

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 5, 2019 MEETING

The December 2019 meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was held at Valentino's Pizza located at 70th and Van Dorn, Lincoln, NE.

I. CALL TO ORDER

The meeting was called to order by SEND Chair Kurt Bulgrin at 7:01 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 location and was available for viewing by the public. The SEND Board of Directors reserves the right to go into executive session in accordance with Section 84-1410.

Roll was taken using a sign in sheet. Quorum was present with 16 members in attendance.

Name	Representing	Name	Representing
Becca Jewell	Peru State College	Erich Tiemann	Gage County
Terry Frank	Richardson County	Dan Mauk	Nebraska City ADC
Marcus Ruhl	Fillmore County EDC	Ron Seitz	Pawnee County
Ralph Graham	Fillmore County	Kurt Bulgrin	York County
Gale Pohlmann	Jefferson County	Ken Schmieding	Seward County
Brook Aken	OPPD	Dave Bruning	Thayer County
Walker Zulkowski	NGage		

Staff members present were Tom Bliss, Jim Warrelmann, and Liz Cody.

Tom Bliss asked for introduction of staff member Liz Cody.

II. ADOPT AGENDA

Chair Bulgrin called for a motion to adopt the agenda for the December 5, 2019 SEND Board of Directors meeting. Bruning motioned to approve the agenda as presented, seconded by Tiemann. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes of the September 19, 2019 SEND Executive Committee Meeting were distributed prior to the meeting. No corrections or additions were provided. Chair Bulgrin called for a motion. Pohlmann motioned to approve the September 19, 2019 minutes as presented, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

IV. TREASURER'S REPORT

Treasurer Mauk presented the Financial Report (Check Registry, Profit and Loss, and Balance Sheet) ending October 31, 2019. Discussion occurred. Mauk and Bliss provided a brief overview of financials. Chair Bulgrin called for a motion. Mauk moved to approve the reports and statements as presented, second by Tiemann. 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 – Permission to submit an EPA coalition grant in the amount of \$450,000: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Mauk motioned to grant permission to the EPA coalition grant as submitted, seconded by Zulkoski. Motion passed unanimously on a vote by acclimation.
2. Action Item – Permission to submit an Economic Development Administration (EDA) RLF up to the amount of \$1 million: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Tiemann motioned to allow SENDD to submit an EDA RLF up to \$1 million, seconded by Pohlmann. Motion passed unanimously on a vote by acclimation.
3. Action Item – Permission to submit a grant application to EDA for a Disaster Recovery Planner position: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Aken motioned to allow SENDD to submit an EDA Economic Adjustment (EA) grant for a 2-year position for a Disaster Recovery Planner for \$150,000. Seconded by Jewell. Motion passed unanimously on a vote by acclimation.
4. Action Item – Permission to enter into general administration service contracts - Community Development Block Grant (CDBG) Public Works for four communities totaling \$93,755: Bliss presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Mauk motioned to allow SENDD to enter into general administration service contracts with the City of Pawnee City, and Villages of Nemaha, Weston, and Gresham, seconded by Pohlmann. Motion passed unanimously on a vote by acclimation.
5. Action Item – Permission to enter into construction management service contracts - CDBG Public Works for four communities totaling \$40,000: Bliss presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Tiemann motioned to allow SENDD to enter into construction managements contracts with the City of Pawnee City, and Villages of Nemaha, Weston and Gresham, seconded by Bruning. Motion passed unanimously on a vote by acclimation.
6. Action Item – Permission to enter into general administration service contract - CDBG Downtown Revitalization (DTR) for the City of York totaling \$35,000: Bliss presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Aken motioned to allow SENDD enter into a general administration service contract totaling \$35,000 for a DTR project in York, Nebraska. Seconded by Reisen. Motion passed unanimously on a vote by acclimation.
7. Action Item – Permission to enter into construction management service contract - CDBG DTR for the City of York totaling \$10,000: Bliss presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Zulkoski motioned to allow SENDD to enter the construction management service contract for York, seconded by Tiemann. Motion passed unanimously on a vote by acclimation.
8. Action Item – Permission to enter into general administration service contract - CDBG Emergent Threat for Village of Crab Orchard totaling \$25,000: Bliss presented the action item, which was distributed

prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Mauk motioned to permit SENDD to enter into a general administration service contract for wastewater infrastructure repairs totaling \$25,000; seconded by Schmieding. Motion passed unanimously on a vote by acclimation.

