

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD January 20, 2021**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on January 20, 2021 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 no guests were present.

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

City Clerk Sherry Heskett administered Oath of Office to appointed Board member David Grant.

GM Hunter updated the Board on office protocols in place for public access due to COVID. After discussion, the Board determined the office will continue to provide access through drive-up window, telephone, and online billing services. Access to the office will be limited to employees. No further action.

GM Hunter requested direction from the Board on the office remodel bid process. No bids were submitted. The Board discussed options and requested that GM Hunter reach out to local contractors to see if there is interest in completing the work within the current budget. Interested contractors will be submitted to the Board for approval. No further action.

GM Hunter provided information on the SPP PTP agreement for WAPA wholesale power. He requested authorization to sign the agreement on behalf of the Board. Member Zaruba made a motion to grant GM Hunter authorization to sign the agreement on behalf of the Board. Member Shaw seconded the motion. Roll call: Those voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter requested permission to purchase Auburn Chamber Bucks to present employees reaching service milestones. Member Grant made a motion to purchase Chamber Bucks to award employees. Member Zaruba seconded the motion. Roll call: Those voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter provided information regarding the 2018 Series Wastewater Bond refinance. First National Capital Markets (FNCM) completed refinancing of the Bond. The 2021 Series Wastewater Bond will provide a total savings of \$56,372.90. No further action.

GM Hunter provided Board Members with Olsson's Recommendation of Award for the 2019 FEMA Flood Damage Repair project. Five bids were received. The recommended bid from Empire Construction and Trenching was the low bid of \$233,131.00, with an expected start date in March. After discussion, Member Zaruba made a motion to accept the low bid of \$233,131.00. Member Grant seconded the motion. Roll call: Those voting aye – Grant, Knipe, Zaruba and Shaw. Motion carried.

GM Hunter updated the Board on the Peru Water project. The contract is final, and the project will move forward. Board discussion included the projected schedule, connection points, booster pump scenarios and potential easement options. No further action taken.

GM Hunter requested transfer of funds to the employee flexible spending account (FSA). The FSA is a benefit funded by the employer and reimbursed during the year by employees through payroll. Member Grant made a motion to transfer funds in the amount of \$12,214.84. Member Shaw seconded the motion. Roll call: Those voting aye – Shaw, Grant, Knipe and Zaruba. Motion carried.

GM Hunter provided update on the progress of the 4160-transmission line and substation. Substation is set and progress is on schedule with wire, conduit, and pole installation. GM Hunter requested approval for progress payment submitted by IES in the amount of \$262,615.32. Member Zaruba made a motion to submit payment for progress payment to IES Commercial in the amount of \$262,615.32. Member Shaw seconded the motion. Roll call: Those voting aye – Grant, Knipe, Zaruba and Shaw. Motion carried.

GM Hunter requested Board approval for 2020 uncollectible accounts in the amount of \$1,480.02. He noted that the City of Dorchester won a legal battle to make landlords responsible for tenant bills that are uncollected. Member Grant made a motion to approve 2020 uncollectible accounts. Member Zaruba seconded the motion. Roll call: Those voting aye – Knipe, Zaruba, Shaw and Grant. Motion carried.

GM Hunter presented a request from Auburn Development Council for a donation to promote economic development. After discussion, it was decided to table the request until more information is available on the progress of the City Administrator/Economic Development Committee. No further action.

GM Hunter presented a request from Auburn Chamber of Commerce for a donation to provide support for economic development. After discussion, it was decided to table the request until more information is available on the progress of the City Administrator/Economic Development Committee. No further action.

GM Hunter requested Board review of a customer account that was missing usage charges for an extended period due to equipment failure. After review of the account the Board determined to extend payment options to the customer. No further action.

Accounting and Finance Manager presented the standard financial reports to the Board. Member Zaruba made a motion to accept the financial reports as presented. Member Shaw seconded the motion. Roll call: those voting aye – Grant, Knipe, Zaruba and Shaw. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #19

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 \$1,168,000.00
- g) Approve Free Service Report.

Checks written during the month of December.

AKRS Equipment	30.58
All Needs	98.63
Altec Industries Inc	101.77
American Recycling	16,903.80
Auburn Chamber	1,435.00
Auburn Family Health	105.00
B 103	190.00
Beard's Salvage	341.60
Board of Public Works	20,189.31
Border States Industries	2,737.11

Capital Business	1711.73
Capital One	2,271.73
Caselle Inc	1,883.00
ChargePoint, Inc.	266.25
City of Auburn	10,580.23
Concrete Industries Inc	282.76
Core & Main	217.93
County Publications	301.42
Credit Information	114.95
DHHS State of Nebraska	420.00

Dugan Business Forms	100.55
Eggers Brothers Inc	1,164.27
Farmers Union Cooperative	70.45
Frontier Cooperative	198.09
Gilbert Services	184.00
Glenn's Corner Market	72.60
Hach Chemical Company	201.84
HireRight Solutions LLC	97.02
HOA Solutions Inc	8,345.00
Hoak, Mike	426.00
Hunter Jr, David A	300.00
Husker Electric	741.23
IES Commercial Inc	262,615.32
Lincoln Win water	2,191.24
Lynch's Hardware & Gifts	8.51
Martel, Richard	30.00
McMaster-Carr Supply	41.72
Metering and Technology	1,326.86
Midwest Electric Transformer	398,340.29
Mike's Window Service	38.34
MJS Market	34.35
MMC Mechanical Contractors	648.00
Nebraska Public Power District	200,561.89

Nemaha County Treasurer	209.58
Olsson	19,501.89
Omaha Public Power District	28,977.82
One Call Concepts Inc	86.44
Orscheln Home and Farm	2,860.00
Paramount Linen & Uniform	2,037.78
Petty Cash	232.54
Quadient	127.64
RESCO	175.73
Sack Lumber Company	57.31
Scantron Technology Solutions	502.31
St of NE - Financial Services	591.69
State of NE Electrical Division	40.00
The Cleaners	42.60
US Cellular	285.73
Village of Brownville	9,828.07
Village of Johnson	4,216.78
Village of Nemaha	5,763.99
Water Engineering Inc	392.83
Wesco Distribution Inc	1,171.77
WAPA	26,047.95
Zoom	159.64

Following discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Zaruba, Shaw and Grant. 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 February 17, 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 January 20, 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.