

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
January 11, 2020 @12:30 P.M.
Municipal Auditorium
314 South 10th Avenue, Broken Bow, NE**

A. Call to Order

- B. Open Meeting Law:** A current copy of the Open Meeting Act is posted and is available for review by all citizens in attendance.

C. Roll Call

- D. Consent Agenda** – The Board will review and may or may not approve the consent agenda items for December 28, 2020, which will include the following:
- a. Approval of Minutes from December 28, 2020 Meeting
 - b. Approval of claims as Posted

E. Compliance information

F. Discussion Items

- a. Utility Policies and Procedures
- b. Water/Sewer Parts/Material Budget wish list for 2022
- c. Electric Parts/Material Budget wish list for 2022

G. Action Items

- a. Charging Rate for Septic Tank Disposal at Treatment Plant
- b. Sludge Removal Bids

H. Reports:

- a. Department Heads Updates

I. Discussion Items for Next Agenda

J. Adjournment

The Broken Bow Board of Public Works reserves the right to enter closed session to discuss any item on the agenda pursuant to law.

**Board of Public Works
Meeting Minutes
December 28, 2020**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, December 28, 2020. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works, the Electric Superintendent, and the Water/Sewer Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Dan Jacobson called the meeting to order at 12:30 p.m., with the following Board members present: Russ Smith, Dan Jacobson, and Chad Schall. Absent: Gene Chapin and Butch Brunken. Dan Jacobson informed the Board of Public Works this was an open meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Schall, Seconded by Smith, to approve the Consent Agenda for December 28, 2020. Said motion includes approval of the Minutes of the November 23, 2020 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Smith, Jacobson and Schall. Nays: None. Motion carried.

Broken Bow Municipal Utilities, postage, \$528.70; Black Hills Energy, Power Plant Gas, \$412.30; Blake Waldow, boot allowance, \$300.00; Card Services-Orschelns Farm & Home, safety apparel, \$236.39, Carquest of Broken Bow, maintenance on trucks and generator, \$707.01; Central Nebraska Diesel, truck repair, \$1,895.33; Centurylink, basic phone service, \$199.61; City of Broken Bow, transfer and rent, \$45,403.91; City of Broken Bow Payroll Reimbursement, \$31,563.49; \$37,064.74; \$29,016.16; Custer County Chief, publications, \$273.42; Custer Public Power District, WWTP Electricity, \$2,949.82; Custer Transfer Station, transfer fees collected, \$9,828.00; City of Broken Bow, Health Insurance, \$14,361.35; Cooper Machinery Services, power plant engine repair, \$5,914.19; Deb's Embroidery Shop, Logos on shirts, \$50.00; Eakes Office Solutions, supplies, \$108.76; Great Plains Communications, internet, \$160.15; Invoice Cloud, credit card expenses, \$98.80; John Deere Financial, water supplies, \$38.47; Jeff Berghorst, boot allowance, \$300.00; Mead Lumber Co., supplies, \$130.22; Nebraska Municipal Power Pool, software fee, \$1,587.88; Nebraska Public Health Environmental Lab, water testing, \$940.00; Nebraska State Bank, bond payments, \$50,670.00; Obrien's Hardware, light for sewer truck, \$41.38; One Call Concepts, Inc., locate expense, \$28.06; Paulsen, Inc., concrete, sand & gravel, \$581.42; Platte Valley Laboratories, Inc., wastewater testing, \$850.00; Post Master, PO Box Fee and Presort Fee, \$514.00; Pracht's Ace Hardware, Inc., supplies, \$82.33; Quadiant Finance USA, Inc., postage, \$1,200.00; Quadiant Leasing USA, Inc., postage, \$593.38; Ryan Jones, boot allowance, \$241.01; Reilee Leverington, CDL Permit, \$14.50; S&L Sanitation, trash fees billed and transfer station fees collected, \$40.75, \$29,599.70; SAGE Payment Solutions, credit card fees, \$1,178.46; Sargent Drilling, Domestic Well-WWTP, \$2,071.93; Sensaphone, alarm system, \$5.95; USA Blue Book, WWTP supplies,

\$1,474.30; Wenquist, Inc., WWTP blower belts and lift station bulbs, \$1,383.14; WESCO Receivables Corp. \$461.60; Western Area Power Admin., power purchases WAPA, \$19,452.90; Total Bills: \$294,553.51

Approval of Claims – December 28, 2020

Electric Department	\$ 161,231.94
Water Department	25,940.28
Sewer Department	33,685.20
Power Plant	9,347.40
Billing	64,288.21
Fuel Station	<u>60.48</u>
	\$ 294,553.51

Compliance Report: Water/Sewer Superintendent Craig Cranwell informed the Board that sampling is in compliance and the error was corrected from prior month. Blake Waldow had nothing to report.

