

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD SEPTEMBER 8, 2016**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on September 8th, 2016 at the regular meeting place of the Board at the hour of 6:00 p.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 was posted on the north wall of the Council Chamber by the entrance.

Chairman Knipe acknowledged that there were guests present to address the Board.

Chairman Knipe called the meeting to order and requested roll call: Members present – Erisman, Buman, Knipe and Zaruba. Member Wilson was absent.

General Manager (GM) David Hunter introduced Jonathan Mohr from Lake Tech Consulting. Jonathan presented a Scope of Services to implement a Source Water Protection Plan. The total cost of this project is \$56,360 with the grant covering 68% of the cost balance from in-kind services from BPW and NRD. The grant is a two-year plan with the following action items:

- BPW will sponsor a community workshop to educate Auburn citizens and area producers about source water protection and to obtain input on the conjunctive delineation and the Drinking Water Protection Plan.
- Conjunctive Wellhead Protection Area (WHPA) Delineation – Create a 50-year time-of-travel delineation. The environmental consultant will utilize the existing model created for the Induced Groundwater Recharge Permit application pending approval with the Nebraska Department of Natural Resources. The three-dimensional groundwater model (MOD-FLOW) will be refined and operated to create a 20-year time-of-travel conjunctive delineation and a 50-year time-of-travel delineation, which incorporates the Little Nemaha River and area tributaries. Given the large watershed associated with the Little Nemaha River, an area will be selected that is manageable upstream of the wellfield.
- Establish a Drinking Water Management Plan - Auburn BPW intends to establish a Drinking Water Management Plan using NDEQ's Community Based Planning Process as a guideline. The plan will be established for the new 50-year WHPA using a NDEQ approved three-dimensional groundwater model. Auburn BPW will coordinate with NDEQ and other resource agencies, such as the Natural Resources Conservation Service, during the planning process. The Nemaha NRD will contribute staff to attend meetings and help format a land treatment strategy using cost-share and incentives currently in place.
- Locate and Decommission Abandoned Wells - Auburn BPW will continue efforts to close illegal wells. A goal of closing 12 illegal wells within the new WHPA has been created by the Auburn BPW. All wells will be closed by a licensed well driller according to Title 178, Chapter 12, of the NeHHS.

Following the presentation and discussion, Member Zaruba motioned to approve the implementation of the Source Water Protection Plan. Member Erisman seconded the motion. Roll call: those voting aye – Buman, Knipe, Zaruba and Erisman. Chairman Knipe declared the motion carried.

Jonathan Mohr added an update on a significant amount of grant funding available for a feasibility study that may lead to a Missouri River well field.

GM Hunter introduced Garrett Klein from Olsson and Associates who presented findings of the BPW Arc Flash Study and the impact of the study on BPW operations. Study findings identified several areas of the power plant switch gear room and switch yard where clearance issues exist. Following detailed discussion, Member Zaruba motioned to accept the Arc Flash Study as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Zaruba, Erisman and Buman. Chairman Knipe declared the motion carried. Member Erisman motioned to allow Olsson and Associates to develop a plan to implement corrective actions to address the deficiencies outlined in the Arc Flash Study. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Zaruba, Erisman and Buman. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to host the 2016 Energy Fest on October 19th for APS, JBPS and local Home Schooled Students. Member Zaruba motioned to approve 2016 Energy Fest. Member Erisman seconded the motion. Roll call: those voting aye – Zaruba, Erisman, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the progress of the West Water Line project. The project is scheduled to begin the last week of September to the first week in October. Members of the City Council would like to meet with BPW Board members to discuss, develop and set a reasonable connection fee to the West Water Line.

Accounting and Finance Manager (AFM) Wende Bergmeier requested Board approval to transfer additional funds to support the Wastewater Plant Bond Payment due on October 1, 2016. Member Erisman motioned to allow the transfer of additional funds to support the Wastewater Plant Bond Payment. Member Zaruba seconded the motion. Roll call: those voting aye – Erisman, Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented Bid Specifications for HVAC replacement for the Power Plant and Office building for the Board's review and approval. Following a discussion regarding energy efficiency standards, alternate energy source systems and the possibility of grant funding, Member Buman motioned to allow publication of the HVAC Bid Specifications. Member Erisman seconded the motion. Roll call: those voting aye – Buman, Knipe, Zaruba and Erisman. Chairman Knipe declared the motion carried.

AFM Bergmeier presented an update to the Website Redesign Project. This included the distribution of a Scope of Work (SOW) document to all vendors that had submitted a proposal, receipt of signed SOW acceptance documents and vendor reference checking for J&M Web Designs and BCom Solutions. AFM Bergmeier concluded that either of these two vendors would be great to work with and would fit the needs of the BPW Website Redesign Project. GM Hunter added that the BPW would prefer to work with BCom Solutions since they are local and we feel that they will be able to meet the needs of the BPW. Member Zaruba motioned to contract with BCom Solutions. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Zaruba, Erisman and Buman. Chairman Knipe declared the motion carried.

GM Hunter presented preliminary 2017 budget numbers for the Water and Wastewater departments for Board review and discussion. GM Hunter informed the Board of the annual budget timeline and that he will present the full 2017 budget at the October Board Meeting.

