

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD April 21, 2021**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on April 21, 2021 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 called the meeting to order. Roll call: Member's present – Shaw, Grant, Knipe, Wilson and Zaruba.

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 Liz Larson from Hamilton & Associates, and Erik Eihusen from Olsson.

Chairman Knipe recognized Liz Larson, who presented the 2020 audit report. After discussion, Member Zaruba made a motion to accept the audit as presented. Member Grant seconded the motion. Those voting aye – Grant, Knipe, Zaruba, Shaw and Wilson. Motion carried.

GM Hunter updated the Board on the office remodel process. Construction is scheduled to start April 23<sup>rd</sup>, with the Board room being projected to be usable prior to the next Board meeting on May 19<sup>th</sup>. No further action.

Chairman Knipe presented Erik Eihusen from Olsson. Erik provided information on requirements needed for testing the switchgear and substation wiring. This would provide testing of switchgear relays, circuits, phase testing, breaker tripping tests and all tests recommended prior to energizing. Proposals were received in the amount of \$56,900.00 from Harold K. Scholz and \$51,585.00 from Shermco Industries. After discussion, Member Zaruba made a motion to accept the proposal from Harold K. Scholz. Member Shaw seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter requested permission to move forward with the employee appreciation dinner to be held at El Portal April 30, 2021. This was postponed earlier due to COVID – 19. Board members agreed that the dinner could be held. No motion necessary.

GM Hunter provided information on SRF Funds that are available for projects at a 0% interest rate. Hunter noted that we have started the project and budgeting \$50,000.00 of work annually over the next 10 years. He proposed completing the total project and utilizing the funds to extend the payment over ten years. It is projected that the savings would be approximately \$100,000.00. The Board gave permission to move forward with the application and requested additional information on cost estimates and options from JEO, before a final decision will be made. No further action.

GM Hunter updated the Board of the Work in Water Field Day that was postponed due to COVID – 19. Wichita State University has notified BPW the grant is still available. A date has been set for May 4<sup>th</sup> and will provide education for Auburn High School career students along with a summer intern program funded by the grant. No further action.

GM Hunter requested permission to charge interest on non-utility Accounts Receivable customer accounts, due to regular delinquent payment history of accounts. After discussion, Member Zaruba made a motion to assess a 1.5% monthly interest on delinquent accounts after 60 days. Member Grant seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

GM Hunter informed the Board that the Kidwell service agreement is up for renewal. He requested permission to move forward with payment. He provided examples of the services provided. Member Zaruba made a motion to accept the renewal. Member Wilson seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter brought the Board up to date on the switch of life insurance from The Standard to Guardian. The transition is complete effective April 1<sup>st</sup>, 2021. He made them aware that Guardian has a voluntary program

that would allow employees the opportunity to purchase additional life insurance coverage and have the premiums withheld from their pay. If we added this benefit, it would take effect at open enrollment in June, effective July 1<sup>st</sup>, 2021. Member Shaw approved to add the voluntary life insurance as an employee benefit and Member Grant seconded the motion. Those voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion approved.

GM Hunter updated the Board on the Transmission Line/Substation projects. There is an estimated 30 days to completion. IES has requested a progress payment in the amount of \$280,713.41. Member Zaruba made a motion to submit payment to IES. Member Wilson seconded the motion. Those voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter provided information on the progress of the Peru water line. Core drilling has begun, and a pipe supplier has been located. Work continues securing easements. Their temporary water treatment plant is scheduled to be shut down for maintenance. BPW will be transporting water during that time. No further action.

Accounting and Finance Manager presented the standard financial reports to the Board. Member Zaruba made a motion to accept the financial reports as presented. Approval for a transfer made March 23<sup>rd</sup> was needed due to a formula error in the March transfer request. Member Grant made a motion to approve the financials and the additional transfer in the amount of \$154,000.00. Member Wilson seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

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

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) Approve filing of Notices of Delinquency with the County Clerk.
- e) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$747,000.00
- f) Approve Free Service Report.

Checks written during the month of March

AKRS Equipment	118.18
All Needs	3,678.25
American Recycling	17,165.63
Auburn Family Health	77.00
Auburn Plumbing	7,964.86
B 103	171.00
Board of Public Works	17,273.99
Border States Industries	851.64
Brownville Lyceum LLC	31.69
Capital Business Systems,	680.95
Capital One Spark	7,158.25
Caselle Inc	1,883.00
City of Auburn	7,881.20
Concrete Industries Inc	218.86
County Publications	93.96
Credit Information Services	142.35
Crescent Electric Supply	272.73
DHHS State of Nebraska	238.00
Dutton-Lainson Company	3,456.36

Eggers Brothers Inc	353.18
Filter Care of Nebraska	8.20
General Fire & Safety	658.85
Glenn's Corner Market	112.20
Grainger Inc	1,136.25
Hach Chemical Company	696.90
Hamilton Associates PC	9,680.00
Hilti Incorporated	149.56
HireRight Solutions LLC	34.35
HOA Solutions	796.50
Hoak, Mike	426.00
Husker Electric	327.98
IES Commercial Inc	280,713.41
JEO Consulting Group Inc	3,600.60
Johnny's Tire & Battery	1,416.83
Lincoln Winwater	848.14
Lynch's Hardware & Gifts	30.59
MacQueen Equipment	810.55
Martin Marietta	1,598.68

McMaster-Carr Supply	109.26
Mellen & Associates Inc.	755.00
Metering and Tech	453.22
Mid Continent Testing	201.00
Midwest Laboratories Inc	173.00
Mike's Window Service	25.56
MJS Market	23.57
Mouser Electronics Inc	164.43
Municipal Supply of NE	510.37
Nebraska Municipal Power Pool	1,819.40
Nebraska Public Power District	142,597.26
Nebraska Rural Water	790.00
Nebtech Calibration	145.92
Nemaha County Clerk	40.00
Nemaha Natural Resources	72.02
Northern Tool & Equipment	89.99
OK Tire	27.77
Olsson	19,337.78
Omaha Public Power District	25,945.20
One Call Concepts Inc	123.36
Paramount Linen & Uniform	2,016.48

Petty Cash	48.22
Quadient	127.64
Sack Lumber Company	330.74
Sandy Brae Laboratories	201.15
Scantron Technology	440.00
Smith & Loveless Inc	898.69
St of NE	108.64
T & R Electric Inc.	550.00
The Cleaners	42.60
United Rentals	255.00
USPS	4,000.00
US Cellular	283.01
Vermeer Equipment	147.10
Village of Brownville	10,436.63
Village Of Johnson	7,797.88
Village of Nemaha	5,870.37
Visco Inc	105.50
Water Engineering Inc	392.83
Wesco Distribution Inc	500.56
WAPA	24,873.34
Zoro Tools Inc	119.59

Following discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. 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 19, 2021 at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

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Chairman

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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 April 21, 2021 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.

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