Discussion was held on the Sludge Removal Process. Water/Sewer Superintendent Craig Cranwell informed the Board that the bids are in progress and will be available at the next meeting.

Discussion was held on the possibility of charging septic tank businesses a set rate fee for dumping at the Wastewater Treatment Plant. Currently there are no fees or restrictions in place for septic companies. Water/Sewer Superintendent Craig Cranwell will update Board of possible set prices.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- Wastewater Treatment Plant is going well, working on figuring out how to get the blowers out if needed.
- Repaired leak at the Police Station.
- Waiting on parts to finish repairing the fire hydrant by UPS.
- Waiting on the pumps to be delivered.
- The replacement pumps will be stored in the Water Department shop.

Blake Waldow, Electric Superintendent:

- Finishing up the Substation Project.
- Will be cutting trees.
- Substation Controllers: Need to verify how many received and completed.
- Discussed valve replacement at Power Plant.

Moved by Schall, Seconded by Smith, to approve moving the Board of Public Works bi-monthly meetings to the Monday before City Council meetings. Roll Call vote: Voting aye: Jacobson, Schall and Smith. Nays: None. Motion Carried

Moved by Schall, seconded by Smith, to adjourn the meeting at 1:18 p.m. Roll Call
vote: Ayes: Smith, Jacobson and Schall. Nays: None. Motion Carried

BOARD OF PUBLIC WORKS OF THE
CITY OF BROKEN BOW, NEBRASKA

/s/Dan Jacobson, Chairman

Check Approval List - GL Account

1/7/2021 4:30:16 PM

Broken Bow Municipal Utilities

Page 1 of 1

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
CARQUEST OF BROKEN BOW		Battery & Brake Fluid	LINE MATERIALS & SU	22.36
CARQUEST OF BROKEN BOW		Battery & Brake Fluid	SUPPLIES AND MAINTI	96.92
CITY OF BROKEN BOW		Transfer and Rent	IN LIEU OF TAX PAYME	44,885.82
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SALARIES-DISTRIBUTI	12,175.92
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	730.55
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	893.94
CUSTER PUBLIC POWER DISTRICT		locate fault/testing recloser	LINE MATERIALS & SU	201.40
CUSTER PUBLIC POWER DISTRICT		locate fault/testing recloser	NEW TRANSFORMERS	1,850.00
JEO Consulting Group Inc.		Engineering	ENGINEERING/LEGAL	3,338.75
NEBRASKA STATE BANK		Bond Transfers	ELECTRIC BOND FUNC	12,913.00
NEBRASKA STATE BANK		Bond Transfers	WASTEWATER PLANT	27,053.00
NEBRASKA STATE BANK		Bond Transfers	WATER DEPARTMENT	10,704.00
ONE CALL CONCEPTS, INC		Locate Expense	UNDERGROUND LOCA	40.32
PRACHT'S ACE HARDWARE, INC.		Supplies	LINE MATERIALS & SU	63.82
PRACHT'S ACE HARDWARE, INC.		Supplies	NEW TRANSFORMERS	158.67
S & L SANITARY SERVICES		Trash Fees Billed	MAINT-BUILDINGS & G	9.12
V-BAR Inc.		gas for welder	SUPPLIES AND MAINTI	116.97
WENQUIST, INC.		Supplies	SUPPLIES AND MAINTI	53.48
WESCO RECEIVABLES CORP.		Line supplies	LINE MATERIALS & SU	656.34
			Total ELECTRIC	\$115,964.38
WATER				
BOW LOCKSMITH		New Keys	OPERATING SUPPLIES	14.00
BROKEN BOW MUNICIPAL UTILITIES		Postage	POSTAGE- WATER DE	8.70
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	WATER SALARIES	5,408.45
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	239.25
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	395.71
GROCERY KART		supplies	OPERATING SUPPLIES	40.19
JEO Consulting Group Inc.		Drinking Water Protection Plan	ENGINEERING EXPEN	1,092.00
MUNICIPAL SUPPLY, OF NEBR.		supplies	OPERATING SUPPLIES	573.19
PRACHT'S ACE HARDWARE, INC.		Supplies and Tools	OPERATING SUPPLIES	66.16
S & L SANITARY SERVICES		Trash Fees Billed	MAINT-BLDG & GRDS \	4.56
			Total WATER	\$7,842.21
SEWER				
BROKEN BOW MUNICIPAL UTILITIES		Postage	POSTAGE- SEWER DE	27.20
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SEWER SALARIES	5,408.45
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	239.25
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	395.71
CUSTER PUBLIC POWER DISTRICT		WWTP Power	UTILITIES	2,861.14
S & L SANITARY SERVICES		Trash Fees Billed	MAINTENANCE-BUILD	4.57
			Total SEWER	\$8,936.32
POWER PLANT				
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	POWER PLANT SALAR	751.90
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	45.11
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	57.18
S & L SANITARY SERVICES		Trash Fees Billed	MAINTENANCE-BUILD	22.50
			Total POWER PLANT	\$876.69
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		Postage	POSTAGE	412.96
CITY OF BROKEN BOW		Transfer and Rent	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	OFFICE SALARIES	3,200.41
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	95.47
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	231.71
INVOICE CLOUD		Credit Card Expenses	CREDIT CARD/BILL PA	100.40
SAGE PAYMENT SOLUTIONS		Credit Card Fees	CREDIT CARD/BILL PA	1,263.91
			Total BILLING	\$5,704.86
				\$139,324.46

