

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE AUGUST 17, 2017 MEETING

The scheduled quarterly meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Hurley at approximately 12:23 P.M. at the SEND-Lincoln office located at 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521.

I. CALL TO ORDER

The meeting was called to order by SEND Chair Lisa Hurley at 12:23 P.M. 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 SEND Office and is available for viewing by the public. The SEND Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Roll call was taken by registration, which showed the following 5 Executive Committee members present: Lisa Hurley, YCDC; Kurt Bulgrin, York County; Roger Glawatz, Seward Co.; Bob Mueller, Fillmore Co.; Erich Tiemann, Gage Co.

Executive Committee members absent (2) include: Cheryl Brandenburgh, Black Hills Energy; and Matt Raber, Tri County Bank.

Staff members present were Tom Bliss and Craig Eberle of the SEND-Lincoln office.

II. ADOPT AGENDA

Chair Hurley called for a motion to adopt the agenda for the August 17, 2017 SEND Executive Committee Meeting as presented. Moved by Bulgrin, seconded by Mueller to adopt the agenda for the August 17, 2017 SEND Executive Committee Meeting as presented. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes of the June 15, 2017 SEND Board meeting were distributed prior to the meeting. There was no Executive Committee meeting held in July. No corrections or additions to the previous meeting minutes were provided. Chair Hurley called for a motion. Moved to approve by Glawatz, seconded by Bulgrin. Motion passed unanimously on a vote by acclamation.

IV. TREASURER'S REPORT

1. Check Registry Report – June and July 2017: Copies of the June and July 2017 Check Registry reports were enclosed in the meeting packet. Eberle briefed the Executive Committee on the check registry reports. Chair Hurley called for a motion. Moved by Mueller, seconded by Glawatz to approve the June and July 2017 Check Registry Reports as presented. Motion passed unanimously on a vote by acclamation.
2. Revenue-Expense Report – May and June 2017: The May 2017 Revenue-Expense Report was distributed prior to the meeting. June numbers (year-end) are still being finalized at this time. Eberle provided an overview of the May 2017 Revenue/Expense report. After discussion, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Mueller to approve the May 2017 Revenue/Expense report as presented. Motion passed unanimously on a vote by acclamation.
3. SEND/SEND, Inc. Quarterly Loan Report (April-June 2017): A copy of the SEND/SEND, Inc. quarterly

loan report was distributed to the Executive Committee members at the meeting. Eberle advised the committee on the quarterly report. Chair Hurley called for a motion. Moved by Mueller, seconded by Glawatz to approve the SENDD/SEND, Inc. Quarterly Loan Report for April-June 2017 as presented. Motion passed unanimously on a vote by acclimation.

## V. COMMITTEE REPORTS

1. Personnel Committee Report: No report was provided.
2. Budget and Finance Committee Report: No report was provided.

## VI. NEW BUSINESS

1. Action Item – Improve internal controls by requiring two authorized signatures on all company checks over a specific amount: Bliss presented an Agenda Action Item proposing SENDD require two signatures on all cash disbursements/checks over \$1,000 (Action Item distributed with the meeting packet). This would improve internal controls and address a material weakness from previous financial audits. Discussion followed. Chair Hurley called for a motion. Moved by Bulgrin, seconded by Glawatz to approve SENDD adoption of requiring all cash disbursements/checks over \$1,000 to have two authorized signatures. Motion passed unanimously on a vote by acclimation.
2. Action Item – Adopt Certificate of Indirect Costs as part of EDA Partnership Planning Grant for FY 2017-2018: Eberle presented an Agenda Action Item including an indirect costs proposal for FY 2017-2018 (Indirect Cost Proposal distributed with the meeting packet). This will establish the budget for indirect costs for SENDD, which will be used to submit an Indirect Cost Rate Certificate to EDA (Economic Development Administration)/U.S. Department of Commerce. Discussion followed. Chair Hurley called for a motion. Moved by Glawatz, seconded by Mueller to approve the SENDD Indirect Cost Proposal as presented, enabling SENDD to submit an Indirect Cost Rate Certificate to EDA/Department of Commerce. Motion passed unanimously on a vote by acclimation.
3. Proposed Amendments to the SENDD Travel Policies: Bliss presented an Agenda Action Item to amend the SENDD Travel Policies to reflect credit card purchases (Action Item distributed with the meeting packet). There was some discussion by the Executive Committee about receipts and documentation. Chair Hurley called for a motion. Moved by Mueller, seconded by Tiemann to approve amending SENDD's travel polices to include the amendments as presented in the Action Item regarding staff credit cards. Bulgrin voted no, with all other SENDD Executive Committee members voting yes to approve the motion. Motion passed with a majority vote by acclimation.
4. Action Item – Contracts:
  - A. Pre-approval to negotiate and enter into contract with the Village of Hubbell to provide Community Development Block Grant (CDBG) general administration services in the amount of \$13,600: Bliss presented an Action Item to enter into a professional services contract with the Village of Hubbell (Action Item distributed with the meeting packet). This would be for general administration. Discussion followed. The Executive Committee elected to consider both contracts under one motion.
  - B. Pre-approval to negotiate and enter into contract with the Village of Hubbell to provide Community Development Block Grant (CDBG) construction management services in the amount of \$8,000: Bliss presented an Action Item to enter into a professional services contract with the Village of Hubbell (Action Item distributed with the meeting packet). This would be for construction management. Discussion followed. Chair Hurley called for a motion. Moved by Mueller, seconded by Bulgrin to provide pre-approval to negotiate and enter into a contract in the amount of \$13,600 for general

