

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE JULY 21, 2016 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, July 21, 2016. This meeting was held at the SENDD-Lincoln office.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:32 P.M at the SENDD-Lincoln office located at 2631 "O" Street in Lincoln. 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 4 Executive Committee members were present: Lisa Hurley, York County Development Corp.; Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; and Paul Lambert, Jeff Henry Chevrolet.

Executive Committee members absent (3): Kurt Bulgrin, York Co.; Roger Glawatz, Seward Co.; and Erich Tiemann, Gage Co.

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

C. Board Membership: Distributed with the SENDD Board meeting packet is a report listing SENDD Board membership updates. This report identifies the non-elected members and their terms of membership. These include non-government representatives from private sector and stakeholder organizations, as well as at-large representatives. The initial elections were identified for 1-year, 2-year and 3-year staggered terms by "lot", in order to meet the conditions of the new by-laws which identified three year terms for representatives. Four SENDD Board members are up for nomination for a new three year term (to expire June 30, 2019).

Taladay and Eberle informed the SENDD Executive Committee about these non-elected membership terms up for re-election. Due to a lack of quorum this was not discussed in June when the Full SENDD Board meeting was scheduled. They stated that the following SENDD Board members are up for a new three year term:

Bob Berggren, Owner – Rose Colored Glass
Patt Lentfer, Fillmore County Development Corporation (FCDC)
Lisa Hurley, York County Development Corporation (YCDC)
Daryl Long, Peru State College

Taladay informed the Full SENDD Board of Directors that he is requesting formal action to accept the appointment of Bob Berggren, Patt Lentfer, Lisa Hurley and Daryl Long as Non-Governmental Representatives on the SENDD Board of Directors for a new three year term (to expire on June 30, 2019). Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Lambert to approve the appointment of Bob Berggren, Patt Lentfer, Lisa Hurley and Daryl Long as Non-Governmental Representatives on the SENDD Board of Directors for a new three year term (to expire on June 30, 2019). Motion passed unanimously on a vote by acclimation.

Filling of Open SENDD Board Member Vacancies: SENDD currently has one vacant position to fill on the SENDD Board of Directors. A potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill this vacant position.

Matt Raber (First Tri County Bank – Swanton): Matt is currently the Vice President for First Tri County Bank in Swanton NE. He has worked for the bank since June 2011 and is now in his 16th year of banking. Matt is originally from southern Indiana but now call Nebraska home and loves it. Mr. Raber would occupy a vacant At-Large Representative position on the SENDD Board. This position term would end on June 30, 2017.

Eberle advised the SENDD Executive Committee that he visited with Matt about the position and feels he will be a great addition to the Board. After a brief discussion by the SENDD Executive Committee, Chair Hurley called for a motion. Moved by McDermott, seconded by Lambert to approve the nomination of Matt Raber to fill an At Large Representative position on the SENDD Board of Directors, for a term to expire on June 30, 2017. Motion passed unanimously on a vote by acclamation.

II. MINUTES

Minutes of the May 26, 2016 SENDD Executive Committee meeting, June 16, 2016 Special Meeting of the SENDD Executive Committee, and June 30, 2016 Special Meeting of the SENDD Executive Committee meeting were enclosed in the meeting packet that was sent out to the Executive Committee. Board Chair Hurley asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. Treasurer Brandenburg indicated that a correction needs to be made to the meeting minutes for the 6-30-16 Special Meeting. The statement "Bi weekly update to executive committee on goal progress will be provided by the director" needs to be added to the minutes from that meeting.

With no additional corrections or additions from the Executive Committee, Chair Hurley called for a separate motion for each set of meeting minutes. Chair Hurley called for a motion on the minutes of the May 26, 2016 SENDD Executive Committee meeting. Moved by Brandenburg, seconded by McDermott to approve the minutes of the May 26, 2016 SENDD Executive Committee meeting minutes as presented. Motion passed unanimously on a vote by acclamation. Chair Hurley then called for a motion on the minutes of the June 16, 2016 Special Meeting of the SENDD Executive Committee. Moved by Brandenburg, seconded by McDermott to approve the minutes of the June 16, 2016 Special Meeting of the SENDD Executive Committee meeting minutes as presented. Motion passed unanimously on a vote by acclamation. Chair Hurley then called for a motion on the minutes of the June 30, 2016 Special Meeting of the SENDD Executive Committee meeting, as amended. Moved by McDermott, seconded by Lambert to approve the minutes of the June 30, 2016 Special Meeting of the SENDD Executive Committee meeting as amended. Motion passed unanimously on a vote by acclamation.

III. AGENDA ADJUSTMENTS

Taladay presented one agenda adjustment to the SENDD Executive Committee. This agenda adjustment is to be included under the IV. Financial section (Agenda Item E). The agenda adjustment is to be titled: *Wipfli, LLP Proposal – Abila MIP Fund Accounting*. Chair Hurley called for motion on the agenda adjustment to add the following item to the agenda under the IV. Financial section (Agenda Item E): *Wipfli LLP Proposal – Abila MIP Fund Accounting*. Moved by Lambert, seconded by McDermott to add this to the meeting agenda as stated. Motion passed unanimously on a vote by acclamation.

