

Kimball Board of Public Works
Regular Meeting
February 25, 2016

A regular meeting of the Board of Public Works was convened in open and public session at 4:15 p.m. on February 25, 2016 at the City Council Chambers. Board members Cederburg, Porter, Fossand, and Robinson were present. Board member Rowley was absent. Also present were City Administrator Ortiz, Electric Superintendent Hinton, Power Plant Superintendent Terrill, Water Superintendent Sisk, Landfill Superintendent Schulte, City Treasurer Sisk and City Clerk Russell. The public was represented.

Notice of the meeting was given in advance by publication in the Western Nebraska Observer. Notice of the meeting was given to the members and a copy of their acknowledgement of receipt of notice and the agenda is on record at the office of the City Clerk. Availability of the agenda was communicated in advance notice and in the notice to the members. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Chairperson Cederburg called the meeting to order at 4:15 p.m. and acknowledged the posted Open Meetings Act.

The Board of Public Works reviewed the following items under the consent agenda:

1. Minutes from the regular meeting of January 26, 2016
2. Claims;
3. Treasurer's Report from January 2016; and
4. Financial Reports from January 2016.

After discussion, Fossand moved and Robinson seconded to approve the consent agenda with amended claims. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Robinson moved and Fossand seconded to remove the discussion on deposits from table. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on the citizen agenda item request submitted regarding requiring deposits from people who have a history of paying bills; requiring deposits from people who have a monthly bill taken out of their checking account; and the city administrator not having authority to waive the deposits.

Ortiz distributed a redacted customer history and indicated it doesn't really tell if a customer has been late in paying their bill. It basically only lists when the charges

occurred and it is difficult to decipher an individual's past history of good payment. It is difficult to go back some years for customers to say they made a payment on time each and every single time.

Cederburg said consistency is important. He does not consider the situation to be broken and doesn't think the Board or City needs to be meddling with it. Cederburg added that if there is any change, changing the deposit should be considered because the deposit has been \$100 for a long time.

Board members reviewed the utility deposit policy by city compiled by staff. Ortiz commented on the policy from Falls City and how their deposit amounts are broken out by each utility.

Robinson said that after numerous discussions and thought, he tried many ways to come up with something that was a manageable program that would be fair and easy for staff without being cumbersome. Now he is of the same opinion as Cederburg that nothing needs to be done at this time. If there were to be exceptions to deposits it needs to be very specific. Robinson said that there should be some consideration given to raising the deposits.

Discussion was held on the deposits transferring from one property to another in the City and when an individual leaves town, the deposit is applied to their final bill with any remainder mailed to them.

Porter suggested raising the commercial deposits as well as the residential deposits. Ortiz said this item will be added to next month's agenda for discussion.

There being no further discussion, Robinson moved and Fossand seconded to retain the current utility deposit policy. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on Z & S Construction Change Order for MSW1 Cover. Ortiz indicated Z & S Construction has completed the construction of closing the cell. Some of the quantities of work that was involved were a little higher than the bid. The change includes volume and total yardage. Ortiz has received some initial feedback from Golder Associates and they recommended having a conversation to clarify the amount of dirt moving that was involved. Ortiz recommended tabling this item; however, there may be a possibility of holding a special meeting in order to have a recommendation for the City Council meeting on March 15, 2016.

Further discussion was held regarding the volume and total yardage and it was indicated that some of the portions had settled. Ortiz will work with Z & S Construction and Golder Associates to iron out the specifics. Porter commented that traditionally the engineering firm has to justify the amount of work that did or did not get moved and Ortiz indicated Golder Associates managed the project and had a person on-site.

Dave Hack, Z & S Construction, thanked the City for the opportunity to participate in the project and he was very satisfied with the results. They do appreciate the project and is glad that it was kept local. Cederburg said the City was pleased to have a local bid so it could be kept local.

There being no further discussion, Robinson moved and Porter seconded to table the recommendation to the City Council on Z & S Construction Change Order for MSW1 Cover. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on the groundwater monitoring sampling proposals. Ortiz indicated there are monitoring well samplings that are required by NDEQ as part of the Landfill operations. Some testing is required semi-annually and some is required quarterly. In the past, Golder Associates has been the coordinator of this testing and Ortiz said that there have been three separate costs associated with this, the professional services, the collection and the testing.

