

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD February 19, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on February 19, 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 no guests present.

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) presented fiscal year 2019 accounts submitted to Collection Associates for collection. The total accounts submitted is \$3,081.41. The 2019 amount collected on these accounts was \$1,029.19. GM Hunter requested approval on the list of 2019 uncollected accounts. Member Zaruba motioned to accept the uncollectible accounts. Member Buman seconded the motion. Roll Call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter presented information on transferring the financial components of the WAPA NITS transmission arrangement to NPPD to manage. GM Hunter requested attorney review of the contracts before proceeding. After discussion, member Zaruba motioned to allow GM Hunter, hire an attorney not to exceed \$5,000.00. Member Buman seconded the motion. Member Zaruba seconded the motion. Roll Call: Those voting aye – Knipe, Zaruba and Buman. Motion carried.

GM Hunter presented information regarding the Olsson proposal for Phase III of the 4160 Voltage Conversion/Substation Project. This phase is for the new 69 line from the southwest corner of town to the power plant substation and underground distribution line and is the last phase of the original project. Hunter requested authorization to proceed with this phase of the project. Member Buman motioned to approve the contract and proceed with the project. Member Zaruba seconded the motion. Roll call: Those voting aye – Zaruba, Buman and Knipe. Motion carried.

GM Hunter reviewed the Allocation of Cash Reserves. He noted the information provided shows allocations of cash to designated funds, per the current BPW Reserve policy. The Electric Department has just over \$1.9 million dollars in excess cash. These funds are providing cash flow for the 4160/7200 substation project. The Water Department is just over \$2.4 million dollars short in funding its cash requirements. The Wastewater Department has a positive reserve of \$276,306.00. This is down from the 2019 amount of \$1,191,620.00 after refinancing the WW bonds. Allocation of the Cash Reserves is required for the 2019 audit. GM Hunter requested approval of the Allocation of Cash Reserves. Member Zaruba made a motion to accept Allocation of Cash Reserves as presented. Member Buman seconded. Roll Call: Those voting aye – Zaruba, Buman and Knipe. Motion carried.

GM Hunter requested permission to send two office staff to the Caselle Conference in October this year. This is a two-day conference on October 20th and 21st. Staff will work to cover the missing personnel which will be during our October board meeting. Member Zaruba made a motion to approve conference expenses. Member Buman seconded the motion. Roll call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter requested board approval to designate himself, as the contact for FEMA disaster DR4420 (March 19 Floods). The authorization allows GM Hunter to complete and sign the necessary paperwork required. Member Zaruba made a motion to authorize GM Hunter as representative for DR 4420. Member Buman seconded the motion. Roll Call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

GM Hunter submitted a request from Auburn Development Council (ADC) for a donation. Historically, BPW has donated \$1,000.00. ADC is a private organization and the BPW cannot be a member. BPW does generally provide them with a donation. This funding is used as advertising for economic development. Legislature allows the BPW to contribute to a local organization such as the ADC; if the money is directed to a project in which the BPW itself has authority to engage. Discussion was held. Member Buman made a motion to donate \$1250.00 to the ADC. Member Zaruba seconded the motion. Roll Call: Those voting aye – Knipe, Zaruba and Buman. Motion carried.

GM Hunter updated the Board on the Sewer/Manhole Inspection from 10th & E to 19th & J. This was just under 6,000 feet and has 15 manholes. The inspection shows that 90% of sewer line inspected needs some sort of repair work. There are several sections that the tile is damaged to the extent that pipe replacement may be needed. It appears most of the repairs would just need lined. Most of the manholes are in good condition. GM Hunter explained the benefit of lining the pipe to preserve their condition as there are several sections that are leaking ground water into the system. Cost information will be gathered and presented at a later date for approval. No action needed.

GM Hunter presented a progress report for work completed by IES. Hunter requested approval for payment of \$61,637.25 for work completed. Member Zaruba made a motion to approve payment as presented. Member Buman seconded the motion. Roll call: Those voting aye – Zaruba, Buman and Knipe. Motion carried.

GM Hunter updated the Board that the delinquent account for 803 K Street, Auburn, NE has been paid in full. Approval for release of Notice of Delinquency is requested. Member Zaruba made a motion to release the Notice of Delinquency. Member Buman seconded the motion. Roll Call: Those voting aye – Buman, Knipe and Zaruba. Motion carried.

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 #15.

- 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 \$572,000.00
- h) Approve Free Service Reports.

Checks written during the month of January

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| Ameritas | 6735.46 |
| ASB | 386.00 |
| Direct Deposit | 38942.67 |
| IRS | 13408.44 |

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| Mid-American Benefit | 463.69 |
| Verizon Wireless | 331.95 |
| WEX Fleet Universal | 2,954.71 |

Approve the following claims submitted for payment.

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| A-1 Cellular | 1,167.22 |
| Adams, Mardarius | 167.25 |
| Altec Industries Inc | 1,676.68 |
| American Recycling & Sanitation | 16,184.35 |

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| Ameritas Life Insurance Corp | 250.00 |
| Arbor Manor | 1,065.00 |
| Auburn Development Council | 1500.00 |

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| B 103 | 171.00 |
| Baird Holm LLP | 11,558.30 |
| Beard's Salvage | 68.17 |
| Board Of Public Works | 20,608.03 |
| Border States Industries / Kriz-Davis Co | 7,587.21 |
| Brownville Concert Series | 55.00 |
| Brownville Village Theatre | 100.00 |
| Capital Business Systems Inc | 380.7.0 |
| Capital One Spark Business | 2,456.67 |
| Carpenter Paper Company | 136.75 |
| Caselle Inc | 1,866.00 |
| City of Auburn | 11,406.66 |
| County Publications | 198.45 |
| DHHS State of Nebraska | 325.00 |
| Diamond Communication Solutions | 3,878.62 |
| Eggers Brothers Inc | 93.37 |
| Farmers Union Cooperative Supply | 20.81 |
| Filter Care of Nebraska | 109.10 |
| Flores, Walter | 200.80 |
| Glenn's Corner Market | 1,611.02 |
| Grable, Pamette | 163.16 |
| Grainger Inc | 33.76 |
| Hamilton Associates PC | 1,025.00 |
| Hawkins Inc | 106.56 |
| HOA Solutions Inc | 1,906.71 |
| Hoak, Mike | 426.00 |
| Husker Electric | 925.49 |
| IES Commercial Inc | 61,637.25 |
| Itron Inc | 4,806.45 |
| JEO Consulting Group Inc | 2,000.00 |
| Johnson Service Company | 13,294.75 |

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| Lincoln Winwater | 2,718.90 |
| Lynch's Hardware & Gifts | 77.44 |
| MacQueen Equipment | 1,725.29 |
| Metering and Technology Solutions | 2,892.35 |
| Miller, Roger | 205.36 |
| Municipal Supply of NE Inc | 133.50 |
| Nebraska Dept of HHS | 600.00 |
| Nebraska Municipal Power Pool | 500.00 |
| Nebraska Public Power District | 283,517.62 |
| OK Tire | 20.00 |
| Olsson | 3,426.92 |
| Omaha Public Power District | 3,417.81 |
| One Call Concepts Inc | 38.44 |
| Paramount Linen & Uniform | 1,611.48 |
| Petty Cash | 260.49 |
| RESCO | 2,108.71 |
| Rock Mills Enterprises | 399.00 |
| Sack Lumber Company | 20.48 |
| Sherman, Baily | 51.90 |
| Solomon Corporation | 131.2 |
| Southwest Power Pool | 11,729.47 |
| St of NE - Financial Services | 2.19 |
| Stutheit Implement | 51.08 |
| T & R Electric Incorporated | 5,700.00 |
| The Cleaners | 240.69 |
| United Parcel Service | 155.85 |
| US Cellular | 72.33 |
| Village of Nemaha | 3,674.16 |
| Water Engineering Inc | 392.83 |
| Wesco Distribution Inc | 6,803.24 |
| Western Area Power Administration | 26,974.08 |

Following discussion, member Buman motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Zaruba and Buman. 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, March 18, 2020 at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

Chairman

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 February 19, 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.