

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD May 19, 2021**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on May 19, 2021 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, Grant, Knipe, Wilson and Zaruba.

Chairman Knipe announced that this was an open meeting, and a copy of the open meetings act is available for review.

Chairman Knipe acknowledged the following guest: Leah Johnson from USI Insurance Services.

Leah Johnson from USI, presented the 2021-2022 insurance renewal. Leah noted an 8% increase in premium cost from Blue Cross Blue Shield. She reviewed 2021 costs to the BPW and highlighted potential plan changes for upcoming years. Leah recommended the out-of-network liability for BPW be adjusted to match the in-network liability. A voluntary life insurance policy will be available for employees, in addition to the company provided benefit. Open enrollment will be in June. After discussion, Member Zaruba made a motion to accept the insurance benefit package as presented. Member Grant seconded the motion. Those voting aye – Grant, Knipe, Zaruba, Shaw and Wilson. Motion carried.

Accounting and Finance Manager (AFM) Westhart requested permission to transfer \$122,246.25, to cover the Wastewater Bond payment due June 15, 2021. The total includes an \$80,000.00 principal payment and \$42,246.25 in interest. Member Zaruba made a motion to transfer funds in the amount of \$122,246.25. Member Grant seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

AFM Westhart informed the Board that the 2021 319-Source Water protection plan documents have been completed and are ready for submission. Westhart requested the Board grant GM Hunter authority to sign documents on behalf of the Board. Member Grant made a motion to move forward with the authorization for GM Hunter. Member Shaw seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

AFM Westhart requested permission to transfer funds for an IES progress payment in the amount of \$300,225.22. Member Grant made a motion to transfer funds for the payment. Member Zaruba seconded the motion. Those voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson.

AFM Westhart provided information on entities that have requested permission to place information in the BPW newsletter. After Board discussion, it was determined that the newsletter will be strictly available for information related to utilities. No further action.

Chairman Knipe provided information on the Peru Water Project. He noted a meeting is being held with JEO and the commissioners. Water will be trucked in from Auburn during their shut down for maintenance in June. No further action.

AFM Westhart presented a Notice of Delinquency (NOD) for approval. Member Zaruba made a motion to file the NOD. Member Wilson seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

AFM requested authorization to set up Quadiant as an ACH for the postage meter lease. Member Grant made a motion to authorize the ACH setup. Member Wilson seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant and Knipe. Motion carried.

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

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #13.

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 \$929,000.00
- f) Approve Free Service Report.

Checks written during the month of April.

A-1 Locksmith LLC	658.08
AKRS Equipment	63.54
All Needs	1,471.26
American Recycling	17,638.87
American Underground	716.08
Anderson, Jerry	800.00
B 103	171.00
Blackburn Manufacturing	205.64
Board of Public Works	15,166.11
Border States Industries	10,996.17
Capital Business Systems	397.74
Capital One	7,029.53
Carpenter Paper Company	189.04
Caselle Inc	1,883.00
City of Auburn	7,241.87
Concrete Industries Inc	1,047.43
County Publications	430.62
Credit Information Services	65.70
DHHS State of Nebraska	157.00
Do My Own	134.15
Dutton-Lainson Company	857.28
Eggers Brothers Inc	575.43
Electric Pump	1,740.71
Filter Care of Nebraska	98.70
Frontier Cooperative	198.09
Glenn's Corner Market	208.01
Grainger Inc	299.05
Hach Chemical Company	471.68
Hamilton Associates PC	6,120.00

Hawkins Inc	2,136.54
Hoak, Mike	426.00
Husker Electric	1,635.46
IES Commercial Inc	300,225.22
Itron Inc	5,046.78
JEO Consulting Group Inc	1,269.70
Lawson Products Inc	72.29
LONM	850.00
McMaster-Carr Supply	409.39
Meyer-Earp Auto	633.13
Mid America Testing	585.66
Mike's Window Service	12.78
Municipal Supply of NE Inc	921.19
NPPD	139,282.02
Nemaha County Clerk	10.00
Northern Tool & Equipment	39.99
Olsson	34,464.68
Omaha Door & Window	1,761.29
OPPD	25,957.11
One Call Concepts Inc	115.66
Paramount Linen & Uniform	1,611.48
Petty Cash	466.04
Scantron	16,919.66
Schweitzer Engineering	1,321.67
St of NE - Financial Services	522.16
The Cleaners	42.60
Tuxhorn, Jerry	800.00
USPS	4,000.00
US Cellular	283.14

Village of Brownville	7,076.84
Village of Nemaha	3,977.17
Water Engineering Inc	392.83

Wesco Distribution Inc	409.50
WAPA	21,568.89
Zoro Tools Inc	228.65

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Those voting aye – Shaw, Grant, Knipe, Wilson, 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 16, 2021 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 19, 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.

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