The City received two proposals for the groundwater sampling; one from Golder Associates and one from Southwest Environmental Engineering, LLC (SWEE). Southwest Environmental Engineering's quote includes the collection of the samples. The sampling and the lab work is separate from Golder Associates' cost. Occasionally, there are items that come up that will require additional samples to be submitted. Ortiz commented on issues with the lab last year and having to resample and retest. SWEE has performed work for Clean Harbors, so they are familiar with this area.

Robinson said both he and Cederburg have worked with Jacqueline Riener of SWEE when she worked for a different company and she is good. Porter indicated he has worked with her before as well. Robinson thinks her company will do a good job and Cederburg commented about reports before the board. Robinson said this is a smaller company and he thinks the attention to detail will be much greater.

There being no further discussion, Robinson moved and Fossand seconded to accept the groundwater monitoring sampling proposal from Southwest Environmental Engineering, LLC. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Ortiz reported that it is anticipated to have the Landfill baler together next week and discussion was held on the Landfill conveyor belt. Ortiz and Schulte have talked about waiting on this until later in the year in order to budget for it. It would be prudent to make sure that this be addressed at budget time. Discussion was held on the lead time for the conveyor belt and Schulte indicated that the item was on hand at the company.

Ortiz reported on the Power Plant. ElectroTest recently performed maintenance and testing. The batteries will need to be replaced and other maintenance and lighting and electrical work was done at the Power Plant. Terrill has had to retrace and redraw wiring and schematics so he has purchased AutoCAD software to help with the prints. The cooling tower tank was not properly functioning and the piping was replaced. Ortiz indicated ElectroTest will provide a detailed report and it will be presented at the next meeting. It was indicated that replacing the batteries is estimated at \$20,000.

Cederburg opened discussion on the Landlord Policy and on-line bill pay. Ortiz commented on his previous memo on the Landlord Policy and outlined the technology on sending out a notice to landlords. It seemed at the time that an on-line bill pay system would probably fulfill the City's needs. City staff recently participated in a webinar and a follow-up meeting on an on-line bill pay system. Ortiz commented that the City's practices and current policies are so flexible that it is difficult to find a system that would match with the City's practices, i.e. payment arrangements, late fees, notices, etc.

Ortiz commented on figuring out the interaction between Power Manager and the City's email server. He commented on direction on the Landlord Policy and incorporating the notice to landlords or trying to find an on-line bill pay suite. The City will most likely have to adapt their practices to meet the needs and requirements of the system. Robinson said the entire decision comes down to the cost. Ortiz commented on the information from the vendor and the difficulty of calculating all the different fees. He has looked at a system that will be hosted by a third party vendor because of the security of processing credit cards. The cost would be dependent on the number of customers per month.

Robinson indicated that perhaps the City is not ready to make that transition yet but to continue researching. Ortiz said one of the questions is how the data is generated and disseminated to the staff in the office and commented on the report being integrated into Power Manager.

Cederburg commented that typically the cost would be \$10,000 or more for a setup and an annual or monthly fee based on use. Ortiz indicated that if this creates more work for the office staff, it will not be a useful system. Ortiz added that the City is trying to have some flexibility and work with the customers. Robinson said he doesn't think the City is ready to go this route yet. Ortiz commented on working with the existing system to get the courtesy notices to the landlords established and email notices through the system.

Ortiz reported the electric crew had to replace a utility pole that had rotted out.

Ortiz reported earlier this week he attended the League of Nebraska Municipalities Conference and testified on behalf of the City against LB 1068. This was a bill drafted by Senator Haar against OPPD with regard to a fixed rate increase. This bill requires all

electric utilities to go before the Public Service Commission before rates are established.

Ortiz reported he will be meeting with the Director of Wholesale Electric Operations and the CEO of MEAN next week. One of the discussions will entail the wind farm. He is of the assumption that MEAN will be renewing their commitment to the wind farm.

Ortiz reported that at the last City Council meeting, there was an agenda item to discuss and consider action on evicting Keep Kimball Beautiful from the Recycle Center facilities. The agreement was signed prior to the council meeting; however, the request to move forward in fulfilling the agreement has not been complied with. If this continues, the City Council may consider terminating the agreement at the next council meeting.

