

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD July 15, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on July 15, 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: Erik Eihusen (Erik); representing Olsson Associates.

Chairman Knipe called the meeting to order. Roll call: Members present – Shaw, Buman, Knipe and Wilson. Absent – Zaruba.

General Manager David Hunter (GM Hunter) introduced Erik from Olsson Associates to present bid information for the power plant substation work and 69KVA transmission/distribution work. Erik reviewed the two bids that were submitted. On behalf of Olsson Associates, Erik made a recommendation to approve the lowest bid submitted by IES Commercial, Inc. (IES) for \$2,053,818.00, a savings of \$291,558.32 over the second bid of \$2,345,376.32 by Watts Electric Company. It was noted that there were no substantial differences between the two bids. Member Buman made a motion to accept the bid submitted by IES. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, and Shaw. Motion carried.

Erik from Olsson reviewed SCADA bid results with the Board. It was noted that only one bid was submitted. Discussion was held regarding the benefit of having additional bids. Member Wilson made a motion to reject the bid and re-advertise the job. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Motion carried.

GM Hunter and Erik discussed power plant switchgear room ventilation concerns. GM Hunter requested permission to seek quotes from local vendors to install ventilation equipment, insulation and modify the room to divert potential equipment problems. The Board granted GM Hunter permission to reach out to local contractors for quotes that will be presented for approval at a later date. No additional action taken.

John Krajewski from JK Energy Associates was not in attendance to present the Water/Wastewater rate study. Item tabled until next meeting.

GM Hunter updated the Board with current office access procedures, due to COVID-19. GM Hunter then requested that the Board entertain the possibility of an office remodel. A larger meeting room and relocation of the counter space would provide the ability to comply with social distancing recommendations and create a safer environment for office staff, employees, and the Board when meeting. 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 and gave GM Hunter permission to research office remodel options and cost. No additional action taken.

GM Hunter requested approval to purchase two laptop computers. The computers would be setup to connect into the BPW network for employees that need to work outside the office. Member Wilson made a motion to purchase two laptops. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter requested approval to purchase firewall software for any laptops that would connect into the BPW network, this would include the City of Auburn's laptops. Member Buman made a motion to purchase firewall software for installation in laptops that will be connected to the BPW network. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Motion carried.

GM Hunter provided information on a DEQ 319 grant opportunity. The 319 grant would provide BPW funds to implement an educational program for property owners that have onsite wastewater systems and abandoned wells that need to be capped. Property owners would have the opportunity to request a voluntary inspection of their system and if needed, they could apply to receive financial assistance to correct failed systems. The program would also identify abandoned wells and allow them to be capped at no cost to the property owner. GM Hunter requested approval to have JEO create a PIP (grant application) to submit for grant funding to implement the program. Member Buman made a motion to approve JEO permission to develop the necessary documents needed to apply for the grant. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Shaw, Buman and Knipe. Motion carried.

GM Hunter updated the Board that Nemaha NRD is in the planning stages of developing an integrated management plan to study interconnection of ground water and surface water, and have requested GM Hunter and Ken Swanson from BPW to sit on the stakeholder advisory committee. The Board agreed GM Hunter and Swanson should represent BPW. No additional action taken.

Member Buman provided information on the City of Peru's (Peru) request for a Memorandum of Understanding (MOU). Buman noted that the MOU is not a legally binding contract, but rather lays out an understanding of expectations between Peru and BPW. This step allows Peru to move forward with a request for financial assistance and moves the project in the direction of negotiating a contract. Member Buman motioned to enter into a MOU with Peru and providing Chairman Knipe the authority to sign on behalf of the Board. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. Motion carried.

GM Hunter provided usage information on the Brownville EV Charging Station. No action taken.

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 Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #16.

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 \$637,000.00
- g) Approve Free Service Report.

Checks written during the month of June

AKRS Equipment	26.36	Electric Transportation	11,410.00
All Needs	87.28	First Wireless Inc	18.65
Altec Industries Inc	975.00	Glenn's Corner Market	178.34
American Recycling	16,943.86	Grainger Inc	72.30
Auburn Family Health	105.00	Grove, Nancy	30.00
B 103	171.00	Grzyb, Jamison	263.40
Baird Holm LLP	11,530.25	gWorks	1,350.00
Beard's Salvage	400.28	Hawkins Inc	1,101.25
Behrends Digging	308.96	HireRight Solutions LLC	107.10
Bennet's Body Shop	75.00	HOA Solutions Inc	720.00
Blackburn Manufacturing	198.64	Hoak, Mike	426.00
Board of Public Works	14,354.16	Hunter Jr, David A	63.89
Border States Industries	4,902.00	Husker Electric	1,675.39
Capital Business Systems	443.17	JK Energy Consulting, LLC	2,000.00
Capital One	3,692.64	Johnson Quik Stop	29.28
Caselle Inc	1,866.00	Jones, Ron	30.00
CCS Inc	1,066.00	Estate of Judy Rudloff	300.00
ChemWorld	81.54	KanEquip Inc	2,495.09
City of Auburn	9,084.99	KJ Whitehorse Bar & Grill	96.23
County Publications	431.64	Lawson Products Inc	164.24
Credit Info Services	41.80	Lincoln Winwater	922.24
DHHS State of Nebraska	451.00	Luhring, Dee	30.00
Dugan Business Forms	340.34	Lynch's Hardware & Gifts	24.46
Dutton-Lainson Company	1,448.40	MacQueen Equipment	4,526.77
Eggers Brothers Inc	139.83	McMann, Jacob	234.40

Mechanical Sales Inc	7,932.11
Metering and Technology	6,112.92
Mid-American Benefits Inc	100.00
Midwest Laboratories Inc	306.00
Miller, Wendell	73.92
MJS Market	18.75
Municipal Supply of NE Inc	79.40
NE Power Review Board	816.17
NPPD	237,261.29
Nemaha County Clerk	10.00
Northern Safety Co Inc	114.93
Olsson	22,216.52
OPPD	20,603.12
One Call Concepts Inc	128.69
Paramount Linen	2,014.35
Petty Cash	20.91
Power Monitors Inc	3,897.82

RESCO	4,952.25
Sack Lumber Company	240.51
Snyder, Danny	30.00
Solomon Corporation	1,696.50
The Cleaners	127.80
Todd, Jordyn	231.48
US Cellular	291.14
Utility Equipment Co.	93.35
Village of Brownville	2,139.36
Village of Johnson	3,743.58
Village of Nemaha	5,850.04
Warren, Jon	30.00
Water Engineering Inc	392.83
Wesco Distribution Inc	1,743.42
WAPA	30,735.96
Willco Inc	95.00

Approve the following claims submitted for payment.

AFLAC	782.38
Ameritas	7,592.26
Auburn State Bank	466.00
BCBS	16,900.00
Black Hills Energy	133.58
Chase Paymentech	1,837.81
DIRECT DEPOSIT TOTAL	42,515.57
IBEW 1536	724.86
IRS	15,101.61
Mid-American Benefit	1,250.88
NDOR W/H	5,034.77

NE Department of Rev.	23,086.63
Quadient	100.00
Southwest Power Pool	11,698.78
Standard Life	1,892.02
The Principal Group	1,083.78
United Parcel Service	160.32
Verizon Wireless	325.25
WEX Fleet Universal	1,646.65
Windstream	670.09
Xpress Bill Pay	361.24

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Shaw, Buman and Knipe. 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 August 19, 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 July 15, 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.