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 12/29/2020

Ending Date: 1/11/2021

LDO sensor	\$2373.23 (X 2)
*D.O. CAP 2 per year	\$595.32 (Pair)
SC 200 controller	\$2700
Level sensor	\$700
Decanter float	\$8462.78
Decant Actuator have 1 on hand	
\$7351.41	
*SA 7.5 Actuator Inf. Valve	\$9092.65
*SA 7.1 Sludge Valve	\$7976.47
*SA 10.1 Decant Valve	\$6050.96
Sludge Pump 1 rebuilt on hand	
\$6936.30	
*Diffusers (320 per basin) 1 basin on hand	
\$9664	
Mixer on order	\$9819.11
U.V. System Control Center	\$
Light (288 total) good for this season	
\$42.86 ea.	
	\$4114.32 (bank)
Tube (96 per bank)	\$58.22 ea.

	\$5587.64 (bank)
* UV Sensor (X3 \$2338.57	\$7015.71
* 6' cord need 10 min.	\$95.39
*Receptacle need 10 mi	\$36.31
Lamp Socket on hand	\$ 35
Blower	\$19,384.64
Blower Motor	\$5875.71
Belt Av.2 per year	\$684.67
Filter on hand	\$66.50
Oil on hand	\$281
GLS Sampler	\$
Refrigerator Sampler	\$
DO Probe	\$579.25
DO Cap on hand	\$121.40
*PH Probe	\$191
*Vacuum Pump	\$1620
Lab Oven	\$777

