

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

The December 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 roll call. Quorum was present with 16 member in attendance.

Name	Representing	Name	Representing
Kurt Bulgrin	York County	Bob Berggren	Rose Colored Glass
Terry Frank	Richardson County	Patt Lentfer	Fillmore County EDC
Roger Glawatz	Seward County	Marguerite Himmelberg	SCC
Bob Mueller	Fillmore County	Brook Aken	OPPD
Lisa Hurley	York County Econ. Dev.	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	Gale Pohlmann	Jefferson County

Staff members present were Tom Bliss, Trey Ertmer, Kim Pham, and Crystal Dunekacke. Guests present were Mailani Veney with Localanyday.com, and Kerry Gustafsson with Dana F. Cole & Company, LLP.

II. ADOPT AGENDA

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

III. APPROVAL OF MINUTES

Minutes of the November 15, 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 Pohlmann. Motion passed unanimously on a vote by acclimation.

IV. TREASURER’S REPORT

Check Register Report – The November 2018 Check Register Report was presented. November 2018 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 Hurley, second by Mueller. Motion to approve passed unanimously on a vote by acclimation.

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. GUEST PRESENTATION – MAILANI VENNEY WITH LOCALANYDAY.COM: Mailani Veney with LocalAnyDay.com presented information to the SENDD Board regarding a proposal to provide local business information on an app for counties in the SENDD region.
2. ACTION ITEM – 2018 SENDD AUDIT PRESENTATION – KERRY GUSTAFSSON WITH DANA F COLE & COMPANY, LLP: Gustafsson presented an overview of the 2018 SENDD Audit. Discussion occurred. Chair Bulgrin called for a motion. Mueller made a motion to accept the 2018 SENDD Audit, seconded by Hanson. Motion passed unanimously on a vote by acclimation.
3. ACTION ITEM - SENDD 2018-2023 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs): Bliss presented the SENDD 2018-2023 Comprehensive Economic Development Strategy (CEDs) including the public documents, CEDs process and results of public comment period. Discussion occurred. Chair Bulgrin called for a motion. Hurley made a motion to approve the SENDD 2018-2023 Comprehensive Economic Development Strategy (CEDs), seconded by Mauk. Motion passed on a vote by acclimation.
4. ACTION ITEM – MEMORANDUM OF AGREEMENT BETWEEN LITTLE DIXIE (USDA 502 INTERMEDIARY) AND SENDD: Bliss presented a Memorandum of Agreement (MOA) with Little Dixie that would allow SENDD to process USDA 502 Home Loan Applications. Discussion occurred. Chair Bulgrin called for a motion. Pohlmann made a motion to approve the Memorandum of Agreement following a close review by Chair Bulgrin, seconded by Glawatz. Motion passed unanimously on a vote by acclimation.
5. ACTION ITEM - APPROVAL TO ENTER INTO GENERAL ADMINISTRATION CONTRACT WITH GENEVA TO ASSIST WITH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT IN THE AMOUNT OF \$25,000: Bliss presented an overview of the project. Chair Bulgrin called for a motion. Mueller made a motion to approve the contract, seconded by Aken. Motion passed unanimously on a vote by acclimation.
6. ACTION ITEM- PRE-APPROVAL TO ENTER INTO CONSTRUCTION MANAGEMENT CONTRACT WITH GENEVA TO ASSIST WITH CDBG PROJECT IN THE AMOUNT OF \$10,000. Bliss presented an overview of the project. Chair Bulgrin called for a motion. Karpisek made a motion to approve the contract, seconded by Hurley. Motion passed unanimously on a vote by acclimation.
7. ACTION ITEM- APPROVAL TO ENTER INTO GENERAL ADMINISTRATION CONTRACT WITH FAIRBURY TO ASSIST WITH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT IN THE AMOUNT OF \$25,000. Bliss presented an overview of the project. Chair Bulgrin called for a motion. Hurley made a motion to approve the contract, seconded by Lentfer. Motion passed unanimously on a vote by acclimation.
8. ACTION ITEM- PRE-APPROVAL TO ENTER INTO CONSTRUCTION MANAGEMENT CONTRACT WITH FAIRBURY TO ASSIST WITH CDBG PROJECT IN THE AMOUNT OF \$10,000. Bliss presented an overview of the project. Chair Bulgrin called for a motion. Hanson made a motion to approve the contract, seconded by Karpisek. Motion passed unanimously on a vote by acclimation.
9. ACTION ITEM – AR-95 INTERGOVERNMENTAL REVIEW FOR NEBRASKA DEPT. OF HEALTH AND HUMAN SERVICES. Bliss provided an overview of a proposed grant. The Nebraska Department of Health and Human Services, Division of Public Health, (HHS) is proposing to apply to the FY2019 Environmental Protection Agency (EPA) Public Water Supply Supervision grant (\$983,000) and the state match (\$327,667) for personnel, fringe benefits, and indirect costs to accomplish the goals and objectives in the grant workplan. Hurley made a motion to include a favorable comment on the application, seconded by Pohlmann. Motion passed unanimously on a vote by acclimation.

VII. OLD BUSINESS

1. PERSONNEL MANUAL PROCESS/TIMELINE: Bliss provided an update on the personnel manual that is underway. The personnel manual will be brought to the Personnel Committee and SENDD Board for review and approval, following a review by SENDD attorney.

VIII. OTHER BUSINESS

1. SENAHC UPDATE: Bliss provided a brief update on the Southeast Nebraska Affordable Housing Council (SENAHC).
2. SEND, INC. UPDATE: Bliss provided an updated on SEND, Inc. including progress on the Rural Workforce Housing project.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities
2. SERN/P4P UPDATES:
  - A. Next SERN Meeting: Dunekacke discussed the recent SERN meeting held on November 29<sup>th</sup> in Utica.
  - B. Next SET /P4P Meeting: Dunekacke updated the SENDD Board on the SET/P4P process with manufacturing, workforce and entrepreneurship activities taking place.

X. REPORT OF BOARD CHAIRPERSON

Chair Bulgrin presented information to the Board on the Interim Study LR374 Hearing held by the Legislature's Government, Military and Veterans Affairs Committee on December 13, 2018. Bulgrin also reported that he appreciated SENDD's presence at the NROC booth at a recent NACO conference.

Bulgrin acknowledged the long-serving county board members whose term ended in December. Members present were Bob Mueller, Roger Glawatz, and Leroy Hansen.

XI. REPORT OF EXECUTIVE DIRECTOR

Please see attached staff report.

XII. NEXT MEETING

1. SEND Executive Committee: Next meeting is January 17, 2019 at noon at the SENDD-Lincoln office.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is March 21, 2019 a 6:30 PM in Lincoln.

XIII. 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 8:45 P.M.

Respectfully Submitted:

Tom Bliss, Secretary Pro Tem