

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD June 16, 2021**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on June 16, 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: Olivia Block – Work in Water Grant-intern.

GM Hunter reviewed the final draft of the Water Risk and Resilience Plan. The plan will be filed with the EPA. Upon approval BPW will update emergency plans to ensure all steps are taken to reduce risks during drought situations. Member Zaruba made a motion to accept the plan as presented. Member Grant seconded the motion. Those voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

GM Hunter updated the Board on the 319 Source Water Protection Plan. Customers will be notified of the opportunity to cap abandoned wells and cisterns (within city limits) at no cost. Engineering costs will be covered under a grant. In addition, property owners who currently have septic systems may have their system inspected at no cost. Information will be provided to the public on the importance of septic system maintenance and source water protection. GM Hunter requested approval of the JEO Scope of Service for the project which needs approval to move forward. Member Shaw made a motion to approve the Scope of Service. Member Wilson seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw, and Grant. Motion carried.

GM Hunter requested approval of the BPW Health Reimbursement Arrangement Plan Document and Summary Plan Description (HRA). The Plan provides information on the HRA portion of the health insurance benefit provided by Mid-American Benefit. Member Grant made a motion to approve the HRA plan. Member Zaruba seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter submitted a request from Auburn Development Council (ADC) for a donation. ADC is a private organization and the BPW cannot be a member. BPW does generally provide them with a donation. This funding is used as advertising for economic development. Legislature allows the BPW to contribute to a local organization such as the ADC; if the money is directed to a project in which the BPW itself has authority to engage. Discussion was held. Member Zaruba made a motion to donate \$1200.00 to the ADC. Member Grant seconded the motion. Those voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter presented a request from the Auburn Chamber of Commerce (Chamber) for our annual donation. This funding is used as advertising for economic development. Legislature allows the BPW to contribute to a local organization such as the Chamber; if the money is directed to a project in which the BPW itself has authority to engage. After discussion, Member Shaw made a motion to donate \$1000.00 Member Wilson seconded the motion. Those voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

GM Hunter provided a request for a progress payment submitted by Empire Trenching Inc., in the amount of \$53,416.80. Work has been completed on wells 13 and started on wells 1 & 2, which were damaged during the 2019 flood. FEMA has provided funding for this project. Member Wilson made a motion to pay the progress payment. Member Zaruba seconded the motion. Those voting aye – Grant, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter provided an update on the Transmission line/Substation project. He noted that the Substation and Power plant are in the process of being tested and switched over. He is working with the contractor on items that need to be finished to complete the job. Rock is on order and a solution to prevent rock from being washed out is being discussed. Contract work in the alley will be cleaned up once internet and phone companies have finished their work. No further action.

GM Hunter submitted a progress payment from IES for payment. The request is appropriate for work completed by contractor. Member Zaruba made a motion to submit payment for \$90,462.69. Member Grant seconded the motion. Those voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter informed the Board that the Peru water line project is still in process. Engineers are working with Peru on a route. BPW will not be involved with most of the planning, until they are ready to work on the connection to our system. The temporary water treatment facility was down for nine days for maintenance and 679,000 gallons of water was hauled in during that time. A two-inch line burst during the resulting in extra downtime for the temporary site. The site is now running again. No further action.

Members Zaruba and Grant represented the City Administrator/Economic Developer Committee and provided updates on the progress of the position. First round interviews have been conducted and two candidates have been called back for a second round. They noted that multiple entities will be represented in the second round, including BPW, the hospital and the school. The goal is to provide all parties an understanding of future expectations. No further action.

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

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #15.

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 \$486,000.00
- f) Approve Free Service Report.

Checks written during the month of May.

American Recycling	17,112.85
B 103	152.00
Baldwin Pole & Piling Co	14,081.43
Beard's Salvage	319.76
Board Of Public Works	12,937.05
Border States Industries	1,878.31
Capital Business	397.74
Capital One	2,391.04
Caselle Inc	1,883.00
City of Auburn	6,185.14
Concrete Industries Inc	348.15
County Publications	109.44
Credit Information Services	121.50
Crescent Electric	373.65
DHHS State of Nebraska	706.00

Digi-Key	133.10
Eggers Brothers Inc	319.43
Empire Construction	53,416.80
Filter Care of Nebraska	17.15
Forestry Distributing	794.74
Frontier Cooperative	3,533.14
Gardner Denver Inc	7,619.70
Glenn's Corner Market	48.51
Grainger Inc	88.76
Green Care Lawn Service	480.00
Hawkins Inc	1,335.50
Hector, Tony	396.00
HOA Solutions Inc	199.69
Hoak, Mike	426.00
Husker Electric	53.25

IES Commercial Inc	90,462.69
Industrial Automation Co.	2,090.00
Itron Inc	607.05
JEO Consulting Group Inc	1,774.50
Lavigne Construction Inc	12,731.99
Lawson Products Inc	56.06
LONM	475.00
Lincoln Winwater	585.72
Lynch's Hardware & Gifts	37.14
McMaster-Carr Supply Co.	44.36
Merz Ink	141.64
Mid America Testing	94.43
Mid-Iowa Solid Waste Equip	55.22
Mike's Window Service	12.78
Municipal Supply of NE Inc	371.31
NPPD	132,129.02
NWRA	105.00
Nemaha County Clerk	10.00

OK Tire	1,824.99
Olsson	27,598.03
Omaha Door & Window	2,126.46
OPPD	25,964.17
One Call Concepts Inc	81.11
Paramount Linen & Uniform	1,611.48
RESCO	528.87
Sack Lumber Company	1,532.60
Safety-Kleen Systems Inc	389.96
Scantron	6,050.46
The Cleaners	42.40
The Eagles Nest	27.63
US Cellular	283.14
Village of Brownville	6,946.94
Village of Nemaha	4,632.46
Water Engineering Inc	392.83
Wesco Distribution Inc	404.62
WAPA	25,192.46

Following discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Grant seconded the motion. Those voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. 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, July 21, 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 June 16, 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.