

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD March 18, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on March 18, 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: Vanessa Silke and John Heil; representing Baird Holm were present via satellite, due to restrictions on meeting size. Information was available for guests that wished to hear the meeting via conference call.

Chairman Knipe called the meeting to order. Roll call: Members present – Buman, Knipe, Wilson and Zaruba. Member absent – Shaw. Member Shaw arrived at 11:35 a.m.

Chairman called for a motion to go into executive session regarding Nebraska Department of Natural Resources' (NRD) denial of the Auburn Board of Public Work's (BPW) water recharge permit. Executive session was requested due to pending litigation. Member Zaruba motioned to enter into executive session at 11:38 a.m. Member Buman seconded the motion. Roll Call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

The Board came out of executive session at 12:40 p.m. Member Zaruba made a motion, not to pursue an appeal on the NRD's decision to deny the application. Member Shaw seconded the motion. Member Zaruba stated on behalf of the Board that the NRD's decision to deny the application severely limits BPW's ability to supply water to Village of Peru (Peru) and therefore BPW would only be able to supply water to Peru on an emergency basis. BPW will encourage Peru to pursue other viable options for a permanent water solution. The Board will submit a statement to be released to the press. Roll call: those voting aye - Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

General Manager David Hunter (GM Hunter) noted that due to the NRD's decision to deny the recharge permit, there would be no need for an update or action on the Peru water situation. A letter will be sent to Peru notifying them of the decision. No action needed.

Board Member Zaruba presented information on the recent Economic Development meeting. Discussion held, included the benefit of hiring a City Administration-Economic Development person to move forward with community development seems to have been stalled. A subcommittee has been formed to research options. No action needed.

GM Hunter updated the Board on the research completed by office staff regarding Diamond Marketing's decision to end billing services. After reviewing the quotes provided, office staff made a recommendation to select All Needs Computer & Mailing for our billing needs. Member Buman made a motion to accept All Needs Computer & Mailing as our new billing provider. Member Wilson seconded the motion. Roll Call: those voting aye - Zaruba, Shaw, Buman, Knipe and Wilson. Motion carried.

GM Hunter requested Board approval to complete an interest payment due in April for the utility bond interest in the amount of \$26,405.00. Member Zaruba made a motion to approve the payment. Member Buman seconded the motion. Roll Call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter presented a progress report for work completed by IES. GM Hunter requested approval for payment of \$65,997.49 for work completed. Member Wilson made a motion to approve payment as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson Zaruba and Shaw. Motion carried.

GM Hunter updated the Board on the NRD's Interlocal Agreement for Drought Management Plan. The agreement states that NRD pay 100% of the cost with BPW reimbursing 25% of the total cost to develop the plan. Member Zaruba motioned to enter into the agreement. Member Wilson seconded. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

GM Hunter updated the Board on recent protocols for contagious viruses. He noted that the office has currently suspended walk-in office transactions. Business is conducted through the drive-up window, drop box, online or through phone interaction. Cleaning and handwashing procedures are in place and employees will conduct internal business through the drive-up window, phone and radio transmission, minimizing the need for interaction. It was noted that in the future, it may be necessary to work with customers regarding their payments on their accounts. This would be done on an as needed basis. No action needed.

Accounting and Finance Manager, Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Member Shaw motioned to accept the financial reports as presented. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. 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 \$615,000.00
- h) Approve Free Service Report.

Checks written during the month of February

AFLAC	782.38	Nebraska Dep of Rev	35,669.30
Ameritas	6,837.49	NEOPOST	193.19
ASB	386.00	Southwest Power	11,745.28
BCBS	13,900.34	Standard Life	1,891.18
Black Hills Energy	155.85	The Principal Group	1,144.84
Chase Paymentech	2,031.00	United Parcel Service	230.00
DIRECT DEPOSIT	40,270.19	Verizon Wireless	325.22
IBEW 1536	722.94	WEX Fleet	3,010.00
IRS	14,081.93	Windstream	650.00
Mid-American Benefit	1,400.53	Xpress Bill Pay	359.20
NDOR W/H	4,585.07		

Approve the following claims submitted for payment.

American Recycling	16,556.23
ADC	1,250.00
B 103	152.00
Baird Holm LLP	929.90
Bennet's Body Shop	2,590.97
Board Of Public Works	18,347.79
Border States Industries	1,677.74

Brownville Lyceum LLC	76.10
Capital Business Systems Inc	380.70
Caselle Inc	1,250.22
Caselle Inc	615.78
City of Auburn	9,252.06
Collection Associates	150.00
County Publications	121.05

Credit Information Services	31.35
DHHS State of Nebraska	97.00
Diamond Communication	3,233.57
Eggers Brothers Inc	220.65
Frontier Cooperative	372.00
Gardner Denver Inc	8,334.58
Glenn's Corner Market	156.25
Hach Chemical Company	629.23
Hamilton Associates PC	6,850.00
Hauck, Velma	82.46
Hawkins Inc	705.57
Healy Law Offices, LLC	937.50
HOA Solutions Inc	1,789.88
Hoak, Mike	426.00
Horne, Cheryl	235.33
Husker Electric	193.36
IES Commercial Inc	65,997.49
JEO Consulting Group Inc	3,400.00
Johnny's Tire & Battery	20.00
Kidwell Inc	812.50
KJ Whitehorse Bar & Grill	365.29
Lincoln Winwater	1,010.37
Martin, Jessica	115.34
McMaster-Carr Supply	18.41

Mid America Testing	1,248.57
Municipal Supply of NE Inc	219.80
NPPD	267,936.75
Nebraska Rural Water	250.00
Olsson	7,613.80
Omaha Public Power District	3,417.80
One Call Concepts Inc	67.44
Paramount Linen & Uniform	1,611.48
Petty Cash	18.00
Sack Lumber Company	4.38
Scantron Technology	1,360.00
Seidl, Bryan	100.00
St of NE - Financial Services	235.62
Stutheit Implement	37.24
The Cleaners	248.15
Tuxhorn, Jerry	30.00
United Rentals	60.00
US Cellular	279.01
Village of Nemaha	3,673.43
Water Engineering Inc	392.83
Wesco Distribution Inc	372.75
WAPA	25,489.41
Womelsdorf, Cherise	20.91

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Shaw, Buman, 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 15, 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 March 18, 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.

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