



**AGENDA**

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 28, 2024  
NOON – SENDD’S LINCOLN OFFICE  
7407 O STREET, LINCOLN, NE 68510

A ZOOM LINK IS INCLUDED FOR THOSE WHO CANNOT ATTEND IN PERSON

<https://us06web.zoom.us/j/86844221721?pwd=EbfYrhkNcArxAFBz9VoSNDQA39OMgh.1>

CALL IN NUMBER: +1 720 707 2699

MEETING ID: 868 4422 1721

PASSCODE: 096694

- I. CALL TO ORDER
- II. ADOPT AGENDA
- III. APPROVAL OF MINUTES – JANUARY 24, 2024 SENDD EXECUTIVE COMMITTEE MEETING
- IV. TREASURER’S REPORT
  - 1. HBE UPDATE
  - 2. FINANCIAL STATEMENTS
- V. COMMITTEE REPORTS:
  - 1. PERSONNEL COMMITTEE REPORT
  - 2. BUDGET AND FINANCE COMMITTEE REPORT
- VI. NEW BUSINESS:
  - 1. **ACTION ITEM** – CONSIDER ACTION ON THE KING MALCOLM LOAN (WILL BE DISCUSSED AT THE MEETING)
  - 2. **ACTION ITEM** – CONSIDER REVISIONS TO THE EDA REVOLVING LOAN FUND PLAN
  - 3. **ACTION ITEM** – PERMISSION TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT UP TO \$25,000 WITH THE CITY OF FRIEND/FRIEND HISTORICAL SOCIETY TO PERFORM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GENERAL ADMINISTRATION SERVICES
  - 4. **ACTION ITEM** – PERMISSION TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT UP TO \$8,000 WITH THE CITY OF FRIEND/FRIEND HISTORICAL SOCIETY TO PERFORM CDBG CONSTRUCTION MANAGEMENT SERVICES
  - 5. **ACTION ITEM** - PERMISSION TO WORK WITH THE SOUTHEAST NEBRASKA AFFORDABLE HOUSING COUNCIL (SENAHC) TO DEVELOP A NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF) GRANT APPLICATION FOR A NEW CONSTRUCTION PROGRAM AND FOR SENDD TO PROVIDE CASH MATCH TO THIS PROGRAM UP TO \$50,000
- VII. OLD BUSINESS:

**LINCOLN OFFICE**  
7407 O Street, Suite 2  
Lincoln, NE 68510  
Office: 402-475-2560

www.sendd.org



**AUBURN OFFICE**  
919 Central Ave.  
Auburn, NE 68376  
Office: 402-862-2201

1. **ACTION ITEM – HBE PROPOSAL**
  2. **ACTION ITEM - REVISED SENDD PERSONNEL MANUAL (DRAFT)**
- VIII. OTHER BUSINESS:
1. SENAHC UPDATE
  2. SEND, INC. UPDATE
  3. SENDD CONTRACTING
- IX. STATUS/STAFF REPORTS:
1. COMMUNITY AND REGIONAL PLANNING ACTIVITIES (SEE ATTACHED)
- X. REPORT OF BOARD CHAIRPERSON
- XI. REPORT OF EXECUTIVE DIRECTOR
- XII. NEXT MEETING
1. FULL SENDD BOARD MEETING (BUSINESS MEETING AND DINNER): MARCH 21, 2024 AT 7:00 P.M. IN LINCOLN
  2. EXECUTIVE COMMITTEE MEETING: APRIL 24, 2024 (WEDNESDAY) AT NOON IN LINCOLN
- XIII. ADJOURN

PER SECTION 84-1410 OF NEBRASKA OPEN MEETINGS ACT, THE SENDD EXECUTIVE COMMITTEE MAY GO INTO CLOSED SESSION FOR THE PURPOSES (1) FOR THE PROTECTION OF THE PUBLIC INTEREST, OR (2) FOR THE PREVENTION OF NEEDLESS INJURY TO AN INDIVIDUAL, IF SUCH INDIVIDUAL HAS NOT REQUESTED A PUBLIC MEETING.

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE JANUARY 24, 2024 MEETING

The January 2024 meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was held at SEND's Lincoln office located at 7407 O Street, Lincoln, NE.

