

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JUNE 15, 2017 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Hurley at approximately 7:00 P.M. at the Country Inn and Suites conference room located at 5353 No. 27th St., Lincoln, NE 68521.

I. CALL TO ORDER

A. The meeting was called to order by SEND Chair Lisa Hurley at 7:00 PM. 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.

B. Roll call: Roll call was taken by registration, which showed the following 13 Board members present: Kurt Bulgrin, York County; Dave Bruning, Thayer Co.; Leroy Hanson, Saunders Co.; Roger Glawatz, Seward Co.; Charles (Ron) Hauptman, Otoe Co.; Bob Mueller, Fillmore Co.; Ron Seitz, Pawnee Co.; Russ Karpisek, Saline Co.; Gale Pohlmann, Jefferson Co.; Jerry Divis, Divis Planning Service; Lisa Hurley, YCDC; Patt Lentfer, Fillmore County Development Corp.; Brook Aken, OPPD.

Board members absent (12 – two vacancies) include: Les Agena, Johnson Co.; Erich Tiemann, Gage County; Bob Hutton, Nemaha County; Jim Peterson, Cass Co.; Terry Frank, Richardson Co.; Mike Smith, Polk County; Stephanie Shrader, Private Business Consultant – Nebraska City; TiAnn Allen, Tri Valley Bank; Daryl Long, Peru State College; Matt Raber, First Tri County Bank; Cheryl Brandenburgh, Black Hills Energy; Bob Berggren, Rose Colored Glass;

Guest Present: Dan Mauk, Nebraska City Area Development Corp.

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

C. Board Membership:

Filling of Open SEND Board Member Vacancies: SEND currently has two Non-Governmental Representative positions to fill on the SEND Board of Directors. A potential partner has indicated a willingness to serve on the SEND Board of Directors to fill a vacant position:

Dan Mauk (NCAEDC): Dan Mauk is serving as the Executive Director for the Nebraska City Area Economic Development Corporation (NCAEDC). Mr. Mauk would occupy the Non-Governmental Representative – Stakeholder Organization Representative SEND Board position that is currently vacant. This position term would end on June 30, 2017 and it is up for a new three year renewal period. Chair Hurley called for a motion to approve the appointment of Dan Mauk to the SEND Board of Directors. Moved by Hansen, seconded by Divis to approve accept Mr. Mauk's nomination as a member of the SEND Board. Motion passed unanimously on a vote by acclamation.

Board Member Nominations: Distributed with the SEND Board meeting packet was a report listing SEND Board membership updates. The 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 SEND Board members are up for nomination for a new three-year term (to expire June 30, 2020). The four SEND Board Members that are up for nomination for a new three-year term are as follows:

Brook Aken, Omaha Public Power District (OPPD)
Jerry Divis, Divis Planning Services (Wahoo)
Matt Raber, First Tri-County Bank (Swanton)
Dan Mauk, NAEDC (Nebraska City)

Chair Hurley called for a motion to approve the re-appointment of the slate of members to the SENDD Board. Motion by Mueller, second by Bulgrin to appointment of these individuals to serve as non-elected members for a new three-year term on the SENDD Board of Directors to expire June 30, 2020. Motion passed unanimously on a vote by acclamation.

II. MINUTES

Minutes of the May 25, 2017 SENDD Executive Committee was distributed prior to the meeting. Chair Hurley asked the Full SENDD Board of Directors if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SENDD Board, Chair Hurley called for a motion to approve the minutes of the May 25, 2017 SENDD Executive Committee Meeting as presented. Moved by Hauptman, seconded by Aken to approve the minutes of the May 25, 2017 SENDD Executive Committee Meeting as presented. Motion passed unanimously on a vote by acclamation.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the Full SENDD Board of Directors at this time.

IV. FINANCIAL

A. Check Registry: A copy of the May 2017 Check Registry report was distributed prior to the meeting. Eberle briefed the SENDD Board of Directors on the May 2017 Check Registry report. At the conclusion of the check registry report overview by Eberle, Chair Hurley called for a motion. Moved by Bruning, seconded by Pohlmann to approve the May 2017 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the April 2017 Revenue/Expense Report was distributed prior to the meeting. Eberle indicated that the May 2017 bookkeeping is still being finalized. Eberle briefed the SENDD Board of Directors on the April 2017 Revenue/Expense Report. At the conclusion of the revenue/expense report overview by Eberle, Chair Hurley called for a motion. Moved by Divis, seconded by Hansen to approve the April 2017 Revenue/Expense Report as previously distributed. Motion passed unanimously on a vote by acclamation.

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

Village of Bradshaw – Nuisance Code Enforcement Program: SENDD staff have been in discussions with the Village of Bradshaw about the SENDD Nuisance Code Enforcement program. A contract in the amount of \$9,800 has been proposed under a Nuisance Code Consultant Agreement for SENDD to provide nuisance abatement services to the community in a designated target area. The Executive Director is requesting formal action to negotiate and enter into this contract with the Village.

Bliss informed the SENDD Board about these contracts. After a brief discussion by the SENDD Board, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Mueller to authorize the SENDD Executive Director to negotiate and enter into these final contracts as presented. Motion passed unanimously on a vote by acclamation.

