

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD MARCH 8, 2018**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on March 8, 2018 at the regular meeting place of the Board at the hour of 5:30 p.m. This meeting was held in open session as required by Chapter 84, Article 14 of Nebraska State Statutes.

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

Acting Chairman Wilson acknowledged that there were no guests present to address the Board.

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

General Manager (GM) David Hunter introduced Craig Jones from First National Capital Markets. Craig presented a finalized plan for the refinancing of the Wastewater Utility Bonds. Following discussion, Member Zaruba motioned to accept the terms as presented for refinancing the WWTP bonds. Member Buman seconded the motion. Roll call: those voting aye – Buman, Wilson, Zaruba and Shaw. Acting Chairman Wilson declared the motion carried.

GM Hunter informed the Board that additional funding is needed to support the buy down of the debt on the bonds to be refinanced. Board approval is requested to allow AFM to transfer and wire \$1,500,000.00 for this buy down from Auburn State Bank account to DTC for the purpose of a bond buy down on the Series 2018 Combined Utilities Revenue Bonds. Following discussion, Member Zaruba motioned to approve this funds transfer. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Buman. Acting Chairman Wilson declared the motion carried.

GM Hunter requested Board approval to remove the reserve fund restriction on WWTP CD#6927 to support the WWTP Bond refinancing. CD #6927 is currently set as a Debt Service Reserve Fund and restricted per the Wastewater Utility Bond requirement. Following discussion, Member Buman motioned to remove the restriction on the WWTP CD#6927. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Buman. Acting Chairman Wilson declared the motion carried.

GM Hunter informed the Board that due to the timing of the bond refinancing, the current WWTP Bond Interest payment is due by April 1. This payment is \$57,120.00. Board approval is requested to transfer additional funds to support this interest payment. Member Zaruba motioned to approve this payment. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman and Wilson. Acting Chairman Wilson declared the motion carried.

GM Hunter introduced Liz Larson and Stephanie Abbot from Hamilton and Associates to present the 2017 Financial Audit. Following presentation and discussion, Member Buman motioned to accept the 2017 Financial Audit as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Shaw, Buman, Wilson and Zaruba. Acting Chairman Wilson declared the motion carried.

GM Hunter presented the 2018-2020 BPW Personnel Policy that has been updated to reflect changes in the new IBEW Contract and some needed document housekeeping. Following discussion, Member Zaruba motioned to approve the 2018-2020 BPW Personnel Policy as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Wilson, Zaruba and Shaw. Acting Chairman Wilson declared the motion carried.

GM Hunter updated the Board on the need to upgrade computer system security and Firewall protection. WRK has recommended FortiGate, a newer product by FortiNet. Total cost with installation for a 3-year period is \$2,395.00. Following discussion, Member Shaw motioned to approve the Firewall upgrade. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Buman. Acting Chairman Wilson declared the motion carried.

GM Hunter updated the Board on the Reservoir/Clear Well Cleaning proposals. The lowest overall proposal was from Inland Potable Services out of Centennial, CO at \$6,830.00. The BPW expense will be \$5,750.00 and the remainder will be billed to the City of Peru. This work will be scheduled during the summer. Following discussion, Member Buman motioned to approve this request. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Buman. Acting Chairman Wilson declared the motion carried.

GM Hunter updated the Board on the resignation of Jeremy Griepenstroh from his position as Water/Wastewater Operator effective 2/16/2018. GM Hunter informed the Board that he will be looking at options to fill this vacancy.

GM Hunter updated the Board on the need for a Summer Lineman Intern. The BPW participates in the Metropolitan Community College Lineman Internship Program. Following discussion, Member Zaruba motioned to allow this hiring. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Wilson and Zaruba. Acting Chairman Wilson declared the motion carried

GM Hunter opened discussion on the Water Recharge Permit Application – Joint Defense and Common Interest Agreement. At the hour of 6:05pm, Member Zaruba motioned to go into closed session. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Wilson and Zaruba. Acting Chairman Wilson declared the motion carried. At the hour of 6:12pm, Member Zaruba motioned to come out of closed session. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Wilson and Zaruba. Acting Chairman Wilson declared the motion carried. Member Buman motioned to allow staff to sign the Joint Defense and Common Interest Agreement. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Wilson, Zaruba and Shaw. Acting Chairman Wilson declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. Following discussion, Member Zaruba motioned to accept the financial reports as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Wilson, Zaruba and Shaw. Acting Chairman Wilson declared the motion carried

Acting Chairman Wilson asked for any objections or exceptions to the General Consent Items listed under Agenda Item #16.