The next meeting will be held on March 22, 2016 at 4:15 p.m.

There being no further business to come before the Board of Public Works, Robinson moved and Fossand seconded to adjourn the meeting at 5:23 p.m. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Porter, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Chairperson

City Clerk

Combined Utilities-Utility Claims-February 25, 2016-Payroll Fund-Payroll Transfer-38,233.46; GreatAmerica Financial Services-Lease-365.00; Staples-Supplies-61.97; Western Nebraska Observer-Meeting Notices-884.65; The United States Life Insurance Company-Long Term Disability-543.16; Z & S Construction Co., Inc.-Final Cover-49,2924.80; Payroll Fund-Payroll Transfer-38,244.71; Amazon-Charges-209.90; CenturyLink-Telephone-646.34; Centurylink Communications, Inc.-Long Distance-71.71; Charter Communications-Internet-215.25; Hasler-Total Funds-Postage-2,000.00; High West Energy-Utilities-7,194.00; LorRon Department Store-Supplies-175.98; Safetyline Consultants, Inc.-Safety Training-750.00; Simmons Olsen Law Firm, P.C.-Professional Services-745.00; Viaero-Cell Phone-123.18; Visa-Firstier Bank-Charges-1,530.98; Accent Wire Products-Parts-2,676.07; Brown Pump and Septic-Testing-2,540.00; Baker & Associates-Professional Services-660.00; City of Kimball-Transfer-13,186.55; City of Kimball- Occupation Tax-13,470.54; City of Kimball-Transfer-642.70; City of Kimball-Transfer-559.18; City of Kimball-Transfer- 780.00; Combined Utilities-Utilities-159.43; Credit Management Services, Inc.-Fee-68.23; Crescent Electric Supply Co.- Parts-392.68; Croell Redi-Mix-Concrete-2,030.40; Division of Public Health-Registration-50.00; Electro-Test and Maintenance, Inc.-Repairs-2,220.00; Fedex-Transportation Charges-99.20; Frenchman Valley Coop-Bulk Diesel-767.51; Golder Associates-Professional Services-8,118.61; HD Supply Waterworks, Ltd.-Touch Read-9,109.13; HD Supply Waterworks, Ltd.-Software-535.00; Hach Company-Supplies-477.24; Holiday Inn-Lodging-371.80; Hometown Hardware-Supplies-1,250.88; Ideal Linen Supply, Inc.-

Mats-50.82; Intralinks, Inc.-Services-865.80; JMK Trust-Payment-15,335.22; Kimball Auto Parts-Parts-539.22; Kimball Health Services-Medical-44.10; Kimball Service Center-Repairs-374.26; Kriz-Davis Company-Parts-944.41; League of NE Municipalities-Conference-240.00; MEAN-Mean Bill-159,324.10; MEAN-RITA Installment-1,048.88; Moore Insulation Co., Inc.-Services-1,050.00; Napa Auto Parts-Parts- 207.13; Nebraska Municipal Power Pool-Services-500.00; Nebraska Public Health Enviro Lab-Water Samples-60.00; Nebraska Safety & Fire Equipment, Inc.-Fire Extinguishers-240.00; Nebraska State Fire Marshal-Annual Fee-240.00; Northern Safety Co., Inc.-Supplies-122.33; OFP Services, Inc.-Parts-38.88; One Call Concepts-Locates-6.84; Panhandle Coop-Kerosene-900.14; Panhandle Coop Association-Supplies-5.70; Pine Bluffs Gravel & Excavating, Inc.-Installation-4" Meter NDOR-30,186.00; Prestige MFG.-Repairs- 5,779.71; Revize LLC-Software Support-1,200.00; Schank Roofing Service-Roof Repair-3,565.00; Schweitzer Engineering Laboratories, Inc-Repairs-1,155.60; Scottsbluff Screenprinting- Embroidery-225.00; Shopko Stores Operating Co.-Supplies-165.69; SourceGas, LLC-Gas Service-4,695.33; Staples-Supplies-76.18; Water Environment Federation-Membership Renewal-79.00; Wesco Distribution Receivables Corp.-Parts -925.55; Wolf Automotive Center, Inc.-Parts-29.82.