

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD MARCH 9, 2017**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on March 9th, 2017 at the regular meeting place of the Board at the hour of 5:50p.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 was posted on the north wall of the Board Room.

Chairman Knipe acknowledged that there were guests present to address the Board.

Chairman Knipe called the meeting to order and requested an additional roll call: Members present – Buman, Knipe, and Zaruba. Members Shaw and Wilson absent.

General Manager (GM) David Hunter requested Board approval to have staff transfer additional funds to support the WWTP Bond Interest payment in the amount of \$58,711.25 that is due by April 1. Member Zaruba motioned to approve this request. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter opened the discussion on an ongoing concern from Rhonda and Brian Clark regarding a line extension bill from 2014. Due to past Board discussions and non-attendance by the Clark's at the March 9th Board meeting, the Board allowed this issue to die without motion or action.

Chairman Knipe updated the Board on the Source Water Protection Plan and the process of putting together a committee with the help of GM Hunter. The committee consisting of: Scott Teten, Wes Debuhr, Joe Moody, Myron Gerdes, Jim Wehenkel and Bob Hemmingsen, following discussion, Member Zaruba motioned to approve this slate of committee members. 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 Landlord Notification process in the event that their property is subject to utility shut-off due to an unpaid account. GM Hunter requested clarification from the Board on a couple process issues. Question one: Do we need to send this new notification every month or just during the winter months when there may be a concern of water lines freezing? Question two: If the electricity is shut off, the Landlord is notified and the Landlord instructs us not to shut off the account, who is then responsible for the outstanding utility bill? Following discussion regarding the cost of this additional service, GM Hunter and staff will work on fine tuning the Landlord Notification/Disconnect Policy over the next month and bring it back to the Board at the April Board meeting.

GM Hunter opened the discussion on the upcoming 2017 IBEW Union Contract Negotiations and the need to form a negotiations team made up of a couple BPW Board Members. Following brief discussion, Chairman Knipe and Member Zaruba volunteered to serve on the 2017 IBEW Union Contract Negotiations Team.

GM Hunter updated the Board on the status of the Water Recharge Permit. Working through the Water Recharge Permit process, we have several questions on our permit application that are going to require additional assistance from Olsson Associates to complete. GM Hunter talked to Karen Griffin, PG from Olsson Associates and had her work up an agreement that should get us through the review with the NRD. Cost will not exceed \$10,000.00. Following discussion, Member Zaruba motioned to approve the

request. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the Ariens electrical service upgrade for their service entrance panels. Ariens peak load is just under 1 meg. We would like to run a new feed from Ariens to the SE Feeder, a total distance of 1,200 ft. The best way to support these electrical needs would be to have a bore completed from Ariens to just west of the Palmer House Motel. The cost of the bore would be approximately \$11,000.00 for 1150 ft., which includes conduit. By moving to the new feeder, we only increase the URD footage by 550. Following discussion, Member Buman motioned to approve the 1,200 ft. bore. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Zaruba and Buman. Chairman Knipe declared the motion carried.

GM Hunter informed the Board that every five years the Nebraska Department of Health and Human Services (DHHS) requires us to send out a Cross Connection Survey to all of our customers to identify possible cross connections. The BPW is required a 100% return on these surveys and we will have State Statue authority to shut the water off to properties to those that do not return the survey. We would like to utilize Diamond Marketing for at least the first two mailings. By using them, we can get a lower postage cost and include a stamped returned envelope that might encourage customers to give a better response. Following discussion, Member Zaruba motioned to approve this request, Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter informed the Board that the water reservoir check valves are leaking. It will require a contractor to come in and do two hydro stops on two water reservoir pumps to stop the water from recirculating back from the high-pressure side to the low-pressure side. We estimate that we are leaking (re-pumping) around 90,000 gallons per month. Cost for the hydro stop is \$13,000.00. Following discussion, Member Zaruba motioned to approve this expense. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter requested the Board's approval to hire a summer lineman intern. Following discussion, Member Buman motioned to approve this request. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

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 financials 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 #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 \$502,000.00 to Checking from Revenue.

Checks written during the month of February:

AFLAC	584.50
Ameritas	13,502.14
ASB	400.00
BCBS	18,124.64
Black Hills Energy	133.58
DIRECT DEPOSIT TOTAL	69,082.59
Fleet Services	2,491.70
Hasler	189.31
IBEW 1536	722.64
IRS	26,265.28
Meyer, Paige	291.83
Mid-American Benefits	4,242.97
NDOR S&U TAX	19,700.86
NDOR W/H	3,781.62
NE Child Support	664.00

NSF Items	489.85
OPPD	12,001.46
PaymentechFee	1,618.20
Rippe, Rachel	150.00
Sciarappa, Vickie	83.89
Standard Life	1,778.79
Stone, Karen	194.44
The Principal	620.00
Tibbetts, Cory	285.94
Time Warner	107.24
Verizon Wireless	85.08
Wagenknecht, Nick	240.36
Waters, Mike	410.00
Windstream	656.60
XpressBillPayFee	251.20

Approve the following claims submitted for payment:

American Recycling & Sanitation	15,609.55
Auburn Family Health	106.00
B 103	152.00
Beard's Salvage	169.14
Bohl Plumbing & Heating	5.88
BPW	21,719.31
Brownville Concert Series	50.00
Bulldog Auto Supply	760.06
Capital Business Systems	268.61
Caselle	1,205.00
City of Auburn	8,869.25
County Publications	233.80
Credit Information Svcs	35.60
D.R. Thomas	230.05
NE DHHS	226.00
Diamond Marketing	1,528.70
Eakes Office	752.12
Eggers Brothers	396.76
Fannie Mae	276.07
Filter Care	16.35
First Bank Card	1,549.87
GIS Workshop	19,850.00
Glenn's Corner Mkt	61.87
Hach Chemical Co	1,740.81
Halderman, Patricia	246.11
Hamilton Equipment	544.22

Hawkins	242.73
HireRight	166.80
Hoak, Mike	426.00
Husker Electric	721.27
Knippelmeyer, Jerry	200.00
Kriz-Davis	15,463.39
LakeTech Consulting	5,200.00
Mike's Window Svc	11.45
MMC Contractors	1,844.10
Municipal Supply	41.32
Needles I	221.56
Nemaha Country Mkt	34.60
NHHS-Div of Public Health	115.00
NPPD	233,267.92
Olsson Associates	1,264.48
One Call Concepts	94.38
Orscheln	93.21
Paramount Linen&Uniform	1,361.64
Riggins, Shannon	179.40
Sack Lumber	231.91
T & R Electric	4,116.00
Tincher Of Auburn	44.40
Tuxhorn, Jerry	200.00
UPS	64.54
US Cellular	151.74
Utility Equipment Co	331.22

Village of Nemaha	3,652.95
WAPA	29,382.77
Water Engineering	392.83
WesTech Engineering	851.00

Williams, Lynn	136.50
WRK Systems	362.10

Following brief discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Zaruba and Buman. 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 April 13th, 2017 at the hour of 5:30 p.m. at Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

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 9th, 2017 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.