

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD FEBRUARY 14, 2019**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on February 14th, 2019 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 that there were no guests present to address the Board.

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

General Manager (GM) David Hunter presented an updated BPW General Policy for Board review and approval. Following discussion, Member Zaruba motioned to approve the updated BPW General Policy as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented an opportunity to send office staff to the annual Caselle Conference in October for Board consideration and approval. Following discussion, Member Zaruba motioned to approve this request. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Zaruba and Buman. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the current planning for the BPW 80 Year Anniversary Celebration to be held on April 23rd, 2019. Following discussion, Member Zaruba motioned to approve planning requests as presented. Member Buman seconded the motion. Roll call: those voting aye – Zaruba Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the current BPW audit service agreement with Hamilton and Associates. This agreement will expire at the end of 2019. GM Hunter requested Board direction to either renew the agreement with Hamilton and Associates or create an RFP for future audit services. Following discussion, Board would like to review a new agreement from Hamilton and Associates before considering the creation of an RFP for future audit services.

GM Hunter presented a revised Allocation of Cash Reserves process and report for Board review and approval. Following discussion, Member Zaruba motioned to approve the cash allocation process and report as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented the BPW March 1 newsletter for Board review and approval. Additionally, GM Hunter requested Board approval to forgo Board meeting approval of future newsletters. Following discussion, Member Buman motioned to approve these requests. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented the 2018 Uncollected Account Funds report. These are accounts that the BPW have turned over to a collection agency during 2018. Following discussion, Member Buman motioned to approve the 2018 uncollected funds report as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Zaruba and Buman. Chairman Knipe declared the motion carried

GM Hunter presented the option to change the monthly Board meeting time to 11:30 AM from 5:30 PM. Following discussion, Member Zaruba motioned to move the BPW monthly Board meetings to the 2nd Wednesday of each month at 11:30 AM. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter presented a proposal to renew several BPW CD's early to capture a higher interest rate. Following discussion, Member Zaruba motioned to approve this proposal. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on two new BPW employees. Scott Sherman has been hired as a General Service Technician serving the Water and Wastewater Departments and Kaleb Trausch as an Apprentice Lineman serving the Electric Department.

AFM Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. Following discussion, Member Buman motioned to accept the financial reports as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the 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 written/transfers during the month.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers.
- e) Approve filing of Notices of Delinquency with the County Clerk.
- f) Transfer of \$664,000.00 to Checking from Revenue.

Checks written during the month of January:

AFLAC	675.90
Ameritas	13,489.00
ASB	700.00
BCBS	21,358.79
Black Hills Energy	133.58
DIRECT DEPOSIT TOTAL	79,566.56
Fleet Services	1,383.28
Flex Spending 2019 Funding	18,500.00
IBEW 1536	668.40
IRS	28,549.00
Mid-American Benefits	4,590.90

NDOR	36,819.59
NEOPOST	100.00
NSF & Returned Items	983.07
Paymentech Fee	1,765.55
Standard Life	1,817.98
The Principal Group	802.01
Time Warner Spectrum	117.22
UPS	90.45
Verizon Wireless	252.38
Windstream	706.32
XpressBill Pay Fee	297.10

Approve the following claims submitted for payment:

American Recycling & Sanitation	16,133.25
Auburn Family Health	112.00
Auburn Plumbing/Heating/AC	502.47
B 103	190.00
Baird Holm	1,183.20
Beard's Salvage	149.78
BPW	22,790.38

Bohl Plumbing & Heating	2.29
Border States/Kriz-Davis	9,484.59
Brownville Concert Series	50.00
Bulldog Auto Supply	369.15
Capital Business Systems	425.98
Capital One Spark Business	2,851.59
Carpenter Paper Co	161.45

Caselle	1,866.00
City of Auburn	12,049.15
Cornhusker Intl. Trucks	20.91
County Publications	240.11
Credit Info Services	18.90
Diamond Comm. Solutions	1,467.63
Dutton-Lainson	2,209.66
Eggers Brothers	5,488.17
Farmers Coop	223.00
Fastenal	80.38
Filter Care of Nebraska	492.50
Flaherty, James	1,800.00
Glenn's Corner Market	37.98
Gren, Justin	165.13
Hach Chemical Co	217.89
Hamilton Associates	5,385.00
Hawkins Inc	106.58
HireRight Solutions	211.50
Hoak, Mike	426.00
Hopper, Judy	45.20
Hunter Jr, David A	348.19
Husker Electric	303.53
Itron Inc	3,133.43
JEO Consulting Group	681.00
Johnny's Tire & Battery	499.00
Kite, Ashley	212.15
Lincoln Winwater	276.90
McMaster-Carr Supply	115.26
Meyer-Earp Auto	512.78
Mike's Window Service	11.45

MMC Contractors	857.50
NE DHHS	245.00
NMPP	500.00
Northern Safety Co	26.80
NPPD	330,364.59
Olsson	1,839.40
One Call Concepts	31.51
OPPD	13,604.19
Paramount Linen & Uniform	1,652.47
Petty Cash	93.74
S.E.N.C.A.	68.99
Sack Lumber	318.17
Safety-Kleen Systems	389.96
Skarshaug Testing Lab	1,359.87
St of NE - Financial Services	323.00
Stutheit Implement	97.51
T & R Electric	7,800.00
The Cleaners	291.82
U S A Blue Book	50.56
US Cellular	4.05
Village of Nemaha	3,667.03
Vision Care Direct	279.49
WAPA	26,974.08
Water Engineering	7,352.83
Wesco Distribution	21.30
White Castle Roofing	1,800.00
Winn Rack	1,379.18

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the 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 13, 2019 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, Wende S. Bergmeier, 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 14, 2019 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.

Wende S. Bergmeier, Notary Public in and for the State of Nebraska.
My Commission Expires July 25, 2022.