administrative services with the Village of Hubbell, as well as pre-approval to negotiate and enter into a contract in the amount of \$8,000 for construction management services with the Village of Hubbell. Motion passed unanimously on a vote by acclamation.

## VII. OLD BUSINESS

1. Action Item – Financial Audit Update – Review SENDD Financial Audit Proposals: Bliss presented an Action Item to consider entering into a three-year contract with a Certified Public Accounting (CPA) firm to complete the SENDD 2016-2017, 2017-2018 and 2018-2019 financial audit (Action Item distributed with the meeting packet). The result of SENDD directly soliciting additional CPA firms using the RFP (Request for Proposals) process resulted in the receipt of two proposals. The proposals were similar, and substantially less than the sole RFP received in June. Discussion followed. Chair Hurley called for a motion. Moved by Bulgrin, seconded by Glawatz to approve a three-year contract with a CPA firm (Dana F. Cole & Company) in an amount greater than \$6,550. This contract was with Dana F. Cole & Company. Motion passed unanimously on a vote by acclamation.
2. State Auditor's determination on SENDD company credit cards: Bliss presented on this item. He stated after conferring with the State Auditor's office, it was determined that the issuance of cards was both eligible and legal. No action needed on this agenda item and none taken.
3. SENDD Board member to fill Non-Governmental-Private Sector vacant board member position: Eberle reported that they did reach out to a business owner in Wahoo, who let them know this week that they would be unable to fill this position. They will continue to work on filling this vacancy.

## VIII. OTHER BUSINESS

1. New Staff: The SENDD Executive Committee was introduced to two new SENDD Staff members:
  - A. Jaclyn Fee – Community Development Specialist: Jaclyn introduced herself to the SENDD Executive Committee. Her degree is in Emergency and Disaster Management.
  - B. Monica Monteros – Bookkeeper/Special Projects Coordinator: Monica will be serving as SENDD's bookkeeper, as well as assisting with other projects.

## IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Reports from staff of activities and programs/initiatives they are working in both July and August were distributed to the SENDD Executive Committee prior to the meeting. Bliss advised the SENDD Executive Committee members that the idea behind these is to advise the SENDD Executive Committee/Board of Directors of what projects staff are currently involved in. One of the goals of distributing these reports is to provide board members with some ideas of potential projects that may work in their counties and communities.
2. SERN/ SET P4P Updates: The next SERN Meeting is scheduled for September 28, 2017 at the Rose Colored Glass in Stromsburg. SENDD continues to serve as the fiscal agent for the SET implementation process, as well as attend local P4P meetings.

## X. REPORT OF BOARD CHAIRPERSON

Chair Hurley provided a brief report to the SENDD Executive Committee at this time. Discussion included private/associate memberships and community membership dues.

## XI. REPORT OF EXECUTIVE DIRECTOR

Bliss provided a brief report to the SENDD Executive Committee. He advised the committee on the monthly staff reports, changes to the SENDD annual report, state funding for development districts, rental cars, and staff health insurance.

## XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is August 17, 2017 at Noon at the SENDD-Lincoln Office
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is September 21, 2017 in Lincoln. The dinner will start at 6:30 p.m., business meeting at 7:00 p.m.

## XIII. ADJOURN

There being no further business to come before the Full SENDD Board of Directors, Chair Hurley called for a motion to adjourn the meeting. This motion was moved by Glawatz, seconded by Tiemann. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 2:20 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem