

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD June 17, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on June 17, 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: Leah Johnson representing USI Healthcare Services via conference call; John Krajewski representing JK Energy Consulting. 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 - Buman, Knipe, Wilson and Zaruba. Absent – Shaw.

General Manager David Hunter (GM Hunter) updated the Board on COBRA and Flexible Spending Plan (FSA) administration practices currently in place. GM Hunter requested to accept the proposal to outsource the administration of COBRA and to continue administration of the FSA by BPW. Member Zaruba made a motion to accept the COBRA proposal from Mid-American Benefit as presented and to allow the BPW to continue as administrator of the FSA. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Motion carried.

GM Hunter introduced John Krajewski (John) from JK Energy Consulting. John presented the Water and Wastewater Rate Study. Discussion regarding the history of rates and the current structure was held. Member Wilson expressed his concerns that the current system of billing in the wastewater system has, according to the report by JK Energy Consulting, failed to equitably distribute rates and fees across the different billing classes, and built excessive reserves in a similar inequitable manner. Further, he noted not one entity in the annual rate study of over 400 communities obtained and participated in by BPW, uses similar methodology. He expressed his desire for the Board to employ the same standard methodology and rate structuring employed by every other community. The Board concluded the discussion by requesting additional options be presented at a later date. No action taken.

GM Hunter introduced Leah Johnson (Leah) from USI Healthcare Services. Leah presented information on healthcare open enrollment and potential options for savings in the future. No action taken.

GM Hunter updated the Board on temporary penalty and disconnect procedures during COVID-19. The Board decided that normal procedures will resume in the next billing cycle. No action taken.

GM Hunter provided information regarding the current office closure procedures. He requested that the office remain closed to the public at this time. This would keep office exposure to COVID-19 at a minimum. The Board agreed that the current office practices should continue. No action taken.

GM Hunter updated the Board in regard to the status of the contract negotiations with the Village of Brownville. GM Hunter requested that the Board allow BPW's enter into an agreement to read meters and provide billing services for the Village of Brownville customers. Member Zaruba made a motion to approve the contract. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Motion carried.

Chairman Knipe requested Member Buman update the Board on recent information acquired at a meeting regarding Peru water supply. Member Buman explained the options that Peru has researched. Peru has reached out to Auburn's BPW and requests that BPW reconsider their prior decision to deny a permanent water supply. After thoroughly examining available options, it is Peru's hope that they can revisit the possibility of working out a solution with BPW. Member Buman made a motion to work with the City of Peru in a good faith effort, to determine the logistics of providing the City with a permanent water supply. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Motion carried.

GM Hunter provided information on the NDEQ funding for onsite wastewater systems. He is working to find opportunities to provide funding on a volunteer basis to update wastewater systems. No action taken.

GM Hunter requested approval to require engineered documentation from companies requesting permission to attach utilities to BPW poles. The documents would need to prove that they will not compromise the rating of the pole that they are attached to. Member Wilson made a motion to approve the requirement of engineered documents from companies requesting attachment of utilities to BPW poles. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, 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 Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, and Zaruba. Motion carried.

Chairman Knipe 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) Approve filing of Notices of Delinquency with the County Clerk.
- e) Approval of delinquent water and wastewater accounts.
- f) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$650,000.00
- g) Approve Free Service Report.

Checks written during the month of May

All Needs Computer & Mailing Serv	1,583.38
American Recycling & Sanitation	16,962.28
Auburn Automotive Inc.	338.05
Auburn Family Health Center PC	35.00
B 103	152.00
Baird Holm LLP	2,611.20
Beard's Salvage	115.20
Board of Public Works	12,589.47
Border States Industries	4,322.53
Burke, Kaci	196.90
Capital Business Systems Inc	380.70
Caselle Inc	1,866.00
City of Auburn	5,878.42
Concrete Industries Inc	332.28
Cornhusker International Trucks	29.59
County Publications	11.70
Credit Information Services	52.25
Crescent Electric Supply Company	420.17
DHHS State of Nebraska	846.00
Dutton-Lainson Company	4,289.82
Eggers Brothers Inc	268.15
Filter Care of Nebraska	39.50
Frontier Cooperative	830.70
Garvis, Denise	226.91
Glenn's Corner Market	211.43
Hach Chemical Company	355.39
Hackenwerth, Alex	125.87
Hawkins Inc	748.60

Hoak, Mike	426.00
Husker Electric	7,246.81
Issacs, Noah	296.39
Itron Inc	3,699.37
Kimball, Kayla	64.37
Kruse, Darrell	30.00
LONM	11,135.00
Lincoln Winwater	234.30
Lynch's Hardware & Gifts	31.84
Mancini, Ronald	248.62
Martin Marietta Materials Inc	3,582.81
Mayfield, John	204.50
McMann, Jeff	1,798.16
Mellage Truck & Tractor Inc	118.67
Metering and Tech Solutions	3,577.52
Midwest Laboratories Inc	63.25
Mike's Window Service	38.34
MJS Market	44.97
Nebraska Public Power District	147,065.95
Nebtech Calibration	145.62
Northern Tool & Equip	510.98
Olsson	17,256.19
OPPD	3,407.14
One Call Concepts Inc	125.87
Paramount Linen & Uniform	1,611.48
Robbins, William & Paula	30.00
Sack Lumber Company	134.68
Safety-Kleen Systems Inc	389.96

Scantron	14,550.00
Schlange, Eimer	30.00
Snider, Shaelyn	209.38
Solomon Corporation	438.65
St of NE - Financial Services	335.00
T & R Electric Incorporated	895.00
The Cleaners	42.60
U S A Blue Book	125.60

U.S. Postal Service	152.00
USPS	4,000.00
US Cellular	265.74
Village of Nemaha	4,549.70
Water Engineering Inc	392.83
Wesco Distribution Inc	1,147.99
WAPA	24,194.46

Approve the following claims submitted for payment.

AFLAC	782.38
Ameritas	7,538.29
Auburn State Bank	416.00
BCBS	16,900.00
Black Hills Energy	133.58
Chase Paymentech	2,032.36
DIRECT DEPOSIT TOTAL	41,603.55
FNMC	121,781.57
IBEW 1536	722.94
IRS	14,730.80
Mid-American Benefit	3,094.36

NDOR W/H	5,015.09
Ne Dep of Revenue	23,086.63
Quadient	93.19
Southwest Power Pool	11,745.28
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 Wilson motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. 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 15, 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 June 17, 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.