D. Recommendation from Budget Committee for SENDD Budget 2017-2018: Members of the SENDD Executive/Budget Committee met on May 25, 2017 (Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2017-

2018. A review of the Budget Committee's report documents (enclosed in the meeting packet) will be undertaken as follows:

1. Review of SENDD FY 2017-2018 Revenue Projections
2. Review of SENDD FY 2017-2018 Recommended Budget and Budget Comparisons

Bliss and Eberle reviewed the budget projections, recommended budget and budget comparisons. After a discussion by the SENDD Board, Chair Hurley called for a motion. Moved by Glawatz, seconded by Seitz to adopt the FY 2017-2018 budget. Motion passed unanimously on a vote by acclamation.

V. OLD BUSINESS

A. Hourly Rate Implementation: At the May 25, 2017 meeting the SENDD Executive Committee approved an hourly billing rate. Bliss provided information on the planned hourly rate implementation to the Board of Directors. Following a discussion, Chair Hurley called for motion. Motion by Divis, second by Pohlmann to adopt the hourly rate beginning July 1, 2017. Motion passed unanimously on a vote by acclamation.

B. Staff Credit Cards: At the May 25, 2017 meeting the SENDD Executive Committee approved allowing credit cards for staff to be used exclusively for work activities. Following a discussion, Chair Hurley called for motion. Motion by Mauk, second by Lentfer to approve staff credit cards to be used exclusively for work activities. Motion passed unanimously on a vote by acclamation.

C. Employee Contracts: At the May 25, 2017 meeting the SENDD Executive Committee approved eliminating contractual employment for staff. Following a discussion, Chair Hurley called for motion. Motion by Bruning, second by Divis to approve eliminating employment contractual obligations for staff. Motion passed unanimously on a vote by acclamation.

D. Electronic Meetings Correspondence: Further discussion was held about policies regarding holding Board and Executive Committee meetings by electronic communications or telephone conference. Additional discussion on set-up of SENDD Board and Executive Committee meetings based on this review, as well as moving the meeting times for future SENDD Executive Committee meetings was held. No formal action was request and none was taken.

E. Request for Proposals: Financial Audit for SENDD: Tom Bliss update on the request for proposals for financial audit services under a three-year plan to the Board of Directors. SENDD received a proposal from one firm to provide SENDD financial audit services for FY 2017, 2018 & 2019. The proposal and cost breakdown was distributed to the Board prior to the meeting. Following discussion, Chair Hurley called for a motion. Motion by Bulgrin, second by Hauptman to reject the bid, allow the Executive Committee to solicit new responses, as well as allow the Executive Director to negotiate for financial audit services for the next three years. Motion passed unanimously on a vote by acclamation.

F. Community Development Specialist Position: The Community Development Specialist position has been filled. Tom Bliss announced that Jaclyn Fee will begin her employment with SENDD on June 21st.

VI. NEW BUSINESS

A. Election of SENDD FY 2017-2018 Officers: During its meeting held on May 25, 2017, members of the SENDD Executive/Nominating Committee developed a slate of nominees to serve as officers during the 2017-2018 SENDD Fiscal Year. The slate of nominees that were agreed upon by the SENDD Executive Committee are as follows:

Chair: Lisa Hurley, York County Development Corporation (YCDC)
Vice Chair: Kurt Bulgrin, York County
Secretary: Roger Glawatz, Seward County
Treasurer: Cheryl Brandenburgh, Black Hills Energy (BHE)

Following discussion, Chair Hurley called for a motion. Motion by Bruning, second by Pohlmann to approve the appointment of the late of nominations approved by the SENDD Executive/Nominating Committee. Motion passed unanimously on a vote by acclimation.

VII. STAFF REPORTS AND REMINDERS

SEND D staff provided updates to the Full SEND D Board on the following:

A. Executive Director Update: An update was provided by Executive Director Tom Bliss. Bliss updated the Board on strategic planning for SEND D, SEND D staff reports and staff changes including the vacancy at the Bookkeeper position.

B. Newsletter: The Spring 2017 Quarterly Newsletter was published in April. The Summer 2017 Quarterly Newsletter is being drafted.

C. Southeast Nebraska Resource Network Meeting (SERN): Staff reported that the next meeting of the Southeast Nebraska Resource Network (SERN) is scheduled to be held on June 29, 2017 Beatrice at the Country Club.

D. Community Development Block Grant (CDBG) Training: Tom Bliss reported on the four SEND D staff members that attended CDBG Certified Administrator training in Lincoln on June 6-9, 2017.

E. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET): Crystal Dunekacke provided an update on the Strategic Economies Together (SET) process that is being facilitated through Southeast Partners for Progress (SE P4P).

F. MINK Organization Meeting: Crystal Dunekacke reported that the next MINK (Minnesota Iowa Nebraska Kansas) Organization meeting is scheduled for June 23, 2017 in Red Oak, IA.

G. Nebraska Regional Official Council (NROC): Tom Bliss provide an update on the Nebraska Regional Officials Council (NROC). Bliss reported that next quarterly meeting is scheduled for June 16, 2017 in Kearney.

H. Future Full SEND D Board and SEND D Executive Committee Meetings: SEND D staff presented a proposed schedule of meetings for Fiscal Year 2017-2018 as attached for review. The next SEND D Executive Committee meeting is scheduled for July 20, 2017. The next Full SEND D Board meeting is scheduled for September 21, 2017.

VIII. ADJOURNMENT

There being no further business to come before the Full SEND D Board of Directors, Chair Hurley called for a motion to adjourn the meeting. This motion was moved by Bulgrin, seconded by Glawatz. Motion passed unanimously on a vote by acclimation. The meeting was adjourned at approximately 8:45 P.M.

Respectfully Submitted:



Crystal Dunekacke
Secretary Pro Tem