

MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD MARCH 14, 2005

THE BOARD OF PUBLIC WORKS OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on the 14th day of March 2005 at the regular meeting place of the Board at the hour of 12:00 Noon. Said meeting being held in open session as required by Chapter 84, Article 14 of Nebraska Statutes.

Chairman Layson called the meeting to order and requested roll call: members present - Glenn, Grant, Humphrey, Layson, Lynch; absent - none.

John O'Connor and Mort Hough, representatives of Nebraska Public Power District (NPPD), were in attendance at the meeting to present the Board of Public Works an economic development award in the category of "successful business and industry retention, expansion or attraction". Also in attendance were Dennis Blaylock of Armstrong Cabinets and Mayor Bob Engles.

Member Grant left the meeting at 12:15 p.m.

Chairman Layson noted all Board Members have received a copy of the Agenda for this meeting and asked for any objections or exceptions to the General Consent Items listed under Agenda Item #2.

There being no objections or exceptions, motion was moved by Member Glenn, seconded by Member Humphrey, the Board approve the General Consent Items listed below:

Agenda Item #2

- a) Approve the previous meetings' minutes and dispense with reading of same,
- b) Approve monthly compensation of Officers, management and employees as previously fixed by the Board,
- c) Approve Free Service Report as follows: BPW has furnished utilities, materials and labor equal to \$4,074.96 to the City free of charge and paid in lieu of tax payments of \$9,250.01 to the City for the month of February 2005,
- d) Approve, ratify and allow the following checks written/transfers during the month:

Electric, Water & Wastewater Departments:

Internal Revenue - fwh & fica (efpts)	19,258.91
Department of Revenue - swl (efpts)	2,713.90
Petty Cash: Meals-linecrew/meter reader, Lineworker School (Casey/Wynn), Meter School (Helms), Grounding School (Kuhlmann), CDL (Wynn), Word/Excel Classes (Dietz/Meyers/Swanson), safety meeting, office supplies, postage	370.93
BC-BS - health insurance	22,456.57
Fort Dearborn -life premium	811.72
Jefferson Pilot Financial - disability premium	947.64
City of Auburn-Feb. EA Rev-3,083,337 kwh x .003	9,250.01

Ameritas - pension (efpts)	9,839.39
Payroll - transfer	53,767.43
Customer Deposits #2 - refund or apply	765.00

approve and pay the following claims:

Action Technology	\$517.02
Auburn Auto Muffler	38.00
Auburn Newspapers	221.05
Auburn Postmaster	1,120.00
Beard's Salvage	52.51
BPW	4,183.05
Bohl Plumbing/Heating	4.26
Cleaners, The	172.54
Concrete Industries	202.35
Dettmer Farm	21.30
Eggers Bros.	113.26
Farmers Co-op	732.15
Lynch Hardware	69.09
Machinery Station	7.65
Mellage Truck/Tractor	75.00
Nemaha County Clerk	14.00
Nemaha County Hospital	3,300.00
Orscheln	259.79
Pamida	8.05
Sack Lumber	13.24
Shell	878.69
Sunmart	12.95
Tri State Office	29.48
Wheeler Inn	335.07
Winegardner's	12.05
Affiliated Credit Services	97.05
Alltel Cellular	77.51
Alltel	933.38
Alltel Long Distance	55.48
Ameritas	196.78
AmSan	90.57
Bryan Industries	410.00
Burr Farms Machinery	226.83
D & D Communications	58.04
Data Technologies	40.00
Dutton Lainson	829.64
Electric Fixture/Supply	220.41
Extech	136.92

Factual Data-Midwest	14.92
First Bank Card	246.89
First National Bank	10.00
General Fire/Safety	402.87
Grainger	51.52
Great Plains One Call	41.07
Hawkins Water Treatment	473.48
HHS-Lab	36.00
HTM Sales	224.16
Hydro Metering Technology	91.06
Kelly Supply	147.82
Kriz-Davis	83.07
Lawson Products	405.54
League of NE Municipalities	495.00
Lincoln Electric Supply	29.63
McMaster Carr	103.60
Mid Con Systems	124.38
Midwest Labs	6.15
Municipal Service/Supply	202.47
Municipal Supply	315.76
Municipal Supply - NE	195.76
National Waterworks	115.32
Nebraska City Utilities	80.00
NPPD	463.50
Nebtech Calibration	90.53
NDEQ	150.00
Omaha Slings	240.43
PayFlex	69.30
Pitney Bowes	117.15
Seton	135.27
Tekk	19.90
Vermeer Equipment	54.34
Water Engineering	639.00
Westrum Leak Detection	1,900.00
Willco	36.18
REBATES:	
Lavell & Harriet Clark	1,282.60
Gary & Sandy Behrends	1,730.90
Kim Sullwold	332.75
Marge Vickers	440.00
PURCHASED POWER:	
NPPD	150,000.00
WAPA	18,930.18
OPPD	3,994.16
KBR	15.17

POWER PLANT

Aquila	54.09
Cornerstone	1,850.57
AUDIT: Massman-Nelson-Reinig	6,275.00
EFPTS: Dept. of Revenue	14,664.79

and transfer the following sums to the Electric Revenue account - \$54,644.98 from Electric Revenue GMM plus the actual amount of NPPD when received, \$12,671.55 from Water Revenue GMM and \$8,580.87 from WW. Revenue GMM (amounts include routine transfers to T&D); and

e) There were no investments maturing.

Roll call: those voting aye - Glenn, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

Motion was moved by Member Humphrey, seconded by Member Lynch, the Board approve the claim of Glenn's Corner Market - \$99.96. Roll call: those voting aye - Humphrey, Lynch, Layson; abstaining - Glenn. Chairman Layson declared the motion carried.

