

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 19, 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 12:14 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 12:14 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 five Executive Committee members present: Lisa Hurley, YCDC; Kurt Bulgrin, York County; Roger Glawatz, Seward Co.; Erich Tiemann, Gage Co; and Cheryl Brandenburg, Black Hills Energy (on conference call).

Executive Committee members absent (2) include: Bob Mueller, Fillmore Co.; 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 amended agenda for the October 19, 2017 SEND Executive Committee Meeting as presented. Moved by Glawatz, seconded by Tiemann as amended. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes from the September 21, 2017 SEND Board meeting were presented. No corrections or edits were suggested. 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 – September 2017: Copies of the September 2017 Check Registry report was enclosed in the meeting packet. Eberle briefed the Executive Committee on the check registry reports. Chair Hurley called for a motion. Moved by Glawatz, seconded by Tiemann to approve the September 2017 Check Registry Report as presented. Motion passed unanimously on a vote by acclamation.
2. Revenue-Expense Report – June 2017: The June 2017 Revenue-Expense Report was distributed prior to the meeting. Eberle provided an overview of the June/year-end 2017 Revenue/Expense report. He noted that the year-end figures may change based on the audit. After discussion, Chair Hurley called for a motion. Moved by Tiemann, seconded by Glawatz to approve the June 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 Bulgrin, seconded by Tiemann to approve the SEND/SEND, Inc. Quarterly Loan Report for April-June 2017 as presented. Motion passed unanimously on a vote by acclamation.

V. COMMITTEE REPORTS

1. Personnel Committee Report: Discussion occurred on SENDD's existing personnel manual. A proposed changes was to review full time status as it relates to state statute. Staff was directed to research cost for procuring a human resources professional to assist in writing revised plan.
2. Budget and Finance Committee Report: No report was provided.

VI. NEW BUSINESS

1. Action Item – Custodian of Records Policy: Bliss presented an Agenda Action Item proposing SENDD establish a Custodian of Records policy. (See attached) The proposed policy would establish a process to follow for individuals seeking information/records from the organization. Discussion followed. Tiemann suggested adjusting the proposed hourly rate to \$40. Chair Hurley called for a motion. Moved by Tiemann, seconded by Bulgrin to approve Custodian of Record policy as amended. Motion passed unanimously on a vote by acclamation.
2. Action Item – Contracts:
 - A. Approval to negotiate and enter into contract with the Village of Davenport to provide Community Development Block Grant (CDBG) general administration services: Eberle presented an Action Item to enter into a professional services contract with the Village of Davenport. (See attached) This would be for general administration and lead testing. Discussion followed. The Executive Committee elected to consider both contracts under one motion. Moved by Tiemann, Glawatz seconded. Motion passed unanimously on a vote by acclamation.
 - B. Approval to enter into contract with the Rural Enterprise Assistance Project (REAP) in the amount of \$5,000: Eberle presented an Action Item to enter into a professional services contract with REAP to provide technical assistance in the amount of \$5,000. (See attached). This would be for construction management. Discussion followed. Chair Hurley called for a motion. Moved by Bulgrin, seconded by Tiemann. Motion passed unanimously on a vote by acclamation.
3. Action Item - Apply for Environmental Protection Agency (EPA) Brownfield Revolving Loan Fund (RLF) in the amount of \$1 million: (**amended action item**) Bliss presented an Agenda Action Item to pursue an Environmental Protection Agency (EPA) Brownfield Revolving Loan Fund grant for \$1 million. (See attached) These dollars will be used to create a new RLF that will support economic development and community revitalization activities across a 16-county region in southeast Nebraska. Discussion followed. Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Bulgrin. Motion passed unanimously on a vote by acclamation.
4. Action Item – Remove Craig Eberle as SENDD Account Signatory and Add Jim Warrelmann: (**amended action item**) Bliss presented an Agenda Action Item to remove Craig Eberle as a SENDD Account Signatory. Eberle announced his resignation effective October 26th. This action item would not go into effect until after that day. A \$2,500 limit was placed on Warrelmann's signing authority. Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Glawatz. Motion passed unanimously on a vote by acclamation.

VII. OLD BUSINESS

1. SEND D Board member to fill Non-Governmental-Private Sector vacant board member position: Eberle reported that Rod Reisen with Bank of Ashland has agreed to serve on the SENDD board.

VIII. OTHER BUSINESS

1. Staffing Update: Craig Eberle announced his resignation. His last day is October 26th. Discussion took place on job descriptions for program management positions.
2. Employee payment of dependent health insurance benefits: Discussion took place in regards to dependent health insurance benefits. No action taken.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Reports from staff of activities and programs/initiatives were included in the board packets. (See attached.)
2. SERN/ SET P4P Updates: The third quarter SERN meeting took place on September 28, 2017 at the Rose Colored Glass in Strombsburg. 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.

XII. NEXT MEETING

1. SENDD Executive Committee: It was determined a full SENDD Board meeting should take place in November 2017.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is December 7, 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 Bulgrin. Motion passed unanimously on a vote by acclamation. The meeting adjourned at approximately 1:55 P.M.

Respectfully Submitted:

Tom Bliss
Executive Director