9. Action Item – Permission to enter into a construction management service contract - CDBG Emergent Threat for Village of Crab Orchard totaling \$8,000: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Bruning motioned to permit SENDD to enter into service contract for wastewater infrastructure construction management in Crab Orchard totaling \$8,000, seconded by Graham. Motion passed unanimously on a vote by acclimation.
10. Action Item – Permission to enter into general administration service contract – CDBG Planning for two communities totaling \$8,000: Bliss presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Bruning motioned to allow SENDD to enter into two planning grants for Hebron and Fairbury totaling \$8,000, seconded by Aken. Motion passed unanimously on a vote by acclimation.
11. Action Item – Permission to enter into general administration service contracts for CDBG Owner-Occupied Rehabilitation (OOR) for four communities totaling \$80,000: Warrelmann presented the action item, which was distributed prior to the meeting. Chair Bulgrin called for a motion. Graham motioned to allow SENDD to enter into four CDBG OOR general administration service contracts (\$20,000 each) in Wahoo, Fairmont, Fairbury and Wymore, totaling \$80,000. Seconded by Zulkoski. Motion passed unanimously on a vote by acclimation.
12. Action Item – Permission to enter into housing management/lead testing service contracts for CDBG OOR for four communities totaling \$227,400: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Mauk motioned to permit SENDD to enter into service contracts for CDBG OOR housing management and lead testing for the cities of Wahoo, Fairbury, Wymore and the Village of Fairmont totaling \$227,400. Seconded by Tiemann. Motion passed unanimously on a vote by acclimation.
13. Action Item – Approve for SENDD contracting to accept management contracts of \$20,000 and under without board approval. Contracts above \$20,000 will require SENDD Executive Committee approval: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred, including assurance that all contracts accepted will be submitted to the board for review. Chair Bulgrin called for a motion. Tiemann motioned to allow SENDD to accept management contracts for \$20,000 and under without preliminary approval by the board. Seconded by Pohlmann. Motion passed unanimously on a vote by acclimation.
14. Action Item – Approve for SENDD contracting to accept the management contract contingent upon Thayer County Economic Development Alliance (TCEDA) being awarded Rural Workforce Housing Funds – contract is not to exceed \$48,000: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Pohlmann motioned to approve SENDD contracting to accept the management contract, not exceeding \$48,000, with TCEDA, contingent upon TCEDA’s award of Rural Workforce Housing Funds. Seconded by Frank. Motion passed unanimously on a vote by acclimation.

VII. OLD BUSINESS

1. Discussion – SENDD Bylaws: A quorum of 18 is needed to approve. No action taken.

VIII. OTHER BUSINESS

1. SENAHC Update: Warrelmann provided a brief update on the SENAHC, including resumed quarterly meetings and open board positions.
2. SEND, Inc. Update: Bliss provided an update on SEND, Inc.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities – Staff reports were distributed prior to the meeting. Pohlmann requested that unfamiliar acronyms be spelled out in the staff reports.
2. SERN/P4P Updates:
 - A. Next SERN Meeting: Bliss provided an overview of the October 29, 2019 in Ashland. Mauk inquired about SENND staff involvement. Bliss reported that Trey Ertmer and Denni Mitchell have worked on this.
 - B. Next SET /P4P Meeting: No report.

X. REPORT OF BOARD CHAIRPERSON

No report.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss provided an overview of agency projects and provided an update on Economic Development Administration (EDA) Disaster Recovery grant applications in progress. He also described the HUD allocation for \$108.9M in disaster recovery funds in Nebraska and described examples of where these funds could be used to match recovery funds from other agencies.

XII. NEXT MEETING

1. Full SENDD Board Meeting (Business meeting and Dinner): March 19, 2020 at 6:30 PM in Lincoln.
2. SENDD Executive Committee: January 23, 2020 at noon in Lincoln; if needed.

XIII. ADJOURNMENT

There being no further business to come before the Full SENDD Board of Directors per the agenda, Dan Mauk motioned to adjourn, seconded by Tiemann. Chair Bulgrin adjourned the meeting at approximately 7:40 P.M.

Respectfully Submitted:

Tom Bliss, Secretary Pro Tem