

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD April 15, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on April 15, 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 via conference call: Liz Larson and Stephanie Abbot; representing Hamilton and Associates, and Vanessa Silke; representing Baird Holm were present via conference call due to restrictions on meeting size. Information was available for guests that wished to hear the meeting via conference call in the Board packet and posted in the Nemaha County Herald.

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

General Manager David Hunter (GM Hunter) introduced Liz Larson and Stephanie Abbot from Hamilton Associates to present the 2019 Auburn Board of Public Works (BPW) audit report. Liz Larson reviewed the audit findings with the Board. Following discussion, Member Buman motioned to accept the 2019 financial audit as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

Chairman called for a motion to go into executive session. Member Zaruba motioned to enter executive session citing 84-1410 SUB A; potential litigation and negotiation of real estate and water rights, at 11:45 a.m. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

The Board came out of executive session at 12:25 p.m. After discussion, Member Zaruba made a motion to authorize Vanessa Silke to explore funding sources for water development. The services provided are not to exceed \$5,000.00. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw Buman, Knipe, and Wilson. Motion carried.

GM Hunter provided information about the NITS transmission and market revenues that come from the NITS service. After consultation with an attorney, it has been recommended to approve NPPD's Amendment #1 to the 2016 Wholesale Power Contract as presented. Congestive management rights are controlled by NPPD. SPP's right is separate from NPPD's right and the cost to determine marketability of the loads is not feasible for BPW to pursue at this time. Member Buman explained the process of congestive rights and the process to market transmission. Member Zaruba made a motion to approve the Amendment No. 1 to the 2016 Wholesale Power Contract as presented in the packet. Member Wilson seconded the motion. Roll call: those voting aye - Knipe, Wilson, Zaruba and Shaw. Member Buman abstained due to potential conflict of interest. Motion carried.

GM Hunter presented information on allowing NPPD to manage the Bilateral Settlement Schedule on BPW's behalf. He explained this is a small piece of the large transmission presented above. Member Zaruba made a motion to notify WAPA of NPPD's authority to act on behalf of the BPW to schedule its WAPA allocation. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Knipe. Member Buman abstained due to potential conflict of interest. Motion carried

GM Hunter presented the temporary disconnection policy that was implemented last month due to the COVID-19 pandemic situation. After discussion, Member Shaw made a motion to approve the temporary procedures put into place and in addition the Board will waive 6% delinquent penalties for two billing periods. Member Buman seconded the motion. Roll call: those voting aye - Shaw, Buman, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter updated the Board regarding the process to acquire cost estimates on the sewer line repairs/replacements. A map was presented with the various lines highlighted. GM Hunter will continue to move forward as he is able. No action needed.

GM Hunter presented the Kidwell phone agreement and noted that our server is outdated. Support will end in 2020 for the current server, which is 12 years old. Estimated cost to replace is \$3,000.00. Member Wilson made a motion to proceed with replacement of equipment and approval of contract. Member Zaruba seconded the motion. Roll call: Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

GM Hunter updated the Board on a prior payment to the IES contract. The final payment requested is \$107,810.04. The total contract cost came in at \$23,508.00 under the original bid. Member Zaruba made a motion to approve the final payment. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

GM Hunter provided a release of lien, for properties at 1005 Central Avenue and 1206 J Street. Both properties are in Auburn, NE and have all outstanding debt satisfied. Member Shaw made a motion to file the notice of satisfied delinquency. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Motion carried.

Accounting and Finance Manager, Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Member Zaruba motioned to accept the financial reports as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. 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 \$593,000.00
- h) Approve Free Service Report.

Checks written during the month of March

Williamson – dep refund	43.79
AFLAC	782.38
Ameritas	7,486.78
ASB	386.00
BCBS	16,900.00
Black Hills Energy	133.58
Chase Paymentech	2,092.48
DIRECT DEPOSIT TOTAL	44,927.46
IBEW 1536	724.86
IRS	16,229.92
Mid-American Benefits	898.38

NDOR W/H	4,989.42
NDOR	30,703.23
Quadiant	100.00
Southwest Power Pool	11,745.28
Standard Life	1,898.84
The Principal Group	1,144.84
Verizon Wireless	325.31
WEX Fleet Universal	2,104.72
Windstream	672.48
Xpress Bill Pay	350.36

Approve the following claims submitted for payment.

United States Postal Service	3,900.00
Altec Industries Inc	1,599.44
American Recycling	17,075.74
B 103	171.00
Baird Holm LLP	1,326.00
Beard's Salvage	52.81
Board of Public Works	15,789.47
Border States Industries	2,530.00
Capital Business Systems Inc	457.46
Capital One Spark Business	4,758.35
Caselle Inc	1,866.00
City of Auburn	7,828.96
Consolidated Plastics	920.57
County Publications	102.83
Credit Information Services	31.35
Crescent Electric Supply Co.	1,513.27

DHHS State of Nebraska	223.00
Diamond Communication	1,545.97
Dutton-Lainson Company	106.50
Eggers Brothers Inc	93.41
Filter Care of Nebraska	10.25
Glenn's Corner Market	156.54
Grainger Inc	34.21
Hach Chemical Company	1,093.84
Hamilton Associates PC	7,545.00
Hoak, Mike	426.00
Husker Electric	303.53
IES Commercial Inc	107,810.04
JEO Consulting Group Inc	3,100.00
Kidwell Inc	997.00
KJ Whitehorse Bar & Grill	119.94
Lincoln Winwater	417.40

Luttrell, Amber	160.13
MacQueen Equipment	422.40
MBA Energy and Industrial	15.89
Metron-Farnier LLC	12,016.75
Mid America Testing	657.44
Mike's Window Service	51.12
MJS Market	30.91
Mockerman, Linda	293.04
Municipal Supply of NE Inc	335.04
NE Municipal Power Pool	2,819.40
NPPD	194,321.31
Nemaha County Clerk	16.00
Nemaha Truck Repair	1,592.73
OK Tire	224.79
Olsson	21,294.33
Omaha Door & Window	634.25
Omaha Public Power District	3,407.14
One Call Concepts Inc	107.63

Paramount Linen & Uniform	2,014.35
Petty Cash	15.47
Project Response Inc	224.87
Rowe, Angela	129.62
S.E.N.C.A.	118.95
Sack Lumber Company	44.52
Scantron	4,165.00
Smith, Chanel	290.18
St of NE - Financial Services	739.83
Stutheit Implement	18.06
The Cleaners	162.95
ULINE	237.41
US Cellular	903.94
Village of Nemaha	3,690.03
Water Engineering Inc	392.83
Wesco Distribution Inc	1,642.77
WAPA	23,831.34
Westrum Leak Detection	2,100.00

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 May 20, 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.