

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD September 16, 2020**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on September 16, 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 and late arrival John Krajewski representing JK Energy Consulting.

Chairman Knipe called the meeting to order. Roll call: Members present – Shaw, Buman, Knipe and Wilson. Member Zaruba arrived at 11:33.

General Manager David Hunter (GM Hunter) introduced Erik Eihusen (Erik), representing Olsson Associates to present information on substation SCADA bids. Erik reported the job was rebid with two bids received. SEI Engineering Services bid \$136,824.00 and HK Scholz bid \$125,000.00. Erik stated after review of each company's experience history, there was not a significant difference in qualifications. On behalf of Olsson, he recommended to award the job to the lowest bid. Member Buman made a motion to award the contract to HK Scholz for \$125,000.00. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter requested the Board approve transfer of funds for the 2018 Series Bond payment that is due October 1, 2020. Member Zaruba made a motion to transfer additional funds in the amount of \$395,000.00 for bond payment and \$26,405.00 for interest, a total transfer of \$421,405.00. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried.

GM Hunter updated the Board on FEMA Water/Wastewater Bid Specs. Information is still being gathered, so will be presented at the next Board meeting. No action taken

GM Hunter introduced John Krajewski (John) from JK Engineering. John reviewed water rate structures that were discussed at the August Board meeting. The new rate structure would incorporate an increase of 5.2% per year for 4 years. After discussion, the Board recommended that John move forward with the structure presented and provide the Board with a Water Rate Schedule to be approved in the future with an effective date of January 1, 2021. Member Zaruba made a motion for JK Engineering to proceed with rate structure as presented. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Motion carried.

John Krajewski (John) from JK Engineering reviewed wastewater rate structures that were discussed at the August Board meeting. The new rate structure would change the current structure by implementing a new structure for landlords with multiple units. Residential units would potentially see a decrease in rates. The projected revenue would decrease overall rates by 18.3% in 2021. After discussion, the Board recommended that John move forward with the structure presented and provide the Board with a Wastewater Rate Schedule to be approved in the future with an effective date of January 1, 2021. Member Zaruba made a motion for JK Engineering with proceed with rate structure as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter updated the Board on usage of Auburn's current EV charging station. It was noted that the station is getting more use than expected. The BPW has been awarded funding that would provide reimbursement for half the material cost of an EV DC Fast Charger. NPPD has also implemented a program that would pay for half of the total cost of that charger. BPW would be responsible for the remaining half of the labor cost to install the charging station. It was recommended that once the charging station is in place, a fee be established to cover cost of energy. After discussion, the Board decided to move forward with this project. Member Zaruba made a motion to move forward with installation of an EV DC Fast Charger. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. 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.

GM Hunter provided the Board with the NE Rural Water Membership Renewal information. He requested the Board approve the renewal. Member Zaruba made a motion to renew membership with Nebraska Rural Water Association. Member Buman seconded the motion. Roll call: those voting aye - Knipe, Zaruba, Shaw and Buman. Absent: Member Wilson at 12:25. Member Wilson returned to the meeting at 12:30 p.m. Motion carried.

GM Hunter updated the Board regarding water issues Peru has had with high manganese levels. Peru State College has a large leak that caused the levels to fluctuate. The issue has been fixed and the levels have returned to normal. No action needed.

Member Buman updated the Board on the progress with the Peru water transmission line. Memorandum of Understanding details are still being worked on. BPW would like to retain a rate study to determine an equitable amount for Peru to connect to BPW. GM Hunter noted that JK Engineering has our current information. After discussion, the Board agreed that a rate study would be the best avenue to determine the fee. Member Buman made a motion to retain a rate study from JK Engineering to determine a connection fee for the Peru water transmission line. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Motion carried

Member Buman noted that Angelo Ligouri is currently representing both Peru and the BPW. Ligouri Law Office has requested BPW to sign a Notice and Waiver of Potential Conflict of Interest to clarify the terms of the arrangement. Member Zaruba made a motion to grant GM Hunter the authority to sign the document. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Motion carried.

GM Hunter requested permission to hire a General Service Technician to fill an open position in the Power Plant. After discussion, the Board gave GM Hunter permission to proceed with the hiring process. No further action.

GM Hunter provided information on internal mowing expenses incurred by BPW. He requested permission to advertise for bids on some of the BPW properties. The Board agreed to allow him to proceed with advertising for bids. 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 Zaruba 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 \$1,068,000.00
- g) Approve Free Service Report.

Checks written during the month of August

Airstream	2,398.64
AKRS Equipment	24.78
Allison, Harry J	30.00
Altec Industries Inc	191.80
American Recycling	16,700.72
Ashley, Brandon	87.64
B 103	152.00
Baird Holm LLP	1,122.00

Barco Municipal Products	383.53
Beard's Salvage	220.51
Billesbach, Doug	30.00
Board of Public Works	12,829.62
Border States Industries	12,471.68
Brownville Lyceum LLC	113.07
Capital Business Systems	380.70
Capital One Spark Business	2,336.61

Caselle Inc	1,828.00
ChemWorld	81.54
City of Auburn	9,216.26
Concrete Industries Inc	442.24
Cottrell, Ethan	156.36
Coulter, Mike	30.00
County Publications	4.95
Credit Information Services	146.30
Crook-Nelson, Tracy	57.47
DHHS State of Nebraska	383.00
Dutton-Lainson Company	8,402.85
Eggers Brothers Inc	232.68
Frontier Cooperative	98.67
Glenn's Corner Market	307.01
Hawkins Inc	1,176.99
HOA Solutions Inc	5,307.33
Hoak, Mike	426.00
Husker Electric	747.14
Itron Inc	976.90
JEO Consulting Group Inc	1,855.00
JK Energy Consulting, LLC	2,000.00
Johnson Quik Stop	3.00
Lawson Products Inc	144.09
LONM	2,440.00
LifeGuard MD, Inc.	202.35
Lincoln Winwater	150.17
Lynch's Hardware & Gifts	38.21
MacQueen Equipment	12,437.14

Metering and Technology	5,498.38
Metron-Farnier LLC	3,246.84
Mid-Iowa Solid Waste Equip	59.94
Nebraska Public Power District	232,109.64
Nebraska Rural Water	225.00
Olsson	18,010.76
Omaha Public Power District	28,449.62
One Call Concepts Inc	109.36
Paramount Linen & Uniform	1,623.19
Petty Cash	65.10
Quadient	127.64
RESCO	22,852.24
Sack Lumber Company	243.61
SEECO	31,955.24
Stuart, Rachel	81.44
T & R Electric Incorporated	11,950.00
The Cleaners	85.20
Thomas, Cheryl	182.67
Thomasson Company	25,256.48
US Cellular	292.18
Utility Equipment Company	386.52
Village of Nemaha	3,917.25
Water Engineering Inc	392.83
Wesco Distribution Inc	1,249.04
WAPA	31,815.72
Willco Inc	785.00

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Wilson, Zaruba, 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 October 21 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 September 16, 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.