Septic tank pumper

Min charge in city limits based on 4,000 gal \$24.62

Min charge rural based on 4000 gal \$42.62

Min charge new customer with no history \$36.62

2020 average residential bill

High \$84.37

Low \$24.12

Ave \$54.25

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
BOW LOCKSMITH										
17560	1/11/2021	1/11/2021			14.00					Posted
	2-241000					New Keys			14.00	0.00
special office	BROKEN BOW MUNICIPAL UTILITIES									
17563	1/11/2021	1/11/2021			448.86					Posted
	2-243290					postage			8.70	0.00
	3-343290					postage			27.20	0.00
	5-545500					postage			412.96	0.00
									448.86	0.00
CARQUEST OF BROKEN BOW										
17568	1/11/2021	1/11/2021			119.28					Posted
	1-143410					Battery & Brake Fluid			96.92	0.00
	1-143300					Brake Fluid			22.36	0.00
									119.28	0.00
transfer	CITY OF BROKEN BOW									
17574	1/11/2021	1/11/2021			45,285.82					Posted
	1-149200					Transfer to City's General Fund			44,685.82	0.00
	5-546100					Monthly Office Rent			400.00	0.00
									45,285.82	0.00
PAYROLL	CITY OF BROKEN BOW PAYROLL REIMBURSEMENT									
17578	1/7/2021	1/7/2021			30,269.01					Ck# 171 Printed
	4-440100					Payroll Reimbursement			751.90	0.00
	4-445220					Payroll Reimbursement			57.18	0.00
	4-445210					Payroll Reimbursement			45.11	0.00
	5-545130					Payroll Reimbursement			3,200.41	0.00
	5-545220					Payroll Reimbursement			231.71	0.00
	5-545210					Payroll Reimbursement			95.47	0.00
	1-143100					Payroll Reimbursement			12,175.92	0.00
	1-145220					Payroll Reimbursement			893.94	0.00
	1-145210					Payroll Reimbursement			730.55	0.00
	2-240100					Payroll Reimbursement			5,408.45	0.00
	2-245220					Payroll Reimbursement			395.71	0.00
	2-245210					Payroll Reimbursement			239.25	0.00
	3-340100					Payroll Reimbursement			5,403.45	0.00
	3-345230					Payroll Reimbursement			395.71	0.00
	3-345210					Payroll Reimbursement			239.25	0.00
									30,269.01	0.00
INVOICES	CUSTER PUBLIC POWER DISTRICT									
17559	1/11/2021	1/11/2021			2,861.14					Posted
	3-340900					WWTP Power			2,861.14	0.00
17573	1/11/2021	1/11/2021			2,051.40					Posted
	1-149600					testing recloser			1,850.00	0.00
	1-143300					locate fault			201.40	0.00
									2,051.40	0.00
GROCERY KART										
17558	1/11/2021	1/11/2021			40.19					Posted
	2-241000					supplies			40.19	0.00
INVOICE CLOUD										
17565	1/11/2021	1/11/2021			100.40					Posted
	5-547200					Credit Card Expenses			100.40	0.00
JEO Consulting Group Inc.										
17566	1/11/2021	1/11/2021			3,338.75					Posted
	1-147400					Engineering			3,335.75	0.00
17567	1/11/2021	1/11/2021			1,092.00					Posted
	2-247400					Drinking Water Protection Plan			1,092.00	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
17577	1/11/2021	1/11/2021			573.19					Posted
	2-241000					Operating Supplies- Water Dept			573.19	0.00
NEBRASKA STATE BANK										

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Description</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>						<u>Debit</u>	<u>Credit</u>
NEBRASKA STATE BANK (continued)									
17564	1/11/2021	1/11/2021	50,670.00						Posted
	1-110670				Wastewater Bond- Monthly Savings Depos			27,053.00	0.00
	1-110680				Water Bond- Monthly Savings Deposit			10,704.00	0.00
	1-110610				Electric Bond Fund			12,913.00	0.00
								50,670.00	0.00
ONE CALL CONCEPTS, INC									
17572	1/11/2021	1/11/2021	40.32						Posted
	1-143320				1- Month of Locate Expenses			40.32	0.00
PRACHT'S ACE HARDWARE, INC.									
17561	1/11/2021	1/11/2021	66.16						Posted
	2-241000				Supplies and Tools			66.16	0.00
17569	1/11/2021	1/11/2021	222.49						Posted
	1-149600				Supplies			158.67	0.00
	1-143300				Supplies			63.82	0.00
								222.49	0.00
S & L SANITARY SERVICES									
17557	1/11/2021	1/11/2021	40.75						Posted
	1-143700				Trash Fees Billed			9.12	0.00
	2-243700				Trash Fees Billed			4.56	0.00
	3-341300				Trash Fees Billed			4.57	0.00
	4-441300				Trash Fees Billed			22.50	0.00
								40.75	0.00
SAGE PAYMENT SOLUTIONS									
17576	1/11/2021	1/11/2022	1,263.91						Posted
	5-547200				Credit card fees			1,263.91	0.00
V-BAR Inc.									
17562	1/11/2021	1/11/2021	116.97						Posted
	1-143410				gas for welder			116.97	0.00
WENQUIST, INC.									
17571	1/11/2021	1/11/2021	53.48						Posted
	1-143410				Supplies			53.48	0.00
WESCO RECEIVABLES CORP.									
17570	1/11/2021	1/11/2021	656.34						Posted
	1-143300				Line supplies			656.34	0.00
			139,324.46	21 Non-voided payables listed.					

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 12/29/2020

Ending: 11/30/2021

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected