

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD January 15, 2020**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on January 15, 2020 at the regular meeting place of the Board at the hour of 11:30 a.m. This meeting was held in open session as required by Chapter 84, Article 14 of Nebraska State Statutes.

Chairman Knipe announced that this was an open meeting and information about open meetings is posted on the north wall of the Board Room.

Chairman Knipe acknowledged guests, Erik Eihusen – JEO, Becky Appleford – JEO, Bob Hilske - Nemaha NRD Manager, Ross Scholz – Harold K. Scholz Company.

Chairman Knipe called the meeting to order. Roll call: Members present – Buman, Knipe and Zaruba. Members absent – Shaw and Wilson.

General Manager David Hunter (GM Hunter) introduced representatives from JEO and Nemaha NRD to provide information regarding the drought management plan and the importance of including the component in the NRD Hazard Mitigation plan. NRD funds 75% of the plan's addition cost of \$32,000 with ABPW funding \$8,000 if approved. The plan would ensure that steps are in place to identify drought triggers and responses. In the event that FEMA funding becomes available, ABPW would have completed the necessary steps to qualify for the funds. After discussion, Member Buman made a motion to move forward to include the drought management plan, at a cost not to exceed \$8,000.00. Member Zaruba seconded the motion. Roll call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter introduced Erik Eihusen of JEO to explain options and time frames affecting cost of submitted bids for a substation switch gear and transformer upgrade. After discussion, Member Buman made a motion to approve the low bid for purchase of 7.5/10.5 MVA Generator step-up transformer from Midwest Electric, in the amount of \$374,600. Member Zaruba seconded the motion. Roll call: Those voting aye – Knipe, Zaruba and Buman. Motion carried. Member Buman then made a motion to accept the low bid for purchase and installation of 15KV protected aisle switchgear and 5KV indoor switchgear from Harold K. Scholz Company in the amount of \$1,403,150. Member Zaruba seconded the motion. Roll Call: Those voting aye – Zaruba, Buman and Knipe. Motion carried. Following the vote, Ross Scholz from Harold K Scholz introduced himself as a representative from the company.

GM Hunter presented information regarding the Village of Brownville and a request to perform billing for their Water/Wastewater services. The same format would be followed as current billing for the Village of Nemaha. ABPW would read their water meters and provide billing service for electric, water and wastewater services. The Village is in the process of converting current meters to radio read. After discussion, Member Zaruba motioned to allow GM Hunter to move forward upon approval from the Village of Brownville. Member Buman seconded the motion. Roll call: Those voting aye – Zaruba, Buman and Knipe. Motion carried.

GM Hunter noted that the 2020 Rate and Fee Packet is due for approval. Hunter noted that ABPW is in the process of a Water/Wastewater rate study and recommended the Board waive any updates until the study is complete. The current 2019 rates and fees would continue until that time. After discussion, it was decided to wait until the Water/Wastewater rate study is complete to act. No action taken.

GM Hunter updated the Board with changes in the 2020 Energy Efficiency Rebate programs. Member Zaruba made a motion to accept the programs as presented. Member Buman seconded the motion. Roll call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter presented a request from the Auburn Chamber of Commerce (Chamber) for our annual donation. After discussion, Member Zaruba made a motion to submit a donation in the amount of \$1000. Member Buman seconded the motion. Roll call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter presented a progress report for work completed by IES. Hunter requested approval for payment of \$94,792.87 for work completed. Member Buman made a motion to approve payment as presented. Member Zaruba seconded the motion. Roll call: Those voting aye – Knipe, Zaruba and Knipe. Motion carried.

GM Hunter provided the Board with information on upcoming changes in the 2020 NEC Code that are projected to be approved at the state level. Changes would require a disconnect on the outside of structures with access to emergency and utility company personnel. ABPW would no longer provide meter sockets to residential structures and would require licensed contractors to provide installation of the disconnects. GM Hunter requested the change apply to all structures. After discussion, it was decided to revisit the policy after the code is approved at the state level. No action taken.

GM Hunter informed the Board that the Work in Water grant through Wichita State University has been approved. ABPW personnel and the Auburn Public-School career counselor will coordinate to provide a field day and an internship to eligible students. No action needed.

GM Hunter updated the Board with information regarding a customer that filed a complaint with the Attorney General. The Attorney General will not be pursuing action regarding the complaint. No further action.

