

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD May 20, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on May 20, 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: Austin Jueneman (Austin) and Erik Eihusen (Erik); representing Olsson Associates. 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 Austin from Olsson Associates to provide information on steel/iron poles for phase III of the 4160 substation rebuild (4160 rebuild). After discussion, Member Wilson made a motion to approve the purchase of ductile iron poles from Westco with a low bid in the amount of \$145,000.00. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

Austin from Olsson Associates then presented information on quotes for a 3-way switch that is needed for the 4160 rebuild. After discussion, Member Zaruba made a motion to approve purchase of the switch from SEECO with a low bid of \$33,114.78. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

Erik from Olsson Associates provided updated information on the fiber communication link as part of the substation upgrade. Erik then provided information on a powerplant SCADA system that would interface the new system with the old. GM Hunter requested permission to proceed with price quoting on the SCADA system. Member Shaw made motion to move forward to collect quotes. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

Erik also discussed combining substation and transmission projects and the potential cost savings. GM Hunter asked the board to combine phase III 69kv/12.5 line and the phase III powerplant substation work and to move forward with bid letting. Member Buman made a motion to combine the projects and move forward with bid specs. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Motion carried.

Member Zaruba presented information regarding switching insurance brokers. After discussion, Member Zaruba made a motion to allow GM Hunter the authority to switch brokers. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

GM Hunter gave an update on the status of the Water/Wastewater rate study being performed by JK Engineering. The study is available for review and will be on the agenda at the June board meeting. No action taken.

GM Hunter requested approval for transfer of funds in the amount of \$121,751.57 for payment of the water bond due June 15, 2020. Member Zaruba made a motion to transfer the funds for payment. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter provided information on sewer lining that will extend the life of the sewer line from E Street (City MH ID# 298 to MH ID# 281), alley in front of Meyer Earp, to the manhole just behind the storage facility next to Orscheln's. The lining will provide support and extend the life of the pipe. Member Buman made a motion to approve the quote in the amount of \$21,460.00. Member Zaruba seconded the motion. Roll call: those voting aye - Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter requested approval to research options for a tenant to farm 35 acres of property that the Board owns. This property is designated for a future well site and surrounded by property that has been purchased by the Army Corp. They have changed tenants and it would be beneficial to have the same tenant farm all the

property. The current lease does not allow for a change. The Board granted permission to research options. No further action needed.

GM Hunter presented information on quotes to update Water/Wastewater SCADA equipment. Replacement cost to replace both units with one system was quoted with a savings of \$9,948.00. Member Wilson made a motion to replace both systems for \$19,891.00. Member Shaw seconded the motion. Roll call: those voting aye - Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

GM Hunter presented a request from Auburn State Bank to update the pledge policy to allow pledging to come from resources outside of the State of Nebraska. This change would give the bank access to rated pledges. Member Zaruba made a motion to update the pledge policy. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Motion carried.

GM Hunter requested approval to implement a wastewater/maintenance inspection program. Implementation of the program would allow property owners the ability to get funding assistance through DEQ grants if their current septic systems do not meet inspection requirements. The board requested more information from DEQ. Item was tabled.

GM Hunter provided information on 319 funding available through Department of Environmental Quality, that may be available to assist with Auburn’s long term need for additional water capacity. More information will be available at a later date. No action taken.

GM Hunter updated the Board on the transition of the City of Auburn’s transfer of data software/phone services due to their system failure. There will be shared cost in the future resulting in savings to both entities. No further action needed.

Member Zaruba provided an update on the potential recruiting of an Administrator/Economic Developer. He will continue to work with the City and provide information as it becomes available. No further action.

Member Zaruba excused himself from the meeting at 1:05 p.m.

GM Hunter requested approval to move forward with contractor bid specs on two FEMA projects that have been approved. Member Buman made a motion to move forward with development of bid specs for both projects. Member Shaw seconded the motion. Roll call: those voting aye – 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 Buman motioned to accept the financial reports as presented. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, and Shaw. 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 \$650,000.00
- h) Approve Free Service Report.

