

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD August 19, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on August 19, 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: John Krajewski representing JK Energy Consulting.

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

General Manager David Hunter (GM Hunter) presented on the 2020 LARM insurance renewal. LARM insurance renewal cost is increasing 5.4% for the next year due to higher costs in overall insurance claims. The Board granted GM Hunter permission to raise the deductible if savings are substantial. Following discussion, member Buman motioned to approve the insurance renewal. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

GM Hunter requested the Board adopt a policy to handle voluntary benefit agents. The policy provides uniform guidelines to handle voluntary benefits. After discussion, Member Shaw motioned to approve the Voluntary Benefit Policy as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

GM Hunter updated the Board on plans that are being put in place when the office opens to the public. He requested that the office remain closed until the next Board meeting. After discussion, the Board agreed that the office should remain closed at this time. No further action.

John Krajewski (John) from JK Engineering presented a rate structure proposal after reevaluating wastewater rates. The wastewater funds would decrease and rely on unrestricted funds to make up for costs that exceed revenue. A breakeven point is expected after the wastewater bond debt has been paid. After discussion, the Board agreed to allow John to move forward preparing a new proposal with the updated changes. John presented an amendment to the original letter of agreement for services. Member Zaruba motioned to approve the amended agreement. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter presented a copy of the Auburn Drought Assessment Memo. GM Hunter noted the current transfer permit is currently at 185 million gallons. In the event of a drought, irrigation usage would increase vulnerability of our wells. It was recommended in the future that annual pumping capacity be increased to 200 million gallons to match the study. No further action.

GM Hunter updated the Board regarding the Peru water situation. A copy of the Memo of Understanding that BPW provided Peru, for their grant packet is available for review as well as the Letter of Support that was submitted by GM Hunter. The inclusion of these items was provided to strengthen the application packet. No further action.

GM Hunter presented information on the requirements to enter the 32-acre Nemaha Well Field property into CRP. After discussion, it was determined that they would not pursue this opportunity. No further action taken

GM Hunter updated the Board on OPPD's request to tie into the Brownville line five miles east of Auburn. The tie will allow BPW the ability to provide load support to OPPD during a 2021 outage at Sub 973. The line would then be available for any future restoration or maintenance needs. Details will be provided at a later date. No action taken.

GM Hunter provided photographs of multiple pad mount transformers with limited or no access. He requested permission to contact property owners and request that the areas be cleaned as necessary to provide required access. The Board discussed this is a normal part of operations and told GM Hunter to move forward as necessary. No further action.

GM Hunter provided updates on the 69KV line/substation project. He discussed projected times for installation of temporary feeders and contractor timelines for sub work. No further action.

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, Zaruba, 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 \$584,000.00
- g) Approve Free Service Report.

Checks written during the month of July

All Needs	4,875.90	DHHS State of Nebraska	244.00
American Recycling	16,605.76	Durkin Equipment Company	618.00
B 103	171.00	Dutton-Lainson Company	2,990.52
Baird Holm LLP	102.00	Eggers Brothers Inc	316.91
Beard, Jim	30.00	Filter Care of Nebraska	47.25
Bennet's Body Shop	75.00	Frontier Cooperative	20.00
Board of Public Works	15,421.65	Gerich, Muriel	30.00
Bohl, Harlan	54.41	Glenn's Corner Market	219.29
Border States Industries	14,986.20	Grainger Inc	39.36
Brownville Lyceum LLC	25.37	Hach Chemical Company	560.37
Capital Business Systems Inc	380.70	Hawkins Inc	944.86
Capital One Spark Business	3,845.68	Hoak, Mike	426.00
Carpenter Paper Company	207.68	Husker Electric	6,799.04
Caselle Inc	1,848.00	JEO Consulting Group Inc	1,222.50
ChemWorld	244.62	Johnson Quik Stop	21.36
Choices Inc	167.67	Johnson Service Company	5,037.65
City of Auburn	11,670.14	KJ Whitehorse Bar & Grill	202.31
CNA SURETY	273.70	Lincoln Winwater	661.37
County Publications	421.88	Lynch's Hardware & Gifts	19.13
Credit Information Services	114.95	McRoberts, Shyann	139.24
Crescent Electric Supply	237.50	Metering and Technology	4,550.63

Metron-Farnier LLC	2,235.50
Municipal Supply of NE Inc	484.64
NPPD	234,302.01
Northern Safety Co Inc	20.87
OK Tire	635.34
Olsson	24,461.76
Omaha Public Power District	28,481.50
One Call Concepts Inc	147.70
Paramount Linen & Uniform	1,611.48
Kiley, Parsons	232.28
Petty Cash	104.77
Pippert, David	30.00
RESCO	6,796.83
Sack Lumber Company	286.39

Scantron Technology	1,000.00
Solomon Corporation	110.27
St of NE - Financial Services	940.00
The Cleaners	85.20
United States Postal Service	4,000.00
US Cellular	292.18
Utility Equipment Company	386.52
Vanderkamp, Dave	30.00
Village of Nemaha	4,646.82
Waddell, Elisa	179.79
Water Engineering Inc	392.83
Wesco Distribution Inc	14,019.67
WAPA	32,367.87

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.

GM Hunter requested closed session to discuss employees and employment. Member Buman made a motion to enter closed session. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson.

Member Zaruba made a motion to come out of closed session. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, 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 September 16, 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 August 19, 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.