

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 20, 2018 MEETING

The September meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was held at the Pizza Ranch located at 8420 Lexington Ave., Lincoln, NE

I. CALL TO ORDER

The meeting was called to order by SEND 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 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 was taken using the Record of Attendance sheet. Quorum was present.

Name	Representing	Name	Representing
Kurt Bulgrin	York County	Jerry Divis	Home Real Estate
Terry Frank	Richardson County	Patt Lentfer	Fillmore County EDC
Roger Glawatz	Seward County	Les Agena	Johnson County
Walker Zulkoski	NGage	Brook Aken	OPPD
Lisa Hurley	York County Econ. Dev.	Ron Hauptman	Otoe County
Erich Tiemann	Gage County	Dan Mauk	Nebraska City ADC
Leroy Hanson	Saunders County	Dave Bruning	Thayer County
Ron Seitz	Pawnee County	Russ Karpisek	Saline County
Rod Reisen	Bank of Ashland	Rex Nelson	UNL-Extension
Gale Pohlmann	Jefferson County		

Staff members present were Tom Bliss, Betsy Goodman, Jim Warrelmann, Kim Pham, and Crystal Dunekacke. Guest present was Zach Hurley.

II. ADOPT AGENDA

Chair Bulgrin called for a motion to adopt the agenda for the September 20, 2018 SEND Board of Directors meeting. Moved by Mauk, seconded by Hurley. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes of the August 16, 2018 SEND Executive Committee Meeting were distributed prior to the meeting. No corrections or additions were provided. Chair Bulgrin called for a motion. Moved to approve by Mauk, seconded by Hurley. Motion passed unanimously on a vote by acclamation.

IV. TREASURER’S REPORT

Check Register Report – The August 2018 Check Register Report was presented.

July 2018 Balance Sheet and Profit and Loss Statement– The tabled July 2018 Balance Sheet and Profit and Loss Statement were presented. Kim Pham addressed a question regarding a \$3,500 revenue line time. Discussion occurred.

August 2018 Balance Sheet and Profit and Loss Statement– The August Balance Sheet and Profit and Loss Statement were presented. Discussion occurred.

Chair Bulgrin called for a motion. Motion to approve reports and statements as presented by Lentfer, second by Agena. Motion to approve passed unanimously on a vote by acclamation.

V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet.
2. Budget and Finance Committee Report: The committee did not meet.

VI. NEW BUSINESS

1. Action Item – Cass County and MAPA: Bliss presented on the Action Item and Memorandum of Understanding between MAPA and SENDD, which were included in the Board Packet. Discussion occurred. Chair Bulgrin called for a motion. Pohlmann motioned to approve the MOU with the following additions: 1) Pam Bourne would review the document; 2) Section #5(a) would read that MAPA assume immediate responsibility for all existing Cass County-based projects; 3) Section #5(e) would remove “the foreseeable future” and add a period of 20 years; and 4) any Cass County community that wants to continue working with SENDD will pay a non-member rates of \$115 per hour, seconded by Tiemann. Motion failed with eight (8) yes and nine (9) no. Discussion continued. Chair Bulgrin called for a motion. Divis motioned to approve the MOU with the following additions: 1) Pam Bourne would review the document; 2) Section #5(a) would read that MAPA assume immediate responsibility for all existing Cass County-based projects; 3) Section #5(e) would remove “the foreseeable future” and add a period of 20 years, and 4) SENDD will not work with Cass County communities, seconded by Agena. Motion passed with nine (9) yes and eight (8) no.
2. Action Item – Approval to Apply for a 2019 Environmental Protection Agency (EPA) Assessment Grant: Bliss presented on the Action Item, which was included in the Board Packet. Discussion occurred. Chair Bulgrin called for a motion. Hurley made a motion to allow SENDD staff to apply for an EPA Assessment Grant, seconded by Zulkoski. Motion passed unanimously on a vote by acclamation.
3. Action Item – Approval to Complete an RFQ (Request for Qualifications) for an Environmental Consultant to Assist in the Grant Application Process: Bliss asked permission to solicit an environmental consultant to assist in the grant application phase, if necessary. Discussion occurred. Chair Bulgrin called for a motion. Hurley made the motion to approve staff to solicit an environmental consultant for the grant application phase, seconded by Hanson. Motion passed unanimously on a vote by acclamation.
4. Action Item – Approval to Enter into General Administration Contract with Morse Bluff to Assist with Community Development Block Grant (CDBG) Project in the Amount of \$25,000: Bliss presented an Action Item to enter into a professional services contract with the Village of Morse Bluff. Action Item distributed with the Board Packet. Discussion followed. Chair Bulgrin called for a motion. Divas made the motion to approve staff to enter into General Administration contract with Morse Bluff for \$25,000, seconded by Hanson. Motion passed unanimously on a vote by acclamation.

5. Pre-approval to Enter into Construction Management Services Contract with the Village of Morse Bluff to Assist with Community Development Block Grant (CDBG) in the amount of \$8,000: Bliss presented an Action Item to enter into a Construction Management services contract with the Village of Morse Bluff. Action Item distributed with the Board Packet. Chair Bulgrin called for a motion. Hurley made the motion to approve staff to enter into Construction Management contract with Morse Bluff for \$8,000, seconded by Divas. Motion passed unanimously on a vote by acclamation.
6. Discussion Item – Humboldt Housing Audit: Warrelmann presented on the Discussion Item. Discussion occurred. No action was taken.

VII. OLD BUSINESS

1. Butler County: No update
2. Comprehensive Economic Development Strategy (CEDS) Update: Bliss and Goodman provided an update on the CEDS process. A CEDS Strategy Committee meeting is scheduled for Monday, October 1, 2018.

VIII. OTHER BUSINESS

1. SENAHC Update: Divis provided a brief update on the Southeast Nebraska Affordable Housing Council (SENAHC).
2. SEND, Inc. Update: Bliss noted the Rural Workforce Housing Funds were received from the five participating communities.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Goodman presented on a value-added agriculture grant application that she is completing. She requested board members forward contact information for local producers.
2. SERN/P4P Updates:
 - A. Next SERN Meeting: Bliss discussed SERN meetings. The next quarterly meeting is scheduled to occur in Auburn on Thursday, September 27, 2018.
 - B. Next SET /P4P Meeting: Dunekacke updated the SENDD Board on the SET P4P process.

X. REPORT OF BOARD CHAIRPERSON

Chair Bulgrin did not have a report.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss requested permission to attend the National Association of Development Organization (NADO) Annual Training Conference.

XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is October 18, 2018 at noon at the SENDD-Lincoln office.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is December 20, 2018.

XIII.EXECUTIVE SESSION REGARDING POTENTIAL LITIGATION

Bulgrin asked to go into Executive Session at 8:15 P.M. He asked SENDD staff to remain. Hurley made the motion to go into Executive Session, Glawatz seconded. Roll call was taken. All in favor. At 8:20 P.M. Mauk made the motion to come out of Executive Session, Agena seconded. Roll call was taken. All in favor. No action was taken.

XIV. ADJOURNMENT

There being no further business to come before the Full SENDD Board of Directors per the agenda, Chair Bulgrin adjourned the meeting at approximately 8:22 P.M.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem