next Meeting: Taladay indicated that they intend to get back on track with the next Full SENDD Board meeting scheduled for March 15, 2012. Over the next year SENDD plans on holding Full SENDD Board meetings every quarter, with monthly Executive Committee meetings held on the months when no Full

SEND Board meeting is scheduled. All meetings will be scheduled on the third Thursday of each month. SEND staff reserved the upstairs meeting room at the Hy-Vee location on North 84th Street in Lincoln for 2012 quarterly Full SEND Board meetings. The Executive Committee meetings will continue to be held by telephone conference call with SEND staff at the Lincoln office. A proposed Full SEND Board and Executive Committee meeting schedule for the 2012 calendar year was distributed to the Executive Committee prior to the meeting.

VIII. ADJOURNMENT

There being no further business to come before the SEND Executive Committee, Vice Chair Hanson called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Koci, seconded by Hanson. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion to adjourn the meeting passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 6:55 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem