

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
May 28, 2024 @ 12:30 P.M.
City Hall
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 May 28, 2024, which will include the following:

- a. Approval of Minutes from May 14, 2024, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Electric truck update

F. Department Head Updates

G. Items for Next Agenda

H. 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
May 14, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, May 14, 2024. 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.

Chad Schall called the meeting to order at 12:33 pm., with the following Board members present: Chad Schall, Scott Adams, Jeff Withrow, Jarrod Conner and Jay Gormley. Absent: None. Chad Schall 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 Withrow, seconded by Adams to approve the Consent Agenda for May 14, 2024. Said motion includes approval of the Minutes of the April 23, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Adams, Conner, Withrow, and Gormley. Nays: None. Motion carried.

ALTEC INDUSTRIES, INC. - DIGGER TRUCK #66 - \$1,194.68, BROKEN BOW MUNICIPAL UTILITIES - POSTAGE - \$815.10, BLACK HILLS ENERGY - POWER PLANT GAS - \$267.89, CARD SERVICES - ORSCHELNS FARM & HOME - FR CLOTHING, LOCATES, PRINTER/CARTRIDGES/FOLDERS - \$1,259.36, TRANSFER PUMP - \$363.78, CARQUEST OF BROKEN BOW - TRUCK 69 - \$92.66, CENTURYLINK - PHONE SERVICE - \$209.40, CITY OF BROKEN BOW - TRANSFER/RENT - \$44,678.32, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - 4/24/24 - \$44,730.00, 5/8/24 - \$44,707.54, CUSTER COUNTY CHIEF - \$190.32, DUTTON-LAINSON COMPANY - BOX PADS - \$7,399.06, EZ IT SOLUTIONS - IT SERVICES, USB ADAPTER WATER/SEWER DEPT - \$2,780.59, GARRETT TIRES & TREADS - TIRES FOR EVAN'S PICKUP - \$763.08, GREAT PLAINS COMMUNICATIONS, INC - INTERNET AND TELEPHONE - \$352.27, GARY'S SUPER FOODS - \$136.17, HYDRO OPTIMIZATION & AUTOMATION SOLUTION - TECH SUPPORT FOR WWTP - \$996.75, INVOICE CLOUD - \$301.20, MEAD LUMBER CO - 6X6 FOR 5TH & 6TH SERVICE - \$65.49, MUNICIPAL ENERGY AGENCY OF NE - \$543,124.10, POWER PLANT COMPLIANCE - \$1,000.00, JOB, TRAINING, SAFETY - \$696.00, MUNICIPAL SUPPLY, OF NEBR. - PART FOR FIRE HYDRANT AT MELHAM - \$2,087.08, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - \$824.00, NEBRASKA RURAL WATER ASSOC. - \$500.00, NEBRASKA STATE BANK - BOND TRANSFERS - \$47,685.00, NATIONWIDE - KATIE'S BOND - \$100.00, OBRIEN'S HARDWARE - BATTERIES/OPERATION SUPPLIES - \$252.13, PLATTE VALLEY LABORATORIES, INC. - \$1112.50, RT ACE - METER LOOP SUPPLIES/ 3" FLAPPER - \$262.67, S & L SANITARY SERVICES - TRASH FEES - \$55.50, SAGE PAYMENT SOLUTIONS - \$2253.26, SANDHILLS CUSTOM CREATIONS - FR CLOTHING - \$37.50, STUART C IRBY CO - FR CLOTHING - \$451.54, T & R ELECTRIC, INC. - TX REPAIR - \$12,037.28, TROTTER SERVICE - \$2655.13, - \$447.38, WESCO RECEIVABLES CORP. - \$25,515.13, WESTERN AREA POWER ADMIN. - \$22,672.64, TOTAL - \$815,072.50

Electric Department	\$753,270.78
Water Department	19,506.74
Sewer Department	18,547.66
Power Plant	4,249.71
Billing	19,426.20
Fuel	71.41
<hr/>	
Total	\$815,072.50

Ryan Jones, Water/Sewer Superintendent showed the board the proposed new sewer rates including the industrial rate.

Blake Waldow Electrical Superintendent informed the board that the H-Structure project is coming along. The first alley is almost done, and all wiring will be the same just going from above ground to underground.

The following was discussed under Department Head Updates:

Blake Waldow Electrical Superintendent:

- Working on the joint pole usage agreement.
- Changing out poles.
- Installed a new meter at the fairgrounds.
- Working with the school to move a transformer and move some wires.
- Will look into cutting some trees at a property.
- Working on the 2400 conversion.

Ryan Jones Water/Sewer Superintendent:

- Fill station is fixing and running.
- Built some fire hydrant meters.
- Fixed a sensor at the Wastewater Treatment Plant.
- Had a sledge pump go down, had electric department help fix it.
- Completed the fire hydrant repairs at Melham.
- UV lights are up and running at the treatment plant.
- Met with JEO on preliminary for the Highway 2 project.

Moved by Schall, seconded by Withrow to adjourn the meeting at 1:10pm. Roll Call vote: Voting aye: Schall, Adams, Withrow, Conner and Gormley. Nays: None. Motion Carried.

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

/s/ Chad Schall, Chairman

Accounts Payable Detail Listing

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>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>	
BEAVER BEARING COMPANY										
19913	5/28/2024	5/28/2024	1.24							Posted
	2-241000				OPERATING SUPPLIES/MAINTENANCE			1.24	0.00	
Black Hills Energy										
19939	5/28/2024	5/28/2024	118.22							Posted
	4-440800				power plant gas			118.22	0.00	
Border States Industries Inc										
19914	5/28/2024	5/28/2024	189.42							Posted
	1-143300				LINE SUPPLIES & MATERIALS			189.42	0.00	
CARD SERVICES - ORSCHELNS FARM & HOME										
19941	5/28/2024	5/28/2024	158.61							Posted
	5-545400				OFFICE SUPPLIES			139.09	0.00	
	5-545400				OFFICE SUPPLIES			19.52	0.00	
								158.61	0.00	
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
19915	5/28/2024	5/28/2024	45,193.90							Posted
	4-440100				Payroll Reimbursement			877.50	0.00	
	4-445220				Payroll Reimbursement			66.78	0.00	
	4-445210				Payroll Reimbursement			52.65	0.00	
	5-545130				Payroll Reimbursement			6,930.38	0.00	
	5-545220				Payroll Reimbursement			506.96	0.00	
	5-545210				Payroll Reimbursement			315.68	0.00	
	1-143100				Payroll Reimbursement			18,518.15	0.00	
	1-145220				Payroll Reimbursement			1,340.26	0.00	
	1-145210				Payroll Reimbursement			1,111.07	0.00	
	2-240100				Payroll Reimbursement			6,898.50	0.00	
	2-245220				Payroll Reimbursement			494.71	0.00	
	2-245210				Payroll Reimbursement			344.03	0.00	
	3-340100				Payroll Reimbursement			6,898.49	0.00	
	3-345230				Payroll Reimbursement			494.71	0.00	
	3-345210				Payroll Reimbursement			344.03	0.00	
								45,193.90	0.00	
ION POWER CUSTER PUBLIC POWER DISTRICT										
19916	5/28/2024	5/28/2024	3,113.15							Posted
	3-340900				POWER FOR WWTP			3,046.11	0.00	
	3-340900				POWER FOR WWTP			67.04	0.00	
								3,113.15	0.00	
CUSTER TRANSFER STATION										
19917	5/28/2024	5/28/2024	13,360.00							Posted
	5-540200				transfer station fees collected			13,360.00	0.00	
City of Broken Bow - Health Insurance										
19921	5/28/2024	5/28/2024	20,069.22							Posted
	1-145200				health insurance			8,343.78	0.00	
	2-245200				health insurance			3,812.87	0.00	
	3-345200				health insurance			3,812.87	0.00	
	5-545200				health insurance			3,860.36	0.00	
	4-445200				health insurance			239.34	0.00	
								20,069.22	0.00	
19922	5/28/2024	5/28/2024	20,069.22							Posted
	1-145200				health insurance			8,343.78	0.00	
	2-245200				health insurance			3,812.87	0.00	
	3-345200				health insurance			3,812.87	0.00	
	5-545200				health insurance			3,860.36	0.00	
	4-445200				health insurance			239.34	0.00	
								20,069.22	0.00	
DULTMEIER SALES, LLC										
19918	5/28/2024	5/28/2024	2,798.06							Posted
	2-241000				OPERATING SUPPLIES/MAINTENANCE			2,798.06	0.00	
Jeffres Sand and Gravel										
19923	5/28/2024	5/28/2024	1,790.23							Posted
	1-143300				LINE MATERIALS & SUPPLIES			1,790.23	0.00	

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#	Work Order		Description			Debit	Credit
MILLER & ASSOCIATES CONSULTING ENGINEERS (continued)								
19924	5/28/2024	5/28/2024	165.00					Posted
	3-347500			WASTE WATER TESTING			165.00	0.00
MILLS HARDWARE								
19938	5/28/2024	5/28/2024	1,045.03					Posted
	1-143410			SUPPLIES & MAINTENANCE			1,045.03	0.00
MUNICIPAL ENERGY AGENCY OF NE								
19925	5/28/2024	5/28/2024	2,040.00					Posted
	4-441520			POWER PLANT COMPLIANCE			2,040.00	0.00
19926	5/28/2024	5/28/2024	553,117.63					Posted
	1-140200			Power Purchases MEAN			553,117.63	0.00
19937	5/28/2024	5/28/2024	944.00					Posted
	1-143365			CONFERENCE REGISTRATION			944.00	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.							
19927	5/28/2024	5/28/2024	2,469.75					Posted
	2-243300			MAINTENANCE-WATER MAINS			2,469.75	0.00
19934	5/28/2024	5/28/2024	543.80					Posted
	2-241000			Operating Supplies- Water Dept			543.80	0.00
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB								
19936	5/28/2024	5/28/2024	450.00					Posted
	2-247500			Water Testing			450.00	0.00
NEBRASKA WATER RESOURCES ASSOC.								
19935	5/28/2024	5/28/2024	105.00					Posted
	2-245410			NWRA MEMBERSHIP RENEWAL			105.00	0.00
Quadient Finance USA, Inc.								
19928	5/28/2024	5/28/2024	400.00					Posted
	5-545500			POSTAGE			400.00	0.00
RAILROAD MANAGEMENT COMPANY III, LLC								
19929	5/28/2024	5/28/2024	379.14					Posted
	1-147400			LEGAL EXPENSES			379.14	0.00
RT Ace								
19930	5/28/2024	5/28/2024	250.62					Posted
	2-241000			OPERATING SUPPLIES			250.62	0.00
S & L SANITARY SERVICES								
19931	5/28/2024	5/28/2024	36,810.15					Posted
	5-540200			trash collections			36,810.15	0.00
Sensaphone								
19932	5/28/2024	5/28/2024	6.95					Posted
	2-243800			alarm system			3.48	0.00
	3-343800			alarm system			3.47	0.00
							<u>6.95</u>	<u>0.00</u>
V-BAR Inc.								
19919	5/28/2024	5/28/2024	184.29					Posted
	3-341300			MAINTENANCE BUILDING-GROUNDS			184.29	0.00
VERIZON WIRELESS								
19940	5/28/2024	5/28/2024	228.14					Posted
	1-145700			Monthly Cell Phones - P Plant & Line Dept			47.42	0.00
	1-145700			Monthly Cell Phones -TABLET			42.94	0.00
	2-245700			Monthly Cell Phones -WATER			21.47	0.00
	2-245700			Monthly Cell Phones -TABLET			23.71	0.00
	3-345700			Monthly Cell Phones -SEWER			21.47	0.00
	3-345700			Monthly Cell Phones -TABLET			23.71	0.00
	4-445700			Monthly Cell Phones -TABLET			47.42	0.00
							<u>228.14</u>	<u>0.00</u>
WENQUIST, INC.								
19933	5/28/2024	5/28/2024	1,458.38					Posted
	2-241000			OPERATING SUPPLIES			1,458.38	0.00

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>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>

707,459.15 28 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 5/15/2024

Ending: 5/28/2024

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

5/24/2024 8:23:09 AM

Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
Border States Industries Inc		12 X 12 LID PEARSON RENTALS	LINE MATERIALS & SU	189.42
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	18,518.15
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	1,111.07
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,340.26
City of Broken Bow - Health Insurance	health insurance-MARCH 2024		EMPLOYEE HEALTH IN	8,343.78
City of Broken Bow - Health Insurance	health insurance-APRIL 2024		EMPLOYEE HEALTH IN	8,343.78
Jeffres Sand and Gravel	WHITE ROCK		LINE MATERIALS & SU	1,790.23
MILLS HARDWARE	DUCTAL POLE BITS		SUPPLIES AND MAINTI	1,045.03
MUNICIPAL ENERGY AGENCY OF NE			POWER PURCHASES-I	553,117.63
MUNICIPAL ENERGY AGENCY OF NE	UTILITY TRAINING & JTS		CONFERENCE REGIST	944.00
RAILROAD MANAGEMENT COMPANY I	RAILROAD CROSSING OF POWER LINE		ENGINEERING/LEGAL	379.14
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	47.42
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	42.94
			Total ELECTRIC	\$595,212.85
WATER				
BEAVER BEARING COMPANY	O RINGS		OPERATING SUPPLIES	1.24
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	6,898.50
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	344.03
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	494.71
City of Broken Bow - Health Insurance	health insurance-MARCH 2024		EMPLOYEE HEALTH IN	3,812.87
City of Broken Bow - Health Insurance	health insurance-APRIL 2024		EMPLOYEE HEALTH IN	3,812.87
DULTMEIER SALES, LLC	NEW TIMER FOR FILL STATION		OPERATING SUPPLIES	2,798.06
MUNICIPAL SUPPLY, OF NEBR.	PARTS FOR FIRE HYDRANT METER		OPERATING SUPPLIES	543.80
MUNICIPAL SUPPLY, OF NEBR.	PARTS FOR FIRE HYDRANT & GOLF COL		MAINTENANCE - WATE	2,469.75
NEBRASKA PUBLIC HEALTH ENVIRON	WATER TESTING		WATER TESTING	450.00
NEBRASKA WATER RESOURCES ASS	NWRA MEMBERSHIP RENEWAL		MEMBERSHIPS & DUE	105.00
RT Ace	OPERATING SUPPLIES		OPERATING SUPPLIES	250.62
Sensaphone	alarm system		MAINTENANCE-SCADA	3.48
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	21.47
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	23.71
WENQUIST, INC.	OPERATING SUPPLIES		OPERATING SUPPLIES	1,458.38
			Total WATER	\$23,488.49
SEWER				
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	6,898.49
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	344.03
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	494.71
CUSTER PUBLIC POWER DISTRICT	POWER FOR WWTP		UTILITIES	3,046.11
CUSTER PUBLIC POWER DISTRICT	POWER FOR WWTP		UTILITIES	67.04
City of Broken Bow - Health Insurance	health insurance-MARCH 2024		EMPLOYEE HEALTH IN	3,812.87
City of Broken Bow - Health Insurance	health insurance-APRIL 2024		EMPLOYEE HEALTH IN	3,812.87
MILLER & ASSOCIATES CONSULTING	REVIEW OF WW TESTING		WASTE WATER TESTII	165.00
Sensaphone	alarm system		MAINTENANCE SCADA	3.47
V-BAR Inc.	PARTS FOR EAST BUILDING		MAINTENANCE-BUILDI	184.29
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	21.47
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	23.71
			Total SEWER	\$18,874.06
POWER PLANT				
Black Hills Energy			NATURAL GAS USED	118.22
CITY OF BROKEN BOW PAYROLL REIM			POWER PLANT SALAR	877.50
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	52.65
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	66.78
City of Broken Bow - Health Insurance	health insurance-MARCH 2024		EMPLOYEE HEALTH IN	239.34
City of Broken Bow - Health Insurance	health insurance-APRIL 2024		EMPLOYEE HEALTH IN	239.34
MUNICIPAL ENERGY AGENCY OF NE	EIA 860/EIA 923/EIA 861		POWER PLANT COMPI	2,040.00
VERIZON WIRELESS	CELL PHONES & TABLETS		TELEPHONE	47.42
			Total POWER PLANT	\$3,681.25
BILLING				

Check Approval List - GL Account

5/24/2024 8:23:09 AM

Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
BILLING				
CARD SERVICES - ORSCHELNS FARM		KATIE CHAIR, BINDER CLIPS, LAMINATING	OFFICE SUPPLIES	139.09
CARD SERVICES - ORSCHELNS FARM		KATIE CHAIR, BINDER CLIPS, LAMINATING	OFFICE SUPPLIES	19.52
CITY OF BROKEN BOW PAYROLL REIMBURSEMENT			OFFICE SALARIES	6,930.38
CITY OF BROKEN BOW PAYROLL REIMBURSEMENT			EMPLOYEE PENSION FUND	315.68
CITY OF BROKEN BOW PAYROLL REIMBURSEMENT			EMPLOYEE SOCIAL SECURITY	506.96
CUSTER TRANSFER STATION			TRASH/TSA FEES	13,360.00
City of Broken Bow - Health Insurance		health insurance-MARCH 2024	EMPLOYEE HEALTH INSURANCE	3,860.36
City of Broken Bow - Health Insurance		health insurance-APRIL 2024	EMPLOYEE HEALTH INSURANCE	3,860.36
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	400.00
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	36,810.15
			Total BILLING	\$66,202.50
				<u>\$707,459.15</u>

Report Selection: Check Approval List - GL Account
Date Range Selection: GL Posting Date
Starting Date: 5/15/2024
Ending Date: 5/28/2024
Banks: All
Bank Acct#:
Include Printed Checks: ☐