- 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 to T&D.
- e) Transfer of \$575,000.00 to Checking from Revenue.

Checks written during the month of February:

AFLAC	568.52
Ameritas	14,012.93
ASB	500.00
BCBS	19,937.90

Black Hills Energy	133.58
Constellation Energy	2,287.71
Credit Information Services	64.05
DIRECT DEPOSIT TOTAL	75,776.97

Fleet Services	2,043.77
IBEW 1536	751.34
IRS	26,372.07
Mid-American Benefits	3,894.85
NCEA-NE Comm Energy Alliance	1,000.00
NDOR W/H	4,195.21
NE child Support-electronic	664.00
NE Dept of Revenue	37,652.92
NEOPOST	193.78
NSF Items	82.22
Omaha Public Power District	11,960.80

Paymentech Fee	1,764.57
Standard Life	1,910.04
The Principal Group	766.79
Time Warner Cable	117.22
Verizon Wireless	930.53
WAPA	26,974.08
Windstream	697.16
XpressBillPay Fee	279.10

Approve the following claims submitted for payment:

American Recycling&Sanitation	15,968.70
Auburn Plumbing/Heating/AC	39.17
B 103	152.00
Babbling Service	4,025.38
Baird Holm	2,713.50
Beard's Salvage	154.40
BPW	22,091.64
Boltin, Jonathan	224.67
Border States Ind / Kriz-Davis Co	4,265.22
Bulldog Auto	310.38
Capital Business Systems	284.58
CapitalOneSpark	1,481.60
Carpenter Paper	42.39
Caselle	1,205.00
City of Auburn	10,892.78
Concrete Industries	181.50
County Publications	112.96
Curry, Christopher	147.62
DHHS St of NE	261.00
Dutton-Lainson	6,889.29
Eggers Brothers	624.53
Filter Care of Nebraska	7.90
Glass Doctor - Lincoln	270.90
Glenn's Corner Market	26.22
Global Equipment Company	44.66
Grainger	80.94
Hamilton Associates	9,125.00
Hamilton, Stephanie	187.99
Hawkins Inc	188.49
HD SupplyWhiteCap	649.98

HOA Solutions	1,319.31
Hoak, Mike	426.00
Husker Electric	268.90
Kelly Supply	112.52
KJ Whitehorse Bar&Grill	53.76
Lawson Products	373.96
Lincoln Winwater	178.50
Lynch's Hardware	23.27
McGill Restoration	24,109.84
McMaster-Carr Supply	55.55
Mechanical Sales	8,280.52
Meyer Earp	87.31
Meyer, Paige	291.83
Mid-Continent Sales	810.51
Mike's Window Service	11.45
Municipal Supply of NE	468.92
Neemann, John	163.07
Nemaha Country Market	33.98
Nemaha County Clerk	300.00
Northern Safety Co	64.40
Northern Tool & Equipment	319.48
NPPD	298,484.96
Omaha World Herald	1,742.40
One Call Concepts	39.63
Paramount Linen&Uniform	1,527.72
Peaker Services	825.28
Petty Cash	78.37
Sack Lumber Company	27.22
Safety-Kleen Systems	389.97
Skarshaug Testing Laboratory	428.28

Stoddard, Deborah	185.63
Stutheit Implement	44.08
The Cleaners	281.18
Troxel, Kayla	300.00
USA Blue Book	957.45
UPS	145.16
United Rentals	553.25
Urias, Hector Jr.	155.58

US Cellular	2.23
Village of Nemaha	3,621.25
Vision Care Direct	306.02
Water Engineering	392.83
Watton, Gayle	93.69
Wesco Distribution	1,439.98

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Buman. Acting Chairman Wilson 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 April 12, 2018 at the hour of 5:30 p.m. at the Board of Public Works Board Room. Acting Chairman Wilson declared the meeting adjourned.

Acting Chairman

ATTEST:

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 March 8, 2018 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, 2018.