

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD NOVEMBER 20, 2019**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on November 20, 2019 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 guest; Eric Eihusen from Olsson.

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

General Manager David Hunter (GM Hunter) updated the Board on the SRF Loan to Bond refinance. The Auburn City Council (City Council) approved to move forward with the refinancing of the Water SRF Loan to Municipal Bonds at the November 12th City Council meeting.

GM Hunter requested Board approval to transfer funds to support the December SRF Loan principal and interest payment due December 15, 2019. Member Zaruba motioned to approve the transfer of funds to make the payment. Member Buman seconded the motion. Roll call: Those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter updated the Board regarding the City approval of the Department Budgets for 2020. Required documents are being submitted to the State of Nebraska.

GM Hunter presented the Board with information regarding the current GIS Contract Renewal. The current renewal cost is just under \$10,000.00. Incorporating the City assets into a shared system with tablets and remote accessibility for the BPW and the City would be \$19,000.00 per year for three years to be split between BPW and the City. JEO has proposed that BPW and City the lease the software and utilize JEO to assist with setup and to maintain the system in-house. JEO would assist with support as needed after setup is complete without a service contract. This proposal would result a savings of \$2,900.00 per year for three years and \$12,900.00 in year four; with savings to continue after the fourth year. Member Zaruba motioned to accept the proposal from JEO. Member Buman seconded the motion. Roll call: Those voting aye - Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter presented information regarding an annual maintenance agreement from Gardner Denver on the Wastewater Treatment Blowers. Discussion was held regarding options to share travel expenses with other locations and the possibility of extending replacement of bearings from annual to bi-annually. The maintenance agreement includes a warranty on repairs and shipping costs to Colorado, if the blowers need to be sent for repairs; and covers three blowers. It was decided this is the best option available. Member Shaw motioned to approve the maintenance agreement. Member Zaruba seconded. Roll Call: Those voting aye - Shaw, Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter introduced Eric Eihusen from Olsson to present information regarding bids for switchgear equipment and transformers. Eric explained that issues from the current specs caused the quotes to come in above engineering estimates. He recommended rejecting the current bids and resubmitting for proposals with amended specs in order to clarify needs for the conversion. This change would shorten the estimated time to receive equipment in addition to lowering estimated costs. Member Shaw made a motion to reject the current bids and resubmit for bids with amended specs. Member Zaruba seconded the motion. Roll call: Those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Knipe declared the motion carried

GM Hunter requested approval of the 2019 Employee Appreciation Dinner to be held in January. Motion made to approve the dinner made by Member Zaruba. Motion seconded by Member Buman. Roll Call: Those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter updated the Board regarding cost bids submitted for the Water/Wastewater Rate Study per the RFP. Discussion was held regarding the possibility of the City of Peru as a customer and its economic impact to the BPW. GM Hunter noted a rate restructure would be valuable. Members Wilson and Buman were appointed to gather information and will interview the candidates. A recommendation will be presented at the December board meeting

GM Hunter provided updates on NITS transmission. The WAPA and OPPD PTP have been transferred to ABPW effective November 1, 2019. They are still in the process of syncing and waiting on answers to continue forward.

Accounting and Finance Manager (AFM) Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Following discussion on report format, Member Zaruba motioned to accept the financial reports as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #14.

- 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.
- e) Approve filing of Notices of Delinquency with the County Clerk.
- f) Transfer of \$574,000.00 to Checking from Revenue.

Checks written during the month of October

AFLAC	782.38
Ameritas	7,298.44
ASB	150.00
BCBS	18,399.83
Black Hills Energy	161.75
Chase Paymentech	2,539.84
Constellation Energy	650.25
DIRECT DEPOSIT TOTAL	44,227.81
IBEW 1536	701.72
IRS	15,766.34
Maples, Andrew	253.35
Mid-American Benefits	164.20

NDOR W/H	5,041.62
Nebraska Department of Revenue	30,863.52
Standard Life	1,906.94
The Principal Group	1,137.51
Time Warner Cable	37.25
United Parcel Service	83.70
Verizon Wireless	331.67
WEX Fleet Universal	2,900.12
Windstream	703.27
Xpress Bill Pay	347.98

Approve the following claims submitted for payment:

Altec Industries Inc	4,118.90
American Recycling & Sanitation	16,055.92
American Water Works Assoc	318.00
Auburn Chamber of Commerce	460.00
B 103	190.00
Baird Holm LLP	871.25
Baker, Kaitlyn	280.70
Beard's Salvage	143.95
Bergmeier, Wende	109.13
Board of Public Works	16,203.34
Border States Industries / Kriz-Davis	10,167.05

Capital Business Systems Inc	380.70
Carpenter Paper Company	2,017.06
Caselle Inc	1,866.00
City of Auburn	7,748.01
Concrete Industries Inc	733.75
County Publications	653.03
Credit Information Services	66.50
Crescent Electric Supply Company	99.82
DCL America Inc	8,930.00
DHHS State of Nebraska	379.00
Diamond Communication Solutions	2,236.15

Dugan Business Forms	353.07
Dutton-Lainson Company	903.39
Eggers Brothers Inc	1,295.63
Filter Care of Nebraska	41.95
Froisland, Jeremy	156.73
Frontier Cooperative	186.00
Glenn's Corner Market	135.13
Hach Chemical Company	215.50
Hoak, Mike	426.00
Husker Electric	5,739.51
KJ Whitehorse Bar & Grill	557.15
LARM	2,500.00
LONM	90.00
LifeGuard MD, Inc.	380.21
Lincoln Winwater	56.98
Lynch's Hardware & Gifts	40.91
Manufacturers Edge, Inc.	1,586.05
MARC	599.60
McMaster-Carr Supply Company	90.85
MJS Market	58.79
Municipal Pipe Services Inc	11,400.00
Municipal Supply of NE Inc	14,279.15
NDEE	123,096.38
Nebraska Dept of HHS	200.00
Nebraska Public Power District	219545.11
Nemaha County Clerk	30.00

NHHS-Division of Public Health	805.00
OK Tire	45.27
Olsson	21,500.00
Omaha Public Power District	13,292.54
One Call Concepts Inc	118.31
Paramount Linen & Uniform	1,941.04
Pemberton, Adam	100.00
Perry, Corey	201.41
Petty Cash	179.60
Platt, Bethany	264.60
Quintanilla, Gamaliel	169.55
RESCO	409.65
Sack Lumber Company	310.22
Smith, Jerry	40.00
Stutheit Implement	57.25
T & R Electric Incorporated	5,900.00
The Cleaners	283.31
Time Warner Cable	77.74
Trinity Lutheran Church	74.04
US Cellular	205.24
Village of Nemaha	3,967.81
Water Engineering Inc	392.83
Wesco Distribution Inc	9,605.34
Western Area Power Admin	20732.37

Following discussion, member Buman motioned to approve the General Consent Items as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba, and Shaw. Co-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 Wednesday, December 18, 2019 at the hour of 11:30 a.m. at the Board of Public Works Board Room. Co-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 November 20, 2019 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.