I. CALL TO ORDER

SEND Chair Erich Tiemann called the meeting to order at 12:07 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 office foyer and was 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 was taken with a roll call. Quorum was present.

Chair Tiemann presided over the meeting.

Name	Representing	Name	Representing
Darrell Zabrocki	Seward County	Gale Pohlmann	Jefferson County
Erich Tiemann	Gage County	Dan Mauk	Nebraska City Area Econ. Dev.
Walker Zulkoski	NPAIT		

Others present were Tom Bliss, Amanda Stutzman, and Kelly Gentrup (virtually) from SEND. Michele Kelley and Krystal Siebrandt from HBE, LLP attended virtually.

II. ADOPT AGENDA

Chair Tiemann presented the January 24, 2024 agenda. Zabrocki moved to approve the agenda as presented, seconded by Pohlmann. Motion carried unanimously.

III. APPROVAL OF MINUTES

Minutes from the December 7, 2023 SEND Board of Directors and January 4, 2024 SEND Executive Committee meetings were distributed prior to the meeting. Chair Tiemann called for a motion. Moved by Mauk to approve both the December 7, 2023 and January 4, 2024 minutes as presented, seconded by Zulkoski. Motion carried unanimously.

IV. TREASURER'S REPORT

Treasurer Mauk introduced Kelley and Siebrandt from HBE, LLP. Mauk continued by presenting SEND's financial statements ending December 2023. Kelley presented SEND's Statement of Financial Position ending December 2023. Stutzman offered additional information. The statements were distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Zabrocki to approve the December 2024 financial statements as presented, seconded by Zulkoski. Motion carried unanimously.

With Siebrandt and Kelley from HBE attending virtually, Chairman Tiemann moved IV. New Business, Action Item #1 up the agenda, so they could present. The proposal is a continuation of HBE's accounting assistance. No action item was distributed prior to the meeting. Siebrandt provided an overview of the proposal. Discussion occurred. No action taken; however the Executive Committee requested that Stutzman negotiate with HBE on costs.

## VII. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet. Bliss reported that the Affordable Connectivity Program (ACP) grant was ending prematurely and both Broadband staff had resigned. Due to the questions on funding, SENDD may restructure existing staff duties and avoid recruiting. No action taken.
2. Budget and Finance Committee Report: The committee did not meet. No action taken.

## VIII. NEW BUSINESS

1. Action Item – HBE Proposal: See previous minutes.
2. Action Item – Permission to enter into a grant management contract with the Southeast Nebraska Affordable Housing Council (SENAHC) for its recent Pandemic Housing award not to exceed \$100,000: Bliss presented the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Zulkoski for SENDD to enter into a grant management contract with the SENAHC for its Pandemic Housing program not to exceed \$100,000, seconded by Mauk. Motion carried unanimously.
3. Action Item – Permission to sell SENDD truck and consider purchase of a company-wide vehicle: Bliss presented on the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Pohlmann to approve staff to list the SENDD truck for a minimum of \$5,000, seconded by Zabrocki. Motion carried unanimously. The actual sale of the truck will be tabled for an electronic vote.

## IV. OLD BUSINESS

1. Action Item – revised SENDD Personnel Manual (Draft): Bliss provided an update on the proposed revised SENDD Personnel Manual. No action taken.

## X. OTHER BUSINESS

1. SENAHC Update: Bliss provided an update on SENAHC activities.
2. SEND, Inc. Update: Gentrup provided an update on SEND, Inc. activities.
3. SENDD Contracting: Bliss distributed the SENDD Contracting report.

## XI. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Staff reports were sent with board packets prior to meeting.

## XII. REPORT OF BOARD CHAIRPERSON

Chair Tiemann provided a short report.

## XIII. REPORT OF EXECUTIVE DIRECTOR

Distributed prior to the meeting.

XIV. NEXT MEETING

1. Full SENDD Board Meeting (Business Meeting and Dinner): March 21, 2024 at 6:30 PM in Lincoln
2. Executive Committee Meeting: February 28, 2024 (Wednesday) at noon in Lincoln

XV. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Chair Tiemann adjourned the meeting at approximately 1:47 PM.

Respectfully Submitted:

Tom Bliss  
Secretary Pro Tem