

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD May 18, 2022**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on May 18, 2022, at 1600 O Street 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, Knipe, Wilson and Zaruba. Member Grant absent.

Chairman Knipe announced that this was an open meeting, and a copy of the open meetings act is posted on the northeast wall of the Board room.

Chairman Knipe acknowledged the following guests: Bryan Mellage, County Commissioner, Leah Johnson, USI Insurance Services and Jane E. Eckley, Utility Customer.

Bryan Mellage, County Commissioner provided the Pictometry Software contract for review. Chairman Knipe requested the contract dates be corrected to December 31, 2023, instead of 2025. The 2023 date was approved by the BPW Board at the March 16, 2022 meeting. Bryan agreed and the contract was changed to reflect the correction. No further action.

Leah Johnson from USI Insurance provided healthcare options for the July 1st open enrollment. Several options were presented including an Associate Plan being developed by the League Association - Risk Management (LARM). BPW is a member of LARM and is eligible to select BCBS Light at an annual cost of \$208,251.78; a -14.2% compared to the current plan. Medica provided the second-best option of \$259,049.10, a 6.8% increase over our current plan. Discussion was held regarding mandatory supplemental policies and union agreement requirements. It was also determined that cost incurred for a required life insurance policy estimated to be \$8,000.00 would not offset the potential savings. Dr. Zaruba made a motion to elect the LARM Medical Group Plan at a savings of \$50,797.32 for the BCBS Light plan, or to alternatively elect the Medica Plan if LARM is unable to launch the group plan as anticipated. Member Wilson seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, and Shaw. Motion carried.

Jane E. Eckley requested the Board review the minimum charge for electric customers that do not exceed base usage of 1500 kwh. Eckley presented data of personal usage and noted that it is difficult to keep bills low. She requested consideration to remove the minimum fee and include this amount in the usage rate. The Board expressed appreciation for the input. It was noted that minimum fees are to ensure that BPW is able to maintain infrastructure, which is a fixed cost to the company and not recuperated through usage rates. It was also noted that this is a customary practice for all utility companies BPW has low minimums in comparison surrounding communities. The Board determined at this time no action will be taken to change the rate structure.

GM Hunter presented the 2022 Cash Allocation table and requested approval. Member Zaruba made a motion to approve the table as presented. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Knipe, and Wilson. Motion carried.

GM Hunter requested approval to transfer funds in the amount of \$80,000.00 for principal and \$42,246.25 for interest to make the Wastewater Treatment Plant Bond payment due June 15th, 2022. Member Wilson made a motion to transfer \$122,246.25 to cover the payment. Member Zaruba seconded the motion. Members voting aye – Shaw, Knipe, Wilson, and Zaruba. Motion carried.

GM Hunter provided information on the lack of additional bids for the pole replacement job. The one quote that was submitted was higher than anticipated. He also noted that some of the material ordered has not arrived. GM Hunter will prioritize poles that need immediate replacement and the BPW electric crews will handle as time allows. The Board agreed with this plan of action. No further action.

GM Hunter requested authorization to purchase a water line freezer that would cost approximately \$4,000.00. The unit will freeze water in the pipes to allow repairs to be made on lines that cannot be shut off at the curb stop. He noted the advantages to this include minimal disruption to the main lines and can reduce the need to dig up lines located under the streets. Member Zaruba made a motion to purchase the water line freezer. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Knipe. Motion carried.

GM Hunter presented a quote provided by SCANTRON for a cloud-based backup software. Discussion was held regarding the benefits of changing from our current system. Member Zaruba made a motion to accept the software at an annual cost of \$5,932.80 plus a one-time setup fee of \$1,378.30. Member Wilson seconded the motion. Members voting aye – Wilson, Zaruba, Shaw and Knipe. Motion carried.

GM Hunter provided information on water damage to the Power Plant building. Estimates were received for tuckpointing and spray foaming. Discussion was held on tuckpointing the area at a cost of \$18,000.00, versus spray foam for \$6,000.00. The Board requested additional bids to tuckpoint the area in need of repair.

AFM Westhart presented the standard financial reports to the Board. Member Zaruba made a motion to accept the financial reports as presented. Member Wilson seconded the motion. Members voting aye – Shaw, Knipe, Wilson and Zaruba. Motion carried.

AFM Westhart asked for any objections or exceptions to the General Consent Items listed under Agenda Item #14.

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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$565,000.00.
- e) Approve Free Services Report.

Checks written during the month of April

Airstream Heating & Cooling	12.20
AKRS Equipment	721.62
All Needs	82.74
Altec Industries Inc	49.26
American Recycling & Sanitation	15,981.48
Ameritas Life Insurance Corp	250.00
Aramark Uniform	1,604.14
Auburn Family Health Center PC	182.00
B 103	152.00
Baird Holm LLP	1,753.12
Beard's Salvage	177.89
Blackburn Manufacturing	235.35
Board Of Public Works	18,159.50
Border States Industries Inc	76,279.79
Broxon, Ricky	208.04
Capital Business Systems, Inc	417.97
Capital One Spark Business	1,408.57
Caselle Inc	1,883.00
CCS Inc	6,600.00

City of Auburn	10,535.01
Concrete Industries Inc	712.55
County Publications	105.45
Credit Information Services	23.90
DHHS State of Nebraska	220.00
Dutton-Lainson Company	1,071.73
Eggers Brothers Inc	385.12
Electro Industries / Gauge Tech	3,598.50
Envirodyne Systems Inc	18,921.00
Frontier Cooperative	1,312.50
Gardner Denver Inc	7,520.00
Glenn's Corner Market	113.28
Graham, Austin Terry	268.13
Grainger Inc	306.87
Great Plains Lawn Care	680.00
Hawkins Inc	2,046.26
HDR Engineering Inc	6,070.88
HireRight Solutions LLC	112.24
HOA Solutions Inc	319.50

Hoak, Mike	426.00
Husker Electric	162.30
Lawson Products Inc	23.45
Lynch's Hardware & Gifts	41.23
Mayall, Daniel	242.14
Mid-Iowa Solid Waste	505.05
Midwest Custom Coatings	5,000.00
Mike's Window Service	28.76
NDEE	125.00
Nebraska Municipal Power Pool	500.00
Nemaha County Clerk	10.00
Nemaha County Treasurer	527.80
Nixon, Charles	297.66
Northern Tool & Equipment Co	39.99
Olsson	2,859.92
Omaha Public Power District	26,275.61

One Call Concepts Inc	136.13
Petty Cash	126.17
Primrose Oil Company, Inc.	2,598.14
Sack Lumber Company	330.81
Safety-Kleen Systems Inc	412.77
Scantron Technology Solutions	10,446.66
United States Postal Service	510.23
US Cellular	552.79
Village of Brownville	7,234.18
Village of Nemaha	3,949.80
Volco Company	337.53
Water Engineering Inc	392.83
Wesco Distribution Inc	85.20
WAPA	21,568.89
Willco Inc	1,605.00
Wilson Electric	140.00

Following discussion Member Wilson made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, and Shaw. 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, June 15, 2022, 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 May 18, 2022 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.