

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD December 18, 2019**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on December 18, 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 guests, Martha Silks PG, Lead Hydrogeologist – Leonard Rice Engineers, Inc. and John Aufderheider, Senior Project Manager, Water Well Services - Advanced Solutions.

Chairman Knipe called the meeting to order. Roll call: Members present – Shaw, Buman, Knipe, and Zaruba. Member Wilson arrived at 11:32 a.m.

General Manager David Hunter (GM Hunter) introduced representatives from Leonard Rice Engineers, Inc. and Advanced Solutions to provide information on test sites for well replacement. Martha Silks provided information about the 2019 test sites and presented data showing the test sites are not feasible. Discussion was held regarding potential test sites. Permission was granted to proceed with 3 to 4 additional test sites and if results are feasible, they will move forward with test pumping. No further action taken.

GM Hunter presented information regarding funds that Nemaha Natural Resource District (NRD) has received from FEMA to update the hazard mitigation plan for the NRD area. Included in the update for Auburn would be a drought management plan. This plan would be used to help identify drought conditions by using key components of the Auburn Board of Public Works (ABPW) water resources and identify potential projects or management plans for drought mitigation. Once identified, there is potential funding for these projects. By completing this drought plan under the NRD's Hazard Mitigation Plan, FEMA would cover 75% of the cost with BPW contributing 25% or \$8,000.00. After discussion, the board requested additional information. GM Hunter will contact JEO and NRD to present information at the January board meeting. Member Zaruba made a motion to table the project. Member Buman seconded the motion. Roll call: Those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter presented a request from Auburn Board of Public Works (ABPW) employees to split the 2020 floating holiday between Good Friday and Christmas Eve. Member Shaw motioned to approve the requested floating holiday. Member Wilson seconded the motion. Roll call: Those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter updated the board regarding a price increase from Credit Information Systems (CIS). ABPW utilizes CIS to check customer credit scores, so they can waive the utility security deposit. To offset the increase of \$3.10, ABPW would like to increase the fee for a credit check from \$11.00 to \$15.00. Member Zaruba motioned to approve an increase to the credit check fee. Member Buman seconded the motion. Roll call: Those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

Member Wilson and Member Buman presented information gathered on Water/Wastewater Rate Study bids. JK Energy Consulting L.L.C. submitted the low bid of \$11,000.00. After presenting pro's and cons, Member Buman recommended to award the contract to low bid. Member Wilson gave additional information and also recommended to award the contract to low bid. After discussion, Member Wilson, motioned to award JK Energy Consulting L.L.C. the contract. Member Buman seconded the motion. Roll call: Those voting aye – Shaw, Buman, Knipe and Wilson. Voting nay – Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented information provided by a Wichita State University workshop. Grant funds are available to provide a field day and potential internship programs to utility companies. GM Hunter requested permission to apply for the scholarship and provide water career related experiences for high school students. Member Shaw motioned to move forward with the scholarship application. Member Wilson seconded the motion. Roll call: Those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter updated the board with information regarding a customer that filed a complaint with the Attorney General. ABPW’s response to the allegations was provided. No further action taken.

GM Hunter updated the board on the SRF Loan refinance to Utility Revenue Bonds. The transaction has been completed with savings of \$264,227.08 and reduces the life of the debt by one year. No further action taken.

GM Hunter presented a progress report for work completed by IES. Hunter requested approval for payment of \$94,657.27 for work completed. Member Zaruba motioned to approve payment. Member Buman seconded the motion. Roll call: Those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

Accounting and Finance Manager, Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Discussion was held on issues with the combined financial report. Member Buman motioned to accept the financial reports as presented. Member Shaw 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 #13.

- 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 \$508,000.00 to checking from revenue.

Checks written during the month of November

AFLAC	782.38
Ameritrade	6,051.92
ASB	150.00
BCBS	18,399.83
Black Hills Energy	133.58
Chase Paymentech	1,938.65
Constellation Energy	276.73
DIRECT DEPOSIT TOTAL	35,455.48
IBEW 1536	701.72
IRS	11,847.26

Mid- American Benefits Inc.	570.81
NDOR W/H	4,257.60
Nebraska Department of Revenue	29,432.12
NEOPOST	193.19
Standard Life	1,823.55
The Principal - City	1,137.51
United Parcel Service	91.52
Verizon Wireless	333.20
WEX Fleet Universal	2,446.04
Windstream	1,299.82
Xpress Bill Pay	341.52

Approve the following claims submitted for payment:

A-1 Cellular	42.59
Altec Industries Inc	1,521.84
American Recycling	16,285.97
Auburn Chamber	115.00
B 103	152.00

Beard's Salvage	39.78
Blackburn Manufacturing	115.88
Board of Public Works	17,191.56
Border States Industries	3,547.73
Brownville Lyceum LLC	22.17

Capital Business Systems Inc	380.70
Capital One Spark Business	1,042.36
Caselle Inc	1,866.00
City of Auburn	8,292.18
County Publications	468.45
Credit Information Services	28.50
DHHS State of Nebraska	432.00
Diamond Communication	1,920.30
Dunekacke, Matthew	223.21
Dutton-Lainson Company	114.38
Eggers Brothers Inc	583.07
Glenn's Corner Market	143.13
Grainger Inc:	166.99
Hach Chemical Company	850.77
Hawkins Inc	1,501.60
Hoak, Mike	426.00
Husker Electric	304.17
IES Commercial Inc	94,657.27
Inland Truck Parts & Service	70.19
Mathewson, Abby	276.80
McMaster-Carr Supply Company	78.15
Mellage Truck & Tractor Inc	148.18
Merz Ink	354.64
Midwest Custom Coatings	1,200.00
Moore, Jacob	19.57
Morales, Jaclyn	43.14

Municipal Supply of NE Inc	698.83
Nebraska Public Power District	259,062.03
Nebraska State Fire Marshall	240.00
Nichols, Josh	139.72
Northern Safety Co Inc	288.56
Olsson	10,750.00
Omaha Public Power District	3,406.97
One Call Concepts Inc	125.02
Total Paramount Linen & Uniform	1,550.91
Petty Cash	196.12
RESCO	815.26
Sack Lumber Company	27.98
Sherman, Hunter	258.81
St of NE - Financial Services	838.65
Stutheit Implement	146.01
T & R Electric Incorporated	810.00
The Cleaners	259.86
Thompson Transformer Services	4,469.00
US Cellular	206.68
Vesco Inc	532.25
Village of Nemaha	4,142.33
Water Engineering Inc	392.83
Wesco Distribution Inc	669.35
Western Area Power Administration	23,615.85
Windstream	48.32
Wynn, Troy	348.80

Following discussion, member Buman motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba, and Shaw. 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, January 15, 2020 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 December 18, 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.

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