

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 21, 2017 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was held at the Country Inn and Suites Board room located at 5353 No. 27th St., Lincoln, NE 68521.

I. CALL TO ORDER

The meeting was called to order by SENDD Vice Chair Kurt Bulgrin 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 SENDD Office and is available for viewing by the public. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Roll call was taken which showed the following 20 Board members present: Kurt Bulgrin, York County; Les Agena, Johnson Co.; Erich Tiemann, Gage County; Bob Hutton, Nemaha County; Leroy Hanson, Saunders Co.; Roger Glawatz, Seward Co.; Charles (Ron) Hauptman, Otoe Co.; Bob Mueller, Fillmore Co.; Terry Frank, Richardson Co.; Ron Seitz, Pawnee Co.; Russ Karpisek, Saline Co.; Gale Pohlmann, Jefferson Co.; Jerry Divis, Home Realty; Stephanie Shrader, Private Business Consultant – Nebraska City; Daryl Long, Peru State College; Cheryl Brandenburgh, Black Hills Energy; Bob Berggren, Rose Colored Glass; Dan Mauk, Nebraska City Area Development Corp; Brook Aken, OPPD; Pet Lentfer, FCDC.

Board members absent (6 – one vacancy) include: Lisa Hurley, YCDC; Dave Bruning, Thayer Co.; Jim Peterson, Cass Co.; Mike Smith, Polk County; TiAnn Allen, Tri Valley Bank; Matt Raber, First Tri County Bank;

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

II. ADOPT AGENDA

Vice Chair Bulgrin called for a motion to adopt the agenda for the September 21, 2017 SENDD Executive Committee Meeting as presented. Moved by Lentfer, seconded by Glawatz to adopt the agenda for the September 21, 2017 SENDD Executive Committee Meeting as presented. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes of the August 17, 2017 SENDD Executive Committee meeting were distributed prior to the meeting. No corrections or additions to the previous meeting minutes were provided. Vice Chair Bulgrin called for a motion. Moved to approve by Mueller, seconded by Seitz. Motion passed unanimously on a vote by acclamation.

IV. TREASURER'S REPORT

1. Check Registry Report – August 2017: A copy of the August 2017 Check Registry report was enclosed in the meeting packet. Eberle briefed the Executive Committee on the check registry report. Vice Chair Bulgrin called for a motion. Moved by Agena, seconded by Brandenburgh to approve the August 2017 Check Registry Report as presented. Motion passed unanimously on a vote by acclamation.
2. Revenue-Expense Report – June, July and August 2017: Eberle advised the SENDD Board that June books were just closed, but the revenue/expense report was not yet ready to be presented. The report will be distributed when finalized. No action needed and none taken.

V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet – no report was provided.
2. Budget and Finance Committee Report: The committee did not meet – no report was provided.

VI. NEW BUSINESS

1. Action Item – Contracts:
 - A. Consideration to enter into contract with the Nebraska Department of Economic Development for Development District Funding in FY 2017-2018: Bliss presented an action item to enter into a contract with the Nebraska Department of Economic Development (action item distributed with the meeting packet). The total economic development district funding for SENDD is \$91,517.88. Purpose of the funding is to help small and rural communities with planning and other activities. Moved by Brandenburgh, seconded by Divis to enter into a contract with the Department of Economic Development in the amount of \$91,517.88 for economic development financial assistance. Motion passed unanimously on a vote by acclamation.
2. Discussion Item – Butler Membership: Bliss presented on this discussion item. Due to information received from the Northeast Nebraska Economic Development District (NENEDD), Butler County is no longer a member of their district. It was determined that Bliss, along with Board member Brandenburgh would meet with the Butler County Commissioners to see if they want to pursue SENDD membership. No action needed on this discussion item and none taken.
3. Discussion Item – SENDD Personnel Manual: Bliss presented on this discussion item. The Board Chair requested that it be brought to the SENDD Board for updates. The policy has been reviewed by a legal firm, but none of the revised changes have been formally adopted. It was recommended that the personnel policy changes be reviewed by the personnel committee, who would then provide feedback to the Board. No action needed on this discussion item and none taken.

VII. OLD BUSINESS

1. Action Item – Amending SENDD Travel Policies for Company Credit Cards: Bliss presented on this action item (action item distributed with the meeting packet). These amendments were reviewed by the Executive Committee, who tried to address concerns from the Board. Legality was investigated and, where it was determined that the issuance of credit cards was both eligible and legal. Moved by Mauk, seconded by Gławatz to approve amending the SENDD Travel Policies to include company credit cards. Bulgrin voted no. Motion passed on a vote by acclamation.
2. SENDD Audit Update – Dana F. Cole and Company: Bliss presented on this action item (action item distributed with the meeting agenda). He indicated this was not an action item for this meeting, as this was discussed and approved at the SENDD Executive Committee meeting in August. The Board directed SENDD to re-bid and gave the SENDD Executive Committee authorization to approve a contract. SENDD received two proposals, from Dana F. Cole & Company and Almquist, Maltzahn, Galloway & Luth (AMG&L). The SENDD Executive Committee approved entering into a three year contact with Dana F. Cole & Company to prepare the SENDD financial audit. No action needed on this agenda item and none taken.
3. SENDD Board Member to Fill Non-Governmental-Private Sector Vacant Board Member Position: SENDD has reached out to some candidates but so far has been turned down due to scheduling conflicts. Will

continue to work to get a nominee to fill this position. No action needed on this agenda item and none taken.

4. SENDN Certified Economic Development Strategy (CEDN) Update: SENDN is updating their five year plan for the 15 county district. An intern has been brought in to assist. They will be scheduling regional meetings and looking for sponsorships to provide a meal.
5. SENDN Accounting/Bookkeeping Software: SENDN is transitioning to Quickbooks. Dana Cole is in Lincoln and can help with the transition. Discussion follows.

VIII. OTHER BUSINESS

1. SENDN Internal Control Policy Change – Requiring Two Authorized Signatures on all checks over \$1,000: Bliss discussed this action item (action item distributed with the meeting packet) that was discussed and adopted at the August SENDN Executive Committee meeting. This internal control policy change is requiring two signatures on checks over \$1,000. Currently only one is required. SENDN has five signatories available. No action needed on this agenda item and none taken.
2. SENDN Intern: SENDN hired Brett Mattson as an intern. He is attending Nebraska Wesleyan University. Brett is working on the data collection for the CEDN report.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Reports from staff of activities and programs/initiatives they are working in September were distributed to the SENDN Board prior to the meeting. The Board seems to like these reports, as the intent is to keep them informed and take them home to demonstrate SENDN work to their counties and communities.
2. SERN/P4P Updates:
 - A. Next SERN Meeting: Eberle advised the SENDN Board that the next SERN meeting is scheduled for Thursday, September 28th. The meeting will start at 10:00 a.m. and be in Stromsburg. The host is the Rose Colored Glass.
 - B. Next SET /P4P Meeting: Dunekacke informed the SENDN Board that the next SET P4P meeting is scheduled for Friday, October 6th at the Kimmel Research Center in Nebraska City.
3. SENDN Membership/Housing Dues FY 2017-2018: Eberle indicated that dues packets went out in August to counties and communities. SENDN has received 34% of dues from municipalities, and 27 from communities as of this time. Counties and communities have until October 31, 2017 to pay membership and housing dues for this fiscal year.

X. REPORT OF BOARD CHAIRPERSON

No report was provided at this meeting.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss provided a report on a few items. 1. EPA RLF Brownfield: Applying for \$1 million dollars to be loan to clean up sites for redevelopment. This would be the first of its kind in Nebraska. 2. Second week of October

– peer review with EDA for IA development district. 3. Monica Monteros wrote EDQ hazard household waste grant for Saunders County, Ashland, Yutan and Wahoo. Trying to provide a service to member communities.

XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is October 19, 2017 at Noon at the SENDD-Lincoln Office
2. Potential Need for SENDD Board Meeting in November: Although not likely, there may be a need to hold a special SENDD Board meeting in November for the CEDS process. The next Full SENDD Board meeting is in January.

XIII. EXECUTIVE SESSION REGARDING PERSONNEL MANNER – Discussion of Job Performance

At 8:15 P.M. Tiemann moved to enter into executive session regarding a personnel manner, for the prevention of needless injury to the reputation of an individual. Seconded by Mauk. Motion passed unanimously on a vote by acclamation. Vice Chair Bulgrin re-stated that it had been moved and seconded to move into closed session to discuss a personnel matter for the prevention of needless injury to the reputation of an individual.

At 8:20 P.M., Mueller moved to go out of executive session. This motion was seconded by Brandenburg. Glawatz called roll as Secretary. All voted in favor to exit the executive session. No action was taken on this agenda item.

XIV. ADJOURNMENT

There being no further business to come before the Full SENDD Board of Directors per the agenda, Vice Chair Bulgrin adjourned the meeting at approximately 8:21 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem