

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD NOVEMBER 16, 2022**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on November 16, 2022, 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: Members present – Shaw, Grant, Knipe, Wilson, and Zaruba.

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 there were no guests present.

GM Hunter updated the Board that the Auburn City Council has approved the 2023 budgets and they have been filed with the State of Nebraska. No further action.

GM Hunter provided information on four CD's that have 1% interest rates. Discussion was requested on the possibility of renewing the CD's with higher rates. The Board determined that they would like to wait to renew the CD's until they expire in February 2023. No further action.

GM Hunter shared that Auburn Board of Public Works participated in the AWWA annual water contest at conference and received runner up as Best Tasting Water in Nebraska. No further action

GM Hunter presented an updated Wellhead Protection Ordinance from Baird Holm and requested approval. The Board approved ordinance will be submitted to the City Council for approval. Member Grant made a motion to approve the ordinance updates as presented. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter requested approval for July 3<sup>rd</sup> as the 2023 floating holiday which is the date selected by the employees. Member Zaruba made a motion to accept as requested. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter requested permission to host the annual employee appreciation dinner. Member Shaw made a motion to move forward with the dinner. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson Zaruba and Shaw. Motion carried.

GM Hunter provided information on callout issues caused by aging software at the Water Plant. Multiple options were presented for correcting the problem. Water upgrades are eligible for a \$10,000.00 grant which includes software through SRF. After discussion, Member Zaruba made a motion to upgrade SCADA software which will include the Water/Wastewater Plants and Peru sites that will be connected for \$50,000.00. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

GM Hunter requested permission to submit RFP's for the 2023 mowing contract. Member Wilson made a motion to submit RFP's for bids. Member Shaw seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter received notification from AWWA that the federal government is requesting an audit of SCADA cyber security for water systems. This is included in the current contract with Scantron at no cost. He requested authorization to move forward with the audit. Member Shaw made a motion to have the audit completed as required. Member Grant seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter presented cost estimates for the sewer line lining, manhole rehabilitation and water line relocation projects. After discussion, Member Grant made a motion to request bids with cost separated by projects. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter requested authorization to transfer funds for the water bond payment in the amount of \$120,146.25 on December 15, 2022. Member Zaruba made a motion to transfer funds as requested. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter updated the Board on the Peru water line project, noting locates have been started. BPW has reviewed final plans and has submitted questions to JEO for clarification. No further action.

GM Hunter reviewed winter disconnection procedures with the Board. Hardships will be given consideration upon request. No further action.

GM Hunter provided updates on the 1912 K Street delinquent account. Adair Holdings was granted clear title per District Court ruling. GM requested authorization to release NOD and write off the remaining balance of \$4,189.96. In the future, a special assessment will be filed for accounts over \$1,000.00. After discussion, Member Zaruba made a motion to release NOD and write off the balance remaining on account. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. 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 – Grant, Knipe, Wilson, Shaw and Zaruba. Motion carried.

AFM Westhart 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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$122,000.00.
- d) Approve Free Services Report.
- e) NOD’s as presented.

Checks written during the month of October

A-1 Cellular	319.48
A-1 Locksmith LLC	231.38
Airstream	109.99
American Recycling	20,999.01
Ameritas	125.00
Aramark	742.88
Auburn Chamber	360.00
Auburn Family Health	335.00
AWWA	348.00
B 103	152.00
Beard's Salvage	311.78
Beck, Alyssa	213.56
Behrends, Mike	1,116.50
Binder Bros., Inc.	680.08
Board Of Public Works	15,643.08
Border States	669.48
Bucher, Lauralee	30.00
Bulldog Auto Supply	559.47
Campbell, Emily	221.66
Capital Business	441.40
Capital One	7,100.62
Caselle Inc	1,940.00

City of Auburn	11,828.05
Clary, Lois	122.38
Clemente, Linda	30.00
County Publications	458.44
Credit Information Services	71.70
DHHS State of Nebraska	1,127.00
DMG Inc	749.93
Dutton-Lainson Company	1,117.23
Eggers Brothers Inc	1,191.35
Electric Pump	9,190.52
Frontier Cooperative	2,212.00
Gauchat, Danielle	30.00
Glenn's Corner Market	195.86
Grainger Inc	408.75
Hach Chemical Company	77.67
Hawkins Inc	663.48
HOA Solutions Inc	426.00
Hoak, Cady	426.00
Jackson Services Inc.	3,512.84
Johnny's Tire & Battery	892.00
Kids of His Kingdom	75.00
Knott, Brady	164.15

Lincoln Winwater	21,408.81
Lynch's Hardware & Gifts	11.70
Mattox, Linda	164.32
McFarland, Robert	96.00
McMaster-Carr Supply Company	436.03
Meyer-Earp Auto Center LLC	739.52
Mid-America Structures	5,217.65
Midwest Laboratories Inc	327.43
Midwest Petroleum Equipment	9,075.00
Municipal Supply of NE Inc	2,547.67
Munsterman, Cody	169.08
Nebraska Municipal Power Pool	300.00
Nemaha County Clerk	10.00
Northern Safety Co Inc	31.93
Olsson	4,200.00
Omaha Public Power District	26,959.51
Petty Cash	527.14

PIP Marketing Signs & Print	285.02
Pollardwater Co Inc	79.33
Robbins, William & Paula	30.00
Sack Lumber Company	1,322.16
Safety-Kleen Systems Inc	412.07
Schultz, Ruth Ann	30.00
Slater, Harley A	487.30
St of NE - Financial Services	155.12
Truck Center Companies	486.79
US Cellular	142.67
Village of Brownville	10,963.02
Village Of Johnson	5,041.06
Village of Nemaha	5,962.60
Water Engineering Inc	392.83
WAPA	21,613.37
Wright, Austin	292.98
Zoro Tools Inc	378.42

Following discussion Member Zaruba made a motion to approve the General Consent Items as presented. Member Wilson seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

Reports: Electric, Power Plant, Water / Wastewater Department, 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, December 21, 2022, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

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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 November 16, 2022 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.

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Tamara L. Westhart, Notary Public in and for the State of Nebraska.  
My Commission Expires October 4, 2023.