Accounting and Finance Manager, Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Member Buman motioned to accept the financial reports as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Zaruba, Buman and Knipe. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #13.

- a) Approve the previous meeting’s minutes and dispense with the reading of the same.
- b) Approve monthly compensation of officers, management and employees as previously fixed by the Board.
- c) Approve, ratify and allow the following checks, recommended transfers and claims submitted for payment during the month.
- d) Approval of delinquent water and wastewater accounts.
- e) Approve filing of Notices of Delinquency with the County Clerk.
- f) Approval of delinquent water and wastewater accounts.
- g) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$728,000.
- h) Approve Free Service Reports.

Checks written during the month of December

Black Hills Energy	133.58
Chase Paymentech	1,820.66
NE Dep of Revenue	32,968.68
NEOPOST	100.00
United Parcel Service	109.72

Verizon Wireless	331.95
WEX Fleet Universal	2,954.71
Windstream	724.64
Xpress Bill Pay	354.10

Approve the following claims submitted for payment.

A-1 Cellular	186.36
Altec Industries Inc	8,343.67
American Recycling & Sanitation	16,563.29
Auburn Chamber of Commerce	335.00
B 103	171.00
County Publications	173.71
Beard's Salvage	141.54
Board of Public Works	19,320.07
BTE Corporation	2,750.00

Capital Business Systems Inc	1,543.17
Caselle Inc	1,866.00
CCS Inc	602.00
City of Auburn	9,750.31
The Cleaners	269.88
Concrete Industries Inc	202.36
Frontier Cooperative	186.00
Dugan Business Forms	99.09
Eggers Brothers Inc	208.35

Credit Information Services	57.00
Glenn's Corner Market	126.09
Hach Chemical Company	221.63
DHHS State of Nebraska	286.00
NHHS-Division of Public Health	115.00
HOA Solutions Inc	500.00
Hoak, Mike	426.00
Husker Electric	1,153.19
JK Energy Consulting, LLC	1,000.00
Border States Industries	3,756.26
Lincoln Winwater	1,066.68
Lynch's Hardware & Gifts	10.63
McMaster-Carr Supply Company	52.28
Mike's Window Service	76.68
Nebraska Public Power District	247,594.19
Village of Nemaha	5,491.73
Northern Tool & Equipment Co	138.00
Northern Safety Co Inc	30.50
Olsson	8,996.37
Omaha Public Power District	2,350.17
One Call Concepts Inc	106.72
Paramount Linen & Uniform	2,009.00
Petty Cash	24.15
Sack Lumber Company	10.43
Safety-Kleen Systems Inc	389.96
Solomon Corporation	6,443.25

Stutheit Implement	199.61
US Cellular	487.56
Utility Equipment Company	716.00
Village of Brownville	2,799.48
Vermeer Equipment of NE	274.33
Water Engineering Inc	392.83
WAPA	26,047.95
Wingert, Stella Mae	93.96
Village Of Johnson	4,261.99
Robertson, Gene	59.74
Zoebel, Casey	199.84
Parsons, Tammy	54.32
Pugh Estate of, Donna	131.58
Kirby, Kris	40.00
KJ Whitehorse Bar & Grill	144.14
Shullaw, Johnathan	135.66
Stevenson, Brett	159.78
Culling, Amber	213.04
Gutierrez, Maria	208.96
MJS Market	20.94
Worthey, Alyshia	217.25
Inland Truck Parts & Service	50.72
Environmental Systems	4,150.00
IES Commercial Inc	94,792.87
XCP Corporation	410.96
Wagner, Wendy	114.79

Following discussion, member Zaruba motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Motion carried.

Reports: Water / Wastewater Department, Electric Department, Power Plant, Office and other.

There being no further business to come before the Board, by unanimous approval the Board adjourned to the next regular Board meeting to be held Wednesday, February 19, 2020 at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

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Chairman

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Secretary

**CERTIFICATE**

I, Tamara L Westhart, Notary Public for the State of Nebraska, do hereby certify the attached and foregoing minutes is a true, correct and conformed copy of proceedings had and done by the Board of Public Works at their January 15, 2020 meeting; all of the subjects acted upon in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the Office of the Board; such subjects were contained in the agenda for at least twenty-four hours prior to said meeting; at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body, all in accordance with Chapter 84, Article 14 of Nebraska Statutes.

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Tamara L. Westhart, Notary Public in and for the State of Nebraska.  
My Commission Expires October 4, 2023.