

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

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on October 20, 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 – Grant, Knipe, Wilson and Zaruba. Member absent – Shaw.

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

Chairman Knipe acknowledged guests: Zach Schultz JEO Engineer and Tom Adams, Project Manager representing JEO, and Dave Pease – Mayor from the City of Peru.

Chairman Knipe introduced Zach Schultz from JEO, who provided information on the Peru water line project. Zach noted the design is at 99% completion. The easement process will begin and includes property owned by the BPW. A projected timeline was provided for review along with a map of the proposed location of the transmission line. The overview noted that a booster pump station will be built near the Auburn water treatment facility. All components of the line, including the booster pump station and additional improvements to the existing Peru water lines are the responsibility of the City of Peru. No further action.

GM Hunter reviewed budget information for the Electric, Water and Wastewater departments. Projects that are included in the budget were discussed. Member Zaruba made a motion to approve the budgets as presented. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, and Grant. Motion carried.

GM Hunter provided updated bids on the sewer line lining projects that were submitted after camera footage was provided to the project managers. Updated bids submitted were from JEO for \$86,200.00, and HDR proposed \$39,900.00. Member Grant made a motion to accept the HDR proposal in the amount of \$39,900.00. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter updated the Board on a program that will be administered by the Nebraska Department of Health and Human Services (DHHS). The Low Income Household Water Assistance Program (LIHWAP) is a federal program that is being implemented to assist eligible low-income households assistance for their water bills. The program will be in effect until September 2022, or until the funds have been depleted. A contract from DHHS that allows ABPW customers to receive assistance was reviewed by the Board. Member Zaruba made a motion to enter into the LIHWAP contract. Member Wilson seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Zaruba. Motion carried.

GM Hunter requested permission to develop a request for proposals (RFP) to begin the process of drilling a new well. Additional research will need to be completed by engineers to confirm potential sites and advance the project. After discussion, Member Zaruba made a motion to submit RFPs for engineering. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Zaruba and Grant. Motion carried.

GM Hunter updated the Board on the transmission line and substation projects. The jobs have been completed and a final payment request was submitted in the amount of \$218,453.20 by IES, and includes a change order for rock in the amount of \$13,071.40, plus retainage. Member Zaruba made a motion to pay the request as submitted. Member Grant seconded the motion. Members voting aye – Wilson, Zaruba, Grant and Knipe. Motion carried.

GM Hunter presented the changes Baird Holm recommended in the Windstream Pole Communication Attachment agreement. After discussion, member Grant made a motion to accept the changes as presented. Member Wilson seconded the motion. Members voting aye – Zaruba, Grant, Knipe, and Wilson. Motion carried.

GM Hunter noted CGP Inc. will be building a pump station next to the Power Plant to allow for remedial fuel cleanup. This is the result of an underground tank that collapsed. The schematics were reviewed by the Board. Separate utility meters will be installed, and the contractor will be responsible for usage. No further action taken.

GM Hunter requested permission to purchase Chamber Bucks for employees to be handed out prior to the Thanksgiving holiday. Member Zaruba made a motion to purchase \$25.00 in Chamber Bucks per employee. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter requested permission to file a notice of delinquency (NOD) for 400 2nd Street, Nemaha, NE. Member Grant made a motion to file the NOD. Member Wilson seconded the motion. Members voting aye – Knipe, Wilson, Zaruba and Grant. Motion carried.

AFM Westhart presented the standard financial reports to the Board. Member Grant made a motion to accept the financial reports as presented. Member Zaruba seconded the motion. Members voting aye – Wilson, Zaruba Grant and Knipe. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #15.

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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$966,562.00
- e) Approve Free Services Report.

Checks written during the month of September:

Airstream Heating & Cooling	4,812.46
All Needs Computer	4,558.77
Altec Industries Inc	1,929.29
American Recycling	16,614.98
Auburn Auto Center	830.68
Auburn Family Health	175.00
B 103	171.00
Baird Holm LLP	1,561.87
BCom Solutions, LLC	369.99
Beard's Salvage	423.15
Bennet's Body Shop	45.84
Big Red Sawmill	522.23
Board Of Public Works	14,248.63
Border States Industries	7,548.79
Capital Business Systems	602.91
Capital One	1,512.99
Carpenter Paper Company	72.31
Caselle Inc	1,883.00
City of Auburn	9,177.07
Concrete Industries Inc	274.34

County Publications	528.00
Credit Information Services	65.70
Crescent Electric Supply	1,012.94
DHHS State of Nebraska	1,652.00
Dutton-Lainson Company	596.51
Eakes Office Plus	775.75
Eggers Brothers Inc	187.24
Environmental Systems	3,200.00
Filter Care of Nebraska	26.00
Frontier Cooperative	4,172.67
Glenn's Corner Market	141.10
Grainger Inc	34.57
Green Care Lawn Service	600.00
Hach Chemical Company	1,008.85
Hawkins Inc	702.42
HireRight Solutions LLC	603.74
Hoak, Mike	426.00
Husker Electric	886.88
IES Commercial Inc	218,453.20
Inland Truck Parts & Service	620.75

Itron Inc	840.42
JEO Consulting Group Inc	6,206.20
Johnson Service Company	4,533.90
Kidwell Inc	1,117.50
Layne Christensen Co Inc	1,575.00
Lincoln Winwater	16,994.96
Lynch's Hardware & Gifts	30.76
Mellage Truck & Tractor Inc	11.69
Midwest Laboratories Inc	510.00
Mike's Window Service	12.78
Municipal Supply of NE Inc	961.75
NDEE	150.00
NMPP	500.00
Nebraska State Treasurer	512.72
Nemaha County Sheriff	25.00
Nutrien Ag Solutions	491.40
Olsson	7,336.21

OPPD	25,852.27
One Call Concepts Inc	96.38
Paramount Linen & Uniform	1,702.68
Petty Cash	271.00
Sack Lumber Company	47.23
Scantron	6,614.76
St of NE - Financial Services	1,736.81
US Cellular	287.27
Utility Service Co Inc	62,284.38
Village of Brownville	10,634.98
Village Of Johnson	5,123.84
Village of Nemaha	5,729.82
Water Engineering Inc	392.83
Wesco Distribution Inc	2,203.49
WAPA	21,488.43
Westhart, Tamara	458.25

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Grant seconded the motion. Members voting aye – Zaruba, 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, November 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 October 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.