Checks written during the month of April

A-1 Cellular	114.95
All Needs Computer	3,033.80
Altec Industries Inc	432.75
American Recycling & Sanitation	16,620.29
B 103	171.00
County Publications	1,051.93
Auburn Plumbing/Heating/AC Inc	79.36
Blackburn Manufacturing	520.71

Board Of Public Works	15,218.33
Capital Business Systems Inc	380.70
Carpenter Paper Company	82.86
Caselle Inc	1,866.00
Catlett Surveying Inc	500.00
CCS Inc	2,145.00
City of Auburn	7,175.27
The Cleaners	85.20

DR & G Rail Service	113.32
Frontier Cooperative	101.50
Eggers Brothers Inc	199.20
Credit Information Services	62.70
Capital One Spark Business	1,934.49
Glenn's Corner Market	51.80
Hach Chemical Company	492.00
Hamilton Associates PC	3,530.00
Hawkins Inc	1,544.20
DHHS State of Nebraska	80.00
Healy Law Offices, LLC	1,437.50
HOA Solutions Inc	585.00
Hoak, Mike	458.40
Hometown Brand Appliances	158.64
Husker Electric	1,031.86
JK Energy Consulting, LLC	7,000.00
Kerns Excavating Company	27,800.00
Border States Industries	3,638.58
Lawson Products Inc	62.65
Lynch's Hardware & Gifts	39.10
Mellage Truck & Tractor Inc	183.14
Metering and Technology	5,664.65
Meyer-Earp Auto Center LLC	22.89
Midwest Laboratories Inc	88.00
Nebraska Public Power District	185,768.58
Nemaha County Clerk	10.00
Village of Nemaha	5,296.48
Newman, Kasey	20.74
Northern Tool & Equipment Co	64.98
Northern Safety Co Inc	79.78
OK Tire	196.79

Olsson	24,880.01
Omaha Public Power District	3,407.12
One Call Concepts Inc	147.06
Paramount Linen & Uniform	1,611.48
Petty Cash	150.55
Sack Lumber Company	58.84
Solomon Corporation	7,054.03
Southwest Power Pool	11,705.74
Stutheit Implement	96.84
Aufenkamp, Dell	30.00
HireRight Solutions LLC	35.70
Utility Equipment Company	688.20
Village of Brownville	3,251.63
Vermeer Equip of Ne Inc	35.98
Water Engineering Inc	548.83
Wesco Distribution Inc	2,589.23
WAPA	20,686.89
Wilson Electric	59.98
Village Of Johnson	1,550.28
Wamsley, Jesse	105.07
Wakefield, Charles	178.76
Fogarty, Jim	4,500.00
Brownmiller, Tristan	265.47
Nemaha NRD	105.31
Towne, Canyon	179.36
Mid America Testing	49.63
RESCO	526.28
ULINE	302.76
Lincoln Winpump Supply Co	2,202.15

Approve the following claims submitted for payment.

AFLAC	782.38
Ameritas	7,513.49
ASB	386.00
Auburn State Bank	34.90
BCBS	16,900.00
Black Hills Energy	133.58
Chase Paymentech	2,032.36
DIRECT DEPOSIT TOTAL	42,136.03
FNMC	121,751.57
IBEW 1536	722.94
IRS	14,993.74
Mid-American Benefit	2,540.94

NDOR W/H	5,015.09
Ne Dep of Revenue	26,454.78
Quadient	93.19
Southwest Power Pool	11,667.86
Standard Life	1,892.02
The Principal Group	1,144.84
United Parcel Service	577.79
Verizon Wireless	325.35
WEX Fleet Universal	1,976.69
Windstream	670.49
Xpress Bill Pay	355.66

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. 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 17, 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 May 20, 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.