Staff reported there are currently 560 BPW customers taking advantage of paying their bills automatically through the ACH payment option. This payment option helps eliminate penalties for late payment, eliminate check writing, and is a very convenient way to pay utility bills. Motion was moved by Member Lynch, seconded by Member Glenn, the Board authorize Chairman Layson to sign the annual ACH forms as required by Carson National Bank. Roll call: those voting aye - Glenn, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

The 2004 Audit of the Electric, Water & Wastewater Departments was delivered to the Board Members on March 8<sup>th</sup>. After discussion, motion was moved by Member Glenn, seconded by Member Humphrey, the Board accept the Audit as presented. Roll call: those voting aye - Glenn, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried. The Board discussed the three-year audit proposal and the billing for additional time to prepare the 2004 Audit due to GASB 34 requirements. Staff noted just the bid amount was included with the claims and the Board took no action on the additional amount billed.

Agenda Item #6 was moved to later on the Agenda.

Accounting & Finance Manager Filbrandt reviewed recommendation from the Administrative Committee/Trustees of the Pension Plan and Trust. Due to recent changes in tax laws, it was recommended the Plan be amended to allow the dollar amount for automatic cash-out (at termination of employment) to be changed from \$5,000 to \$1,000. Baird-Holm provided the necessary legal information, model resolution, and amendment. Motion was moved by Member Humphrey, seconded by Member Lynch, the Board accept the recommendation by adoption of Resolution No. 2005-02. Roll call: those voting aye - Glenn, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried. The City Council will act on the matter at their Council Meeting this evening.

Member Grant returned to the meeting at 12:35 p.m.

General Manager (GM) Dietz updated the Board on the latest developments of the two sanitary sewer projects. The draft design document for Highway 136 - Q Street to S Street as originally presented by JEO will not be a viable option. GM Dietz explained the new proposal and recommended BPW trenching. Motion was moved by Member Humphrey, seconded by Member Glenn, the Board approve the plan as presented by GM Dietz for Grandview Addition - Blocks 2 & 7. Roll call: those voting aye - Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried. Concerning the NW Sanitary Sewer, motion was moved by Member Grant, seconded by Member Humphrey, the Board authorize GM Dietz to discuss releasing the easement when he meets with the property owner to discuss the route for the sanitary sewer hookup. Roll call: those voting aye - Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

Agenda Item #6 for salaries/benefits was discussed at this point. The Salary Review Committee presented a proposal for revised longevity pay, beginning at the completion of ten continuous years of employment and being capped after completion of 35 years of continuous employment. Motion was moved by Member Grant, seconded by Member Humphrey, the Board accept the proposal, retroactive to January 1, 2005. Roll call: those voting aye - Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

Scott Helms, First Class Line Technician, provided a demonstration of the Board's meter testing program and its interface with the Summit Utility Billing Program.

GM Dietz presented 10 Year Capital Improvement Plans for the Electric Utility, Water Utility & Wastewater Utility. After thorough discussion, motion was moved by Member Glenn, seconded by Member Humphrey, the Board approve the plans as presented. Roll call: those voting aye - Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

Motion was moved by Member Humphrey, seconded by Member Grant, the Board accept the recommendation of GM Dietz and join the Ground Water Foundation for a fee of \$85.00. Roll call: those voting aye - Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the motion carried.

GM Dietz provided information on the following: Reports-Priority: a) LARM, b) Annexation, c) Residential backflow letters, d) Whole effluent toxicity test, e) ISO, f) APPA Safety Award; Reports-General: a) Water leak survey 3/2-3/05, b) NMPP Annual Meeting, c) Irrigation, d) Health insurance report.

"Barry Well Done" award was presented to the following: Kevin Kuhlmann in recognition of receiving a score of 100% on a Protective Grounding Course.

There being no further business to come before the Board, motion was moved by Member Glenn the Board adjourn to the next regular meeting of the Board to be held April 11, 2005 at the hour of 12:00 Noon, at the regular meeting place of the Board. Member Humphrey seconded the motion. Roll call: those voting aye: Glenn, Grant, Humphrey, Lynch, Layson. Chairman Layson declared the meeting adjourned. Agenda items will be posted.

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Richard K. Layson, Chairman

ATTEST:

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Jack W. Humphrey, Secretary

CERTIFICATE

I, Betty J. Filbrandt, 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 March 14, 2005 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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Betty J. Filbrandt, Notary Public in and for the  
State of Nebraska.

My Commission expires January 12, 2009.

**RESOLUTION NO. 2005-02**

Reference: City of Auburn, Nebraska and Board of Public Works  
Employee Pension Plan and Trust

RESOLVED, that the City of Auburn, Nebraska and Board of Public Works Employee Pension Plan and Trust (the "Plan"), as amended, is hereby further amended to permit the automatic cash-out distribution of a terminated Participant's interest in the Plan only if the participant's vested benefit is \$1,000 or less.

FURTHER RESOLVED, that the appropriate officers of the City of Auburn and the Board of Public Works be, and they hereby are, authorized to do all things necessary, including the execution of the attached Amendment, and to take all other action and execute any other documents or amendments that may be required to carry out and effectuate the foregoing resolutions and to maintain the tax-qualification of the Plan, as amended, under Sections 401(a) and 501(a) of the Internal Revenue code of 1986, as amended.

The motion was moved by Member Humphrey and seconded by Member Lynch that Resolution No. 2005-02 be adopted in its entirety. Members voting aye - Glenn, Humphrey, Lynch, Layson; members voting nay: none.

WHEREBY Chairman Layson declared the above Resolution 2005-02 duly adopted this 14<sup>th</sup> day of March 2005.

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RICHARD K. LAYSON, CHAIRMAN

ATTEST:

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JACK W. HUMPHREY, SECRETARY