IV. FINANCIAL

A. Check Registry: A copy of the May 2016 and June 2016 Check Registry reports were sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry reports. He stated that due to a lack of Board quorum in June, the May report was placed back on the agenda for review and consideration. Checks paid out and payments received during these months were pretty typical for this time of year. After the overview by Taladay, Chair Hurley called for a motion. Moved by McDermott, seconded by Brandenburg to approve the May 2016 and June 2016 Check Registry reports as distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the May 2016 and June 2016 Revenue/Expense Reports were distributed prior to the meeting. Eberle advised the SENDD Executive Committee about these reports. The May 2016 Revenue/Expense report was placed on this agenda due to a lack of quorum at the June Board meeting. There was a shortfall in revenues for the period when compared to expenses for the month. This is somewhat typical for this time of year. The June 2016 report is preliminary as final fiscal year-end numbers are still being compiled. These numbers will most change upon completion of the SENDD FY 2015-2016 audit, which is just getting started. They are not seeking formal action on the June report. After the briefing by Eberle, Chair Hurley called for a motion. Moved by McDermott seconded by Brandenburg to approve the May 2016 Revenue/Expense report as distributed. Motion passed unanimously on a vote by acclamation.

C. SEND/SEND, Inc. Quarterly Loan Report: A quarterly report of current loans through the SEND and SEND, Inc. loan programs was enclosed with the meeting packet. Eberle provided a brief overview of the reports. He stated that all loans are current with the exception of IRP loan #1757 and #1781. These loans are both associated with the same project. They have been receiving \$500/month on loan #1757 at this time. Loan #1781 is the TIF component of this project. They will not be receiving any payments from the City for a while until the TIF revenues catch up with prior payments received. There was one new loan booked under the SEND, Inc. RMAP-RLF during the last quarter. A brief discussion followed the overview by Eberle. No formal action was required on the SEND/SEND, Inc. Quarterly Loan Report agenda item and none taken.

D. Contracts: The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SEND, organizations and/or communities/counties for services as identified. Anticipation of only seeking one motion for authorizing the SEND Executive Director to negotiate and enter into final contracts for the following programs:

REAP Contract #2 for Technical Assistance Specialist (R-TAS): Over the past few years, the Rural Enterprise Assistance Project (REAP) has entered into a contract with SEND to provide a "Technical Assistance Specialist" to assist REAP clients in SEND's service/membership area. Under the terms of the contract, the Technical Assistance Specialist provided such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP has recently submitted a new second contract for additional Technical Assistance services to SEND to provide work under the requirements of a Technical Assistance Specialist for the period of April 1, 2016 through June 30, 2016. After review, the Executive Director has entered into this contract with REAP to provide work to meet the requirements of a Technical Assistance Specialist, for the maximum amount of \$15,000.

Eberle advised the SEND Executive Committee about this contract with REAP. He indicated that the contract was on the June Board meeting agenda, however no action was taken due to lack of quorum. This is a special contract for the last three months of the fiscal year.

Nebraska City/Otoe County Program Income – EDLF Administration: Nebraska City/Otoe County has accumulated CDBG Program Income from a previous Economic Development Project and had requested a proposal for SEND to assist in Administration of the CDBG Program Income Reuse Plan. SEND had proposed an annually renewing special services contract, with a maximum, not to exceed amount of \$10,000. The City has recently approved our contract and the Executive Director has also signed this contract with the City of Nebraska City.

Taladay and Eberle informed the SEND Executive Committee about this contract with Nebraska City. Taladay stated that SEND had a contract with Nebraska City/Otoe County to administer this fund from 1985-2007. Recently an application for a large project was submitted to the local economic development director at the Nebraska City Area Economic Development Corporation (NCAEDC). SEND provided counsel, however after some discussions with City staff and NCAEDC a special services contract was submitted for review. This contract was approved by the City of Nebraska City, and has since been signed by our office.

REAP Contract for Technical Assistance Specialist (R-TAS): Over the past few years, the Rural Enterprise Assistance Project (REAP) has entered into a contract with SEND to provide a "Technical Assistance Specialist" to assist REAP clients in SEND's service/membership area. Under the terms of the contract, the Technical Assistance Specialist provided, on a referral basis from REAP, such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP recently submitted a new contract to SEND to provide work under the requirements of a Technical Assistance Specialist for the period of July 1, 2016 through June 30, 2017. After review, the Executive Director has entered into this contract with REAP to provide work to meet the requirements of a Technical Assistance Specialist, for the maximum amount of \$6,250.

Eberle informed the SEND Executive Committee about this project. He stated that they have been partnering with REAP in this capacity for the past few years. Funding under this contract fluctuates from year-to-year. This year's contract is an increase from last year.

After the overview by Taladay and Eberle on these two projects, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by McDermott for retroactive approval to negotiate and enter into final contracts for the above mentioned projects as presented. Motion passed unanimously on a vote by acclamation.

