

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD APRIL 12, 2018**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on April 12, 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.

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 that there were guests present to address the Board.

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

General Manager (GM) David Hunter updated the Board on the Environmental Trust and NRD Aquifer Recharge Grant Project. Jonathan Mohr from JEO was on hand to answer questions on agenda items 4 - 6. The Nemaha NRD has received an unofficial announcement that the joint grant application submitted last fall would be approved. This grant included a study to evaluate the benefits of artificial aquifer recharge by installing weirs in local streams and raising the stream level. Board approval is requested to sign this agreement. Following discussion, Member Zaruba motioned to sign the agreement as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the JEO Aquifer Recharge Scope of Services. This work is part of the long-range plan that came out of our Source Water Protection Plan (SWPP). The goal of this work will be to get hard data on stream flows and determine if retaining water in key locations would increase the local aquifer capacity. Board approval is requested to sign this agreement. Following discussion, Member Zaruba motioned to sign the agreement as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the Wellhead Protection Plan (WHPP) and required Public Meeting. We have received notice from the NDEQ that our WHPP and map have been officially approved by the NDEQ and is ready for Public Hearing and then City Council approval. Board approval is requested to move forward and schedule a public hearing for the WHPP. Following discussion, Member Wilson motioned to move forward with the public hearing on the WHPP. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter presented the sale of the old Port of Entry property for the Boards consideration and approval. Following discussion, Member Zaruba motioned to sell the old Port of Entry property "As Is". Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter presented the 2018 Dental Insurance renewal for the Boards review and consideration. April is the renewal month for the voluntary employee dental insurance plan. The renewal has a 5% increase over last years premium. Following discussion, Member Zaruba motioned to renew the Dental

coverage as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented a Caselle software upgrade for the Boards review and consideration. This upgrade from Caselle Clarity to Connect is in the 2018 Budget. This software is used for all BPW financial, inventory, utility billing, payroll, as well as several other office functions. The cost of the upgrade will increase our annual maintenance agreement from \$1,205.00 to \$1,605.00 per month. Additionally, we would like to add two new modules, Back Flow Management and Energy Assistance. Cost of these two modules is \$9,230.00. Following discussion, Member Zaruba motioned to upgrade the Caselle software as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on a recent WRK hardware and software review on our network system. GM Hunter presented a three year plan to update BPW hardware and software on the network. Following discussion, Member Zaruba motioned to approve all hardware and software update phases to happen during the summer of 2018, cost not to exceed \$14,000.00. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on a maturing CD. Board approval is requested to renew this maturing CD at the best available rates. Following discussion, Member Buman motioned to approve this request. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented the May 1st Newsletter for Board review and approval. Member Zaruba motioned to approve the May 1st Newsletter. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. 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 financial reports as presented. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson 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 #14.

- 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 \$513,000.00 to Checking from Revenue.

Checks written during the month of March:

AFLAC	537.58
Ameritas	14,678.25
ASB	500.00
BCBS	19,022.87
Black Hills Energy	140.54
Constellation Energy	128.27
DIRECT DEPOSIT TOTAL	75,913.09
Fleet Services	1,939.28

IBEW 1536	709.20
IRS	27,806.60
Mid-American Benefits	6,290.13
NDOR	37,365.51
NE Child Support	664.00
NSF & Adj. Items	97.94
OPPD	11,960.80
Paymentech Fee	2,077.52

Standard Life	1,757.87
The Principal Group	805.08
Time Warner Cable	117.22
Verizon Wireless	156.81

Windstream	697.09
WWTP Bond Principal Payment	57,135.00
XpressBillPay Fee	285.10

Approve the following claims submitted for payment:

Altec Industries Inc	18.62
American Recycling&Sanitation	15,705.92
Auburn Family Health	105.00
B 103	171.00
Baird Holm	11,908.71
Baldwin Pole & Piling	13,473.32
Beard's Salvage	55.23
Bohl Plumbing & Heating	40.94
Boltin, Jonathan	282.38
Border States	5,168.94
BPW	19,286.25
Bulldog Auto	1,251.15
Capital Business Systems	1,009.93
Capital One	1,668.03
Carpenter Paper	89.89
Caselle	1,205.00
City of Auburn	9,143.39
Cornhusker Intl Trucks	69.89
County Publications	488.76
Credit Information Svcs	45.75
Daniels, Richard	95.68
DHHS	242.00
Diamond Communication	1,922.24
Dugan Business	287.84
Dutton-Lainson	2,361.64
Eggers Brothers	4,801.80
Electric Pump	6,491.88
Filter Care of Nebraska	41.20
Glenn's Corner Market	38.29
Grainger	125.49
Hach Chemical	659.27
Hamilton Assoc	3,150.00
HireRight Solutions	103.74
Hoak, Mike	426.00
Husker Electric	2,345.24
Kelly Supply	112.52
Kirkendall, Jared	128.00
KJ Whitehorse Bar & Grill	32.35
Lampman, Keno	86.35
Lawson Products	467.56
LE Meyers	111.37

Lincoln Winwater	34.08
Lynch's Hardware	11.47
Mellage Truck & Tractor	470.77
Metering & Technology	1,054.83
Mike's Window Service	11.45
NE Enviro Products	232.02
Nebraska Rural Water	750.00
Nebtech Calibration	253.67
Neemann, John	103.10
Nemaha Country Mkt	115.27
NMPP	1,473.40
NPPD	238,048.48
OK Tire	2,723.85
Olsson Associates	3,085.73
Omaha Door & Window	629.46
One Call Concepts	86.49
Paramount Linen & Uniform	1,435.28
Patton, Frances	224.65
Petty Cash	84.26
Pleiss, Danielle	204.32
Sack Lumber	63.45
Sherman, Tamra	98.91
Skarshaug Testing	237.63
St of NE	854.27
T & R Electric	28,379.00
The Cleaners	260.93
UPS	107.88
US Cellular	159.24
Utility Equipment Co	50.59
Village of Nemaha	3,773.51
Vision Care Direct	298.18
WAPA	23,831.34
Water Engineering	392.83
Wesco Distribution	9,898.65
White Castle Roofing	385.00
WRK Systems	260.00
Young, Joshua	2.68

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. 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 May 10, 2018 at the hour of 5:30 p.m. at the Board of Public Works Board Room. Chairman Knipe 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 April 12, 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.