GM Hunter informed the Board that the BPW membership in the Nebraska Rural Water Association (NeRWA) is due for renewal in October. Member Zaruba motioned to renew the NeRWA Membership. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Erisman, Buman and Knipe. Chairman Knipe declared the motion carried.

AFM Bergmeier presented the October newsletter for Board review and approval. Member Zaruba motioned to approve the October newsletter. Member Buman seconded the motion. Roll call: those voting aye – Erisman, Buman, Knipe and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented the Electric Service Manual for Board review and approval. Due to the absence of Member Wilson, the review of the Electric Service Manual is tabled until October's Board meeting.

AFM Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. After a brief discussion, Member Buman motioned to accept the financials as presented. Member Erisman seconded the motion. Roll call: those voting aye – Knipe, Zaruba, Erisman and Buman. Chairman Knipe declared the motion carried.

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

- a) Approve the previous meeting's minutes and dispense with the reading of the same.
- b) Approve monthly compensation of officers, management and employees as previously fixed by the Board.
- c) Approve, ratify and allow the following checks written/transfers during the month.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers to T&D.
- e) Transfer of \$571,000.00 to Checking from Revenue.
- f) Approve the Free Service Report for furnishing utilities, materials, equipment, inspections and labor to the city free of charge for the month of August 2016 in an amount of \$12,460.55.

Checks written during the month of August:

AFLAC	793.44
Ameritas	14,439.26
ASB	350.00
BCBS	16,884.37
Black Hills Energy	199.33
Constellation Energy	699.43
Cypress Benefits	3,502.43
DIRECT DEPOSIT TOTAL	77,188.34
Fleet Services	2,009.17
IBEW 1536	784.56
IRS	29,121.45
NDOR	34,102.88

NDOR W/H	4,299.97
NSF CHECKS	1,288.80
Paymentech	1,120.47
Ret Check for 2 nd Signature	2,084.43
Standard Life	1,768.96
The Principal Group	753.60
Time Warner Cable	107.46
US Cellular	147.88
Verizon Wireless	92.43
Windstream	662.05
XpressBill Pay Fee	241.30

Approve the following claims submitted for payment:

American Recycling & Sanitation	15,843.30
American Safety Utility Corp	97.91
Auburn Family Health Center	54.50
Beard's Salvage	372.09
BPW	20,348.63
Bohl Plumbing & Heating	2.84
Bulldog Auto Supply	1,009.94
Capital Business Systems	254.76
Caselle	1,205.00
CCS	4,000.00
Christensen, Larinda	30.00
City of Auburn	10,338.66

Concrete Industries	33.44
Coulter, Dean & Cathy	30.00
County Publications	254.83
Cramer, Chase	130.00
D.R. Thomas	305.26
DHHS State of NE	294.00
Diamond Marketing	190.94
Dutton-Lainson	3,074.44
Eggers Brothers	163.16
Farwest Line Specialties	132.27
First Bank Card	1,916.13
Glenn's Market	314.79

Grainger	93.56
Hach Chemical	156.97
Hamik, Takiyah	201.49
Hawkins	1,209.23
HHS-State of NE	756.97
HireRight Solutions	146.23
Hoak, Mike	426.00
Husker Electric	4,504.54
Interstate Ind. Instrumentation	1,233.06
J C Cross	9,087.00
Johnson Quik Stop	11.81
Kriz-Davis	5,873.06
Lawson Products	160.02
Little, Sage	255.87
McGruder, Brandon	136.00
McMaster-Carr Supply	85.95
Metering & Tech. Solutions	7,999.42
Mid-Continent Sales	113.20
Mike's Window Service	11.45
Municipal Supply of NE	529.97
NDEQ	150.00
Nemaha County Clerk	10.00
Net Tech	187.35
Northeast Comm College	32.80
Northern Safety	58.82
NPPD	297,195.50

OK Tire	2,342.91
Olsson Associates	4,466.00
One Call Concepts	133.05
Orscheln	508.77
Paramount Linen & Uniform	1,049.06
Petty Cash	47.05
Pryor, Lynne	126.31
Quinonez, Cristal	208.91
Rycom Instruments	857.78
Sack Lumber	255.86
Schweitzer Engineering	77.75
Shopko	44.67
Sunmart	5.95
SupplyWorks	195.40
T & R Electric	1,276.00
UPS	115.13
US Cellular	146.47
Utility Services	38,949.89
Vessco	412.29
Village of Nemaha	4,410.41
Vision Care Direct	281.60
Ward Laboratories	225.00
Water Engineering	392.83
Whisler, Kristin	32.95
White, Dan	40.00

Following a brief discussion, Member Erisman motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Erisman, Buman and Knipe. Chairman Knipe declared the 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 October 13, 2016 at the hour of 6:00 p.m. at Auburn City Hall. Chairman Knipe declared the meeting adjourned.

Chairman

ATTEST:

Secretary

CERTIFICATE

I, Wende S. Bergmeier, 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 8, 2016 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.

Wende S. Bergmeier, Notary Public in and for the State of Nebraska. My Commission Expires July 25, 2018.