E. Agenda Adjustment – Wipfli LLP Proposal – Abila MIP Fund Accounting: Taladay passed out a letter of agreement and subscription summary/license agreement to the SENDD Executive Committee that he received today from Wipfli LLP. These items are for a proposal on implementation of new Abila MIP accounting software. He has submitted the contract to our SENDD attorney for review prior to signature. He informed the Executive Committee that they are looking to enter into this letter of agreement in order to proceed. Costs for training, implementation and conversion are in between \$18,000-\$25,000 depending on training needs. The planning phase would start in September, with a go live date of January 2, 2017.

There was a discussion by the SENDD Executive Committee following the overview by Taladay. The Executive Committee expressed concerns about the timeline for implementation. They requested that timeline be compressed so that the accounting program could be in place much earlier than proposed. At the conclusion of the discussion, Chair Hurley called for a motion. Moved by Lambert, seconded by McDermott to send back the letter of agreement proposal for further negotiations with Wipfli LLP, stressing a shorter timeline for implementation. A revised proposal can then be brought back to the SENDD Executive Committee for final consideration. Motion passed unanimously on a vote by acclamation.

V. OLD BUSINESS

A. Executive Director Reports: Taladay reported on the status of the following performance goals and other activities:

- *Software Review*: Taladay indicated that we already went through this discussion during the previous agenda item.
- *Office Space Review*: Taladay advised the SENDD Executive Committee that the building in which SENDD is a current tenant has been sold. The new owner is planning some major remodeling, and the leasing agent has submitted a lease proposal that is much higher than what SENDD is paying now. Staff have been researching other potential lease properties in Lincoln. They have looked at 4-5 other properties, and are seriously considering a newer building at 2100 Fletcher Avenue in Northwest Lincoln. Jim Warrelman from our office has been negotiating lease terms on the property, with the hope that we can agree to a cost around \$7-8/square foot (plus NNN). Taladay stated that they have been utilizing the SENDD Building Committee to review any lease proposals.

B. SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank: Eberle indicated to the SENDD Executive Committee that they submitted SENDD's current Personnel Policies and Procedures Manual to Pam Bourne, attorney with Woods & Aitken, LLC for review. They just received some policy revisions from Pam and are in the process of reviewing them. They plan to schedule a Personnel Committee meeting to review the proposed updates to the SENDD Personnel Policies and Procedures Manual. No action needed on the SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank agenda item and none taken.

VI. NEW BUSINESS

A. EDA Annual CEDS and Progress Report (FY 2015-2016): The FY 2015-2016 EDA Annual Comprehensive Economic Development Strategy and Progress Report for year three of the three year Partnership Planning Grant plan was submitted to Economic Development Administration (EDA) on June 30, 2016. A copy of this report was distributed with the meeting notice. Eberle informed the SENDD Executive Committee that this report is submitted annually to EDA. This report addresses all of the activities and accomplishments under this program based on the established scope of work. No action needed on the EDA Annual CEDS and Progress Report (FY 2015-2016) and none taken.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay advised the SENDD Executive Committee that the June 2016 newsletter was sent out. A copy of the newsletter was enclosed with the meeting packet. The newsletter included information on the new SENDD Facebook page, as well information on downtown revitalization, staffing updates and regional meetings.

B. Staffing – Humboldt Office: Taladay stated that Rhonda Standerford has been hired to fill the part-time Office Administrator position at the SENDD-Humboldt office. She started her employment on June 20. She is working about 20-25 hours/week. She is fitting in well and allowing Crystal to focus more on project work.

C. SEND 2014-2016 Performance Report: Taladay indicated that they are close to finishing the Performance Report for 2014-2016. He showed the Executive Committee a copy of the proposed draft. This report should be finalized in the next few weeks.

D. Statewide Housing Consortia: Taladay informed the Executive Committee that there have been three meetings held so far. Meeting attendance continues to grow. The discussion is primarily focused on how to address mid-level housing. The group is working on a set of task groups. The next meeting is scheduled for the first week in September.

E. SEND Membership Dues Requests FY 2016-2017: Taladay stated that county dues packets were just sent out this week. Dues requests for municipalities will be sent out in early August.

F. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET): An Economic Development Plan has been submitted for review. The next SE P4P meeting to discuss the SET plan/implementation is scheduled for July 26, 2016 in Auburn.

G. Southeast Nebraska Regional Network (SERN) Meeting: Eberle informed the SENDD Executive Committee that the next SERN meeting is scheduled for August 25, 2016 at York College in York. A final agenda should be distributed in the next few weeks.

H. Next SEND Meeting: Taladay informed the SENDD Executive Committee that the next Executive Committee meeting is scheduled for August 18, 2016. The next Full SENDD Board meeting is scheduled for September 15, 2016. The Lincoln HyVee stores are booked that evening, so this meeting will be held at a different location. This meeting will include review of the SENDD FY 2015-2016 Audit.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Hurley called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by Brandenburgh, seconded by Lambert and approved unanimously by the SENDD Executive Committee. The meeting was adjourned at approximately 7:32 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem