

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD March 16, 2022**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on March 16, 2022, at 1600 O Street 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 called the meeting to order. Roll call: Member's present – Grant, Knipe, Zaruba, Shaw and Wilson.

Chairman Knipe announced that this was an open meeting, and a copy of the open meetings act is posted on the northeast wall of the Board room.

Chairman Knipe acknowledged the following guests: Bryan Mellage, Nemaha County Commissioner, Mallory Lempka, Nemaha County Assessor, Darren Oestmann, Auburn Board of Public Works, Alan Slater, Auburn Board of Public Works.

Mallory Lempka, Nemaha County Assessor provided the Board with information on Pictometry Software. The data has historically been available for BPW and is utilized in the BPW GIS system for mapping utility infrastructure. Bryan Mellage, Nemaha County Commissioner presented a proposed resolution, approved by the Board of Commissioners, that requested a \$5,000.00 contribution toward the cost of the software. The Board noted that the software has been funded by taxpayer money and then would be also funded by BPW ratepayers. Bryan stated that the taxpayer budget would be reduced by the amount of funds received from the BPW ratepayers. After additional discussion, Member Zaruba made a motion to contribute \$2,500.00 toward the Pictometry Software expense upon approval of an amended resolution from the Nemaha County Board of Commissioners. Member Shaw seconded the motion. Members voting aye - Knipe, Wilson, Zaruba and Shaw. Member voting nay – Grant. Motion carried.

GM Hunter presented a quote provided from the City of Auburn that would allow BPW an opportunity to utilize software TEXTMYGOV. The software is being considered by the City and would allow customers ability to text BPW information regarding utility problems and to sign up to be notified by text if power outages are in the area. Agenda item died for lack of motion.

GM Hunter provided information on power pole replacement options. Hunter requested authorization to submit a RFP for replacement of one hundred twenty five poles that exceed fifty years in age. After discussion, Member Zaruba made a motion to advertise RFPs for replacement of the aged poles. Member Shaw seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter requested approval to transfer funds of \$4,133.75 for the WWTP Bond interest payment due April 1, 2022. Member Shaw made a motion to transfer funds. Member Wilson seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter noted the ARC Flash Study should be updated due to recent changes in the system. He noted that Olsson has provided the study in the past and has agreed to complete a new study for an estimated \$30,000.00. The Board requested additional quotes to move forward with their decision.

GM Hunter updated the Board on the status of the Peru water line. Peru has requested permission to store material at BPW pole yard. He noted a projected completion date of January 2023. Member Grant made a motion to enter into an agreement with Peru to use the pole yard for storage, noting that the property will be restored to original condition once they have completed the project. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter requested permission to provide a letter to the Fire Department providing information on proper usage of fire hydrants when filling tanks. After discussion, the Board noted appreciation for the Fire Department and requested that a training session with the department be scheduled and a document with procedure details be provided to reduce potential damage due to water hammer. No further action.

GM Hunter researched CDL training opportunities with Kansas Municipal Utilities (KMU). BPW can become a training facility in house. Once certified as a training facility, employees can be trained in house. The cost per class is \$800.00 plus additional online classes as needed for \$49.00. Member Zaruba made a motion to approve training for instructors and implement in house training for employees that are hired without a CDL license. Member Grant seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

Member Grant made a motion to enter closed session at 12:26 p.m. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe and Wilson. Motion carried.

Member Grant made a motion to exit closed session at 12:53 p.m. Member Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe Wilson and Zaruba. Motion carried.

Member Zaruba made motion to deny Rod Gobber, Twin Sycamore Farms, a permit to construct a well or drill test site within the BPW wellhead protection area. Member Wilson seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

AFM Westhart presented the standard financial reports to the Board. Member Grant made a motion to accept the financial reports as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #14.

Approve the previous meeting’s minutes and dispense with the reading of the same.

- a) Approve monthly compensation of officers, management, and employees as previously fixed by the Board.
- b) Approve, ratify, and allow the following checks, recommended transfers and claims submitted for payment during the month.
- c) Approval of delinquent water and wastewater accounts.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$527,000.00. Transfer amount was updated due to receipt of actual invoice.
- e) Approve Free Services Report.

Checks written during the month of February

AeroMet Engineering, Inc.	550.00
AKRS Equipment	80.17
All Needs Computer	3,757.84
American Recycling	15,903.21
Aramark Uniform	1,611.48
Arbor Manor	996.00
Archuleta, Laurie	138.84
Auburn Design Shop LLC	26.10
B 103	152.00
Beard's Salvage	49.84
Board Of Public Works	20,075.69
Capital Business Systems, Inc	417.97
Capital One Spark Business	5,972.53
Caselle Inc	1,883.00
City of Auburn	11,956.18
County Publications	268.47

Credit Information Services	35.85
DHHS State of Nebraska	228.00
Dollar General	200.00
Eggers Brothers Inc	10.56
Farmers Union Coop	82.82
Frontier Cooperative	223.65
Glenn's Corner Market	92.47
Grainger Inc	423.27
Hach Chemical Company	971.61
HOA Solutions Inc	743.84
Hoak, Mike	426.00
JEO Consulting Group Inc	1,538.60
Lotter, Ron	235.58
Mid-Continent Sales	492.79
Mike's Window Service	14.38
Municipal Supply of NE Inc	146.97

Myler, Alyvia	134.91
NE Dept. of Transportation	162.49
Northern Safety Co Inc	45.60
Olsson	4,084.45
Omaha Public Power District	26,629.74
One Call Concepts Inc	42.75
Petty Cash	311.28
Sack Lumber Company	63.86
ST of NE - DHHS Accounting	258.62

US Cellular	672.89
Village of Brownville	7,205.37
Village of Nemaha	3,687.30
Water Engineering Inc	392.83
WAPA	26,081.42
Westhart, Tamara	291.32
Witte, Allen	288.00
Zoro Tools Inc	20.58

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, 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, April 20, 2022, 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 March, 16 2022 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.

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