

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD July 21, 2021**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on July 21, 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, and Wilson. Member Absent – Zaruba.

Chairman Knipe announced that this was an open meeting, and a copy of the open meetings act is posted on northeast wall.

Chairman Knipe acknowledged the following guests: Scantron representatives Robin Ebel, Arturo Romero, and Brian Authier.

GM Hunter provided the Board with information regarding BPW cyber security. Robin Ebel, Client Relationship Manager for Scantron Technology Solutions, introduced herself and Brian Authier, Technical Account Manager. Arturo Romero, the Senior Security Manager also attended via conference call to address questions. Robin reviewed cyber security information and presented quotes for security programs as follows: Strategic Security Planning \$3,960.00, Email Security Bundle \$2,400.00 annual fee, Protect Against the Threat of Ransomware - \$1,120.00 and Security Awareness Training- Installation \$295.00 one-time/\$88.00 monthly. A Project Manager will be assigned for implementation and reviews would be scheduled on a semi-annual basis to ensure current standards are being met. After discussion, member Grant made a motion to accept the Strategic Security Planning, Email Security Bundle and Protect Against the Threat of Ransomware packages. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter updated the Board on the LARM insurance renewal changes. There was a 4% decrease in premium due to low claims. Member Rich Wilson made a motion to accept a three-year renewal to the property/liability/workman's compensation package in the amount of \$173,798.00. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

GM Hunter reviewed Scope of Services for a sewer lining project provided by JEO in the amount of \$38,000.00 plus design fees of \$58,500.00 and HDR in the amount of \$35,000.00 plus design fees to be determined after a remote camera inspection. Board members determined a camera inspection should be made prior to moving forward. After discussion, Member Grant made a motion to table the project. Member Wilson seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

GM Hunter requested permission to add Lawn and Garden tools to the NPPD electric rebate program. Member Grant made a motion to add the Lawn and Garden tool rebate to the program. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter provided an update on the Transmission line/Substation project. He noted that IES' work is complete, and cleanup is being done. SCADA functions are in the process of being updated. A berm to prevent rock from washing out of the yard is in process. No further action.

GM Hunter submitted a progress payment from IES for payment. The request is appropriate for work completed by contractor. Member Wilson made a motion to submit payment for \$80,570.25. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter provided a request for a progress payment submitted by Empire Trenching Inc., in the amount of \$106,096.75. 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 Grant made a motion to pay the progress payment. Member Wilson seconded the motion. Members voting aye – Knipe, Wilson, Grant, and Shaw. Motion carried.

GM Hunter requested permission to put the 69-line 30-foot poles up for auction with Big Iron. He noted they will no longer be used by BPW. After discussion, the Board granted permission to put the poles up for auction. No further action.

GM Hunter noted that Peru continues to work on easements for the waterline route and will be in contact once they are ready to move forward. The temporary Water Plant is back online. JEO is working with operators on media change out to get maximum removal of iron and manganese. No further action.

GM Hunter informed the Board that Crystal Dunekacke has been offered and accepted the position of City Administrator/Economic Developer, with a start date of August 16, 2021. No further action.

GM Hunter provided the Board with projected equipment that will need replaced in the next year. Discussion included two pickups. A demo for a vacuum jetter truck was also discussed along with the rising cost of replacing this equipment was held. No further action.

Member Shaw made a motion to move into closed session to discuss personnel issues at 12:40 p.m. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

Member Grant made a motion to come out of closed session at 1:20 p.m. Member Shaw seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

AFM Westhart presented the standard financial reports to the Board and requested approval of a transfer in the amount of \$50,000.00 to cover ACH payments that come due prior to the Board meeting. Discussion was held regarding the timing of ACH payments and a request to adjust the transfer formula request was granted. Member Grant made a motion to approve the \$50,000.00 transfer. Member Wilson seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried. Member Shaw made a motion to accept the financial reports as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. 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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$868,000.00
- f) Approve Free Service Report.

Checks written during the month of June.

All Needs	4,778.92	DHHS State of Nebraska	655.00
American Recycling	17,911.44	Eggers Brothers Inc	140.02
Ameritas Life Insurance Corp	250.00	Empire Construction	106,096.75
Auburn Chamber of Commerce	1,000.00	Ensz, Gary	4,900.00
Auburn Development Council	1,200.00	Fiorese, Patricia	30.00
Auburn Plumbing/Heating/AC Inc	59.11	Gerdes, Pearle	30.00
B 103	171.00	Glenn's Corner Market	178.86
Beard's Salvage	341.97	Grainger Inc	443.55
Board Of Public Works	14,522.47	Green Care Lawn Service	480.00
Border States Industries	3,839.42	Hach Chemical Company	245.63
Capital Business Systems	527.83	Hawkins Inc	417.16
Capital One Spark Business	5,562.41	HireRight Solutions LLC	139.44
Carpenter Paper Company	93.72	Hitzel, Doug	30.00
Caselle Inc	1,883.00	HOA Solutions Inc	79.88
City of Auburn	9,117.10	Hoak, Mike	426.00
County Publications	88.80	HTE Technologies	299.73
Credit Information Services	87.30	Husker Electric	129.93

IES Commercial Inc	80,570.25
Itron Inc	1,808.37
JEO Consulting Group Inc	1,303.00
Kansas Municipal Utilities	92.50
Lavigne Construction Inc	2,246.83
Lawson Products Inc	119.98
LifeGuard MD, Inc.	1,007.81
Lincoln Winwater	1,288.40
Lynch's Hardware & Gifts	34.03
McMaster-Carr Supply Company	550.83
Meade, Jeffrey	4,500.00
Meyer-Earp Auto Center LLC	2,757.30
Mike's Window Service	12.78
Nebraska Power Review Board	785.92
Nebraska Public Power District	217,500.36
Needles I Upholstery & Carpet	195.18
Nemaha County Clerk	10.00
Northern Tool & Equipment Co	122.99
Olsson	54,147.68
Omaha Public Power District	25,890.54

One Call Concepts Inc	176.75
Paramount Linen & Uniform	2,014.35
Petty Cash	221.96
Rhoades, June	30.00
Sack Lumber Company	565.54
Scantron Technology Solutions	4,533.67
Smith & Loveless Inc	179.10
St of NE - Financial Services	100.25
Subsurface Solutions	114.72
The Cleaners	42.40
ULINE	75.08
US Cellular	283.14
Village of Brownville	9,886.27
Village Of Johnson	3,825.78
Village of Nemaha	6,009.60
Water Engineering Inc	392.83
Wesco Distribution Inc	159.75
WAPA	31,908.96
White Castle Roofing	2,396.00
Zoro Tools Inc	29.46

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. 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 18, 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 July 21, 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.